

# MCFRS FRTA INSTRUCTIONS FOR COURSE REGISTRATION

## **Volunteer Members:**

1. Read through Course Announcement and verify that prerequisites are met.
2. Complete a MCVFRS Course Registration Application form for each course you would like to attend.
3. Turn in the MCVFRS Course Registration Application form to the LFRD Training Coordinator for processing and nomination. **DO NOT** send these forms to the FRTA Registrar.

## **LFRD Training Coordinators:**

1. Verify that the course registration form has correct and appropriate information such as correct spelling of names, fire identification number and correct course codes and dates.
2. **Verify the member meets the designated prerequisites for the requested courses.**
3. Prioritize the member applications on the Training Course Nomination Form with the first name indicating the highest priority for registration.
4. Send the Training Course Nomination Form to the Registrar at the Montgomery County Fire/Rescue Training Academy. You may send these forms through the inter office mail, fax to 301-279-1795 or attach an electronic copy to an email to [Kristine.Mackie@montgomerycountymd.gov](mailto:Kristine.Mackie@montgomerycountymd.gov).
5. The electronic forms and course announcements can be found on the MCFRS FRTA website: <http://www.montgomerycountymd.gov/firerescue/psta>.

## **Career Personnel:**

1. Obtain a MCFRS Course Registration Application form from the website [www.montgomerycountymd.gov/firerescue/psta](http://www.montgomerycountymd.gov/firerescue/psta) or refer to the hard copy at your station.
2. Read through the Course Announcement and verify that prerequisites are met.
3. Complete a MCFRS Course Registration Application form for each course you would like to attend.
4. Send the MCFRS Course Registration Application form to the Registrar at the Montgomery County Fire/Rescue Training Academy. You may send these forms through the inter office mail, fax to 301-279-1795 or attach an electronic copy to an email addressed to [Kristine.Mackie@montgomerycountymd.gov](mailto:Kristine.Mackie@montgomerycountymd.gov).