HAZARDOUS MATERIALS TRAINING PROGRAM

APPLICATION FOR COURSE ENROLLMENT

APPLICANT INFORMATION

Last Name	First	Middle
Street Address		Apartment/Unit #
City	State	ZIP
Home Phone	Work Phone	
Identification Number (2-digit month of birth, 2-digit day of birth, last 5-digits SSN - Ex. 01 10 00140)		
Sex MALE ☐ FEMALE ☐	E-mail address	
State Contract Team Member YES ☐ NO ☐	State Team	
Career ☐ Volunteer ☐	Department	

COURSE INFORMATION

Name of Course	
Date of Course	Course pre-requisites met? YES ☐ NO ☐
Location of Course	Operations certificate attached? YES ☐ NO ☐

PREVIOUS HAZARDOUS MATERIALS TRAINING

Please indicate previous hazardous materials training completed.

☐ Hazardous Materials Awareness	☐ Hazardous Materials Advanced Tactical Control
☐ Hazardous Materials Operations	☐ Hazardous Materials Planning and Management
☐ Hazardous Materials Technician	☐ Hazardous Materials Tactical Command and Safety
☐ Chemistry of Hazardous Materials	☐ Other:

AUTHORIZING SIGNATURES

If accepted to the program, I agree to abide by all rules and regulation governing VDEM Hazardous Materials course and conduct myself in accordance to the policies and guidelines established by my agency or department. Failure to follow these rules, regulations, and guidelines may result in my dismissal from the training course.

Applicant Signature	Date

Members of COV Regional Hazardous Materials Teams must have signature of HAZMAT Team Leader

Signature of Chief Officer	Date

VDEM Hazardous Materials Officer Validation/Review

VDEM HMO Signature	Date

VDEM TRAINING USE ONLY

Application Date

☐	Accepted	☐	Not Accepted									
Status		☐	LW1	☐	LW2		☐	T		☐	M	

Form Release Date – October 2012

PLEASE READ THE FOLLOWING CAREFULLY. COMPLETE THE INFORMATION AS NEEDED.

General Application Information:

Certain courses or programs offered by the Hazardous Materials Training Program may require a nominal fee for attendance, materials, or supplies. The Virginia Department of Emergency Management (VDEM) policy is to provide courses or programs that will not require a registration fee or other expenses for the student; however, in some cases, this cannot be done. Full or partial reimbursement of expenses for travel mileage, meals, and overnight accommodations directly related to the attendance in a VDEM-sponsored course or program may be available. VDEM will not be responsible for incidental personal expenses or salary reimbursement for attendance in any course or program. Some classes may be arranged with direct-billing of accommodations or meals or both. Reimbursement or direct-billings are provided in accordance with all applicable state and federal regulations.

If the training announcement indicates that a fee is required, unless otherwise indicated, a check or money order for the amount required must be included with this application. The training announcement will specify to whom the check or money order should be written.

Consult the training announcement for details or costs related to the course or program for which this application is being submitted. In case of questions, contact the VDEM Hazardous Materials Training Program at (804) 897-6500 extensions 9954 or 9955.

Overnight Accommodations:

If overnight lodging is included, the training announcement will indicate dates for which VDEM will make lodging reservations. In general, for any program beginning before 10:00 am, registrants who must travel more than 25 miles one way to the course location may be permitted to obtain overnight accommodations the night preceding the course or program. Unless otherwise indicated, VDEM will **not** be responsible for lodging the night following the conclusion of any program. VDEM will **not** be responsible for any expenses for any student who elects to stay at an alternate facility without advanced approval from VDEM. Students will be reimbursed for lodging costs in the form of room and tax only.

In the space provided, indicate the days and dates you will require overnight accommodations made in your name at the facility noted in the training announcement for this course or program, if applicable.

All VDEM accommodations are made non-smoking.

VDEM will not be responsible for late arrivals, room cancellations or any expense incurred by the individuals for failure to comply with registration or attendance requirements. THIS INCLUDES FAILURE TO CHECK INTO THE ACCOMMODATIONS ON THE DAY INDICATED IN THE COURSE CONFIRMATION PACKAGE.

DAYS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 1 DATES							
WEEK 2 DATES							

Special Notes or Requests for Disability Arrangements:

Individuals with a disability, as defined in the Americans with Disabilities Act of 1990 (ADA), desiring to attend this session should contact VDEM ten (10) working days prior to the event so as to ensure appropriate accommodations are provided.

Course Confirmations:

Confirmation of acceptance to VDEM Hazardous Materials courses or programs will be mailed as indicated on the course announcement.

Return of Application:

Please complete this application by the due date shown on the training announcement to:

Virginia Department of Emergency Management
Technological Hazards Division
Hazardous Materials Training
10501 Trade Court
Richmond, Virginia 23236

Important Telephone Numbers:

Hazardous Materials Training Program office (804) 897-6500 extensions 9954 or 9955
Hazardous Materials Training Program fax (804) 897-6576