



# LEHIGH EMERGENCY SERVICES TRAINING ACADEMY



## Fire and EMS Administrative Officer Course

“ACADEMY ON THE ROAD” (AOTR) Program. The Pennsylvania State Fire Academy is offering this 24-hour Fire and EMS Administrative Officer Course to educate those in administrative leadership positions within volunteer and combination Fire/EMS organizations. The course outlines modern management techniques, including managing the business of the organization, board management and governance, managing human resources, risk management, and working with the public and elected officials. This course is presented in cooperation with the Pennsylvania Association of Nonprofit Organizations (PANO) with financial support of the Department of Community and Economic Development (DCED).

The course instructors are a combination of PA State Fire Academy and PANO instructors. Students are required to attend (three 8-hour classroom sessions that meet once a month for three months), participate in class activities, and complete homework assignments specifically designed to improve the operations of their organizations. The instructors review the homework assignments and provide feedback.

- Required Textbook(s):** Handouts will be provided
- Required Equipment:** Computer with audio/video capability and internet access
- Cost:** Free to all responders
- DOH Con-ed Credits:** N/A



### Location

**Lehigh County Joint Operations Center**

### Address

**4300 Broadway  
Allentown PA 18104**

### Course Dates & Times

**9/24/24, 10/22/24, 11/12/24 0800-1600**

### Course Registration Deadline

**September 23<sup>rd</sup> 2024**

### Prerequisites

**N/A**

## Registration Information

Registration is **required** through the **PA Train website**. Register for this course by visiting the following link

**Please [CLICK HERE] to register, or visit <https://www.train.org/pa/course/1119969/live-event>**

**FEMA S.I.D. REQUIRED.** Register for your FEMA Student Identification Number by visiting <https://cdp.dhs.gov/femasid>

**For more information regarding this course, please contact the following:**

Course Contact Person

**Joseph Light**

Course Contact Phone #

**(610) 762-4603**

Course Contact Email Address

**josephlight@lehighcounty.org**