



Connecticut Fire Academy

Instructor's Guide to CFA Start Up Kit & Forms

1. **Cover Sheet:** (1) Contains inventory count and limited directions
2. **Incomplete Kit Form:** (20) Missing/Consumed items to recorded for replacement
3. **Application Form:** (5) Required for "Walk-in" students, Fill out prior to class beginning. Attach any remittance due to the application.
4. **FEMA Form 119-25-2:** (30) *If Applicable to Course*
Required for FEMA classes in addition to CFA forms
5. **Roster Form:** (20) Print Name, Address and ID Number (First three letters of last name and last four of SS#). Dates of classes, attendance record and Quiz/Test Score or Pass/Fail. Contact information for In Service Classes, Print name and address for Certificates of Completion.
6. **Student Evaluation Form:** (50) To be completed by each student at end of course, collect and return with Instructor's Kit upon completion.
7. **Certificates Needed:** (20) Record students requiring "Certificates" with the proper requested information to be mailed directly to the student at a later date. (walk-ins, misprinted names etc.)
8. **CFA Policy 04-01 Safety:** (1) CFA Policy
9. **CFA Policy 04-02 Injury Reporting:** (1) CFA Policy
10. **Injury Management Checklist:** (1) Instructor "Checklist Format" reminder
11. **CFA - Injury Report Forms:** (10) Instructor should fill out this document with students assistance if needed. Refusal portion requires students signature
12. **CT-DAS First Report of Injury WC 207 Forms :** (5) Injury report form for state employees (instructors)
13. **Instructor's Payroll Form (rev.:** (20) Name, Date, Employee Number and Written Signature at Top. Instructor should ensure that they list the "Program" taught and the "Location" as well as the date, day/night and hours taught, then "Total"
14. **Reimbursement (mileage) Form:** (20) Employee Name and address as well as Employee number at Top. Employee Signature at "Payee's Signature" block under "Payee Certification" Section. Date, From/To, Time and mileage under "Employee Expenditures" Section
15. **State of Connecticut "Guide to the Code of Ethics" (rev. 07-2009):** (1)
16. **Certification Prerequisites Chart (rev. 06-2010):** (1)