



AB 09-03
Supersedes AB 07-04
Page 1

ADMINISTRATIVE BULLETIN

Date: May 26, 2009

Subject: Emergency Responder (Fire, Hazardous Materials & Terrorism) Training
Reimbursement Reporting

Contact: Annette Severson, Associate Vice President
Office of Instruction
608-267-9064 or e-mail annette.severson@wtcssystem.edu

Effective: Summer Session 2009

Specific emergency responder training courses offered by the Wisconsin Technical College System (WTCS) are eligible for funding through federal and state resources. These resources provide funds for students who are members of a Wisconsin fire department and have completed the competencies of the eligible courses.

Reimbursement of course program fees and material fees is provided for the following courses:

- Hazardous Materials courses funded through the Wisconsin Emergency Management Hazardous Materials Training Account
- FEMA Fire Training courses funded through the Federal Emergency Management Agency (FEMA) Fire Training Grant

Also, 2% Fire Service courses are funded through the 2% Fire Local Assistance Fund. Reimbursement is based on information reported through the Client Reporting System for enrollments in approved courses.

Wisconsin Fire Service Training Reimbursement Reporting Form VEFT-7

A Wisconsin Fire Service Training Reimbursement Reporting Form VEFT-7 (attached) shall be submitted to the WTCS Fire Service Administrative Assistant at the address below for each

Daniel Clancy, President

4622 University Avenue PO Box 7874 Madison, Wisconsin 53707-7874
Telephone: 608.266.1207 TTY: 608.267.2483 Fax: 608.266.1690
e-mail: info@wtcssystem.edu Web: www.wtcssystem.edu www.witechcolleges.org

Hazardous Materials and FEMA Fire Training course eligible for reimbursement. These forms may be submitted any time after the course is completed but must be received at the system office no later than July 15 following the end of the academic year. Only students who have completed the competencies of the courses are to be reported. Therefore, these forms can not be submitted until the course is completed. Do not report any students who received a grade of Incomplete or "F". An invoice is to be submitted with the VEFT-7 form(s). FEMA reimbursement will be made periodically throughout the year as invoices and VEFT-7s are received. Hazardous Materials reimbursement will be made subsequent to the July 15 submission deadline. NOTE: Invoices and VEFT-7 forms are not to be submitted for 2% Fire Service courses.

A handwritten signature in cursive script that reads "Daniel Clancy".

Daniel Clancy
President
Wisconsin Technical College System

WISCONSIN FIRE SERVICE TRAINING

REIMBURSEMENT REPORTING FORM

COURSE TITLE	COURSE LOCATION	COURSE DATES	COURSE INSTRUCTOR(S):	WTCS DISTRICT
COURSE NUMBER				

	STUDENT NAME (Please Print)	LESSON NUMBER ATTENDANCE (X)														FIRE DEPARTMENT (or FDID)	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14		
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14		