



**STATE OF CONNECTICUT**  
**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**CONNECTICUT FIRE ACADEMY**



TEL: (860) 627-6363

P.O. BOX 3383      WINDSOR LOCKS, CONNECTICUT 06096-3383

**INSTRUCTOR'S GUIDE TO CFA FORMS**

1. **APPLICATION FORM:** Have a walk-in or replacement student complete a Student Application form prior to the beginning of class. Attach any remittance due, to the application.
2. **ROSTER FORM:** Print the name, address, and Social Security number of each student. Record the date(s) of class, attendance, quiz or test pass/fail scores, and any other pertinent student information. For Contract and In-Service classes, print the name and address of the contact person or organization in which the Certificates of Completion should be sent.
3. **STUDENT EVALUATION FORM:** At the end of your class, have all students complete the evaluation of the class. Collect and return these evaluations with the completed start-up package.
4. **CERTIFICATES OF COMPLETION:** At Calendar classes, award students that have completed the class, their certificate. Return any certificates for "No Shows", those with an incorrect name, or for "Incompletes" to the office with the completed start-up package.
5. **CERTIFICATES NEEDED FORM:** At Calendar classes, enter the name of any student that did not receive a Certificate of Completion (i.e.: student was a walk-in, or a certificate had an incorrect name on it). The certificate will be sent to the student directly after it is processed.
6. **INJURY MANAGEMENT/REPORT:** Consult the Injury Management checklist as a guide. Fill out the Injury Report as accurately as possible. Review the report with the student to ensure accuracy. If applicable, have student and instructor fill out refusal report and instructor sign as the witness.
7. **INSTRUCTOR PAYROLL FORM:** Complete this form and turn it in to the Director of Training. Note the dates you have taught, the location, topic, type of class, and time. Please sign. **Do Not** combine the time spent on other classes on the Payroll Form. Use a separate Payroll Form for each class.
8. **TENT CARDS:** Please pass out to students, have them fill these out and display them prominently.
9. **RETURN ALL COMPLETED FORMS:** along with any left over student materials or borrowed audio visual aids to the Fire Academy. Do this as soon as possible so Certificates of Completion may be processed.