



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



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34 PERIMETER ROAD WINDSOR LOCKS, CONNECTICUT 06096-1069

Jeffrey J. Morrisette
State Fire Administrator

Memorandum

To: Connecticut Fire Chiefs

From: Jeffrey J. Morrisette, State Fire Administrator

Date: September 20, 2007

Re: Entry-Level Fire Service Training Reimbursement

My memo dated July 3, 2007 announced funding in this year's budget totaling \$750,000 provided to the Commission on Fire Prevention and Control to administer an Entry-Level Training Reimbursement Program.

As previously noted, the enabling legislation for this program allows municipalities, municipal fire departments or 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 state certification. Reimbursement funding has been capped at a maximum rate of \$225 for Firefighter I and \$2,625 for 14 week Recruit Firefighter training program.

The Policy and Procedures for the administration of this program may be viewed by visiting the Commission's web page at:

<http://www.ct.gov/cfpc/cwp/view.asp?a=831&Q=396186&cfpcPNavCtr=|47473|#47473>.

In general, Firefighter I training offered by the Regional Fire Schools and Recruit Firefighter Training offered by the Connecticut Fire Academy are considered pre-approved training programs. All other entry-level training offered by a municipality or private entity (vendor) shall require review and approval of the training program syllabus and documentation of program expenses. To request a formal review of a Firefighter I or Recruit Firefighter training program proposal, please contact the Office of State Fire Administrator for additional information.

To initiate the reimbursement process, fire chiefs must submit the attached **Entry-Level Training Reimbursement Pre-Approval Request** form prior to the commencement of any training. This process is used to encumber funds on behalf of your candidate firefighter(s). Upon receipt of this form by our office, you will be issued a Pre-Approval Authorization Number which will be used to track your candidate firefighter(s). Upon

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successful completion of Firefighter I or Recruit Firefighter training and achievement of state certification the fire department chief or training officer should notify this office via email, fax or phone. We will verify certification status and issue a reimbursement check.

Any training which commenced prior to July 1, 2007 resulting in certification by October 1, 2007 will **not** require Pre-Approval.

It is our intent to simplify program administration as best possible. As with any new program, we will closely monitor program administration and notify you should procedural changes be required. Please do not hesitate to contact my office should you have any questions or require clarification. My staff and I look forward to serving you.

Points of Contact
Entry-Level Training Reimbursement Program

(860) 627-6363

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