

Good Morning,

HFD will be hosting an 80 hour Haz-Mat Technician Class at the CTC April 1st-12th. This is a great opportunity for our department members who want to obtain their technician certification, and be taught by world class instructors from the IAFF. Overtime will not be offered for your off-duty days. We are limited to 25 seats for the class so if you have interest in taking the class please sign-up in the next week to ensure your spot. After next week the registration will go out to all other IAFF locals and non-locals in our area to fill the seats. Registration procedures are listed below, if you have any questions please contact the training division.

Please print and post the registration flyer attached at all the stations!

REGISTRATION:

The IAFF uses an electronic system to register students for classes and for the evaluation process at the conclusion of class, which also enables them to obtain their certificate electronically. This allows more effective use of classroom time. I have attached the registration template for this class to this e-mail and have included it below.

Registration procedure: The students should follow the directions on the template when they register for the class. If they are IAFF members, they should use the first box with the red button in the template to register. They should follow the directions on the registration page and submit their order. They should receive a confirmation e-mail confirming their registration.

If they are IAFF members, but have not logged into the IAFF website before or if they have forgotten their user name or password, they should click on the box that says **"CLICK HERE IF YOU HAVE FORGOTTEN YOUR PASSWORD OR IF YOU ARE A MEMBER WITHOUT A LOGIN"**.

IAFF MEMBERS SHOULD USE ONE OF THE ABOVE BOXES. IF THEY ARE IAFF MEMBERS, USING THE BOX THAT HAS THEM CREATE A PROFILE CREATES A DUPLICATE RECORD FOR THEM IN THE MEMBERSHIP SYSTEM.

For personnel who are **not** IAFF members, they should use the lowest box with the red button. It will take them to the IAFF website where they will create a profile, including their home address. They will then go through the rest of the steps to complete the registration process and submit their order. They should receive a confirmation e-mail confirming their registration.

Evaluation Surveys and E-Certificates: Upon completion of the class, the students should look for an e-mail that has the survey/evaluation link for the class. They should complete the survey to get their e-certificate.

Please register for the upcoming IAFF HazMat Training event

Class: **Hazardous Materials Technician 80-hr.**

Dates: April 1st—12th, 2019

Location: Hutchinson Command and Training Center
3201 E. 4th
Hutchinson, KS 67501

Time: 0800—1700 hrs.

Point of Contact: Chief Jesse Martin; 620-694-2880; jessem@hutchgov.com