CALIFORNIA WILDLAND FIRE COORDINATING GROUP

LOGISTICAL INFORMATION
Northern California Training Center – Redding, CA

M-410 Facilitative Instructor- Session #1 for 2016

Training Location:

We are located at the U.S. Forest Service, Northern California Service Center, 6101 Airport Road, Redding, CA 96002, approximately 1 mile north of the Redding Municipal Airport passenger terminal. The telephone number is (530) 226-2720.

If you fly to the session, your destination is the Redding Municipal Airport. The Training Center does not provide transportation while you are here for your session. Individuals flying into Redding must make their own rental car arrangements at the airport.

Climate:

Winter weather can be rainy and windy but extreme cold is not usual, with temperatures in the low 30's. Elevation is 500 feet.

Dormitory Lodging:

You are encouraged to utilize the dormitories which are available on site. Lodging is provided at a considerable savings to you and your agency. To register for the dormitory you need to complete the enclosed form and return to the center by February 14, 2016. This form can also be found included with the NCTC Web Page at http://www.nationalfiretraining.net/ca/nctc_logistics.
It can be emailed or faxed.

Tuition/Dormitory Costs

This course is run through Shasta Community College for credit. The college fee is included in the tuition fee. For the Forest Service within Region 5, this amount has been taken off the top of your budget. For other agencies, along with this Tuition fee there is a small admin fee that is added to your bill.

Out of State students are charged an additional $210 per unit in college fees. If you reside outside of CA or have not lived in CA for more than one (1) year, your cost of the out of state fee will be added to your bill in addition to the Tuition Fee for the course. You may waive the fee by not completing the application for Shasta College registration. The tuition will stay the same and you will be issued a certificate, you just won't get college credit. For all FS (R5 included) this out-of-state fee will be billed to your job code indicated on the reverse side of your NWCG form following the course; however you do have the choice to opt out of the college registration. This course is a Two (2) Unit course; the out-of-state fee will be $420.00.

The tuition cost for this course is $420. This includes the utilization of the Dormitories and college fees (out of state fees see above).

For other agencies there is an additional 8% admin fee that will be charged. That would make the fee for this course $453.60. If there are out-of-state fees it would be an additional $453.60 which includes the admin fee.

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

Billing Information

Other Agencies (Cal Fire, Fire Departments, Hoopa, etc.) A bill will be issued to your agency at the end of the Training Season, which is usually around June/July. If your agency wishes to pay sooner than this they may do so by mail or you may pay at the session. If paying prior or at the session, your check or money order would be written out to USDA Forest Service. Please include the total amount due listed above with Admin Fee.

Other Federal Agencies (BLM, F&WS, BIA, USCG, NPS) 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 on the second page.

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. Within R5 forest have already paid for their course slots unless given an extra slot not covered by a FS employee, in that case your job code will be charged. Out of State tuition will also be billed against your job code if that is the case. ***Outside Region 5 Forests*** an accounting adjustment is done at the end of the Training Season and your session will be charged to your Job Code indicated on the NWCG Form. There will be no Admin charges for your attendance.

Attire For The Course:

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

Final presentation attire: shirt and tie for men; collared shirt and slacks/skirt for women; or agency uniform.

Cancellations:

Cancellations must be made two weeks prior to the course start. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. The last date to cancel for this course is ***February 14, 2016.***

Please check with your immediate supervisor on any questions you may have relative to this assignment. 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.

FORM IS DUE BY FEBRUARY 14, 2016

On-site Lodging Request Form

You have been selected for the following course. IF you desire any of the services listed below then this form must be completed by the date indicated. **PLEASE, DO NOT RETURN THIS FORM TO NCTC IF YOU DO NOT DESIRE THE SERVICES LISTED BELOW.**

COURSE:	M-410 FACILITATIVE INSTRUCTOR 2/29-3/4/2016

TRANSPORTATION FROM AIRPORT TERMINAL TO NCTC desired (provided Monday-Friday, 0800 through 1600):

YES **NO**

GOVERNMENT LODGING Desired:	**YES**	**NO**
	MALE	**FEMALE**

The cost of the Dormitories is included in the tuition of the course. There are **no meals provided** at the dormitory (closest food services are within 5 miles of NCTC). Smoking is not allowed in the Dormitory due to NFPA restrictions.

The dormitory is opened M-F and is closed on weekends/holidays. If your travel is on one of the days that the dorms are closed please chose an area motel until Monday morning to check in with the Training Center.

Name:	
Agency:	**District:**
Work Address:	
Date/Time Of Arrival: *Please note Dorms are not available for Sunday night stay due to security reasons.*	**# of Nights needed**:
Phone Number(s) where you can be reached:	
Electronic Address:	
Remarks:	

Print and mail or fax the following request no later than 2 weeks before the course starting date. You will not be guaranteed services after this deadline.

Northern California Training Center
6101 Airport Road
Redding, CA 96002-9423
Phone: (530) 226-2720
Fax: (530) 222-5460
Email: NCTC Training@fs.fed.us

NOTE: **ALL TRAINEES** WILL BE ASSESSED A TUITION CHARGE. A CANCELLATION NOTICE MUST BE RECEIVED BY NCTC WITHIN TWO WEEKS OF THE COURSE OR THE TUITION CHARGE WILL BE ASSESSED.