Bringing Training to You | Customized to Fit Your Needs!

2012 TRAINING CATALOG

- Emergency Management
- Emergency Response
- Campus/School Safety & Security
- Rural Domestic Preparedness Consortium
- Maritime Security
- Public Health Medical/First Receivers
- OSHA Safety & Confined Space
- Environmental Management
- General Security
- Online courses—visit the website for current offerings

THE ALL HAZARDS TRAINING CENTER
@ THE UNIVERSITY OF FINDLAY

FINDLAYALLHAZARDS.COM
800.521.1292

Bringing Training to You | Customized to Fit Your Needs!
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BLUE FONT - WEEKEND CLASSES
RED FONT - ONLINE COURSES

The open enrollment courses listed above are offered at one of The University of Findlay’s (UF) two hands-on training centers in Findlay, Ohio.

ALL OPEN ENROLLMENT COURSES ARE ALSO AVAILABLE AT YOUR LOCATION.

Review the catalog for Environmental, Safety, Health and Security topics which can be incorporated into a customized training plan to fit your needs and offered at your location.

Contact The University of Findlay about customized training at your location!
ALL ABOUT THE ALL HAZARDS TRAINING CENTER

Training, Education & Consulting Services

WORKER SAFETY & ENVIRONMENTAL
- All Hazards Training
- OSHA Safety
- Emergency Response
- RCRA
- DOT

EMERGENCY MANAGEMENT AND SECURITY
- Campus/School Safety & Security
- Maritime Security
- Emergency Preparedness
- Conflict Resolution
- Public Health and First Receiver
- Workplace Violence Avoidance
- Transportation Security
- Private Sector Security

DELIVERY FORMATS
- Customized Instructor-Led Training
- Online Training
- Video Scenario Simulation Training
- Webcasts

ACADEMIC PROGRAMS
- Bachelor’s Programs
- Master’s Programs
- Certificate Programs

PRODUCTS AND TRAINING TOOLS
- Materials developed by UF and available for purchase

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
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Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
The University of Findlay is now offering these courses in an online/real-time training format:

• 24-Hour Incident Command
• 16-Hour RCRA Hazardous Waste Generator
• 8-Hour RCRA Hazardous Waste Generator Update
• 16-Hour DOT Hazardous Materials Transportation
• 8-Hour DOT Hazardous Materials Transportation Update

Trainees simply register for the course and then receive an e-mail invitation to attend the online session from virtually any location with access to a dial-up modem or a high speed LAN.

This training is not in a self study format but is a live virtual classroom that is moderator driven which allows for classroom participation and interaction between trainees, instructors, and moderators. Effectiveness is increased by engaging participants with the ability to talk, exchange text messages, display live video, share whiteboards, and use applications all in one interface.

Eliminate travel costs for individual trainees or training at multiple locations. See pages 10 and 19 for the course descriptions, costs and dates offered in the new online/real-time training format.

“The last two years I have attended the University of Findlay’s on-line training through the All Hazards Training Center for RCRA. The instructor was very knowledgeable on the topic and answered all questions asked. Discussion was good between participants and sharing of past experiences. On-line training is the way to go, no expense account to turn in and all the information you need! I would recommend The University of Findlay for training needs over classes I have attended in the past from other sources on the same subject.”

Lisa Wellman
Wellness, Safety & Training Coordinator

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
You can trust your training to us.

In 2011 alone, UF trained 10,360 people, through offering 483 classes at 268 different locations in 34 states and two foreign countries. Since UF’s inception, we have trained over 150,000 people coast-to-coast.

Visit the Website at findlayallhazards.com for more information on new courses and special events for 2012!

Training can be customized and brought to your location, or conducted at one of our two hands-on training centers located in Findlay, Ohio.

Conducting customized training at your location allows you to take advantage of the cost savings that result from not having to send your trainees to a separate training location. In addition, it allows us to tailor our extensive selection of courses to meet the specific needs of your company or organization. We can focus our training efforts on your plans, your concerns, your hazards, your facilities, and your community. UF’s flexible approach provides our customers with the most adaptable, efficient and cost effective solutions for their training requirements.

Another option is to bring your trainees to Findlay, Ohio to conduct customized training courses at our two hands-on training centers. Many nationally-based private sector Emergency Response Teams, as well as state and federal response entities, take advantage of this option on an annual basis. We have multiple training scenarios, including: rails cars, tank trucks, intermodal containers, ditch/stream spills, confined space entry and rescue, and many more. See page 23 for more details.

In addition to on-site training, UF provides live, interactive webcasts of training scenarios. This approach is excellent for bringing people from multiple locations together to participate in an integrated exercise as it eliminates the need for everyone to travel to the same location.
Trained over 150,000 people from across the country in various Safety, Security and Environmental workshops.

UF has graduated over 1,250 students from Bachelor’s and Master’s Degrees in Environmental, Safety and Health Management. Only program in the U.S. that integrates ES&H and Disaster Preparedness training with a nationally recognized All Hazards Training Center and the opportunity to earn BS and MS Degrees.

In 2011, UF trained 10,360 people in 483 classes at 268 different locations in 34 states and two foreign countries.

The Federal Department of Homeland Security named UF as one of six charter members of the DHS funded RURAL DOMESTIC PREPAREDNESS CONSORTIUM (RDPC) in 2006. Responsible to develop and offer training programs on a nationwide basis to rural first responders and community stakeholders. See page 18 for additional information.

Major Broadcast Company - Currently providing training to station personnel, including Reporters, Cameramen, and Electronic News Gathering (ENG) Operators, on ENG Safety and All-Hazards topics including how to remain safe and still report the story. The All Hazards Training Center is training personnel in California, New York, Ohio, Illinois, Michigan, Texas, North Carolina, and Pennsylvania. To date, we have trained over 3,000 people.

Major Chemical Company - For four years UF has tailored our existing Railcar and Tank Transfer Specialist course for one of the nation’s leading chemical company’s North American Technical Resource and Chemical Emergency Response Team. Representatives of this team traveled from different locations across the U.S. to UF’s 5-acre Emergency Response Training Center in Findlay, Ohio for extensive classroom and hands-on training. Similar training services are also routinely delivered to this client in various U.S. locations. Prior to delivering our training services UF was required to undergo a rigorous training provider approval process, a true testament to the quality of UF’s training programs, services, and facilities.

