



“SAFETY THROUGH LEADERSHIP”

## 2016/2017 VIRGINIA FIRE OFFICERS ACADEMY

DEVELOPMENT FOR COMPANY AND ACTING OFFICERS

### LOCATIONS & DATES

Location	Module 1	Module 2	Module 3	Module 4
Grottoes/ Rockingham	September 24, 2016	December 3, 2016	April 22, 2017	July 15, 2017
Abingdon	October 1, 2016	January 7, 2017	March 11, 2017	July 29, 2017
King George	October 22, 2016	January 28, 2017	April 1, 2017	August 12, 2017
Farmville Area	November 12, 2016	February 18, 2017	May 20, 2017	August 26, 2017

#### YOU ASKED; WE DELIVERED!

The Virginia Fire Chiefs Association (VFCA) is delivering the Virginia Fire Officers Academy (VFOA) in modular format to provide maximum flexibility for volunteer firefighters to complete the program. Any firefighter can apply to the program, however; first priority will be given to “volunteer only” applicants; second priority to applicants serving as career and volunteer firefighters; and last priority given to “career only” applicants.

**Module 1:** Topics include basic teambuilding, conflict resolution, active listening, effective communication skills, counseling and coaching, and the importance of agency and personal core values.

**Module 2:** Topics include the company officer’s role in firefighter safety and health, cancer education and prevention, principles of leadership, and advanced team building.

**Module 3:** Topics include the company officer’s role in managing workplace stress, stress first aid operations level, safety as a consequence of leadership, leading during critical events, national safety culture change initiative, and the value of personal pledges.

**Module 4:** Topics include the art of the difficult conversation; values based leadership, review of lessons learned in modules 1-3, review of personal pledges, and various hands on, interactive role play scenarios.



## Virginia Fire Officers Academy (VFOA) Modular Program

The Virginia Fire Chiefs Association is very excited to deliver this inaugural VFOA modular program to meet the needs of Virginia's volunteer fire service. The VFCA and the VFOA instructors and staff are looking forward to preparing new and aspiring officers through this program.

### Modules

The program will be delivered in four modules beginning September 2016 and ending in August 2017. Each module will be delivered four times on Saturdays to provide maximum flexibility to complete the program. Each module starts at 8 AM and will last 10-11 hours.



## Application Process

When completing the online application, please make sure all sections are filled out correctly and completely. Incomplete applications will not be considered. Applicants will be asked to indicate their choice of dates and locations on the online application. Students must attend modules in sequential order and can attend any module at any location. Please visit [www.vfca.us](http://www.vfca.us) for additional information.

### Download the application at:

<https://form.jotform.com/62115496748969>

***The application period will be open from August 1 to the close of business August 26, 2016. After August 26, the online application process will be closed and all information will be deleted.***

**Cost of the program is Free!**

### Follow Us on Social Media!



@VFOAcademy



VirginiaFireOfficerAcademy

## Online Application Tips

Below are important tips that you need to know before starting the online application process:

- Online process takes about 30 minutes to complete. Please have a reliable internet connection/access and allow enough time to complete the application process.
- Once the applicant has started the application process, it is strongly recommended that they finish the entire process in that same session in order to minimize data loss.
- If you leave/logout any time before completing the application, the online program will automatically save a copy of your incomplete application to the server. The application will be accessible again only on the same computer and for ONLY 5 DAYS.
- After 5 days, all incomplete applications and all information related to that application will be deleted and the applicant will be required to start the application process again.
- To expedite the online application process, have the following items readily available: drivers license, department address and contact information, chief/department head contact information (email, phone, etc.), and your training record or certificates.

Contact Richard Trent at [rtrent@vfoa.us](mailto:rtrent@vfoa.us) for problems related to the application process. Contact Nick Caputo at [njcaputo@aol.com](mailto:njcaputo@aol.com) for questions related to the program.