

## Registration Instructions for NIMS and NWCG Courses

**Federal, State, and Local agency employees:** Submit individual registration form through your designated Training Officer.

**Contractors/Training Officers:** Follow instructions below.

1. All companies/agencies must have an account set up with Rogue Community College for billing purposes. **ABSOLUTELY NO OTHER FORM OF PAYMENT WILL BE ACCEPTED.** If other methods of payment are submitted, the registrations will not be processed and will be returned to you. **If you do not yet have an account with RCC, contact Valerie at 541-245-7965, and an account will be started for you.**

2. Print out and complete an **Authorization to Bill** form (see above) listing the names of the employees you are paying for. (You will need to use one of these forms for each class you send people to.) Only the individual who is listed as the contact person—or a designee you appointed when the account was set up—will be accepted as an authorized signature.

3. Have each employee listed on the **Authorization to Bill** form fill out a **Registration Form**. Make sure all registration forms are completely filled in and nothing is left blank. Incomplete documents will not be processed and will be faxed back to you.

4. Fax all forms (at one time) to Valerie at 541-774-4230.

5. If something comes up, and you need to drop someone from a class, contact Valerie at 541-245-7965. By following this step, two things will happen: Someone else be able to fill the vacated seat, and You will get a refund! Please be aware: if someone you have registered is a 'no show', you *will* be charged as if they attended.

All registration forms, information, and flyers of upcoming classes can be found at <http://learn.roguecc.edu/FireScience/home.htm>. Once there, click on Wildland Fire Training.

If you have any questions, contact Charlie Phenix via email to [cphenix@roguecc.edu](mailto:cphenix@roguecc.edu).