Major Oil and Gas Producer - UF routinely designs and delivers customized training programs for one of the major oil and gas producers in the U.S. This customized program satisfies OSHA and EPA regulatory compliance, updates employees responsible care awareness, encourages employee safety and the protection of the environment, updates requirements for transporters of hazardous materials, and minimizes downtime. UF has trained this company’s employees throughout Alabama, Georgia, Kentucky, Louisiana, Mississippi, Ohio, Indiana, Michigan, Tennessee, and Texas. The program is designed in accordance with the company’s facility response plans and other site or client specific protocols. The on-location training consists of both classroom and hands-on experiences, including mock emergency response exercises and drills.

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
Workplace Violence Avoidance Training and Consulting Services

18,000 acts of workplace violence (WPV) occur across the U.S. every day. **What most people do not realize is that WPV is preventable. It is preventable because the WPV perpetrator will always tell you what they are going to do – all you need to do is learn how to listen.**

Experienced professionals from UF will work with you to customize a program that meets your company’s specific workplace violence avoidance needs. UF will assist you, design, and deliver a program that can include any mix of the following custom designed services:

- Write your Workplace Violence Avoidance Policy.
- Help you learn what behavioral signs to look for in order to help identify employees with issues that may lead to workplace violence.
- Teach you how to conduct a “safe” employee termination, and how to determine beforehand when an employee termination may become a problem.
- Coordinate efforts with your community law enforcement officials, and other local agencies.
- Walk your facility and grounds to assist in identifying safety and security issues.
- Make recommendations on physical security devices that you should employ.
- Train your workers, supervisors, and administrative staff how to identify potential WPV issues and what they should do about them. This can be accomplished very effectively through the use of a short, customized video that all employees view as a step in the implementation of your specific plan.
- Assist you in developing and conducting both tabletop and full scale exercises to “test” your plans.
- Assist you in developing and implementing a company-wide Threat Assessment Management Team to gather information on potential threats, analyze the information, and act to intervene when warranted.

**Contact us for more information or to request a quote.**

Conflict Resolution DVD Series

Every year our schools and workplaces are subject to an ever-increasing rate of violence. In many cases, the acts of violence resulted from a minor disagreement or misunderstanding.

Staff members need to possess the skills to recognize and resolve these conflicts to effectively manage and de-escalate potentially dangerous situations that may arise.

The All Hazards Training Center has developed a series of interactive video training scenarios to help prepare individuals to recognize and resolve conflicts that may arise. These video training scenarios are available on DVD.

The interactive scenarios will enable trainers to provide a virtual-reality type of training experience to improve the individual’s conflict resolution skills. During the training, the trainee must react to the scenario presented as he or she would in real life. Through video branching, this menu-driven method allows the trainers to change the story line of the scenario to match the trainee’s response. The DVD lets the trainer create a “safe stress simulator” and judge the trainee’s reaction to very realistic conflicts.

This training model provides the trainer with an accurate assessment of the trainee’s strengths and weaknesses in handling crisis situations. In addition, the training allows the trainee to experience real life situations in a controlled environment under the direction of a trainer.

An accompanying CD-ROM provides assistance to the trainer by way of flow charts, suggested training and evaluation methods, and a complete Trainer’s Manual.

UF has completed two Conflict Resolution Video Scenario Training DVDs for College/University Resident Life Staff. Additional training DVDs are under development for K-12 teachers, unarmed campus security and workplace violence issues.

See our website for a demo video of the Conflict Resolution DVD series.
Integrated Exercise Development & Facilitation

For many years UF has been incorporating exercises into customized training programs as a tool for trainees to practice newly learned skills in a hands-on environment.

We have expanded our exercise capabilities to include: designing and conducting tabletop, functional and full-scale exercises; as well as creating video scenarios that are incorporated into our exercise efforts for law enforcement and security training programs.

Exercises provide a venue which will test how well your personnel respond to an incident and how well they understand your emergency operations plans and standard operating procedures. Exercises allow you to answer questions like:

- Did we follow our procedures?
- What are our internal limitations (personnel and equipment)?
- Did we effectively communicate with others?
- Are there gaps in our emergency operations plans?
- What lessons were learned - how can we do things better?
- Who is in charge?
- Did we do a good job coordinating resources of others (first responders, outside agencies, etc...) as they became involved?

Exercises can be focused on any number of topics, as chosen by the client. We have experience in developing scenarios for hospitals, health departments, emergency management agencies, law enforcement, and hazardous materials response teams. Our knowledgeable and experienced staff can produce an exercise designed to meet your needs.

UF is ready to assist you in developing and conducting your next exercise. Whether you need help in the design phase, execution phase or simply need assistance in evaluating your performance or creating an After-Action Report, we can help.

Contact us to discuss your specific needs or to request a quote.

Emergency Management

Regardless of your location, you are always at risk to disaster, whether natural or manmade. Following a severe incident, organizations often face steep obstacles in resuming operations. These are the hurdles that can put you out of business.

Emergency Management Systems, custom-designed for the hazards that most likely could affect your operation, and training that considers your specific workforce, are the tools that allow your organization to weather the storm. And they prepare you to resume operations quickly following the incident.

Findlay All Hazards is here to:

- Write or update your Emergency Operations Plans.
- Create your Continuity of Operations Plan.
- Perform Hazard and Vulnerability Assessments.
- Implement Workplace Violence and Threat Assessment Management Programs.
- Fully acquaint you with Emergency Management topics, ranging from the National Incident Management System (through the 300-400 series) to situational awareness and emergency response.

Findlay All Hazards training, whether at your location or at one of our two training centers, is specific. We customize education for your employees, and create a plan that serves your organization’s unique issues.

8-Hour Crisis Management and Media Relations

This 8-Hour course is designed for those responsible for communicating with the public, media, and/or coordinating with other agencies, as necessary, with incident related information requirements and for those responsible for developing and releasing event/incident information. This 1-day course will focus on communication skills and will also provide participants with an overview of applicable regulatory requirements including: emergency response & disaster management, command staff functions, and basic guidance specific for the Public Information Officer (PIO). In addition, trainees will participate in practical classroom exercises in preparing and delivering press and community information releases.

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
Operations Level Emergency Response

This 8-hour course is designed to meet and exceed the 29 CFR 1910.120 (q), training requirements for Awareness and Operations.

