

Northern Virginia Fire & Rescue

Leadership Development Institute



<https://www.nvers.org/fireems/LDI>

Dear Applicant:

Thank you for your interest in attending the 2022 Northern Virginia Fire and Rescue Leadership Development Institute (NVFRLDI). The program will be held October 17-22, 2022 at the National Conference Center (NCC) in Leesburg, Virginia. The NVFRLDI is an intensive one week residential course that provides a foundation for newly promoted leaders and helps further the skills of those more experienced. This dynamic program is built upon core values and high expectations that sets a standard for high performing officers throughout the fire service. Students will study and learn about the art and science of direct and organizational leadership from national-level instructors and will engage in the practical application of various management and leadership techniques and skills.

This is a boarded program and students are required to stay overnight throughout the entire week. Daily physical training (PT) and dress code adherence (business casual) is required. Expectations for all students will be spelled out by a code of conduct and requires strict adherence. 100% attendance of all classroom sessions, including evening programs, is mandatory. Students will be required to complete pre-course reading and writing assignments in preparation for the program by October 7, 2022. Further information about the pre-course assignments will be emailed to those accepted into the program.

When completing the application, please make sure all sections are filled out correctly. Incomplete applications will not be considered. Remember to attach a properly formatted copy of your resume along with your completed application.

The resume shall be limited to 1-2 pages and shall be formatted in the following manner;

1. Name and personal information (full name, address, email, phone)
2. Education
3. Work experience (positions held, volunteer/civic experience)
4. Organizational involvement /membership

Resumes not formatted in this manner will be considered as an incomplete application and will not be considered for processing. Please complete the application using the link provided at the page header. The online application, including the student signature and sponsoring Fire Chief's signature page, must be submitted no later than September 15, 2022.

The tuition fee of \$1750.00 per student includes lodging and all meals for the entire week. The tuition will be invoiced to the student's sponsoring department upon acceptance.

All applicaitons, including resume, endorsement and approval authority should be submitted here:

[Northern Virginia Fire & Rescue Leadership Development Institute Applications](#)

Thank you for your interest in the 2022 Leadership Development Institute.

Sincerely,

Northern Virginia Fire and Rescue Leadership Development Institute Staff

Leadership through Empowerment, Encouragement, and Excellence

Northern Virginia Fire & Rescue

Leadership Development Institute



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Section I- Endorsement and Certification

Initial each section and sign below to certify, that the information recorded on this application is factual and correct. Falsification of information will result in denial of a course certificate and possible removal from the program.

_____ I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer (ex. Fire Chief, Department Head, County Administrator) in charge, or designee, of my sponsoring organization. All requests for information shall be made in writing from said chief officer or designee to the Northern Virginia Fire and Rescue Leadership Development Institute.

_____ I understand that, Northern Virginia Fire and Rescue Leadership Development Institute and the National Conference Center are not authorized to provide medical care or health insurance for students. I maintain appropriate medical insurance on an individual basis.

_____ I agree to abide by the rules, policies, and regulations of the Northern Virginia Fire and Rescue Leadership Development Institute and the National Conference Center. Failure to do so will result in denial of the student application, expulsion from the program, and/or possible barring from future Northern Virginia Fire and Rescue Leadership Development Institute programs and the National Conference Center.

_____ I agree to regularly check the email account that I have provided on my application. Additional information, including program expectations, policies, and required pre-course assignments will be sent to that email address. Students that do not complete and electronically submit the required pre-course assignments by October 7, 2022 will be dismissed from the program.

_____ Enrolled Northern Virginia Leadership Development Institute students may cancel up to 30 days prior to the start of the program. Students wishing to cancel shall contact staff in writing at the following email address nvfrdioperations@gmail.com. The student shall also notify their Department through their chain of command of the request to cancel.

_____ During the 30 days prior to the start of the program, students wishing to withdrawal shall notify the staff in writing at nvfrldioperations@gmail.com. The student shall also notify their Department through their chain of command of the request to withdrawal. During this 30 day period the student's department has the opportunity to find a replacement or be charged the tuition fee. Extenuating circumstances will be considered on a case by case basis.

Signature of Applicant _____ Date _____

Section II- Print your resume and scan with this application prior to submission

Please attach a resume, maximum of 1-2 pages in length.

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Approval by the Head of the Sponsoring Organization

Students who are applying to attend the Northern Virginia Fire and Rescue Leadership Development Institute must have prior approval by their Fire Chief or Department Head, affirming their job responsibilities reflect the appropriate priority category listed below. The Chief must initial the appropriate priority box reflecting the status of the applicant and then must sign the form.

“By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees.”

_____ **Company Officer Leadership Program (COLP)** - Applicant currently serves or is currently eligible to serve our department at the company officer level and has the responsibilities associated with this position and/or those taught in the program.

_____ **Command Officer Leadership and Management Program (COLMP)** - Applicant currently serves or is currently eligible to serve our department at the command officer level and has the responsibilities associated with this position and/or those taught in the program (i.e. supervision, safety, and personnel management). This program is intended for those that are currently Battalion Chief's or higher, including those authorize to fill in as a Battalion Chief.

This department or organization is willing to provide the necessary support to this candidate to ensure the candidate has the ability to successfully complete the Northern Virginia Fire and Rescue Leadership Development Institute program. **This signature is required for acceptance into the NVFR LDI.**

Department Name

Fire Chief (or designee) Name and Title - printed

Signature

Equal Opportunity Statement

Northern Virginia Fire and Rescue Leadership Development Institute and the National Conference Center are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, race, color, religious beliefs, national origin, or disability in their admissions and student-related procedures. The Northern Virginia Fire and Rescue Leadership Development Institute makes every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minorities and female candidates are highly encouraged to apply for enrollment in the Northern Virginia Fire and Rescue Leadership Development Institute.

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