



Illinois Fire Service Institute Request for Training



(For Office Use Only)

Date Stamp Here:

FP#:

Agency/Department/Organization Requesting Training:

(Please Print or Type)

Address City State County Zip

Point of Contact Email Address () Dept. Telephone Number

Where will the class be held?

Name of the building and room number or name

Address City State County Zip

Where should we ship the books? (Cannot be a P.O Box as Fedex will not deliver)

Person who will receive the books

Address City State County Zip

Class Requested

<input type="checkbox"/>	ICS – 300
<input type="checkbox"/>	ICS – 400

Registration will close 6 weeks prior to the first day of class date so we can prepare materials.
You should allow for this when you schedule the class.

Requested dates: (Dates may be subject to change depending on instructor availability.)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Return Original Form to Illinois Fire Service Institute Telephone: (217) 333 – 3800
11 Gerty Drive Toll Free: (800) 437 – 5819
Champaign, IL 61820 FAX: (217) 244 – 6790
Web Page: www.fsi.illinois.edu

I have read the regulations on the following pages and we hereby agree to these requirements.

Date: _____ Signature: _____ Title: _____

1. The maximum number of students for this class is 40. The minimum number of students necessary to hold a class is 28. Regardless of the number, adequate space for students is essential.
2. The host will need to provide adequate space for the class. Please provide dimensions of the rooms to be used when applying for a class.
 - General Session Classroom: The room must have adequate space for students to sit at tables where they will be able to place their student manuals and take notes. Instructors will need space to hang chart paper and laminated sheets on the walls with painters' tape. We will need space for PowerPoint projection that can be seen by all students.
 - Breakout Rooms for ICS 300: In addition to the General Session Classroom we will need two additional Breakout Rooms that will accommodate up to 14 students plus instructional staff. The rooms must have enough space to hang chart paper, maps and laminated sheets on the walls and have tables for students to work.
 - Breakout Rooms for ICS 400: One breakout room for every 10 students, plus instructional staff is required. The rooms must have enough space to hang chart paper, maps and laminated sheets on the walls and have tables for students to work.
3. The host agency, department or organization will need to provide a Windows laptop or desktop computer with Microsoft PowerPoint, an LCD Projector, speakers loud enough to cover the classroom, and a suitable projection screen. We will bring an Aver Vision document camera (commonly referred to as an "Elmo") to display paper documents.
4. The host agency, department or organization must advertise the class locally. Enrolling the maximum number of students saves money and allows for a better learning experience. Please consider every agency or group which has a role in preparing for and responding to natural or man-made disasters, such as:
 - Police
 - Fire
 - EMS
 - Local and County EMA
 - Public Works
 - Public Health
 - Schools
 - Elected or Appointed Officials
 - Large local employers and contractors
 - Non-Government groups such as:
 1. Red Cross
 2. Salvation Army
 - Transportation providers
 - Other local responders you have identified as a key player in emergency preparedness and response
5. Classes will start at 08:00 and end by 17:00, unless other arrangements have been made. Please include this information when advertising the class.

6. ALL students must be pre-registered. This means that the student has sent a completed registration form to IFSI prior to the registration deadline. This allows time to print and ship student materials. NO WALK-INS ALLOWED.

Effective January 1, 2012, registration will close at 08:00 hours, six (6) weeks prior to the first day of the class. This is necessary to prepare and ship student materials and determine if the minimum student enrollment has been met. The Illinois Fire Service Institute website will give an approximate number of enrollments at the following link:

<http://www.fsi.uiuc.edu/content/courses/schedule/index.cfm>

Simply enter the class name and the date of the class, then hit the <enter> key.

Please provide the dimensions of the rooms you plan to use:

Location	Dimensions
General Session Classroom	
Breakout Room	
Breakout Room	
Breakout Room	

Please provide information regarding Emergency Medical Services for the venue:

Hospital Name	Address City	Emergency Room Phone	Minutes from Venue by	
			Air	Ground
			Air	Ground

Ambulance Service Name	Address City	Phone	Paramedic Service
			Circle One: YES NO