



TACOMA-PIERCE COUNTY CHAPLAINCY POLICE & FIRE CHAPLAIN TRAINING ACADEMY REGISTRATION FORM

Dear applicant,

We are encouraged to see God continue to call new faces into the ministry of chaplaincy. It is an honor to be a part of the process of equipping you to step into this role by laying the foundation for ongoing success in this impactful work.

Please complete and submit your entire registration packet to the Tacoma Pierce County Chaplaincy (TPCC) office. Incomplete submissions will not be accepted or retained.

Complete registration packets will consist of the following:

- ✓ This registration form, filled out completely.
- ✓ A letter of endorsement from the agency that you are or will be serving. This letter must be signed by agency personnel and should indicate that the department either has approved you to serve as a chaplain or intends to approve you for service as a chaplain pending the completion of this training.
- ✓ Documentation that you have successfully completed the National Incident Management System (NIMS) courses 100, 200 and 700. The NIMS training is free, self-paced, and can be completed online (<https://training.fema.gov/nims/>).
- ✓ Academy tuition of \$550, or billing information if TPCC is to invoice a 3rd party. Partial and full scholarships may also be available. Be sure to indicate below if you are in need of financial aid and include supporting documentation with your registration packet. Our office will contact all applicants as soon as possible to let them know if the requested scholarship has been awarded.

Completed registration packets can be submitted via US Mail or email to the addresses below:

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

Registrar Laura Dawson
Laura@TacomaPierceChaplaincy.com
253-564-7848

Please contact us if you have any additional questions or concerns.

Sincerely,
The staff and leadership team at TPCC

APPLICANT INFORMATION			
First Name		Middle Initial	Last Name
DOB		Phone Number	Email
Mailing Address			
Access, mobility or other medical information you would like to share			
Are you currently either a sworn member or chaplain? If so, how many years of service?			
Any additional information or experience that you would like to share?			

EMERGENCY CONTACT			
First Name		Middle Initial	Last Name
Relationship		Phone Number	Email

AGENCY INFORMATION			
Agency Name		Agency Address	
Point of Contact (POC) Name		POC Email	POC Phone Number

ACADEMY INFORMATION			
Session*	Self-Pay Amount	Scholarship Request**	Bill to 3rd Party (below)
	\$	\$	\$
Agency/3rd Party To Be Billed	Person Authorizing Expenditure		Purchase Order Number
3rd Party Billing Address			3rd Party Phone

* Indicate the year and session. Spring session is typically held in April & Fall session in October. Due dates & Academy dates can be found by visiting the "Our Academy" page on the TPCC website.

** Those requesting financial aid should submit an additional letter summarizing the reason(s) or circumstances that support their request. Scholarships will be awarded based on need but are not guaranteed. See FAQ's below for more information.

ACADEMY FAQ'S

Q: How long is the training?

A: The Academy is spread out over the course of 4 days. Each day usually begins at 0800 and concludes around 1700. Participants should factor local traffic into their commute times and be in their seats no later than 0750 each morning. In order to graduate, you must attend every class.

Q: Where will the Academy be held?

A: The location is subject to change, however most sessions are held at either the Criminal Justice Training Center or at the Seattle Fire Joint Training Academy. These locations have been gracious hosts to our Academy for years. They are also more convenient for chaplains who may be travelling from other areas of the Pacific Northwest. See our website for session-specific dates and locations.

Q: What classes or topics are covered at the Academy?

A: At the Academy, our subject matter experts will train you on topics such as The Philosophy of Chaplaincy, Chaplain Tactical Safety, Confidentiality and The Law, Death Notifications, and many others. Contact us for a complete list of training classes included in the Academy.

Q: What should I bring/wear to the Academy?

A: Attendees often bring paper and pens or laptops to take notes. Ibuprofen and Emergen-C have been beneficial to some as the days can be long and some of the training is outdoors. Rain coats, layers, & supportive shoes may help you stay comfortable in the various training environments. Tactical pants and polo shirts are common. Shorts and open toed shoes are not allowed. A refillable water bottle is recommended. Plan on either bringing lunch or dining out each day.

Q: Can I split up the tuition payment between more than one payor?

A: Yes. For example, a person might have \$350 in financial support from their agency (3rd party) and decide to pay the remaining \$200 out of pocket. As long as the combination of payments adds up to the total tuition due, there can be more than one source of payment. Be sure to indicate the amount being paid by each payor in the form above. Refunds cannot be issued after the start of each session.

Q: Will I be required to do anything physical?

A: No. There may be opportunities to participate in physical activities, but you will not be required to.

Q: I am not a member of the Christian faith. Can I still attend the Academy?

A: Yes. TPCC is a Christian faith-based organization and that will be evident in our Biblically based training. While our Academy has a history and tradition that is centered on the Christian faith, people from all faith groups are welcome to attend.