

# OUTSIDE AGENCY GUIDE TO TRAINING REQUESTS IN PRINCE WILLIAM COUNTY DEPARTMENT OF FIRE AND RESCUE

1. You must be affiliated with a Fire and Rescue System or a Governmental agency to request training.
2. Choose a course from the course catalog and obtain permission to register through your agency.
3. Complete the TD-19 form found on our website.

a. Pay close attention to the prerequisite section found on the Training Advisory as you must have particular prerequisites to register for the course. Certain courses such as Stress First Aid or Infection Control are PWCDFR specific and may be waived.

4. Send copies of your required certifications along with your TD-19 to [dfctraining@pwcgov.org](mailto:dfctraining@pwcgov.org). If you are faxing your request, please fax it to 703-792-4485. If you will be mailing your request, please mail it to:

Prince William County Department of Fire and Rescue  
Training Academy  
13101 Public Safety Drive  
Nokesville, VA 20181

5. Training classes requiring an NFPA 1582 medical physical clearance to include OSHA 1910-13 Respiratory Questionnaire Clearance and SCBA fit tests:

a. You must provide a copy of the **medical clearance form** from your physical to Prince William County Department of Fire and Rescue Health and Safety Section. Electronic copies may be sent to the Health and Safety Office at [FRSphysicals@pwcgov.org](mailto:FRSphysicals@pwcgov.org) and Captain Scott McLean, Health and Safety Captain [Smclean@pwcgov.org](mailto:Smclean@pwcgov.org). Please provide an explanation in your e-mail or on your fax cover sheet as to the reason (***specify the class name and date***) for providing your information.

b. Do not send your entire physical packet to Health and Safety, as this will contain confidential medical information which can violate HIPPA compliance, only the medical clearance form that proves you have had the physical and that you are cleared for full firefighting duties.

c. If the course you would like to attend requires that you have a current SCBA fit test, send electronic copies to the Health and Safety Office at [FRSphysicals@pwcgov.org](mailto:FRSphysicals@pwcgov.org) and Captain Scott McLean, Health and Safety Captain at [Smclean@pwcgov.org](mailto:Smclean@pwcgov.org) with an explanation of why you are providing this document.

d. In lieu of copies of NFPA 1582/OSHA 1910-134 physical medical clearance forms and SCBA fit tests, we will accept a letter from your agency head on company letterhead sent to the Health and Safety Captain (currently Captain Scott McLean), attesting that you have received an NFPA 1582/OSHA 1910-134 physical and/or a SCBA fit test within the last 12-15 months. Furthermore, this letter should attest that you are cleared for full firefighting duties. Electronic copies of this letter may be sent to the Health and Safety Office at [FRSphysicals@pwcgov.org](mailto:FRSphysicals@pwcgov.org) and Captain Scott McLean, Health and Safety Captain at [Smclean@pwcgov.org](mailto:Smclean@pwcgov.org). Hard copies may be mailed to:

8410 Kao Cir  
Manassas, VA 20110

Attn. Captain Scott McLean

Please provide a cover sheet as to the reason (***specify the class name and date***) for providing your information.

**If you have questions regarding courses, please contact the staff member listed on the Training Advisory. If you have questions regarding physicals or fit tests, please contact our Health and Safety Office at 703-792-6800.**