

# **Westmoreland County Community College Public Safety Training Center (PSTC)**



## **Municipal First Responders Training Package Options And Requirements**



**Westmoreland County Community College  
PSTC**

65 Public Safety Drive  
Smithton, PA 15479  
Office: 724-872-2447  
Fax: 724-872-5546

Dear Chief:

Westmoreland County Community College – Public Safety Training Center (PSTC) has restructured offsite training program and will now be charging for the instructor cost. The PSTC has developed several feasible options for municipal first responders of Westmoreland County and the Commonwealth of Pennsylvania. These packages are designed to address the various training needs of your organization.

PSTC packages will be primarily offered in Westmoreland, Fayette, Greene, Somerset, Armstrong, and Washington Counties, and any other regional county that does not have PSFA dedicated Educational Training Agency.

The following packages are available:

1. Essentials Series
2. Pay-as-you-go
3. Westmoreland County training package(s)
4. Out-of-County package(s)

Enclosed are further details of each package. Please review the training packages and select one that best meets the needs of your organization. Organizations may change their option selection year to year to meet specific training needs. An organization may upgrade, or purchase additional packages within the year, as needed. If you would like assistance in selecting a training option, feel free to contact the PSTC Director.

When you have selected the training option that best serves your organization, please complete the enclosed application, and return to the PSTC. If you have any questions, or need additional information, please contact the PSTC Director. Thank you for your support and understanding.

Sincerely,

Marc M. Jackson, Sr.

PSTC Director



## PSTC Offsite Training Membership Package Options As of November 2023

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### Option 1: “Essentials Programs (ELIF, HMA, ELFG, ELEF, HMO, & ELIF)”:

1. Essentials program courses are not covered under the Basic & Extended training packages. A fire department can host an Essentials program at their department, under the following requirements:
  - Location does not interfere with currently scheduled Essential classes – determined by PSTC Director.
  - An instructor is available.
  - Class Must Meet Minimum committed number of 12-students.
  - All students will be charged the current tuition rate of the PSTC program.
    - Current tuition rates available on PSTC website under posted schedule.
    - Students that start the class will be charged for tuition if they drop out of class.
2. Exclusive Package will permit an Essentials series. A fire department with an “Exclusive” package can host an Essentials program at their department, under the following requirements:
  - Location does not interfere with currently scheduled Essential classes – determined by PSTC Director.
  - An instructor is available.
  - Class Must Meet Minimum committed number of 12-students.
  - All non-hosting fire department students will be charged the current tuition rate of the PSTC program.
    - Current tuition rates available on PSTC website under posted schedule.
    - Students that start the class will be charged for tuition if they drop out of class.

### Option 2: “Pay-As-You-Go”:

Per Program Tuition (Non-Essentials Series Courses):

- 4-Hour Program (one instructor) = \$125.00
- 4-Hour Program (that requires two (2) instructors) = \$225.00
- 6-Hour Program (one instructor) = \$175.00
- 6-Hour Program (that requires two (2) instructors) = \$325.00
- 8-Hour Program (one instructor) = \$225.00
- 8-Hour Program (that requires two (2) instructors) = \$425.00
- 12-Hour Program (one instructor) = \$325.00
- 12-Hour Program (that requires two (2) instructors) = \$625.00
- 16-Hour (one instructor) = \$425.00
- 16-Hour (that requires two (2) instructors) = \$825.00
- Courses over 16-hours, please contact the PSTC Director for pricing.
- **Fire Department Burn Day (in county)** = \$500.00 tuition, \$250.00 Burn Building Maintenance Fee, \$7/student fuel fee, and EMTs (if needed at \$200/EMT).
- **Fire Department Burn Day (out of county)** = Cost of instructors (determined by number of staff needed based on requested evolutions), \$250.00 Burn Building Maintenance Fee, \$7/student fuel fee, and EMTs (if needed at \$200/EMT). Average cost is \$1,680.00, plus \$250.00 Burn Building Maintenance Fee, \$7/student fuel fee, and EMTs (if needed at \$200/EMT).

This option does not include any certification testing.

See “General Requirements of Packages” section for further requirements/details.



## **PSTC Offsite Training Membership Package Options As of November 2023**

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### **Option 3A: "Westmoreland County Basic" \$750.00 Package:**

- Maximum of one-hundred and fifty (150) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Not permitted to use package for an Essentials series class.
  - Department responsible for material fees, if applicable.
- Program includes:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - See "General Requirements of Packages" section for further requirements/details.

