

MEMORANDUM

April 23, 2008

TO: Division Chief Wm. Alan Hinde, Division of Volunteer Services
All LFRD Training Coordinators
All MCFRS Fire and Rescue Stations

VIA: Assistant Chief R. Michael Clemens
Training Officer

FROM: Captain Audrey S. Deputy
Training Course Coordinator

SUBJECT: Course Descriptions, Hours and Prerequisites

This document serves to clarify, update and reduce the confusion surrounding registration and requirements for training curriculums offered at the Fire/Rescue Training Academy. The following are attached:

- Class Revisions (Attachment A)
- Blackboard Instructions (Attachment B)
- Registration Process (Attachment C)
- Course Descriptions, Number of Hours and Prerequisites (Attachment D)

This document should improve the training process. Please contact me with any questions, concerns, suggestions or comments regarding this update.

ASD