This course covers basic hazard and risk techniques, personal protection equipment, basic hazardous materials terminology, and basic decontamination procedures. Additionally, this course covers basic defensive mitigation techniques and describes standard operating procedures and proper termination procedures.

Contact us for more information or to request a quote.

8-Hour Refresher for Emergency Responders

This 1-day course is designed to address the Emergency Responder requirement 29 CFR 1910.120 (q)(8). It is designed to be of sufficient content and duration to maintain responders’ competencies.

Cost - $265
One day – 8 am to 5 pm

Open Enrollment Dates (Check web site for updates.)
JAN 10, FEB 8, MAR 8, APR 19, MAY 3, JUN 7, JUL 12, AUG 9, SEP 6, OCT 10, NOV 1, DEC 6

Technician Level Emergency Response

This course is designed to meet and exceed the 29 CFR 1910.120, paragraph (q), Awareness, Operation, and Technician Level training requirements.

This course covers basic defensive and offensive mitigation techniques available to responders. This course is primarily hands-on in nature. After appropriate classroom coverage and hands-on exercises, the trainees will apply their skills in mock emergency responses.

See page 17 for 40-Hour course.

Cost - $785
Three days – 8 am to 5 pm

Open Enrollment Dates (Check web site for updates.)
FEB 21-23, APR 3-5, JUN 5-7, JUL 31-AUG 2, OCT 2-4, DEC 4-6

Incident Command

This course also available online.

This course is designed to meet and exceed OSHA’s Incident Commander training requirements found in 29 CFR 1910.120 (q). An on scene incident commander who assumes control of the incident scene beyond the first responder awareness level shall receive at least 24 hours of training and be competent in the following areas:

- Implement the employer’s incident command system.
- Implement the employer’s emergency response plan.
- Understand the hazards and risks associated with employees working in chemical protective clothing.
- Know how to implement the local emergency response plan.
- Knowledge of the state emergency response plan and of the Federal Regional Response Team.
- Understand the importance of decontamination procedures.

This 3-day course introduces participants to the incident command system as addressed by OSHA, as well as the National Fire Academy, EPA, and FEMA. Trainees will participate in contingency-planning development exercises as well as tabletop exercises designed to enhance their skills in planning and managing an emergency response utilizing an incident command structure.

Cost - $575
Three days – 8 am to 5 pm

Open Enrollment Dates (Check web site for updates.)
JAN 17-19, FEB 28-29 & MAR 1**, APR 10-12, JUL 10-12, SEP 18-20**, NOV 6-8
* Weekend Dates ** Online Dates

Incident Command Refresher

This 1-day course is designed to address the Emergency Response requirement 29 CFR 1910.120 (q), and NIMS. It is designed to be of sufficient content and duration to maintain responder competencies.

Cost - $265
One day 8 am to 5 pm

Open Enrollment Dates (Check web site for updates.)
JAN 10, FEB 8, MAR 8, APR 19, MAY 3, JUN 7, JUL 12, AUG 9, SEP 6, OCT 10, NOV 1, DEC 6

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
National Incident Management System (NIMS)

These courses are designed for departments and organizations whose personnel are required to have NIMS training. Our classes are offered in a face-to-face environment where emphasis is placed on comprehension of NIMS concepts and interaction between the Instructor and students is encouraged.

IS-700 – National Incident Management System (NIMS) – an Introduction
IS-800 – National Response Plan: An Introduction
IS-100 – Introduction to the Incident Command System (ICS)
IS-200 – ICS for Single Resources and Initial Action Incidents

ICS-300 - Intermediate ICS for Expanding Incidents
This class demonstrates the relationship of ICS to the Command and Management component of NIMS, incident/event management process for expanding incidents according to ICS, implementation of the incident management process on a simulated Type 3 incident and the development of an Incident Action Plan for a simulated incident. ICS 300 builds the Incident Command skills in:

- ICS Fundamental Review
- Unified Command
- Resources Management
- Planning Process, Incident Assessment and Establishing Incident Objectives
- Demobilization, Transfer of Command and Closeout

ICS-400 – Advanced ICS Command and General Staff
This class continues to build advanced Incident Command skills in:

- ICS Fundamental Review of Command and General Staff
- Major and/or Complex Incident/Event Management
- Area Command
- Multi-Agency Coordination

Our instructors meet or exceed all experience levels and qualifications established by the agency to teach these courses and are authorized by FEMA and the Emergency Management Institute (EMI) to conduct these National Incident Management System (NIMS) courses.

Electronic News Gathering and All Hazards Safety

The purpose of this training is to equip employees who work for television and radio broadcast businesses, such as reporters, cameramen, sound technicians, and any others identified by the client, with the ability to respond to, and report on, disasters (both man-made and natural) in as safe a manner as possible.

This training primarily focuses on the following:

- How media personnel should evaluate a disaster situation upon arrival at the scene.
- How to recognize existing and potential dangers while at the scene.
- How media personnel can operate safely while at the scene.
- How media personnel can properly communicate with emergency response personnel at the scene.
- How to safely escape when the situation dictates.

8-Hour Ethanol/Bio-Fuels

This is a 1-day course designed to provide participants with knowledge related to ethanol, ethanol-blended fuels, and other bio-fuels, including both an overview of hydrocarbons and polar solvents. This course includes an in-depth look at their use, chemical and physical characteristics, transportation, and transfer. This course is designed for those who respond to ethanol and/or other bio-fuel related incidents, and those who work at fixed facilities and/or transport these fuels and alcohols. The course will also include classroom lecture/participation, table-top demonstrations, and hands-on exercises on the proper techniques for responding to and/or handling these products in a safe and efficient manner.

Contact us for more information or to request a quote.

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
The University of Findlay will meet with you to customize a program that meets your educational setting’s specific safety and security needs. We take an all hazards approach, which means we not only focus on school violence issues, but also on day-to-day safety and security issues, including accidents and natural disasters. UF will assist you with the design and delivery of a program that can include any custom designed mix of the following services:

**Professional Development/In-Service Seminars on Campus/School Safety and Security**

This half day seminar will create a level of general awareness among your entire staff. It is only after staff members adequately understand all the threats and vulnerabilities that they can work to mitigate, and effectively respond to the various crisis situations that occur at our nation’s educational institutions on an increasingly regular basis.

