

2017 Fire School Pre-Registration Instructions

Registration and Payment

PRE-REGISTRATION OPENS March 7th, 2017 and ends May 5th, 2017

- On the opposite page is a copy of the official registration form.
- Only one registrant per registration. Please copy the form as many times as necessary.
- **Registrants must have been a registered member of the NSVFA by December 31, 2016, to receive the discounted member fee.**
- Please indicate a first, second and third class choice selection on the registration form. Registrants will receive a confirmation letter or email of their class prior to fire school.
- **Some classes have pre-requisites, please read class descriptions!**
- Pay special attention to student numbers per class listed in the class descriptions. **Some classes request only two per department enrollment and classes with student limits of 40 or less will be limited to 3 per department registering in the class.**
- By sending your form in during the pre-registration time period, you have a better chance of being able to take the class of your choice.
- **Payment must be included with the registration form.** The Nebraska State Fire School will not bill any department.
- **Mail the form(s) and payment (check, or completed credit card form (page 28) to:**

**NSVFA FIRE SCHOOL REGISTRATION
P O BOX 318
ARLINGTON, NE 68002-0318**

Refund Policy

Cancellations or substitutions must be in writing and postal mailed to the same address as the registration form or emailed to nsvfa@windstream.net.

- Registrations canceled and received in writing before May 14, 2017, will be charged a \$25.00 administration fee.
- Cancellations made Monday, May 15, 2017, will not be eligible for refunds.
- Substitutions may be made at any time, subject to class availability.

Insufficient Fund Check Fee

- \$30.00 will be charged for any insufficient fund check fee received for payment of registration.

On Site Registration Sign In

- Onsite registration will take place at the Fire School Office at Fonner Park, Grand Island, Nebraska, in one of the new State Fair buildings beginning at 7:00am, Friday, May 19, 2017, and run concurrently with fire school.
- All participants must check in at REGISTRATION before proceeding to their classes and pick up nametags as well as meal tickets and class confirmation information prior to 11:00am, Friday, May 19, 2017. Class confirmation packets will include class location.
- Walk-in registrations will be accepted for a class on a space available basis only.

All Nebraska State Fire School participants will be required to show proof of registration to attend classes. Proof of registration must be worn at all times while a participant at the Nebraska State Fire School.

For additional information regarding registration:

Telephone: 800-642-6024

Email: nsvfa@windstream.net