

CHAPTER VIII EDUCATION
SUBJECT: 4 TRAVELING FOR EDUCATIONAL OR TRAINING SEMINARS
TOPIC 1 DOCUMENTATION

Policy

A. All members traveling to educational or training seminars on behalf of the City of Cincinnati or the Fire Department must submit a Chief's Report (Form 47) to document their successful completion of the course work. Attached to the Form 47 should be a copy of all certificates or statements documenting successful completion of the course work.

B. The requirement will cover all travel requests, including travel requests for courses conducted within the city or county. This reporting requirement will only be necessary for training which is beyond the scope of company level instruction. The purpose of this report is to keep our training and certification database up-to-date.

C. The Chief's Report should include the following information:

1. Employee's full name
2. Employee's five digit identification number (CHRIS#)
3. Class name and/or certification title
4. Name and address of the training organization
5. The name of the lead instructor
6. Dates that the classes were presented
7. Total number of hours of classroom, laboratory, or field instruction
8. Duration of certification or certification expiration date (if any)
9. Re-certification requirements (if any)
10. CEU's earned (if any)
11. Any information that you feel is important

D. No Chief's Report will be required for training provided by or mandated by the Fire Department's Training Bureau. Additionally, no Chief's Report is necessary for paramedic continuing education programs authorized by EMS One. Attendance at those courses will continue to be documented in the current manner. However, this requirement does cover courses at the National Fire Academy and the Ohio Fire Academy, National Fire Protection Association courses, formal training provided by state and federal agencies, training mandated by the City of Cincinnati Human Resource Department, hazardous devices training, hazardous materials training, basic emergency rescue training, confined space training, trench rescue training, fireworks courses, and so forth.

E. If you have further questions, please contact Administrative Division Assistant Chief.