**National Incident Management System (NIMS) Train-the-Trainer for Campus/School Administrators**

This half day seminar can bring your campus’s administrative staff into compliance with Presidential Directive 5 — which requires the following educational officials to understand and be able to operate under the NIMS concept: campus administrators, principals, school security personnel, provost, resource officers, and anyone expected to take a leadership role in a crisis. This workshop will educate the participants on NIMS for educational settings and also allow these administrators to serve as trainers to their building level staff regarding site specific security response roles in a crisis.

*Previous Client’s comment: “This professional development seminar was ideal to help me and my administrative staff better understand what is required of us in an emergency and how to prepare my staff.”*

**Vulnerability Assessments**

Security professionals will conduct a comprehensive assessment of your district’s facilities to identify and make recommendations to enhance the security of your buildings and surrounding areas to best safeguard staff and students. Typically, physical protection systems are overlooked and rarely maintained, allowing for effortless access by prospective perpetrators. Often these physical improvements are not large capital expenditures, but greatly improve a facility’s security.

**Threat Assessments**

A UF security analyst will assess your educational environment, the surrounding community, and the region to identify and assess the likely and greatest threats to your institution. These professionals are the preeminent school focused experts in this field operating today.

**Tabletop and Full Scale Exercises for Security Plan Tests – Do they actually work in a real life situation?**

When a crisis impacts your institution it is the behavioral responses from school staff and officials that save the lives of children. It is only through drills and exercises that we can hope to respond to the best of our abilities when tragedies occur in our educational institutions.

*Previous Client’s comment: “The After Action Reports following the exercises served as a road map to help us enhance our security posture and response protocols without going through four more rounds of drafts. The exercises really highlighted our weaknesses and shortcomings.”*

**Vulnerability Assessment ~ Covert Video**

Assessment professionals will identify your likely threats and, in a span of 24 hours, will attempt to gain access to your buildings and perform some targeted “harm” or “disruption”. While covertly filmed and recorded, these assessments are conducted without disrupting the educational process, and yet allow your faculty and staff to see and hear your security weaknesses. You will be surprised to see that it is often times the actions of employees that afford perpetrators the opportunity to penetrate your facilities’ security layers and provide them with multiple opportunities to do harm.

**Refining/Developing Safety/Security Plans**

We have authored and co-authored a variety of effective emergency operating procedures for a number of clients across the U.S. If your plans have not been edited for three or more years, or if you have seen an increase in your student population, or if you have been fortunate enough to add a wing or new structure, your plans need to be reassessed to ensure compliance and safety for your students and staff.
Conflict Resolution

The University of Findlay is the educational leader in developing and providing training to educators in a virtual reality environment. Virtual reality training will allow your staff to practice making decisions to de-escalate a crisis situation in the halls, classroom, bus, or any other area on your campus.

This cutting edge technology places your staff in a controlled environment to practice their conflict resolution skills and review and debrief on how they could best reduce the “stressors” and minimize the likelihood for a physical assault against themselves or students. This instructional equipment then allows your staff to revisit the same or similar scenarios, and the related teaching points to apply what they learned to perfect such skills as; tone of voice, word selection, proximity, and disciplinary actions.

See page 8 for more information on Conflict Resolution DVDs.

Physical Security Device Recommendations

On occasion, technological additions to educational buildings or sports complexes are necessary to help reduce acts of violence or to aid in loss prevention. We will help conduct an unbiased assessment of your requirements, and your building’s physical environments, to recommend the best layout of security equipment, allowing you to avoid the high pressure sales tactics of many vendors.

Contact us for more information or to request a quote.

Tabletop and Full Scale Exercises

Many times, the best way to train is to conduct tabletop and/or full scale exercises. UF can assist with the design, development and facilitation of appropriate exercises to test how well your staff responds to an incident, and how well they understand your emergency operations plans and your standard operating procedures. We will design the exercise to meet your needs as well as meet any/all necessary regulatory requirements.

Mass Transit/School Transportation Security

Buses afford would-be perpetrators an unsupported, oftentimes remote, confined, and target-rich opportunity to do harm. This course introduces how best to identify and respond to perceived threats while “en-route”, thus adding the outermost layer of physical protection to your educational community.

In addition, it is one of the best training programs to strengthen the attendee’s ability to effectively respond to critical incidents once they occur. This experience will allow individuals to refine their skills in situational awareness and better understand the vulnerabilities and responsibilities they face while working in the transportation sector.

WHO SHOULD ATTEND: Bus Drivers, Facility Managers, Transportation Directors, Dispatchers, Tourist Companies

Behavioral Health Emergency Recovery

The most overlooked, and yet oftentimes the most devastating aspect of a crisis is the mental health aspect for the victims, survivors, and first responders in the behavioral health recovery phase. In this course participants will explore human behavior in a disaster with emphasis upon segmentation of the incident, critical incident stress management, and the diversity involved in the recovery progression.

Individuals will investigate stress response assessment, normal reactions to abnormal situations, how best to present appropriate support during and after an incident, identify the degree of impact upon others and themselves, as well as site specific special needs evaluation and preplanning.

WHO SHOULD ATTEND: Mental Health Providers, First Responders, Clergy, Clinicians, Campus-Based Support Staff
Facility Security Officers (UNFIND-560)

This 18-hour course provides Facility Security Officers (FSOs) the knowledge and skills needed to meet the requirements of 33 CFR 105.205, the International Ship and Port Facility Security Code, and the Maritime Transportation Security Act (MTSA) of 2002. Topics include laws, codes and regulations; vulnerability assessments and security plans; dangerous substances and devices; persons who are likely to threaten security; techniques used to circumvent security measures; drills and exercises; conducting physical searches and screening, security equipment and other topics.

Cost - $685.00
Two day class

Open Enrollment Dates (Check web site for updates.)
MAR 21-22, AUG 8-9

This course has been approved by the United States Maritime Administration.

Facility Security Officer Refresher

This 4- or 8-hour course informs Company, Vessel and Facility Security Officers of the most current developments in maritime security. Topics include MTSA 2010 and SAFE Port 2010, Transportation Worker Identification Credential (TWIC) program update, innovations in security equipment, Subchapter H update and training issues and compliance inspection problems and solutions.

