



Wildland Fire Training & Conference Center  
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## Memorandum

DATE: December 18, 2009

SUBJECT: M-410 Facilitative Instructor

**TO: Course Participant**

Congratulations! You have been selected as a trainee for the *M-410 Facilitative Instructor Session* to be conducted at the Wildland Fire Training Center, McClellan, CA. This course is designed to prepare you for instructing training courses, as well as develop your communication skills.

The Course will commence on Monday February 8, 2010 at 0800 hours and conclude on Friday February 12, 2009 by 1700 hours. The class is a full 40 hours session; travel to and from the course should be planned to accommodate this schedule. To receive a certificate of completion for this course, you must attend from the scheduled opening to the scheduled completion; please make your travel plans accordingly. There will be no exceptions.

### *Pre-study Assignment/Special Student Information:*

The prework book is being mailed to your training officer. Please read the book "Preparing Instructional Objectives" by Robert Mager. Bring this book to class with you. Complete the unit exercises and self tests prior to attending class. This will require 2-4 hours of dedicated work time.

You will be required to give several presentations throughout the course. These will include three individual and one group presentation. One will be spontaneous and the others will require some preparation.

Your final presentation will be developed during class. Final presentation will be 'teaching a class of 19, on the topic of your choice'. Please bring any prop(s) you may want/need to enhance your presentation. Final presentation attire: shirt and tie for men; collared shirt and slacks/skirt for women (or agency uniform).

It is suggested you bring a laptop to work on your presentations. You will also have access to desktop computers in the Business Center. You will be able to print out any of your work at the Business Center during the day.

### *Cancellations:*

*If a cancellation occurs and the slot goes unfilled, there will still be a charge not to exceed the tuition charge for the course.*

### **Training Location:**

For directions to the training center, hotel lists or any other logistical information, please visit: <http://www.fs.fed.us/r5/fire/mcClellan>. The Wildland Fire Training and Conference Center is located at 3237 Peacekeeper Way, McClellan, CA 95652.

If you fly to the session, your destination is the Sacramento Airport. The Training Center does not provide transportation while you are here for your session. Individuals flying into Sacramento must make their own rental car arrangements at the airport. (or take Super Shuttle for about \$23 each way)

### **Climate:**

Winter weather can be rainy and windy; temperatures range from the 40's-50's during the day to 30's - 40's at night.

### **Dormitory Lodging:**

The WFTC Dormitories are available on a first come first served basis. Please submit a form as soon as possible. Dormitory form located at <http://www.fs.fed.us/r5/fire/mcClellan>. For more information and pictures of the dormitories click on [Pacific Southwest Region - WFTC Dorms](#).

### **Tuition Costs**

**The cost for this course is \$300. The admin fee (8%) for non-FS students is \$24. Total tuition cost for non forest service students is \$324.**

*The course fee will also be the fee charged for Late Cancellations and No Shows.*

### **Billing Information**

**Other Agencies (Department or Forestry, Fire Departments, Hoopa, etc.)** A bill will be issued to your agency at the end of the Training Season.

**Other Federal Agencies (F&WS, BIA, USCG)** An SF-182 is required before the start of the course. Please make sure that Section C is completed on this form, as well as signatures. The Approved NWCG Nomination Form can also be used for payment if it is completely filled out with the proper agency codes and signatures.

**Forest Service:** The Approved NWCG Nomination Form is used for payment. This form should have been completed with job code and signature when submitted for nomination for this session.

### **California Residents:**

#### **American River College – Los Rios Community College District Program:**

The WFTC has an agreement with American River College to provide this class as part of their curriculum. The benefit to you is that this course will be entered on a college transcript once you have completed the course. The benefit to the training center is that we obtain additional funds from the college to provide this course. In a time of tight federal funding this is very important. Because of both these benefits **the following is required for California Residents Only**. If you are from out of State this does not apply to you.

***Instructions for former Los Rios College student (IE: if you have registered at WFTC Before):***

1. Go to <https://www.losrios.edu/cgi-bin/lrc/lookup.cgi>
2. Follow the directions to look up your student ID number.
3. Go to <https://ps.losrios.edu/servlets/iclientservlet/direct/?cmd=logout>
4. Follow the directions to update your account as needed.
5. Bring copy of Student ID # to class.

***Instructions for Completing College Registration for new students:***

6. Go to [www.losrios.edu](http://www.losrios.edu) .
7. Click on the **application** link.
8. Click on the **online application** link.
9. Click on **Begin the Los Rios Community College District Application** button on the bottom of the page.
10. Click on the **New Users** link.
11. Complete the form then click on **Create My Account**. (Make sure to write down your user ID and password)

***Completing the Application***

***Section 1***

- ❖ You are applying for the Spring 2010 semester.
- ❖ You are planning to attend ARC- American River College
- ❖ The Major you are interested in is ARC-Fire Technology.

***Section 2***

- ❖ If you ***do not live in California or have not been in California one year and one day prior to January 15, 2008*** you need to **STOP** the application process.

***Sections 3 and 4***

- ❖ These sections are self-explanatory.

*Submit the application after completing all sections. You will not be able to submit the application unless all information is completed.*

❖ ***Print a copy of your Welcome to Los Rios! E-mail and bring it with you to the Class. This E-mail will have your student ID number which we will need.***

**Meals:**

Meals will not be provided. For your convenience, a list of suggested restaurants will be handed out during the first day orientation.

**Attire For The Course:**

Casual attire will be the dress for the course (this means attire suitable for public contact) except for your final presentations. **Final presentation attire: shirt and tie for men; collared shirt and slacks/skirt for women.**

**Mailing Address:**

Personal mail should be addressed to you as follows:

YOUR NAME  
Wildland Fire Training Center  
Attn: Business Center  
3237 Peacekeeper Way  
McClellan, CA. 95652

**Personal Calls:**

The telephone number for the Business Center is (916) 640-1201. Classes will not be interrupted but messages may be left and will be posted inside the Business Center.

The value of this assignment, to you and to your agency, depends on your interest, attention and participation. We urge you to apply yourself and make the most of this opportunity.