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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**On-Line Education**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To encourage active members to participate in \_\_\_\_\_\_\_\_\_\_\_\_ on-line and other electronic forms of fire and EMS based certification and training.

**Procedure:**

Online education is increasing at a rapid pace. It is incumbent upon the \_\_\_\_\_\_\_\_\_\_\_\_ to encourage active members to utilize education services that can be used in lieu of personal attendance at approved courses outside of \_\_\_\_\_\_\_\_\_\_\_\_ resources. The training division will enforce this guideline and recommend appropriate actions for non-compliance to the fire chief:

* Identify approved courses
	+ The training division shall review suggested courses and assure quality and state certification approvals with fire chief final approval
	+ Approve member participation on a case-by-case basis
	+ Maintain a list of approved courses on the \_\_\_\_\_\_\_\_\_\_\_\_ website - members section
* Program participants must first complete the online National Incident Management System training courses
* Each member must complete the respective course in order to complete the next course, if applicable
* \_\_\_\_\_\_\_\_\_\_\_\_\_ hardware and software may be utilized after approval of the IT manager/department
* \_\_\_\_\_\_\_\_\_\_\_\_ will fund 75% of each approved course at registration with a member co­pay of 25% reimbursed as soon as possible upon proof of completion provided to the training division
* If a member is to fail a course, including required timelines, that member shall immediately reimburse \_\_\_\_\_\_\_\_\_\_\_\_ for the full amount

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Ponderosa (TX) Fire Department, On-Line Education SOG