Cost: $265.00
One day class

Open Enrollment Dates (Check web site for updates.)
JUNE 8, OCT 11**

Transportation Worker Identification Credential Training (TWIC)

This course familiarizes students with the requirements of the TWIC program. The course covers enrollment basics, who may or may not get a TWIC, waiver and appeal process, validation issues, basics of escort procedures, secure v. restricted areas, new hire provisions, and resolution of violations. The course includes the most current regulatory and policy guidance. This course meets or exceeds the TWIC knowledge requirements of 33 CFR 105.205,105.210, and 105.215, and NVIC 03-07 enc. (3) 3.3 g.

The course can be tailored to meet the individual needs of your facility or vessel. It can be taught as a stand-alone course, or included as part of a Facility Security Officer (FSO) or Facility Security Personnel update.

Contact us for more information or to request a quote.

AWR 144: Port and Vessel Security for Public Safety and Maritime Personnel

This awareness level course has been developed through the Rural Domestic Preparedness Consortium for first responders, emergency planners, and private maritime community stakeholders from rural and smaller agencies as an introduction to the maritime security requirements of the high-risk, regulated marine terminal facilities in their jurisdictions. See page 18 of this catalog for more information on this U.S. Department of Homeland Security approved course, offered tuition-free to qualifying rural jurisdictions.

Cost: $265.00
One day class

Open Enrollment Dates (Check web site for updates.)
JUNE 6

By working with your security officer, this course can be customized into a site-specific course designed around the operations at your facility and your facility security plan.

This course has been approved by the United States Maritime Administration.

Maritime Security Awareness (UNFIND-561)

In the post 9/11 reality, maritime regulations require that all employees receive security training. This includes not just full-time employees, but part-time and contractor workers as well. This 4-hour U.S. course responds to that need by satisfying the content requirements of 33 CFR 105.215. Topics include MARSEC levels, emergency procedures and contingency plans, recognition and detection of dangerous substances and devices, persons who are likely to threaten security, techniques used to circumvent security measures, and TWIC.

Cost: $265.00
One day class

Open Enrollment Dates (Check web site for updates.)
JUNE 6

By working with your security officer, this course can be customized into a site-specific course designed around the operations at your facility and your facility security plan.

This course has been approved by the United States Maritime Administration.
Maritime Security for Facility Personnel with Specific Security Duties (UNFIND-565)

This 8-hour course provides facility personnel having security duties the knowledge and skills needed to meet the requirements of 33 CFR 105.210 and the International Ship and Port Facility Security Code. Topics include security threats and patterns, dangerous substances and devices, persons who are likely to threaten security, techniques used to circumvent security measures, crowd management, security communications, security equipment, physical screening techniques, MARSEC levels, and TWIC.

Cost: $265.00
One day class

Open Enrollment Dates (Check web site for updates.)
JUNE 4

By working with your security officer, this course can be customized into a site-specific course designed around the operations at your facility and your facility security plan.

This course has been approved by the United States Maritime Administration.

Maritime Security Consultation

The University of Findlay can provide assistance to your company to perform the required maintenance of the facility security plan to ensure regulatory compliance. Our service offerings include:

- **Annual security plan audits.** We ensure that the facility security plan meets the requirements of 33 CFR 105 and any applicable regulatory updates.

- **Security plan and security issue consultation services.** We work with facilities on any applicable regulatory issue, to enable them to come into compliance with the regulations when they have received a notice of non-compliance from the Coast Guard.

- **TWIC consultation services.** This includes plan re-writes for re-definition of secure area, drafting the new access control section, and any assistance needed with the waiver process and appeal process. IDTA issues will be handled only via the owner/operator or with the written recommendation of an owner/operator.

- **Security plan re-approval services.** This includes a complete security plan audit and the review and validation of the facility security assessment and update of the facility security assessment report, and the completion of all applicable paperwork for five-year plan re-approval.

Tactical Maritime Operations – Vessel Recovery

This 4-day course is a hands-on introduction to maritime vessels and the tactics employed to secure or regain control of a high interest vessel. Emphasis is placed on tactical solutions that can be used in both a maritime environment and land based tactical operations. The course consists of classroom lecture as well as hands-on scenario training on board a vessel. Topics discussed include: overview of entries, breaching considerations and equipment for tactical teams on vessels, types of commercial vessels, linear assaults, and tactical considerations. The training concludes with multiple scenarios that range from active shooter to terrorist incidents that bring realism to the training and allow participants to employ all of the tactics learned throughout the training.

This course is designed for law enforcement, emergency planners, federal partners, and other stakeholders within a maritime jurisdiction. This course can be tailored to meet the individual needs of the requesting jurisdiction.
Hospital Decontamination Operations
This course is designed specifically with the hospital in mind. It provides your employees with the skills necessary to decontaminate patients exposed to chemical and biological agents.

Our knowledgeable instructors will discuss characteristics of chemical and biological agents, personal protective equipment, respiratory protection, Joint Commission and OSHA requirements, and review your existing emergency decontamination plan.

This course also provides practical hands-on exercises using your equipment to help your employees gain experience with the equipment they will use in a real incident. If you do not have equipment, The University of Findlay can bring state-of-the-art decontamination shelters and equipment to your hospital for use during the class.

If you do not have a plan written, we can help by having our qualified staff assist you with writing procedures and plans to successfully decontaminate patients.

Course offerings include:

4-HOUR AWARENESS
Ideal for individuals not directly involved in the decontamination process but requiring a basic knowledge of the required steps that need to be taken.

8-HOUR OPERATIONS
REQUIRED for personnel expected to perform decontamination on contaminated patients.

ANNUAL REFRESHER
REQUIRED annually for all 8-Hour Operations trained decontamination team members to maintain compliance with OSHA regulatory requirements. The course is primarily hands-on in nature and improves the preparedness and competency of the decontamination team.

Personal Protective Equipment for the First Receiver
This 4-hour course is designed specifically with the First Receiver in mind. It provides you with the skills necessary to determine what personal protective equipment (PPE) and respiratory protection is required and how to put it on.

Our knowledgeable instructors will discuss the levels of protection, how PPE protects you and how chemical and biological agents attack it, permeation rates and how they affect your safety, proper respiratory protection, benefits and limitations of various types of PPE and respiratory protection, and discussion of your donning and doffing procedures.

Hands-on exercises involving donning and doffing the PPE and the respiratory protection equipment will provide you with first-hand experience in using the equipment.

