

COLUMBIA COUNTY  
**OFFICE OF FIRE COORDINATOR**

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Dec. 5, 2005

**Preregistration  
Chiefs: Important Information**

1. Preregistration for all state courses is now required.
2. Host Dept. has first preference to courses that are class size restricted.
3. Firefighter I : First twenty-two applications accepted. Others will be called and have first preference to the next scheduled class. This applies to other courses with class size restrictions.
4. Firefighters applying for Firefighter I must be given a copy of the learning agreement and also understand it.
5. Any Firefighter that registers and doesn't attend or meet the requirements for the course will not be allowed to attend any courses for the remaining year. The Chief of the Dept. will be notified.
6. In the event of an unavoidable absence, the instructor shall be notified. An effort will be made for a make-up for that unit.
7. Only a Chief or Commanding officer shall submit the application.
8. Preregistration applications must be received ten days prior to course start date.
9. The training authorization form must be signed and submitted to the instructor at the first class.
10. Nightly announcements of courses will only occur when the class is not filled or there is a cancellation.
11. Please make copies of all forms and applications.