

	<h1>Association Policy</h1>	
	Area: Training	Number: T-2020 - 102
	Subject: Course Student Minimums and Agency Course Request	Effective Date: 02/01/2020
	Reference:	Review Date: 01/01/2027
Supersedes:		
Signed: _____ (ON FILE) _____ VAFR President		
Signed: _____ (ON FILE) _____ VAFR Training Officer		

I. Policy: The policy is to be used as a guideline for courses and establishes the minimum number of students each course is required to be taught if instructor(s) request accommodations or reimbursement. This policy also outlines the steps in course request for a member agency.

II. Purpose: The association’s goal is to provide quality training while remaining fiscally responsible. To achieve this goal, we must have minimum numbers of students for our courses. The association values the services provided by our volunteer instructors and wants to utilize their time efficiently and effectively to best provide consistent and quality training to our members.

III. Procedure:

Each VAFR course is required to, at a minimum, have the number of students as noted below in order to be taught.

Field Training Courses- 15 students per course session registered in advance on the VAFR website. (i.e. Extrication, School Bus, Swift Water)

Non-Field Training Courses- 10 students per course session registered in advance on the VAFR website. (i.e. Methods of Instruction, Infectious Disease)

Example 1: ABC Rescue Squad sends an email the State Office and request a Swift Water class at their agency. They advised that they only have 13 people who will be taking the course.

- **This request would be denied.**

Example 2: XYZ Rescue Squad sends an email the State Office and request an Infectious Disease Control class at their agency. They advised that they only have 11 people who will be taking the course.

- **This request would be approved.**

Agency Course Request

- Member agencies have the ability to request a VAFR course be taught at their agency or in the general area. The member agency can request this by notifying the VAFR State Office by email of the course title they want taught. The State Office staff will then notify the agency who made the request the minimum number of students required for the course to be taught. Once those are complete please complete the following:
 - The State Office will notify the Course Coordinator(s) for that course and the Training Officer of the Request
 - The Course Coordinator(s) will contact instructors for the area of the agency where the course request came from.
 - The Instructor(s) will provide the Course Coordinator(s) with at least three different dates and times that, they could teach the requested course.
 - The Course Coordinator(s) then take the information provide and send a course request with Instructor names listed to the Training Officer for approval.
 - The Training Officer will then review the course request and either approve or deny the request.
 - If the course request is approved, the Training Officer will notify the State Office and they will notify the requesting agency of the available dates the course can be taught.
 - If the course request is denied the Training Officer will notify the Course Coordinator(s) to re-evaluate the request.
 - After re-evaluating, the Course Coordinator(s) will notify the Training Officer for review.
 - The requesting agency will then notify the State Office the date they have selected for the course to be taught.
 - The State Office will notify the Instructor(s), Course Coordinator(s), and Training Officer of this date.
 - The State Office staff will ensure appropriate and fiscally responsible accommodations for the Instructor teaching the course if needed.
 - The Instructor will then teach the class according to VAFR standards.

Exceptions

- This policy does not govern courses where Instructors do not request reimbursement or if the course is being taught at a training event such as Rescue College or Convention.

IV. Maintenance

This policy will be reviewed at least annually.