Public Health and First Receiver Preparedness
This course is designed to help First Receivers, Public Health, Emergency Management and other health care providers prepare for disasters and mass casualty incidents.

Practical hands-on training will be combined with classroom instruction to provide an understanding of issues associated with planning for disasters and mass casualty incidents.

➤ Emergency Management Planning and Analysis
➤ Recognition and Identification of Biological, Chemical and Radiological agents and events
➤ National Incident Management System (NIMS) Overview
➤ Risk Assessments
➤ Personal Protective Equipment (PPE) and Respiratory Protection
➤ Decontamination Issues
➤ Equipment

This workshop can be offered in one or two day formats at your location. The agenda and topics discussed will be tailored to your organization's needs.

Contact us for more information or to request a quote.
OSHA SAFETY AND CONFINED SPACE

Go to our website to see our new classes:

- NFPA-70E/OSHA Electrical Safe Work Practices
- Incipient Fire Response

40-Hour OSHA HAZWOPER

This 5-day course is designed to meet the training requirements of 29 CFR 1910.120, paragraphs (b) through (o), covering hazardous waste site workers. The course is needed by environmental contractors and consultants, well drillers, regulatory agency personnel, private-sector project managers, and others who need to enter hazardous waste sites.

Also meets the requirements of Technician Level Emergency Response. See page 10.

Cost - $835
Five days – 8 am to 5 pm
(Except – weekend dates are four days, 7 am to 6 pm)
Open Enrollment Dates (Check web site for updates.)
JAN 23-27, MAR 24-25 & 31-APR 1*, MAY 21-25,
JUL 16-20, SEP 10-14, DEC 3-7
* Weekend dates

8-Hour OSHA HAZWOPER Refresher

This 1-day course is designed to comply with 29 CFR 1910.120 requirements regarding annual refresher training for hazardous waste site workers.

Cost - $265
One day – 8 am to 5 pm
Open Enrollment Dates (Check web site for updates.)
JAN 10, FEB 4* & 8, MAR 8, APR 19, MAY 3, JUN 7, JUL 12,
AUG 9, SEP 6, OCT 10, NOV 1, DEC 6
* Weekend dates

30-Hour OSHA General Industry Compliance

This course provides you with the basic information and training requirements necessary to develop and implement an in-house Cooperative Compliance Program.

Participants will learn methods of finding, interpreting, and implementing regulations pertaining to employee safety as stated in 29 CFR 1910 (general industry).

A copy of 29 CFR 1910 will be provided to each participant.

Cost - $680
Four days — 8 am to 4:30 pm
Open Enrollment Dates (Check web site for updates.)
FEB 18-19* & 25-26*, FEB 27-MAR 1, APR 23-26, JUL 16-19,
SEP 10-13, NOV 5-8
* Weekend dates  **Online dates

Confined Space Entrant/Attendant/Supervisor

This is a 1-day course designed to address the training requirements of 29 CFR 1910.146, as it pertains to the duties of authorized entrants, attendants, and supervisors. This course also serves as an excellent annual refresher.

Trainees will learn the hazards of confined space entry and how to follow the safety procedures outlined on the confined space Entry Permit. The use and care of basic entry equipment, as well as methods of self-rescue and attendant-assisted rescue also are emphasized.

Cost - $265
One day – 8 am to 5 pm
Open Enrollment Dates (Check web site for updates.)
FEB 14, MAY 1, AUG 14, OCT 16
* Weekend dates

Confined Space Basic Rescue

This course introduces safe, tested rescue techniques. Hands-on training is presented with supervised guidance from experienced instructors to enable the trainee to perform safe, successful rescues of victims.

Prerequisite: Entrant/Attendant Training

Cost - $265
One day – 8 am to 5 pm
Open Enrollment Dates (Check web site for updates.)
FEB 15, MAY 2, AUG 15, OCT 17
* Weekend dates

Confined Space Advanced Rescue

Building on the principles and concepts of Basic Rescue, this course provides the trainee with many of the technical skills needed to safely carry out entry-rescues into confined spaces. Emphasis will be on learning and demonstrating proficiency in the various technical skills used by rescuers.

Prerequisite: Basic Rescue Training

Cost - $265
One day – 8 am to 5 pm
Open Enrollment Dates (Check web site for updates.)
FEB 16, MAY 3, AUG 16, OCT 18
* Weekend dates

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
UF is one of six charter members of the DHS-funded Rural Domestic Preparedness Consortium (RDPC). The mission of RDPC is to develop and deliver training tailored for emergency responders and community stakeholders in rural communities across the United States. RDPC is managed by Eastern Kentucky University (EKU) and includes the following academic partners: The University of Findlay, East Tennessee State University, Iowa Central Community College, NorthWest Arkansas Community College, and North Carolina Central University.

All training delivered by the RDPC is certified by the U.S. Department of Homeland Security (DHS) and is offered TUITION-FREE for a broad scope of stakeholders, including traditional emergency response disciplines, other emergency support functions, as well as critical infrastructure and community stakeholders.

TO REQUEST FREE DHS TRAINING
1. Visit www.ruraltraining.org
2. Select “Request a Course”
3. Fill in the online form with training event information (e.g., course, suggested dates, classroom location)

A training coordinator from EKU will contact the requestor to confirm information and then the training provider will coordinate all remaining details with the requestor. For more information on RDPC or to request a course via phone, call 877-855-RDPC (7372).

UF has several DHS approved courses including:

AWR 144: Port and Vessel Security for Public Safety and Maritime Personnel
This is an awareness-level course designed to provide the participants with the basic competencies associated with port and vessel security as well as a working knowledge of maritime security appropriate to public safety responders in rural jurisdictions. A foundation for this working knowledge will be the participants will be given instruction concerning the maritime transportation system and specific maritime security regulations affecting facilities and vessels (e.g., MARSEC levels, SSI, TWIC, etc.). Potential hazards in the dock and vessel environment will also be identified. Additional resources such as HOMEPORT and others will be discussed from which participants can reference for more information. (Web-based version AWR 144-W available at www.ruraltraining.org/trainingonline/awr-144-w. AWR 144 Train-the-Trainer Course also available.)

Who Should Attend AWR 144: Rural first responders - specifically law enforcement, fire, emergency medical services, and emergency management agency, local emergency planners (including industry), public officials, and private maritime community stakeholders.

