



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.sftarea1.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, each Department will still need to fill out their own Request for Training form.
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 15, 2017.** Remember these request will be filled on a first come first serve basis. The sooner you get your request in, the better chance of you receiving the Instructor you request. If not received by the above date, we will consider that you do not want your 30 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.sftarea1.com.

Sincerely,

Charles L. Lott

Charles Lott
Area 1 Coordinator