



Police and Fire Chaplains Training Academy Registration Instructions

The Police and Fire Chaplains Training Academy prepares Chaplains who will affiliate with Public Safety agencies. To maintain the integrity and security of the Academy, Registrants **MUST**:

1. Be affiliated, or in the process of affiliation, with a Public Safety Agency. A Public Safety Agency is defined as Police, Fire, Emergency Medical Services, Emergency Management, or other First Responder function. Registrants must provide:

A letter from the agency, on agency letterhead attesting to an established relationship between the registrant and the agency, and that a Background Check has been administered.

2. Complete the Academy Registration Form.
3. Complete the free online National Incident Management System (NIMS) 100, 200 and 700 courses. <https://training.fema.gov/nims/>
4. Recommended but **not** required, complete twelve (12) hours of direct contact with their chosen agency. Contact is defined as visitation and/or Ride-Alongs. Direct contact will be documented on the Practical Experience Journal. Chaplains already serving with their agency, as noted on the Academy Registration Form, are not required to complete this step.
5. Payment

- Forward:
- Academy Registration Form
 - Agency Letter of Affiliation
 - Practical Experience Journal (if completed)
 - NIMS Course Completion Certificates
 - Payment if we're not billing an Agency

Delivered through US Mail or email.

Tacoma Pierce County Chaplaincy
P.O. Box 731055
Puyallup, WA 98373
or
Laura@tacomapiercechaplaincy.com



Police and Fire Chaplains Training Academy Registration Form

Spring Academy _____ Fall Academy _____ (Check one)

PERSONAL INFORMATION

_____	_____	_____	_____
Last	First	MI	DOB
_____		_____	_____
Home Address		State	Zip
_____		_____	
Best Phone		Email	
_____		_____	_____
Emergency Contact Person		Relationship	Phone

If different than above:

_____	_____
Preferred Printed Name on Name Tag	Preferred Printed Name on Graduation Certificate

Access, mobility or medical information:

On occasion, Chaplains may perform tasks informed or sanctioned by their faith. Will your faith denomination endorse you for Public Safety Chaplain ministry? Circle one: YES NO.

If NO, please explain:

PROFESSIONAL INFORMATION

_____	_____
Agency	Department Head

Agency Address	Agency Phone

Are you currently serving as a sworn member?	YES NO	Years of service _____
Are you currently serving as their Chaplain?	YES NO	Years of service _____

Additional experience:

FINANCIAL PLANNING INFORMATION

Academy Tuition: \$375
Meal Plan: \$125
Check One: Bill Agency _____ Self Pay _____

For those wishing to have their agency billed, please provide the following information:

Person Authorizing Expenditure: _____
Purchase Order Number: _____
Amount to be Billed: _____
Agency to be billed: _____
Billing Address: _____
City, State, Zip Code: _____

All Checks, Purchase Orders, or Money Orders made out to: Tacoma Pierce County Chaplaincy.
Pay with a credit card on our website: TacomaPierceChaplaincy.com

ADDITONAL INFORMATION

Academy Location: Washington State Criminal Justice Training Commission.
19010 1st Ave S, Burien, WA 98148

Housing: There is no on-site housing. There are several hotels within proximity of the WSCJTC.

Signature Date

Forward to:

Tacoma Pierce County Chaplaincy
P.O. Box 731055
Puyallup, WA 98373

or

Laura@tacomapiercechaplaincy.com



Police and Fire Chaplain Training Academy Practical Experience Journal

Chaplain _____

It is recommend that registrants experience 12 direct contact hours with either Police Officers or Firefighters, in time blocks no less than 4 hours in duration on a "Ride-Along" and in the precinct or firehouse. Vary times between shifts, weekdays and weekends.

Date: _____ Contact hours from _____ to _____ Total hours _____
Observations:

Date: _____ Contact hours from _____ to _____ Total hours _____
Observations:

Date: _____ Contact hours from _____ to _____ Total hours _____
Observations:



Police and Fire Chaplain Training Academy FAQ's

The Police and Fire Chaplains Training Academy has been delivering first-class basic Chaplain training since 2002. Participants receive 50 hours of comprehensive training through 22 courses in line with the International Conference of Police Chaplains (ICPC) and the Federation of Fire Chaplains (FFC) recommendations.

Where will the Academy be held?

The Academy will be held at the Washington State Criminal Justice Training Commission.
19010 1st Ave S, Burien, WA 98148

What is the traffic like?

Traffic in the greater Seattle-Tacoma area is quite congested. Plan ahead. It is imperative that participants be in the classroom for roll call. Usually, participants discover they are at the same hotel. Carpools often form.

What should I bring?

Participants have brought their laptops to take notes, etc. However, laptops are not required. Creature comforts like Ibuprophen, Emergen-C (to fend off colds) and protein bars are popular among participants.

What should I wear?

Wear comfortable clothing. Classrooms may get chilly so bring a sweater. It does rain the PNW... bring a raincoat just in case, and comfortable shoes. No shorts, please. Keep in mind that you'll be representing the Academy while at the WSCJTC. Participants often wear their agency's polo shirt.

Will there be any outdoor instruction? There will be a few sessions outside. Please bring comfortable sturdy shoes, and of course a raincoat.

Who are the Academy Instructors?

The Academy utilizes the best Subject Matter Experts available

Will I be required to do anything physical or hands-on, like lifting?

No. You will not be required to do anything physical or outside of your comfort zone.

I have a busy schedule. May I come late and leave early?

In order to graduate, you are required to attend every session. Of course, there are always emergencies. Make every effort to clear your schedule to partake in all the Academy offers.

I am not a member of the Christian Faith. Will that be a problem?

Not at all. Even though the Academy has a history and tradition centered on the Christian Faith, Public Safety Chaplaincy is not in the business of proselytizing or expounding any one belief. Participants will learn to bring the “Ministry of Presence” into crisis situations. Although personal faith plays a very important role in the life and service of a Chaplain, it is the gift of compassionate caring that is brought into the lives of those First Responders and citizens who are struggling. All faiths, beliefs and denominations have been welcomed at the Academy.

It has been mentioned that this is a “Week of Discovery”. What does that mean?

The Academy is a week of instruction, fellowship, reflection and on occasion, course change. Participants come with preconceived ideas and leave with a new set of skills and expectations. Some come without a certain direction and leave knowing they are definitely called into Law Enforcement, Fire Service, or both.

Why is the online NIMS course required for admission?

Incident Management is critical to Public Safety agencies and to Chaplain safety and efficiency.