AWR 208-W: Crisis Management in Rural School WEBCAST
This is free web-based training opportunity on the coordinated response between local law enforcement and school systems to a crisis event. Available online at www.ruraltraining.org/trainingonline/awr-208-w

AWR 147: Rail Car Incident Response
This awareness-level course has been developed to educate rural emergency responders on freight rail car incidents involving hazardous materials. Participants will gain an understanding of potential hazards at a train derailment, the properties of specific chemicals, basic rail car design, as well as damage assessment strategies to help interpret damage to the rail cars in the event of an incident. Upon completion of this course, participants will be better prepared to respond to a freight rail car incident without endangering the health and safety of the responders and the environment.

Who Should Attend AWR 147: Rural fire service, emergency medical services, law enforcement, emergency management, local emergency planners (including industry), public safety, hazardous materials, and private rail companies.

AWR 148: Crisis Management for School-Based Incidents: Partnering Rural Law Enforcement and the Local School Systems
This awareness-level course has been developed to educate rural emergency responders, in particular law enforcement, as well as school administrators and staff on the elements that must be in place to effectively respond to school-based emergencies. This course provides an opportunity for rural law enforcement and school personnel to develop a partnership with regard to school safety through effective collaborative planning, preparedness, communication, and coordination of resources. Topics covered during this course include: incident planning and preparedness, proactive threat mitigation, incident response and recovery, vulnerability assessments, Threat Assessment Management, incident debriefing and defusing, and parent reunification.

(Web-based version AWR 148-W available at www.ruraltraining.org/trainingonline/awr-148-w. AWR 148 Train-the-Trainer Course also available.)

Who Should Attend AWR 148: School administrators and personnel responsible for safety and security, school resource officers, school organizations (e.g., PTA), rural first responders (specifically law enforcement, fire, emergency medical services, and emergency management agency), local emergency planners (including industry), public officials, crisis support agencies, and other community stakeholders who might be affected by a school-based crisis.
RCRA Hazardous Waste Generator

This course also available online.

This comprehensive training course ensures that your facility’s operations achieve and maintain compliance with RCRA regulations, while meeting RCRA personnel training requirements for facilities that generate hazardous waste — 40 CFR Section 265.16, as per Section 262.34.

This 2-day training course is designed for environmental compliance personnel at industrial facilities, federal facilities, and commercial businesses who have RCRA regulatory responsibilities. Environmental staff members who are responsible for hazardous waste management procedures, and those responsible for supervising employees that work with hazardous waste, will also benefit from this course.

Cost - $595
Includes Hazardous Materials, Substances & Waste Compliance Guide, a $60 value.

Two days — 8 am to 5 pm

Open Enrollment Dates (Check website for updates.)
JAN 21-22*, FEB 15-16, MAR 6-7**, MAY 2-3**, JUN 5-7, AUG 8-9**, SEP 19-21, NOV 7-8**, DEC 5-6
** Online course dates

RCRA Annual Review

This course also available online.

Industries and federal facilities that generate hazardous waste are required to have personnel take part in an annual review of their initial hazardous waste management training.

This 1-day RCRA annual refresher reviews the major aspects of hazardous waste management procedures, regulatory compliance, and RCRA contingency plan implementation. Current RCRA issues that are surfacing and being debated in Washington, D.C., and regional and state EPA offices will also be addressed.

Cost - $295
Please bring your Hazardous Materials, Substances, & Waste Compliance Guide or order a new one at the time of registration for $60.

One day — 8 am to 5 pm

Open Enrollment Dates (Check website for updates.)
MAR 6, APR 4**, JUN 13, JUL 11**, AUG 29**, OCT 3, DEC 7
** Online course dates

DOT Hazardous Materials Transportation

This course also available online.

This comprehensive 2-day training course is designed to meet DOT training requirements applicable to hazmat employers with hazmat employees — 49 CFR Part 172, Subpart H. (Testing is conducted as required.)

This course includes hazardous materials transportation security requirements – providing the required security awareness training, as well as instruction in security plan development and implementation.

Cost - $595

Two days — 8 am to 5 pm

Open Enrollment Dates (Check website for updates.)
** Online course dates

DOT Refresher

This course also available online.

This one-day training course meets the “once every 3 years” 49 CFR recurrent training requirement, as specified by DOT for hazmat employers and hazmat employees (testing is conducted as required.)

Training reviews the major topics of the comprehensive DOT hazardous materials transportation-training program, with insight on recent compliance issues. 49 CFR regulatory changes that occurred over the past training period, as well as new enforcement initiatives are examined and discussed with class participants.

Cost - $295
Please bring your Hazardous Materials, Substances, & Waste Compliance Guide or order a new one at the time of registration for $60.

One day — 8 am to 5 pm

Open Enrollment Dates (Check website for updates.)
MAR 7, APR 18**, JUN 15, JUL 18**, SEP 6**, OCT 4, DEC 3
** Online course dates

Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292
Video Scenario Training

Police and security officers will respond to real life-threatening situations according to how they have trained and how well prepared they are. The University of Findlay uses a Firearms Training System (FATS) to provide video simulation training to law enforcement and security officers.

Operating in real time, with life-sized projections, officers are placed in situations that require shoot/no-shoot and force continuum decisions. Simulation is a proven decision-making training method that requires the officer to do more than simply react to a situation with his or her weapon. The officer must think, act and speak simultaneously while reacting to a high-stress situation that he/she could face on the street or in the workplace on any given day.

The University has established itself as a leader in the field of video scenario training by providing over 450 different, up-to-date scenarios available to use during the FATS training. We can provide an operator/instructor to conduct the training or your agency can rent the system without an operator. In this case, the UF Instructor will deliver and setup the system and work with your training officer to allow your department to train officers on a 24 hour / 7 day a week basis. Available system weapons include handguns, rifle, shotgun, OC spray, baton, and Taser.

“...The University of Findlay’s video training system was invaluable in helping me to successfully conclude a police shooting which involved a suspect that had shot and killed his uncle and subsequently was involved in a fire fight with three officers.”

John Mosier, Coshocton County Sheriff’s Office

Since 2007, The University of Findlay has trained 5,130 officers from 181 law enforcement and security agencies using the FATS system.

Please call today to discuss your training needs and to receive a proposal for customized training – at your location!

