



MONMOUTH COUNTY FIRE ACADEMY

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Fred Migliaccio
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Anthony Avillo
Chief of Training
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To: All Departments
Re: Online Lecture Guide
Date: 4/21/2020

The Academy, in addition to offering some Advanced classes online, will also be offering online WebEx training to individual departments. The guide is as follows:

1. The Department must submit an Academy Course Request form with an email for a lead training coordinator (contact) for the requested class. The form can be found on the website. Please include and identify two alternate dates.
2. The Department must include a department address for the mailing of the certificates.
3. Once approved, the Academy will contact the training coordinator to submit a list of names and emails for the members who will be participating. There is a minimum of 15 and a maximum of 45 for this training.
4. The Academy will send certificates of completion to the department only. NO individual certificates will be mailed to any member. Dissemination is the responsibility of the Department.
5. Only those members whose emails have been submitted will receive a certificate of completion. If family members will be sharing a computer, all members who will be using that computer must be listed separately but use the same email to log in.
6. It will be the Department's responsibility to take attendance and send a completed attendance form to the Academy once training is completed.
7. A list of available classes will be posted on the Academy website under the Advanced class section
8. All classes are one night classes only.
9. There must be a ten day lead time for a requested class
10. Understand that the academy reserves the right to modify these guidelines based on compliance.
11. If there are any questions, please contact us

Thanks you for your cooperation,

A handwritten signature in black ink, appearing to read "Anthony Avillo", written over a horizontal line.

Anthony Avillo
Deputy Fire Marshal / Academy Director
Monmouth County Fire Academy