



# Delaware State Fire School

1461 Chestnut Grove Road Dover, Delaware 19904

## MEMO

To: All Fire and EMS Agencies  
From: Brandon Clark  
CC: Jerry Brennan, SFPC, Tucker Dempsey, Director, DSFS  
Date: 9/9/2024  
RE: Field Training Officer Programs

Main Office  
(302) 739-  
4773

Fax  
(302) 739-  
6245

Delaware State Fire School is pleased to announce that effective 9/16/2024, the Field Training Officer Programs will be open for registration. Initial FTO course is now a 1 day – 8 hour program. The FTO Refresher is offered in both in-person format as well as online through Delaware Learning Center. The refresher course is 2 hours in length and successful completion will require a 25 question post test.

Going forward, the new FTO - Initial course will only be done at a division location. Initially there will be several courses conducted (1 at each division and 1 additional on a weekend at KCD) to process a potential backlog of FTO eligible students. Due to 710 regulation proposals, the pre-requisites for the course will be:

- Recommendation from senior EMS or Chief officer of your respective agency
- No current or prior disciplinary actions on your EMT certification taken by SFPC
- EMT for a minimum of 5 years

Students will be required to present all pre-requisite items upon registration for the course. Cost for the course is FTO-Initial - \$50.00, FTO – Refresher (Online OR In-Person) \$25.00. The following courses are available effective 9/16/24 for registration (max 24 students for each FTO – initial course).

### **FTO Initial Course:**

- Monday 11/11/24 @ KCD, 0800-1700
- Thursday 11/21/24 @ NCD, 0800-1700
- Saturday 12/7/24 @ KCD, 0800-1700
- Wednesday 12/11/24 @ SCD, 0800-1700

### **FTO Refresher Course:**

- ONLINE SELF PACED THROUGH DLC
- Mon 10/28/24 @ SCD 1800-2200
- Tues 10/29/24 @ KCD 1800-2000
- Wed 10/30/24 @ NCD 1800-2000

Upon successful completion of the course, you will now be required to submit the certificate of completion from DSFS along with a completed application to the State Fire Prevention Commission. FTO status will be issued concurrently with your EMT Certification (i.e. – EMT expires 3/31/25, FTO status expires 4/20/25).

Any questions can be directed to Brandon Clark, Program Manager and can be reached via email at [brandon.clark@delaware.gov](mailto:brandon.clark@delaware.gov).

# Delaware State Fire School - Registration Form

COMPLETE FORM, PRINT TO OBTAIN AUTHORIZED SIGNATURES, AND RETURN TO DELAWARE STATE FIRE SCHOOL BEFORE DEADLINE.



CourseName:

Comments:

DatesAttending:

Delaware State Fire School  
1461 Chestnut Grove Road  
Dover, DE 19904

ClassTime:

Phone: 302-739-4773  
Fax: 302-739-6245

Class Location:      Kent      New Castle      Sussex      On-Line

www.statefireschool.delaware.gov

Email: fire.school@delaware.gov

I meet the Course Prerequisites?      YES      NO

Rev. 02/20/24

## Attendee Information

First

Middle

Last

Name:

Date of Birth:

DSFS Person ID:  
(If Known)

NFA ID #:  
(If Known)

Address:

City:

State:

ZIP:

E-Mail:

Phone:

Phone  
Type:

Sponsoring

Gender:

Ethnic Origin:  
(Optional)

Organization:

## Payment Information

Course Tuition:

**Accepted Credit Cards: Visa, Mastercard, Discover**  
**We are unable to accept American Express or Apple Pay**

Check enclosed made payable to  
Delaware State Fire School

Credit card (DSFS will call you for information)

Invoice (approved account )

Cardholder Name:

Cardholder Phone:

**CANCELLATION POLICY:** Cancellations for students registered for this course must be received by the Fire School no later than noon the Wednesday before scheduled class date. Cancellations received after the deadline may be assessed a fee or payment of class tuition.

**ATTENDEE SIGNATURE:** The Delaware State Fire School will provide instruction in emergency response training and related skills under carefully selected instructors. In accepting instruction, I agree to the condition that the Delaware State Fire School assumes no responsibility other than the opportunity to learn. I understand that the payment for the course tuition and any and all medical, first aid and related charges will be the responsibility of the sponsoring organization. In the event no sponsoring organization is given and no signature is obtained, I accept this responsibility. I certify that I do not have any physical or other condition that will prevent me from actively participating in this course. By enrolling in this course, I also agree that the Delaware State Fire School may authorize the taking of photographs or movies or similar reproductions and may use them in either a commercial or noncommercial manner. At the sole discretion of DSFS and I hereby waive any objection to this activity and authorize use of my picture. In accepting enrollment for this course, the Delaware State Fire School is hereby relieved of liability.

ATTENDEE SIGNATURE

Date

### **AUTHORIZED SIGNATURE IS REQUIRED OF SPONSORING ORGANIZATION:**

In accordance with NFPA 1001, I am certifying that the individual taking training does not have any physical and/or other conditions that would prevent them from actively participating in all portions of this course and/or has received a professional medical exam declaring their physical fitness before participating in firefighting activities. In the case of no physical documentation or significant change in health, a physical may be required before participation in this course. I understand that payment for the course and any/all medical, first aid and related charges will be the responsibility of the sponsoring organization.

Sponsoring Organization

Name

Title

Contact Phone Number

Authorized Signature of Sponsoring Organization

Date

# Field Training Officer — Initial

- **NEW In-Person Class**
- 0800-1700 each day
- 8 hours of CEU
- Class size limited to 24
- Certification runs concurrently with EMT exp.
- Class Costs—\$50/person

## Class Dates / Day / Location

Monday Nov 11th @ KCD  
Thursday Nov 21st @ NCD  
Saturday Dec 7th @ KCD  
Wednesday Dec 11th @ SCD

### PRE-REQUISITES (Per SFPC 710 Regulations):

-EMT for 5 years

-Letter of Recommendation  
from Chief or Senior EMS Officer

-NO disciplinary issues through SFPC



HOSTED BY DELAWARE STATE FIRE SCHOOL  
1461 Chestnut Grove Road  
Dover DE 19904

Space Limited—Contact DSFS at [fire.school@delaware.gov](mailto:fire.school@delaware.gov) or 302-739-4773 to register

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Comments:

DatesAttending:

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ClassTime:

Phone: 302-739-4773  
Fax: 302-739-6245

Class Location: Kent New Castle Sussex On-Line

www.statefireschool.delaware.gov

Email: fire.school@delaware.gov

I meet the Course Prerequisites? YES NO

Rev. 02/20/24

## Attendee Information

First Middle Last

Name:

Date of Birth:

DSFS Person ID:  
(If Known)

NFA ID #:  
(If Known)

Address:

City:

State:

ZIP:

E-Mail:

Phone:

Phone  
Type:

Sponsoring  
Organization:

Gender:

Ethnic Origin:  
(Optional)

## Payment Information

Course Tuition:

**Accepted Credit Cards: Visa, Mastercard, Discover**  
**We are unable to accept American Express or Apple Pay**

Check enclosed made payable to  
Delaware State Fire School

Credit card (DSFS will call you for information)

Invoice (approved account )

Cardholder Name:

Cardholder Phone:

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Name

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Contact Phone Number

Authorized Signature of Sponsoring Organization

Date