REQUEST FOR TRAINING

Department/Organization Requesting Training:
__________________________________________________________________________
__________________________________________________________________________
Address            City                        State  County    Zip
__________________________________________________________________________
Chief/Training Officer/Department Head              Dept. Telephone Number
__________________________________________________________________________
Where will the class be held?
__________________________________________________________________________
Name of the building and room number or name
__________________________________________________________________________
Address            City                        State  County    Zip
__________________________________________________________________________
Class Requested
☐ Unified Command
☐ ICS-300
☐ ICS-400

Registration will close 10 days prior to the 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
FSI Building         FSI Building
11 Gerty Drive       FAX: (217) 244-6790
Champaign, Illinois 61820 Web Page: www.fsi.uiuc.edu

The regulations on the reverse side of this form have been read and we hereby agree to these requirements.

Date: ___________  Signature: ______________________________  Title: ___________

Illinois Fire Service Institute
University of Illinois
Champaign, Illinois

(For Office Use Only)
Date Stamp Here:   FP#
1. The minimum number of student necessary to hold a class is 25, the maximum is 50.

2. The host will need to provide adequate space for the class.
   - General Session Class Room – Able to hang sheet-notes on the walls. Room has space for power point projection that can be seen by all students.
   - Breakout room – one breakout room for every 15 students. Able to hang notes on walls. Tables for students to work on especially adequate space for maps and/or charts.

3. The department will need to provide a laptop or desktop computer with Microsoft Powerpoint, an LCD Projector, speakers loud enough to cover the class room, and a screen.

4. Advertise the class locally. Please consider every agency or group which has a role in natural or man-made disasters, such as:
   - Police
   - Fire
   - EMS
   - Public Works
   - Schools
   - Non-Government groups
     1. Red Cross
     2. Salvation Army
   - Elected or Appointed Officials
   - Large local employers and contractors
   - Transportation providers
   - Other local responders you have identified as a key player in emergencies

5. Classes will start at 08:00 and end by 17:00, unless other arrangements have been made.

6. The registration period will end at 08:00, ten calendar days prior to the start of the class, and is necessary to prepare and ship student materials and determine if the minimum student enrollment has been met. This also includes weekends. The Illinois Fire Service Institute website will give an approximation of the 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.

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