### **Option 3B: "Westmoreland County Basic" \$1000.00 Package:**

- Maximum of one-hundred and fifty (200) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Not permitted to use package for an Essentials series class.
  - Department responsible for material fees, if applicable.
- Program includes:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - See "General Requirements of Packages" section for further requirements/details.

### **Option 3C: Option 2B "Westmoreland County Extended Basic" \$2,500.00 Package:**

- Maximum of one-hundred and fifty (150) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Not permitted to use package for an Essentials series class.
  - Department responsible for material fees, if applicable.
- Program includes:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of one (1) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAAC for PSTC for up to 10 Candidates and/or combination of\*\*
    - \*\*SAFER Grant certification exams are not eligible under this package.
  - Or, one (1) collaborated certification exam with Bucks County Community College that is held at the PSTC, only 8 candidates permitted.
  - See "General Requirements of Packages" section for further requirements/details.

### **Option 3D: "Westmoreland Exclusive" \$4,000.00 Package:**

- Maximum of two-hundred (200) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Permitted to use package for an Essentials series class.
    - Location does not interfere with currently scheduled Essential classes – determined by PSTC Director.
    - If an instructor is available.
    - Class Must Meet Minimum committed number of 12-students.
    - Outside departments are required to pay tuition rates.



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## PSTC Offsite Training Membership Package Options As of November 2023

- Students that start the class will be charged for tuition if they drop out of class.
- ELIF material fees apply (\$250.00 burn building maintenance fee, \$7/student for fuel, and EMTs (if not provided).
  - Department responsible for material fees, if applicable.
- Program includes:
  - No additional registration fee for PSTC facility Courses, EXCEPT material fees.
    - Pre-Registration is required.
    - Course still must meet minimum seating attendance to run.
    - There is no guarantee with package that a PSTC course will run.
    - Only for PSTC Fire/Rescue courses; Emergency Medical Technician (EMT) and special outside venue courses not included, i.e. Crash Course Village, etc.
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of one (1) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAC for PSTC for up to 20 Candidates and/or combination of\*\*
    - \*\*SAFER Grant certification exams are not eligible under this package.
  - Or, one (1) collaborated certification exam with Bucks County Community College that is held at the PSTC, only 10 candidates permitted.
  - See "General Requirements of Packages" section for further requirements/details.

### Group Option "Westmoreland County" Packages:

- Multiple organizations of the same group package discount.
  - Package must be the same for each department to receive discount.
  - 25% on each organization price, while hours accumulate.
- Basic & Extended Group Packages:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of one (1) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAC for PSTC for up to 15 Candidates and/or combination of\*\*
    - \*\*SAFER Grant certification exams are not eligible under this package.
  - Or, one (1) collaborated certification exam with Bucks County Community College that is held at the PSTC, only 12 candidates permitted.
  - See "General Requirements of Packages" section for further requirements/details.
- Exclusive Group Packages:
  - Essentials Series remains the same for group.
    - One series of Essentials per group
  - Two (2) Hazmat Awareness Certification Test and two (2) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of two (2) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAC for PSTC for up to 30 Candidates and/or combination of\*\*
    - \*\*SAFER Grant certification exams are not eligible under this package.
  - Or, one (1) collaborated certification exam with Bucks County Community College that is held at the PSTC, only 16 candidates permitted.
  - See "General Requirements of Packages" section for further requirements/details.



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### **Option 4A: "Out of County Basic" \$1000.00 Package:**

- Maximum of one-hundred and fifty (150) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Not permitted to use package for an Essentials series class.
  - Department responsible for material fees, if applicable.
- Program includes:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - See "General Requirements of Packages" section for further requirements/details.

### **Option 4B: "Out of County Basic" \$1200.00 Package:**

- Maximum of one-hundred and fifty (200) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Not permitted to use package for an Essentials series class.
  - Department responsible for material fees, if applicable.
- Program includes:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).

See "General Requirements of Packages" section for further requirements/details.

### **Option 4C: Option 2B "Out of County Extended Basic" \$2,800.00 Package:**

- Maximum of one-hundred and fifty (150) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Not permitted to use package for an Essentials series class.
  - Department responsible for material fees, if applicable.
- Program includes:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of one (1) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAC for PSTC for up to 10 Candidates and/or combination of\*\*
    - \*\*SAFER Grant certification exams are not eligible under this package.
  - Or, one (1) collaborated certification exam with Bucks County Community College that is held at the PSTC, only 8 candidates permitted.
  - See "General Requirements of Packages" section for further requirements/details.

