BEN CLARK TRAINING CENTER

State Fire Training Classes

RESERVATION PROCESS FOR STATE FIRE MARSHAL CLASSES EFFECTIVE IMMEDIATELY
All reservation forms and accompanying materials for **winter and spring 2024** classes are being accepted.

Thank you for your interest in our courses. For us to process your request, we will need the following documents sent to us:

- Completed Reservation Form (attached form)
- Moreno Valley College Application Confirmation page (see next paragraph)
- Reservation form and follow directions as indicated)
- Proof of any prerequisites

How to Apply to the College

1. To apply online with **Moreno Valley College**, go to www.mvc.edu/fire and click the "Apply For College" link. When it asks for the "Program of study," choose the following:
   - COA, Fire Technology, Fire Academy
   - **SAVE YOUR USER NAME AND PASSWORD FOR FUTURE APPLICATION PURPOSES**
2. Make sure you are applying for the correct term: fall, winter, or spring.
3. When you complete the application, print a copy of the Application Confirmation Page. **The confirmation page must be included with the reservation form submitted.**

Online Payment for Classes - Please make payment on the first day of class

- **Do NOT mail a check.**
- Fees must be paid online via WebAdvisor at mvc.edu/webadvisor. Accepted payments methods include Visa, Master Card, American Express, Discover Card.
- Students who do not pay, will have a hold placed on their record and will not be able to register for classes.
- **Sponsored Students** – When submitting your *Reservation Form* and *Moreno Valley College confirmation page*. If your department/agency will be paying the college directly for your course fees. Please make sure to provide the following information - Your **department/agency address** and **name of the person** who will be taking care of the payment. **We will invoice your department.** - firereservations@mvc.edu
- Refunds are issued to students approximately 6-8 weeks after the last day for refunds. **NO IMMEDIATE REFUNDS ARE AVAILABLE**.

Prerequisites

If a class has a prerequisite, include proof of completion of the prerequisite(s), such as course certificate, letter of completion from the instructor or unofficial transcripts. If you are in the process of taking the class, provide us with information regarding the class (class title, dates and location). You must bring documentation of course completion on the first day of class for instructor approval (if you completed the pre-requisite at our college, you may skip this step).

You will be registered in the class once we receive **ALL** appropriate paperwork and fees. Any incomplete or inaccurate paperwork will be sent back to you. If the class is full, we can add you to the waitlist. Check our website at www.mvc.edu/fire for updated information on classes. If you have any questions, please contact us via email at firereservations@mvc.edu. You will receive an email when you are enrolled in the class.

Drops

Refer to the college website at www.mvc.edu for drop policies.

The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, or (951) 222-8039.

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FIRE TECHNOLOGY RESERVATION FORM

COMPLETE ONE FORM FOR EACH CLASS

Student ID # (7-digit)_____ **or** **Date of Birth (MM/DD/YYYY)** _____

Name of Class_____Beginning Date of Class _____

Name _____

Home Address _____

City_____State_____Zip Code _____

Phone number_____Email _____

Registration will be confirmed once we receive the following documents - Reservation form and Moreno Valley College confirmation page – E- mail documents to: firereservations@mvc.edu

Please note: Course fees do not include textbooks. Students are responsible for providing their own books for each class. Students can pre-order textbooks at www.mvc.edu/bookstore and have them mailed or pick them up textbooks at the MVC Bookstore before class begins. Textbooks can also be purchased online at www.barnesandnoble.com, www.firebooks.com or any other bookstore.

OFFICE USE ONLY

Date Received: _____Date Entered:_____Sent Back On: _____

If sent back, for missing: Application Confirmation [ ] Credit Card [ ] Check [ ] Insufficient Amount [ ]

Check #_____Amount Paid: $_____Actual Class Fees: $ _____

Amount to be refunded:$_____

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