



# SULLIVAN COUNTY BUREAU OF FIRE

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## Sullivan County Emergency Services Training Center Class Registration Policy

All students planning to attend a class sponsored by the Sullivan County Bureau of Fire must be pre-registered. This can be accomplished by going to the Sullivan County website, [www.co.sullivan.ny.us](http://www.co.sullivan.ny.us) and using the drop down menu to the Bureau of Fire, Training. At that site, you will have the ability to register on-line. The Chief of the Department, or their designee, training officer, Fire Coordinator, E911 Coordinator, or the Department Head must fill out the paperwork for the on-line registration.

Students will need to provide their full name, Firefighter County Accountability ID number and their TIMS number, if they have one. If they are new to fire service and do not have an Accountability ID number issued by their department or a TIMS number, they should indicate new as both.

The Officer doing the registration must provide their name, e-mail address, phone number, department/organization they are from, the student name(s) and the class they are registering for, as indicated on the form (multiple forms can be used).

Upon receipt, the person sending the form will be notified of the status of the student requesting entrance into the class, i.e., they have been accepted or that the class is full and they are on a waiting list.

The Chief of the department as of **04/2018** will be required to fill out a Training Authorization Form for **every student attending any class**. This form can be found on-line at the county website under Bureau of Fire, Forms. The training authorization form **must** be brought to the first class by the student. Some classes require prerequisites which are shown on the Training Announcements. The new form is a “form fill” type form. It can be printed but not saved

Once a year, the Chief of the department will be asked by the County Fire Coordinator to fill out a “**Request for Training**” form so that the Sullivan County Bureau of Fire can plan for the coming year’s training. This form is found on-line. It should be filled in and e-mailed back, mailed or faxed back to the Bureau of Fire.

The Chief will be notified of the date when this information is needed.

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04.2016  
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