



## **EVIP 3.0 Train the Trainer In-Person Class Requirements**

If your agency is interested in hosting an in-person EVIP TtT class, below are a few requirements and guidelines for setting up a successful training. The per student cost for this class is \$50 for WFC members, \$75 for non WFC members.

### **Requirements:**

- A minimum of 12 students are required to host an in person EVIP training.
  - If you do not have 12 personnel from your agency, we will open registrations to outside agencies. Even if you do meet the minimum student count, registration can be open to others if you wish.
- All registrations must go through the WFC office.
  - EVIP students must be registered for the training before the day of the class. They can be registered online or by contacting the WFC office.
- Provide a point of contact for the EVIP instructor and the WFC office.
  - This person will assist with coordinating the training by providing necessary agency information and registering students.

### **Process:**

- 1.** Please contact the WFC EVIP Coordinator, Deputy Chief Ray Lamoureux, to discuss potential dates for your training: [r.lamoureux@ycfd4.org](mailto:r.lamoureux@ycfd4.org) (509) 504-1595.
  - Provide the number of students from your agency. Can registration be open to other local departments? If so, provide the number of potential students your training room can accommodate.
- 2.** The WFC office will add your EVIP class to their calendar and create an online registration.
  - If your class is not open to other agencies, please provide a roster of your students. The WFC will register them and email an invoice.
  - If this class is open to others, you may still email a roster, or register students online on the WFC website.
- 3.** The week before the class, the WFC office will mail copies of the EVIP manuals and test sheets to the point of contact.
- 4.** At the conclusion of the class, the WFC will email instructions for how to access certificates and training materials on the WFC website to all the students who successfully completed the EVIP TtT course.