



Vandenberg Interagency Training Center
100 Community Loop B10373
P.O. Box 6198
BLDG 860, South Base
Vandenberg AFB, CA 93437-5502
Office (805) 605-4995
Email: vitic@fs.fed.us



DATE: February 15-19, 2016
SUBJECT: M-410 Facilitative Instructor
TO: ATTENDEES / STUDENTS

Congratulations, you have been selected to attend M-410 Facilitative Instructor. This is a 36 hour course designed to prepare you for instructing training courses as well as to develop your communication skills. The course will begin at 0800 on Monday, February 15, 2016 and conclude on Friday, February 19, 2016 at 1200 hours. The Training Center is located in BLDG 860 just inside the South Base Entrance.

Attached is a pre-registration form you must complete if you wish to attend this course. You **MUST** complete this form and return it to the Vandenberg Interagency Training Center by **January 4th, 2016**. Failure to return the form could result in your seat being allocated to another student.

You will be required to give several presentations throughout the course. These will include three individual presentations and one group presentation. One will be spontaneous and the others will require some preparation. Preparation time will involve 4 to 8 hours in the evenings outside of the regularly scheduled daily course agenda. For your presentations, you will have access to overheads, flipcharts, and other training aids. Be thinking in advance of a few topics you may wish to address. Feel free to bring props or presentation aids if you would like. **Students will need to bring computers** for their research and projects and will also be required to wear a **dress shirt and tie or a nice outfit for the final presentation**.

Please Note: If you have been arrested in the last 10 years and have done more than 24 hours of jail time, you will not be granted access to the military base. If you have/or had a warrant out for your arrest or if your license has been suspended, you may be called to the Main Gate for further questioning. This is a military installation and security access is under the military rules and regulations. The staff at the Vandenberg Interagency Training Center cannot help you.

Pre-Course Work: Your pre-work for this session is found at <http://onlinetraining.nwccg.gov/node/188>. Please complete the pre-work prior to attending. There is reading material as well as a pre-course quiz and essay questions. Please bring these with you to the session. Please bring a USB Flash Drive at least 2GB.

Books & Material Fees: For all **Non-Federal Employees** the cost of this course is \$300. Other agency employees will be required to pay this fee the first day of the course by check or money order. DOI employees will be billed at a later date.

Driving Instructions: The center is located just inside the entrance to South Base. See attached map and directions.

College Credit: All students are required to register online with Allan Hancock College. **You will have to log on to the Allan Hancock College website in order to obtain a Student ID Number (also known as your H#) which needs to be on your pre-registration form.** Follow the steps below in order to receive your Student ID Number.

Center Information: Information of the center is located on the California Web Site at:
www.nationalfiretraining.net

/s/ Carrie Thaler
VITC Center Manager
Los Padres National Forest



INSTRUCTIONS FOR OBTAINING YOUR STUDENT ID NUMBER:

STEP 1

You will need to access <http://www.hancockcollege.edu/>. On the home page click on the **Future Student Tab** which is located in the brown boxes. A scroll down list will appear. Click on Apply for Admissions, this should be the first link. On the next page that appears, locate **Apply for Admissions** and click on Apply for Credit Classes. Fill in the necessary information. Select New Student or Transferring Student if you have never attended Allan Hancock College before. Select Returning Student if you have applied to the college before. Please make sure you are applying for the Spring 2016 semester. Once you complete this process and submit your application, you should receive your student login information and student ID number (H... #). **Please print this page and save it for future classes at VITC.**

As soon as you receive your student ID/H# number, print the pre-registration form (page 4 of this document) and enter your H# at the bottom of the page. Fax (805)734-9753 or email vitc@fs.fed.us the completed pre-registration form to Vandenberg Training Center.

Returning Students:

If you have applied to the college and received an **H number** in the past you do not need to reapply. Please include your H number on the Pre-Registration form.

Driving Directions to the Vandenberg Interagency Training Center
BLDG 860 South Base Corner of Clark and Arguello Vandenberg A.F.B. CA, 93437
If you have any questions call (805) 605-4995.



Area Map of Vandenberg Training Center

From 101 South:

1. Get off on Hwy 1 exit to Lompoc
2. Turn Left toward Lompoc
3. follow Hwy 1 until you hit a stop light
4. Turn left onto Hwy 246 (Ocean Ave)
5. Keep Straight on this road for about 7.0 miles
6. Turn Left on Arguello Blvd. go through the gate
7. Make a quick left on Clark

From 101 North:

1. Get Off at Clark Ave in Santa Maria, turn right
2. Turn Left on Hwy 135, South toward Lompoc, this changes to Hwy 1
3. Merge right, take the Vandenberg AFB off ramp
4. Turn Left at the light, where the main gate to VAFB is.
5. Merge right onto Santa Lucia Canyon Rd.
6. Go past the prison to the light, Turn right on Central
7. Go straight until dead end and turn left onto Union Sugar
8. Make a right at the stop sign which will be Ocean Ave
9. Go straight until you come to Arguello Blvd, then turn Left
10. Go through the gate and make a quick left on Clark

Pre-registration Form
Vandenberg Interagency Training Center

Course Title: M-410 Facilitative Instructor Date(s): February 15-19, 2016

Trainee Name: _____ Email: _____

Employer:
FS: Forest: _____ District: _____

CDF: Region: _____ Unit: _____
(Ranger Unit/Station)

OTHER AGENCY: _____
(County-City-OES-AHC Student-NPS-BLM-AFV/Use 3 Letter Designator)

Work Address: _____
(Street Address/P.O. Box of Unit Headquarters)

City – Town – State - Zip Code

Contact Phone Number for you: _____

Supervisor Name: _____ Phone: _____

State Driver's License #: _____ (MANDATORY for Base Access)

DOB: _____ (MANDATORY for Base Access)

Allan Hancock College Student ID Number: H_____

**YOU NEED TO RETURN THIS
FORM TO THE TRAINING CENTER**

BY: January 4, 2016