



Angeles Training & Conference Center

701 North Santa Anita Ave.
Arcadia, CA 91006
Phone: (626) 574-5267
E-mail: atcc@fs.fed.us



DATE: March 8, 2016

SUBJECT: P-310 Fire Prevention Education Team Member

TO: Students

Congratulations, you have been selected to attend P-310 Fire Prevention Education Team Member, at the Angeles Training and Conference Center, April 4th through 8th, 2016. Class will begin at 1300 on April 4th and will end at approximately 1200 on April 8th.

Use gate code 5898 at the entrance gate to access the training center.

Parking:

Parking is available in the rear parking lot. Follow the signs posted inside the compound. **Please do not park next to the main buildings.**

Trainee Prerequisites:

There are no prerequisites for the course. This course is designed to provide intermediate level fire prevention principles and activities and provide references for personnel wanting to serve as a member of a NFPET. It is also useful for fire prevention specialists, fire managers, public information officers and others who have wildland fire prevention, education, or mitigation responsibilities or who may host a NFPET.

Equipment Needed:

Laptops/tablets for online information are suggested but not required.

Attire:

Students are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc.)

Tuition:

Tuition cost is \$300.00 per student. For non-federal students, tuition will also include an 8 % admin fee imposed by the National Finance Center, for a total tuition of \$324.00.

Billing Information:

Forest Service / Other Federal Agencies: The approved NWCG Nomination Form is used for payment. It must include proper agency codes and signatures.

Non Federal Agencies: Students are required to submit the NWCG Nomination Form with signatures to attend the course. A bill of collection will be issued to your agency at the end of the training course. Students who wish to pay the tuition themselves can also be issued a bill of collection.

Cancellations:

Cancellations must be made two weeks prior to the start of the course. If cancellations occur after the two-week cut off, your agency will be charged for tuition.

Lodging:

There is no lodging or food service provided at the Angeles Training and Conference Center. There are numerous lodging locations nearby, including:

Hampton Inn Arcadia

311 East Huntington Drive
Arcadia, CA 91006
(626) 574-5600

Hilton Garden Inn Arcadia

199 North 2nd Avenue
Arcadia, CA 91006
(626) 574-6900

Residence Inn By Marriott

321 East Huntington Drive
Arcadia, CA 91006
(626) 446-6500

Airport:

If you are flying to this session, your destination is Burbank (Bob Hope) Airport.

If you have any questions regarding this course please contact our training staff at (626) 574-5267 or email atcc@fs.fed.us.

/s/ Tracy McGuff

Tracy McGuff

Forest Training Officer