

# HAZARDOUS MATERIALS TRAINING PROGRAM

## APPLICATION FOR COURSE ENROLLMENT



APPLICANT INFORMATION				
Last Name		First		Middle Initial
Identification Number (2-digit month of birth, 2-digit day of birth, last 5-digits SSN - Ex. <u>01 10 00140</u> )				
Street Address				Apartment/Unit #
City		State		ZIP
Home Phone		Work Phone		
Sex	MALE	FEMALE	E-mail address	
State Contract Team Member	YES	NO	State Team	
Career	Volunteer		Department	
COURSE INFORMATION				
Name of Course				
Date of Course		Course pre-requisites met? Please see announcement for pre-requisites		YES      NO
Location of Course		Supporting documents attached? Please see announcement for pre-requisites		YES      NO
PREVIOUS HAZARDOUS MATERIALS TRAINING				
<i>Please indicate previous hazardous materials/radiological response training completed.</i>				
HAZMAT Awareness/Operations		HAZMAT Planning and Management		Radiological Officer
HAZMAT Technician		HAZMAT Tactical Command and Safety		CBRN Awareness
Chemistry of Hazardous Materials		Radiological Emergency Preparedness		CBRN Operations
HAZMAT Advanced Tactical Control		Radiological Emergency Response		Other:
AUTHORIZING SIGNATURES				
If accepted to the program, I agree to abide by all rules and regulation governing VDEM Hazardous Materials course and conduct myself in accordance to the policies and guidelines established by my agency or department. Failure to follow these rules, regulations, and guidelines may result in my dismissal from the training course.				
Applicant Signature			Date	
<b>Members of COV Regional Hazardous Materials Teams <u>must</u> have signature of HAZMAT Team Leader</b>				
Signature of Team Leader			Date	
VDEM Hazardous Materials Officer Validation/Review				
VDEM HMO Signature			Date	
VDEM TRAINING USE ONLY				
Application Date		Accepted		Not Accepted
Other		LW1	LW2	T      M

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**PLEASE READ THE FOLLOWING CAREFULLY. COMPLETE THE INFORMATION AS NEEDED.**

General Application Information:

The Virginia Department of Emergency Management (VDEM) policy is to provide courses or programs that will not require a registration fee or other expenses for the student; however, in some cases, this cannot be done. Full or partial reimbursement of expenses for travel mileage, meals, and overnight accommodations directly related to the attendance in a VDEM-sponsored course or program may be available. VDEM will not be responsible for incidental personal expenses or salary reimbursement for attendance in any course or program. Some classes may be arranged with direct-billing of accommodations or meals or both. Reimbursement or direct-billings are provided in accordance with all applicable state and federal regulations.

*Consult the training announcement for details or costs related to the course or program for which this application is being submitted. In case of questions, contact the VDEM Technological Hazards Branch or TEED Academic Support at (804) 267-7600.*

Supporting Documentation:

The following documentation should be included for the following courses:

Class applying to attend:	HAZMAT Technician, HAZMAT Planning and Management, Law Enforcement Operations, Radiological Officer, FMT/EAC Screener	Chemistry of Hazardous Materials	HAZMAT Advanced Tactical Control	HAZMAT Tactical Command and Safety	VDEM HAZMAT Instructor Development
Documentation necessary:	HAZMAT Operations certificate	HAZMAT Technician certificate	HAZMAT Technician certificate, <b>and</b> Chemistry of Hazardous Materials certificate	HAZMAT Technician certificate	HAZMAT Technician certificate, <b>and</b> letter of recommendation of department chief, <b>and</b> documentation of public safety training delivery experience

Overnight Accommodations:

If overnight lodging is included, the training announcement will indicate dates for which VDEM will make lodging reservations. In general, for any program beginning before 10:00 am, registrants who must travel more than 25 miles one way to the course location may be permitted to obtain overnight accommodations the night preceding the course or program. Unless otherwise indicated, VDEM will **not** be responsible for lodging the night following the conclusion of any program. VDEM will **not** be responsible for any expenses for any student who elects to stay at an alternate facility without advanced approval from VDEM. Students will be reimbursed for lodging costs in the form of room and tax only.

**In the space provided, indicate the days and dates you will require overnight accommodations made in your name at the facility noted in the training announcement for this course or program, if applicable.**

All VDEM accommodations are made non-smoking.

*VDEM will not be responsible for late arrivals, room cancellations or any expense incurred by the individuals for failure to comply with registration or attendance requirements. THIS INCLUDES FAILURE TO CHECK INTO THE ACCOMMODATIONS ON THE DAY INDICATED IN THE COURSE CONFIRMATION PACKAGE.*

DAYS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>WEEK 1 DATES</b>							
<b>WEEK 2 DATES</b>							

Special Notes or Requests for Disability Arrangements:

Individuals with a disability, as defined in the Americans with Disabilities Act of 1990 (ADA), desiring to attend this session should contact VDEM ten (10) working days prior to the event so as to ensure appropriate accommodations are provided.

Course Confirmations:

Confirmation of acceptance to VDEM Hazardous Materials courses or programs will be mailed as indicated on the course announcement.

Return of Application:

Please complete this application by the due date shown on the training announcement to:

Virginia Department of Emergency Management  
Attn: Academic Support - Response Programs  
9711 Farrar Court  
Richmond, Virginia 23236

Important Telephone Numbers:

Virginia Department of Emergency Management main number (804) 267-7600