



The Department of Safety and Professional Services Fire Prevention Program is offering Fire Prevention Training this fall. Starting in August and going until the end of November. Training will be held each month in a different District and each session can be attended either, In-person &/or virtually. Training in the month of August will be held in District 1, September in District 4, October in District 3, and November in District 2. You are not limited to attending the training in you district so you can register for the session that best fits your schedule.

As in past years, we had a lot of volunteers offer to host and it was difficult to choose where to hold the training sessions. Thank you to everyone who offered! We attempt to spread the sessions throughout each district to give more people an opportunity to attend in person. If you can't attend in-person, you can attend any session online using our virtual Teams meeting option.

This year, there is a new process for registering. All registrations will be done online through Bookwhen. There is a link to the registration site at the bottom of this email, and we will also post the link on our website.

The instructions are very easy. Scroll through the list of dates and click on the meeting you would like to attend. Keep in mind one is for **In-person** and the other is for **Teams online** so make sure when clicking you are clicking the correct training. Once you have chosen your date and your attendance preference then on the right you will see and click on the **Select** button. Choose the number of people you would like to register for that training. Click on **View Selections**, this will take you to a new screen, if you need to add or subtract a person do this here, when you have the number of people click **Book Now**. You will be asked for your email address, click on **Continue** and then enter the full name of the participant & Fire Department or Organization, these are required fields so don't skip this step. Click **Continue**. If you opted to sign up more than one person you will fill out another Full name & Fire Department for the 2nd attendee. You will continue to do this until you completed the name and Fire Department for each spot that you reserved. At the end you will get a **Booking Complete** screen. This will show the Booking Details and Additional information. An email will be sent to you with the all the Booking Details, physical address (In-Person) or the Teams link (Online) and any additional information to the email you provided. If each person wants to get an email confirmation, then we recommend signing up individually for the trainings. If you have any questions about the registration process please reach out to Sarah Brown at sarah2.brown@wisconsin.gov or April Hammond at april.hammond@wisconsin.gov for assistance.

We will be offering various topics again this year, including *Member Assistance and Fire Hero Learning Network, Documentation Anything and Everything, Safety & Health Committee, Health & Safety Officer, and Incident Safety Officer, NFIRS Invalids & Import Failures* and lastly *Inspector Authority-Limitations/Pre-Planning*.

If you have any questions, please don't hesitate to reach out to any of us, we are more than happy to assist anyway we can.

Thank you

Wisconsin DSPP Fire Prevention Program

<https://bookwhen.com/widpsps-fireprevention>