



Police and Fire Chaplains Training Academy REGISTRATION INSTRUCTIONS

The Police and Fire Chaplains Training Academy prepares Chaplains who will affiliate with Public Safety agencies. It is held at the main Law Enforcement training facility for Washington State. 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 free online National Incident Management System (NIMS) 100, 200 and 700 courses. <https://training.fema.gov/nims/>
3. 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.
4. Complete the Academy Registration Form.
5. Forward:
 - ☐ Academy Registration Form
 - ☐ Agency Letter of Affiliation
 - ☐ Practical Experience Journal (if indicated)
 - ☐ NIMS Course Completion Certificates
 - ☐ Copy of completed Background Check

Delivered through US Mail or email. The deadline is TEN business days before the beginning of the Academy to:

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

INCOMPLETE REGISTRATION PACKETS WILL NOT BE CONSIDERED.



Police and Fire Chaplains Training Academy REGISTRATION FORM

Spring Academy _____ Fall Academy _____ (Check one)

PERSONAL INFORMATION

_____	_____	_____
Last	First	Middle Initial
_____		_____
Home Address		State Zip
_____	_____	
Best Phone	Email	
_____	_____	_____
Emergency Contact Person	Relationship	Phone

Access, mobility, medical or diet 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
<u>Total</u>	<u>\$500</u>

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

ADDITONAL INFORMATION

Housing: There is no on-site housing. There are several hotels - motels within proximity of the Criminal Justice Training Commission 19010 – First Avenue South, Burien, WA 98148

Meals: The CJTC has a full service cafeteria offering breakfast, lunch and dinner that accommodates Gluten and Soy free diets.

Travel: SeaTac Airport is 15 minutes away. Those who live close may wish to commute. However, traffic is always heavy.

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 _____

Registrants are required to experience a minimum of 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. **As noted on the Academy Registration Form Instructions, Chaplains already serving with their agency are not required to complete this step.*

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

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Observations:

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



POLICE AND FIRE CHAPLAINS TRAINING ACADEMY FAQs

Revised 5/2018

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 has been held at the Washington State Criminal Justice Training Commission (19010 First Avenue South, Burien, WA 98148) for 15 years. It is the main training facility for new Law Enforcement Officers in Washington. The CJTC is a large campus with training rooms, cafeteria, auditorium, and outdoor training props. Burien is just south of Seattle.

Where should I stay?

There are several motels surrounding the CJTC in the SeaTac, Burien and Des Moines neighborhoods. Online resources like Expedia list many locations and prices. Motels may issue a Law Enforcement or Government discount since you'll be attending the Academy at the CJTC.

What is the traffic like?

Traffic in the greater Seattle-Tacoma area is quite congested. Plan ahead. Breakfast starts at 0700. It is imperative that participants be in the classroom at 0750 for Roll Call. Usually, participants discover they are at the same motel. Carpools often form.

What should I bring?

Participants have brought their laptops to take notes, etc. However, laptops are not required. The lesson plans reside in the Cloud where participants may be able to access before the Academy. 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 CJTC. Participants often wear their agency's polo shirt. Your agency's Dress Uniform is appropriate for the Graduation.

Academy Shirts

Shirts and sweatshirts are available through a trusted third party vendor. You are not required to purchase an Academy shirt. Participants have asked for shirts in the past, so we are making these available. The Academy makes no money off the sales of shirts.

Go to: <https://www.companycasuals.com/ChaplainsAcademy/start.jsp>

Will there be any outdoor instruction? There will be a few sessions outside. Chaplain Safety and Ride-Along Protocol are held at the CJTC in their prop area. Half of Wednesday will be at Seattle Fire's Training Facility. Please bring comfortable sturdy shoes, and of course a raincoat.

Who are the Academy Instructors?

The Academy utilizes the best Subject Matter Experts available. Many are Chaplains and have been with the Academy since the beginning.

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.

The days are long. What does the break schedule look like?

Each course inserts a 10-minute break at the half waypoint. There are 10 minutes between courses. Water fountains and restrooms are nearby. Lunch and dinner are an hour.

What will the weather be like?

The weather in the Spring is always more moderate than the Fall. But, it is the Pacific Northwest – the weather always changes. Bring a sweater to the classroom – some are chilly.

What does the Meal Plan include?

The CJTC has a robust cafeteria that serves the Police Recruits and others participating in training. There are vegetarian, gluten and soy free options. The Meal Plan is for breakfast, lunch and dinner. The Meal Plan is optional. However, taking meals together in the cafeteria is convenient and promotes fellowship and networking.

May I invite guests to the Graduation?

Yes! Please invite your friends, family and members of your agency. It is a great night of recognition. If you have a Class “A” Dress Uniform, wear it. There will be plenty of time to change into your uniform before the ceremony. Your guests do not have to dress up.

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 a commissioned Law Enforcement Officer. May I wear my weapon in class?

The CJTC Policy states that firearms shall not be carried on campus unless you are CJTC Command Staff or Instructor.

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.