### **Option 4D: "Out of County Exclusive" \$4,500.00 Package:**

- Maximum of two-hundred (200) hours of onsite training courses held at the hosting organization's facility, per package year.
  - Permitted to use package for an Essentials series class.
    - Location does not interfere with currently scheduled Essential classes – determined by PSTC Director.
    - If an instructor is available.
    - Class Must Meet Minimum committed number of 12-students.
    - Outside departments are required to pay tuition rates.
    - Students that start the class will be charged for tuition if they drop out of class.



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## PSTC Offsite Training Membership Package Options As of November 2023

- ELIF material fees apply (\$250.00 burn building maintenance fee, \$7/student for fuel, and EMTs (if not provided).
- Department responsible for material fees, if applicable.
- Program includes:
  - No additional registration fee for PSTC facility Courses, EXCEPT material fees.
    - Pre-Registration is required.
    - Course still must meet minimum seating attendance to run
    - There is no guarantee with package that a PSTC course will run.
    - Only for PSTC Fire/Rescue courses; Emergency Medical Technician (EMT) and special outside venue courses not included, i.e. Crash Course Village, etc.
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of one (1) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAC for PSTC for up to 20 Candidates and/or combination of\*\*
    - \*\*SAFER Grant certification exams are not eligible under this package.
  - Or, one (1) collaborated certification exam with Bucks County Community College that is held at the PSTC, only 10 candidates permitted.
  - See "General Requirements of Packages" section for further requirements/details.

### Group Option "Out of County" Packages:

- Multiple organizations of the same group package discount.
  - Package must be the same for each department to receive discount.
  - 25% on each organization price, while hours accumulate.
- Basic & Extended Group Packages:
  - One (1) Hazmat Awareness Certification Test and one (1) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of one (1) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAC for PSTC for up to 15 Candidates and/or combination of\*\*
    - \*\*SAFER Grant certification exams are not eligible under this package.
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  - See "General Requirements of Packages" section for further requirements/details.
- Exclusive Group Packages:
  - Essentials Series remains the same for group.
    - One series of Essentials per group.
  - Two (2) Hazmat Awareness Certification Test and two (2) DOH Vehicle Rescue Technician Exam (if applicable).
  - Choice of two (2) Firefighter I, Firefighter II, or other approved PSFA Pro Board/IFSAC for PSTC for up to 30 Candidates and/or combination of\*\*
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### General Requirements of Packages

All packages and Pay-as-You-Go include the following parameters:

1. Only for PSTC Fire/Rescue/HazMat Courses
  - a. Does NOT include Credit Courses.
  - b. Does NOT include Emergency Medical Technician (EMT) program.
  - c. Does NOT include special outside venue courses, i.e. Crash Course Village, etc.
  - d. Does NOT include PSTC Facility Classes.
    - i. Except "Exclusive" Package.
  - e. Does NOT permit the use of other Educational Training Agency (ETA's) or venue provider
    - i. Outside use is subject to approval by the college.
    - ii. Rental Fee is required for use by outside provider.
    - iii. Minimum rental cost of outside provider is \$1,000.00 per 8-hours.
      1. Use of equipment, classrooms, computer, fire pumps, props, and other associated material fees are subject to a material fee.
    - iv. Use of Burn Buildings with "Live Fire" are subject to a \$250.00 per day per building maintenance fee, plus associated fuel costs, and Emergency Medical Services.
    - v. NFPA 1403 must be met and must be approved PSFA Suppression Instructors or PSTC approved staff.
  - f. Packages DO cover the use of Acquired Structures for PSFA Structural Burn Sessions (SBS).
    - i. Associated costs/material fees are the responsibility of department(s).
      1. I.e. Emergency medical service, asbestos testing, additional insurance (if applicable), fuel, and equipment.
    - ii. Fire department(s) are responsible for associated paperwork and permits.
    - iii. Additional requirements may be applicable.
2. Associated Material Fees, if applicable are NOT included.
  - a. i.e. ambulance service, fuel, fire extinguishers, OSB, etc.
  - b. Courses scheduled offsite, but use the PSTC facility for any portions of the scheduled course will be subject to associated material fees used.
    - i. Examples:
      1. A scheduled Structural Burn Session, Department Burn, Interior Firefighter (ELIF) burn, and/or any course with live fire will be charged the cost for ambulance, and associated materials used (OSB, hay, propane, or diesel).
        - a. Organization may provide their own ambulance, and associated materials.
      2. Any use of props, such as roof simulator, propane props, fire extinguishers, OSB, and/or other materials not listed.
        - a. Organization may replace these materials in lieu of being charged.
3. Based on 1 instructor for lecture, and 2 instructors for skills (PSFA 1:8 Ratio); Additional instructors to maintain PSFA 1:8 Ratio for skills is at Westmoreland cost.
  - a. If department requests team teaching, then additional cost for instructor is department's responsibility.
4. Ten (10) student minimum is required for most training classes.
  - a. Certain training courses have a maximum/minimum student criterion.
  - b. Essentials programs require of twelve (12) committed students for all programs (modules).





