



Kentucky Community & Technical College System
State Fire/Rescue Training
Area 1
PO Box 8227
5200 Alben Barkley Drive
Paducah, KY 42002
Phone: 270-534-3444
Fax: 270-477-5050
www.sfrtarea1.com

Dear Chief,

I'm sending this letter to request that you return the enclosed form to the above address as soon as possible so that we may schedule your training on the beginning date that you enter on the form.

To assist you on scheduling your training here are some guidelines to follow.

1. **All training requests must come through our office.** We will assign the instructor to your department.
2. **No classes will be taught during the month of December.** This allows our instructors and departments to enjoy the Christmas holidays.
3. **No class will be scheduled to start in the month of June** due to State Fire School starting the first week of June. This also allows us to close out the fiscal year.
4. If you wish to have special classes taught, indicate that on the form or the instructor will be coming prepared to instruct on fire related material.
5. If Departments are going to combine hours, I will need a letter stating how many hours each Department is going to combine.

Example; if Dept A and B wish to combine all their 20 hours this office must receive a letter signed by both chiefs giving the combined departments 40 hours. If the departments want they can combine any combination of hours they want.

6. In addition to your 20 hours, you may also request an additional 10 hours if your Department is in need of additional training.

Please return the enclosed form by **August 17, 2015**. Remember these request will be filled on a first come first serve basis. If not received by the above date, we will consider that you do not want your 20 hours of training and we will use this money on other training.

If you want to see where training is being offered you can go to our website at www.sfrtarea1.com.

Sincerely,

Charles L. Lott

Charles Lott
Area 1 Coordinator