



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

445 MINNESOTA STREET, SUITE 146
SAINT PAUL, MN 55101
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WEBSITE: <http://mn.gov/mbfte>

FY15 NFPA 1001 Firefighter Training Training Provider Payment Information

Public and Private Training Providers
Local, County and Regional Training Academies

State Fiscal Year 2015, July 1, 2014 - June 30, 2015

The Minnesota Board of Firefighter Training and Education (MBFTE) is very excited to announce that we will be able to continue with our training initiative, providing NFPA 1001, (Firefighter 1, Firefighter 2, Haz-mat OPS) and Firefighter 1, Firefighter 2 Certification testing for firefighters in the state of Minnesota. The funding amount we have this year is slightly less than we had in Fiscal Year 2014, so there will be limitations on the number of students for Fiscal Year 2015.

In order to assure your payment for a class, it is *imperative* that you call the MBFTE office prior to you starting a NFPA 1001 class to ensure funding is available. ***DO NOT ASSUME*** funding will be available for your NFPA 1001 classes this year because of the limited funding available for FY2015. The continued success of the NFPA 1001 Program will hinge on the communication between the training providers and the MBFTE. On August 12, 2014 at the MBFTE Board meeting the following NFPA 1001 funding levels were approved:

- | | |
|--|----------------------|
| • 700 students @ \$1,250.00 per student | \$ 875,000.00 |
| • 1400 certification tests (2 tests per student) @ \$100.00 per test | \$ <u>140,000.00</u> |
| • Fiscal Year 2015 NFPA 1001 available funding | \$1,015,000.00 |

The MBFTE strongly believes in the NFPA 1001 Program and once again with good communication between the training providers and the MBFTE office, year 3 of the program will be a success for the fire service of Minnesota.

The MBFTE now requires you, as a provider, to enter your student information into the shared database at http://www.mbfte.org/mbfte_front/Login.aspx prior to submitting for reimbursement. You must provide the Student Attendance Document signed by both the student and their fire chief, a roster of your students, the class location, start and projected end dates to the MBFTE as soon as you start a class. This will allow us to track the number of students until we reach the funding limit of the NFPA 1001 Program.

The MBFTE will provide the funding up to \$1,250.00, including book(s) per firefighter student for the NFPA 1001, 140-hour course.

The following are the requirements for all training providers:

- Contact the MBFTE office *prior* to starting any NFPA 1001 class to ensure NFPA 1001 funding is available for the number of students in your class.
- Each student **shall complete** the 140 hours of NFPA 1001 firefighter training.
- Each student **shall be affiliated** with a Minnesota Fire Department.
- Non-affiliated students are not eligible for this free training program.
- Students **shall complete both** the Firefighter 1 and Firefighter 2 certification tests.
- **The training provider must enter each student's information into the shared database prior to submitting for reimbursement.**
- The training provider shall provide a copy of the student roster along with the training provider payment form and training provider invoice based on \$1,250.00 per student.
- The training provider shall include course start date and end date.
- The NFPA 1001 training course roster shall match the Minnesota Fire Service Certification Board's Firefighter 1 and Firefighter 2 student testing list.
- Each student and his/her fire chief shall complete and sign the attendance document.
- The training provider shall send a copy of each student's signed attendance document to the MBFTE.
- Remember to coordinate and schedule your Firefighter 1 and Firefighter 2 Certification tests with Terri Zikmund at the Minnesota Fire Service Certification Board.

FY15 Provider Payment Form

Each training provider shall provide the following information to the MBFTE:

Training Provider: _____

Address: _____

City _____ State _____ Zip Code _____

Contact Name: _____ Contact Phone _____

Federal Tax ID# _____

NFPA 1001 Course start date: _____ End date: _____

Course Location: _____

Course Lead Instructor: _____ # of students: _____

Remember to include:

- Copy of student roster
- Course Invoice
- Federal Tax ID #
- Have you entered the student information on the MBFTE/MFSCB shared database?
- Have you already submitted to the MBFTE the signed student attendance documents?

Note: The Firefighter 1 and Firefighter 2 Certification \$200.00 testing fee will not be the responsibility of the Training Provider. The Minnesota Fire Service Certification Board will invoice the MBFTE directly for the cost (\$200.00) of the 2 certification tests.

Send invoice to: MBFTE, 445 Minnesota Street, Suite 146, Saint Paul, MN 55101

To be completed by MN Board of Firefighter Training and Education (MBFTE)

MBFTE Executive Director's Signature: _____

Invoice Amount paid: \$ _____ Date: _____

"The vision of the Minnesota Board of Firefighter Training and Education is to reduce fire-related deaths and injuries through excellence in training and education."



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FY15 Attendance Document

Minnesota Fire Service:

Re: NFPA 1001 Firefighter Training Initiative

The Minnesota Board of Firefighter Training and Education for fiscal year 2015 will provide 100% funding for any fire department firefighter (new or current) attending NFPA 1001 training. The funding will be for both the public and private training providers in the state of Minnesota.

The MBFTE will pay for 100% of both the NFPA 1001 training (Firefighter 1, Firefighter 2 and Haz-mat OPS) and Firefighter 1 and Firefighter 2 Certification tests ***provided***:

- The student attendee completes the entire NFPA 1001 training
- The student attendee takes both the Firefighter I and Firefighter II Certification tests

If the student attendee does not complete both the entire NFPA 1001 training and the IFSAC Firefighter I and Firefighter II Certification tests, then the Fire Department will be responsible to the training provider, for any and all training costs and certification testing.

It is mandatory that the student attendee and the student's fire chief sign below attesting the understanding of the above statements relating to payment for non-completion of the NFPA 1001 firefighter training.

Student Printed Name _____

Student Signature _____

Fire Department _____

Fire Chief Signature _____

Date: _____

Training Provider: Please remember to submit this Attendance Document to the MBFTE within 14 days of the start of the NFPA 1001 class.