



TEL: (860) 627-6363  
Jeffrey J. Morrisette  
State Fire Administrator

STATE OF CONNECTICUT  
*COMMISSION ON FIRE PREVENTION AND CONTROL*  
*OFFICE OF STATE FIRE ADMINISTRATION*

34 PERIMETER RD. WINDSOR LOCKS, CONNECTICUT 06096



## Memorandum

**To:** Connecticut Fire Chiefs  
**From:** Jeffrey J. Morrisette, State Fire Administrator  
**Date:** October 5, 2009  
**Re:** Entry-Level Training Reimbursement

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Funding has been restored for the Commission on Fire Prevention and Control administered Entry-Level Training Reimbursement Program. The enabling legislation for this program allows municipalities, municipal fire departments and state agency fire departments to be reimbursed for one-half the cost of Firefighter I or Recruit Training of volunteer or career personnel who achieve certification. The maximum reimbursement rate cap will remain at \$300 for Firefighter I and \$2887.50 for the 14-week Recruit Firefighter Training program.

In general, Firefighter I training offered by the Regional Fire Schools and Recruit Firefighter Training as offered by the Connecticut Fire Academy are considered pre-approved. All other entry-level training offered by a municipality or private vendor shall require review and approval of the training program syllabus and documentation of program expenses. To request a formal review of an entry-level training program please contact my office.

To initiate the reimbursement process, fire chiefs must submit an Entry-Level Training Reimbursement Pre-Approval Request form prior to the commencement of training. This requirement is waived for any training scheduled or certifications received between July 1, 2009 and October 15, 2009. Upon receipt of the form by this office we will encumber funds on behalf of your candidate firefighter(s) and issue a Pre-Approval Authorization Number which will be used to track your candidate firefighter(s). Upon successful completion of Firefighter I or Recruit Firefighter training and achievement of certification you should notify our office to verify certification status and request issuance of your reimbursement check.

Attached for your information is the Policy and Procedures for the administration of this program and an Entry-Level Training Reimbursement Pre-Approval Request Form. These documents are both available on our website for download at [www.ct.gov/cfpc](http://www.ct.gov/cfpc).

Please do not hesitate to call if we can assist you in any way with the reimbursement process. We look forward to serving you.

**Points of Contact**  
**Entry-Level Training Reimbursement Program**

**(860) 627-6363**  
**1-877-5CT FIRE (In-state Toll Free)**

**Jeffrey J. Morrisette**  
**State Fire Administrator**  
**Extension 230**

**Yvonne Lewis**  
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**Extension 231**