

SAN BERNARDINO COUNTY FIRE DEPARTMENT

I - 2 0 0 I N T R O D U C T I O N T O I C S



ACCEPTED PAYMENTS

CHECKS-must be dated for the first day of class

SBCoFD personnel **MUST** send in a Training Travel Request that is **APPROVED AND SIGNED**.

PLEASE SEND PAYMENTS AND REGISTRATIONS TO:
Richard Sewell Training Ctr.

Date: February 3-4, 2011

Time: 0800–1700 hours

Cost: \$35.00

Instructor: Roger Saindon

CLASS LOCATION:

Richard Sewell Training Center
2824 E "W" Street, Bldg. 302
San Bernardino, CA 92408
909.382.5405
909.382.5415 fax

This course focuses on the management of single resources.

Cancellation Policy
Students **MUST** notify Marie via e-mail at mmcdow@sbcfire.org or Sandra at squiroz@sbcfire.org at least **5 BUSINESS DAYS** prior to the class start date if they wish to cancel. Failure to make proper notification will result in forfeiture of the class fee. Students who make the proper notification will have their payment returned as soon as possible.

Code of Conduct: Appropriate dress for class is required. It is the student's responsibility to maintain a clean, neat and professional appearance. Some courses may require the wearing of uniforms or special attire. Course coordinators and/or course announcements may specify either a style or type of dress for a specific course.

Acceptable dress includes:

- Department Uniform
- Males: Casual business slacks and shirt with collar
- Females: Casual business slacks and shirt with collar or blouse, or business dress