



## Training Authorization Letter Policy

Index – Training Policies

Effective Date – 04/15/2018

Reference – Appendix B-12

Revised Date –

Subject – Training Authorization Letter Policy

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### 1.0 Purpose

- 1.1 The Training Authorization Letter is instituted to ensure that the student, authorizing agency representative (Chief, Training Officer or Supervisor) and the Office of Fire Prevention and Control staff know that an individual has the proper authorization to attend the training course or courses delivered by the New York State Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control and has obtained the necessary medical clearances to participate in strenuous training activities.
- 1.2 In addition, 16 and 17-year-old students must obtain approval from a parent or legal guardian prior to attending and participating in all training courses delivered by the Office of Fire Prevention and Control.
- 1.3 No persons under the age of 16 may attend or participate in any training course delivered by the Office of Fire Prevention and Control.

### 2.0 Applicability

- 2.1 This policy is applicable to all training courses delivered by the Office of Fire Prevention and Control

### 3.0 Procedure

- 3.1 The attached form, signed by an Authorizing Agency Representative of the student's agency, shall be submitted prior to participation in any training programs delivered by the New York State Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control, except for the following:
  - 3.1.1 Public Fire and Life Safety Education programs
  - 3.1.2 College/Tenant Safety programs
- 3.2 The student shall submit to the instructor a completed Training Authorization Letter signed by an authorized agency representative and the student at registration for the first-class session of any course (except for those listed above).

- 3.3 Students 16 or 17 years of age must complete a Training Authorization Letter also signed by a parent or legal guardian and submitted at registration for the first session of any course offered by OFPC.
- 3.4 Any student that does not submit a completed letter at the first course session will not participate in any skills evolution. The student must provide a signed letter by the second class or they shall be removed from the course and no attendance credit will be awarded.
- 3.5 In the event the course is a single session, any student that does not submit a completed training authorization letter, will not receive credit for the course until the completed training authorization letter is submitted to the course instructor.
- 3.6 A separate Training Authorization Letter must be submitted for each course attended.
- 3.7 State Fire Instructors shall submit to the Office of Fire Prevention and Control, all Training Authorization Letters with other course paperwork upon completion of the course.