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5. Obtaining published manuals that are required or recommended for the program will be the responsibility of the student or their sponsoring emergency services organization.
6. The hosting organization is responsible for providing the required equipment, supplying all expendable items, and providing an acceptable site (both classroom and hands-on sessions) for all training sessions.
  - a. All associated rental/use fees for off-site locations are the responsibility of the hosting agency.
  - b. Packaged Members use of the PSTC training grounds is free.
    - i. Except associated material fees or outside venues.
  - c. PSTC facility use is subject to availability.
  - d. Out-of-County Non-Package Members are subject to facility rental fees.
  - e. Pay-as-You-Go use is subject to material fees.
    - i. Live Fire Evolutions REQUIRE \$250.00 Material Fee, in addition to associated ambulance cost, and fuel usage.
7. Group package hours – each department maintains their 200-hours.
  - a. Request to use other group organization hours, must be approved by that particular organization in writing to the PSTC Director.

### Certification Exams

1. PSTC Director must be notified in writing of this request.
2. Minimum of 10 candidates; maximum 30 for written only certifications, such as HMA or BVR.
3. Minimum of 10 candidates; maximum 30 for certifications with skills, such as FF I/II, HMO, etc.\*\*
4. Scheduling of exams are subject to availability of proctor.
5. Exam will be combined (if applicable) with additional locations and/or open test to meet enrollment and/or calendar scheduling needs.
6. Written portion of the certification exam can be completed at the organization, must meet PSFA requirements.
7. All certifications with skills, must be completed at the PSTC facility per PSFA requirements.
  - a. 45-day request for certification is required to provide PSFA time to approve location.
8. All group packages must include a signed request from all organizations in that group approving the use of package exam(s) to the PSTC Director.
9. \*\*Option to Run Below Minimum Student Enrollment Course Number.
  - a. Rate for conducting a certification under the recommended minimum candidate requirement:
  - b. \$200.00 fee per student under the certification minimum requirement.
  - c. Six (6) candidates is the minimum number that any certification will be permitted to run, under this exception.
    - i. EXAMPLE: 10 Minimum – 6 Registered Candidates = 4 Below Minimum Candidate Requirement  
 $4 \times \$200 = \$800$  ADDITIONAL Fee to overall Certification Cost



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### PSTC Offsite Training Membership Application November 2023

Membership Program application are valid for one year from the month of purchase

#### Organization Information

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
\_\_\_\_\_

Organization County: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

#### Primary Representative Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Secondary Representative Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Option Selection:

The above-indicated Public Safety Organization authorizes this application with Westmoreland County Community College – PSTC to enroll in the Training Membership Program option as indicated below:

- \_\_\_\_\_ Option 1: Essentials Series, Tuition Driven
- \_\_\_\_\_ Option 2: Pay-As-You-Go
- \_\_\_\_\_ Option 3A Westmoreland County Basic Package; \$750.00
- \_\_\_\_\_ Option 3B Westmoreland County Basic Package; \$1000.00
- \_\_\_\_\_ Option 3C Westmoreland County Extended Basic Package; \$2,500.00
- \_\_\_\_\_ Option 3D Westmoreland Exclusive Package; \$4,000.00
- \_\_\_\_\_ Option 4A Out-of-County Basic; \$1,000.00
- \_\_\_\_\_ Option 4B Out-of-County Basic; \$1,200.00
- \_\_\_\_\_ Option 4C Out-of-County Extended Basic; \$2,800.00
- \_\_\_\_\_ Option 4D Out-of-County Exclusive Package; \$4,500.00

\_\_\_\_\_ Optional Group Package  
(each dept. must complete an application, must all be the same package)

List Dept.'s. \_\_\_\_\_  
\_\_\_\_\_

By signing below you agree to the terms and conditions set forth in the Training Membership Program for the option you selected.

Authorized Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Check Enclosed (Please write out to Westmoreland County Community College)	<input type="checkbox"/> Please invoice the Department
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