Chemical Facility Anti-Terrorism Standards (CFATS)

UF has developed a Security Awareness and Training Program (SATP) to enable facilities to satisfy the requirements of the Chemical Facility Anti-Terrorism Standards (CFATS) Risk Based Performance Standard 11 - Training and to ensure proper training of chemical facility personnel. This training includes recognition and detection of dangerous substances and devices; recognition of suspicious behavior; techniques used to circumvent security measures; the general meaning and consequential requirements of the different DHS Threat Levels, and relevant provisions of the Site Security Plan.

For chemical facilities with maritime security concerns, UF can also tailor this class to meet the specific needs of the Facility Security Officer/Assistant FSO and/or Personnel with Security Responsibilities. Our MTSA expertise and our experience in presenting MARAD-approved security awareness training makes us the ideal choice for MTSA facilities subject to CFATS. See page 15 of this catalog for more information on Maritime Security.

CUSTOMIZED TRAINING

ON CAMPUS OR AT YOUR LOCATION!

- Hands-on training taught by field-experienced instructors
- More than 25 years of experience in training & education
- Over 90% of UF’s training programs are custom designed and conducted at the client’s location. In 2011, UF trained 10,360 people in 483 classes at 268 locations in 34 states and two foreign countries.

CONTACT UF FOR YOUR TRAINING NEEDS!
**#500 – Trainer course in OSHA Standards for Construction**

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program and to conduct both 10- and 30-hour construction safety and health courses and to issue cards to participants after verifying course completion. Minimum contact hours: 26.

**Prerequisites:** Course #510 and five (5) years of construction safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for two years of experience.

**NOTE:** Students in course #500 who wish to participate as authorized trainers in the OSHA Outreach Training program must prepare a one-hour presentation on an assigned OSHA Construction Outreach topic individually or as part of a group and successfully pass a written exam at the end of the course. Authorized OSHA Outreach trainers are required to attend Course #502 at least once every four (4) years to maintain their trainer status.

**Cost:** $800

Four days — 8 am to 5 pm

Open Enrollment dates: FEB 14-17, AUG 7-10

**#502 – Update for Construction Industry Outreach Trainers**

This course is designed for personnel in the private sector who have completed #500-Trainer Course in Occupational Safety and health Standards for the Construction Industry and who are authorized trainers in the OSHA Outreach Training Program. It provides an update on such topics as OSHA construction standards, policies, and regulations. Minimum contact hours: 18.

**Prerequisites:** Course #500

**NOTE:** Authorized OSHA Outreach Trainers are required to attend this course once every four years to maintain their trainer status. Prior to registration, students must provide a copy of their current trainer card for validation.

**Cost:** $600

Three days — 8 am to 5 pm

Open Enrollment dates: JUN 5-7

**#510 – Occupational Safety and Health Standards for Construction**

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Minimum contact hours: 26.

**Cost:** $800

Four days — 8 am to 5 pm

Open Enrollment date: JUL 17-20

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**#501 – Trainer Course in OSHA Standards for General Industry**

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program and to conduct both 10- and 30-hour general industry safety and health courses and to issue cards to participants after verifying course completion. Minimum contact hours: 26.

**Prerequisites:** Course #511 and five (5) years of general industry safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation, the applicable training area may be substituted for two (2) years of experience.

**NOTE:** Students in course #501 who wish to participate as authorized trainers in the OSHA Outreach Training program must prepare a one-hour presentation on an assigned OSHA General Industry topic individually or as part of a group and successfully pass a written exam at the end of the course. Authorized OSHA Outreach trainers are required to attend Course #503 at least once every four (4) years to maintain their trainer status.

**Cost:** $800

Four days — 8 am to 5 pm

Open Enrollment dates: APR 17-20

**#503 – Update for General Industry Outreach Trainers**

This course is designed for private sector personnel who have completed course #501 Trainer Course in occupational Safety and health Standards for General Industry and who are authorized trainers in the OSHA Outreach Training Program. It provides an update on OSHA general industry standards and OSHA policies. Minimum contact hours: 18.

**Prerequisites:** Course #501

**NOTE:** Authorized OSHA Outreach Trainers are required to attend this course once every four years to maintain their trainer status. Prior to registration, students must provide a copy of their current trainer card for validation.

**Cost:** $600

Three days — 8 am to 5 pm

Open Enrollment dates: MAY 8-10

**#511 – Occupational Safety and Health Standards for General Industry**

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Minimum contact hours: 26.

**Prerequisites:** None

**Cost:** $800

Four days — 8 am to 5 pm

Open Enrollment date: MAR 6-9, SEP 11-14

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**Customized Training at Your Location — Contact findlayallhazards.com or 800-521-1292**
TO REGISTER

Via the Web:  findlayallhazards.com

Via Phone:  800-521-1292 or 419-434-5762

To register by fax or mail, request a copy of the registration form at the phone numbers above or download a pdf copy from the web site above.

Via Fax:  Fax the completed form to 419-434-5303. Our fax line is open 24 hours a day, 7 days a week.

Via Mail:  Mail the entire completed registration form with payment to:

The University of Findlay AHTC
1000 North Main Street, Findlay, OH 45840

Fees:  PREPAYMENT IS REQUIRED. Registrants may pay by MasterCard, Visa, Discover, American Express, or approved corporate check.*

If paying by credit card, please have card information available when registering.

* Corporations must have an approved credit application on file to pay by check. Please contact Registration Coordinator (x 5762) for details or to apply.

IMPORTANT NOTE: Course prices subject to change without notice.

CANCELLATION POLICY

Course Cancellation
If The University of Findlay (UF) deems that registration for any course is insufficient, UF reserves the right to cancel the course. If a course is cancelled, the registrant has the option to receive a full refund for all fees paid to UF, or to reschedule in a future course.

Reservation Cancellation
Cancellation of a course by a registrant will be subject to the following:

• Cancellation more than 21 days before the first day of the course will entitle the registrant to a full refund of all paid course fees.

• Cancellation 21 days or less, but before the first day of the course, will result in a refund of all paid course fees less a 20% penalty.

• Cancellation on or after the first day of the course will result in no refund.

• No call/no show will result in no refund.

Anyone needing special accommodations or adaptive formats due to a disability should contact The University of Findlay Office of Disability Services at 419.422.8313 Extension 5536 (V/TDD).
Training, Education & Consulting Services

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RISK MANAGER
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