

FY17 Provider Payment Form

Each training provider shall provide the following information to the MBFTE:

Training Provider: _____

Address: _____

City _____ State _____ Zip Code _____

Contact Name: _____ Contact Phone _____

Federal Tax ID# _____ State Vendor # _____

NFPA 1001 Course start date: _____ End date: _____

Course Location: _____

Course Lead Instructor: _____ # of students: _____

Remember to include:

- Copy of student roster
- Course Invoice
- Student Attendance Document for each student being reimbursed
- Federal Tax ID # & State Vendor #
- Have you entered the student information on the MBFTE/MFSCB shared database?
- Have you loaded the signed student attendance documents into the database?

Note: The Firefighter 1 and Firefighter 2 Certification testing fee will not be the responsibility of the Training Provider. The Minnesota Fire Service Certification Board will invoice the MBFTE directly for the cost of the certification tests.

Upload your invoice to: www.mbfte.org Login under "Provider Login"

To be completed by MN Board of Firefighter Training and Education (MBFTE)

MBFTE Executive Director's Signature: _____

Invoice Amount paid: \$ _____ Date: _____

"The vision of the Minnesota Board of Firefighter Training and Education is to reduce fire-related deaths and injuries through excellence in training and education."



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

445 MINNESOTA STREET, SUITE 146
SAINT PAUL, MN 55101

TELEPHONE: 651-201-7257 FAX: 651-215-0525

EMAIL: fire-training.board@state.mn.us

WEBSITE: www.mbfte.org

FY17 NFPA 1001 Firefighter Training Training Provider Payment Information

Public and Private Training Providers
Local, County and Regional Training Academies

State Fiscal Year 2017, July 1, 2016 - June 30, 2017

The Minnesota Board of Firefighter Training and Education (MBFTE) is very excited to announce that we will be able to continue with our training initiative, providing NFPA 1001, (Firefighter 1, Firefighter 2, Haz-mat OPS) and Firefighter 1, Firefighter 2 Certification testing for firefighters in the state of Minnesota. In addition, those firefighters who are in need of taking the bridge course to become trained to the NFPA 1001 standard are eligible for reimbursement in FY17 only.

In order to assure your payment for a class, it is *imperative* that you call the MBFTE office at 651-201-7259 **prior** to you starting a NFPA 1001 class to ensure funding is available and we can enter your class into the database. ***DO NOT ASSUME*** funding will be available for your NFPA 1001 courses until you have been approved by the MBFTE for each one. The continued success of the NFPA 1001 Program will hinge on the communication between the training providers, the certification board, and the MBFTE. At the August 16, 2016 MBFTE Board meeting, the following NFPA 1001 funding levels were approved:

- | | |
|--|-----------------|
| • 1800 students @ \$1,370.00 per student | \$ 2,466,000.00 |
| • 3600 certification tests (2 tests per student) @ \$115.00 per test | \$ 414,000.00 |
| • Fiscal Year 2017 NFPA 1001 available funding | \$ 2,880,000.00 |

The MBFTE strongly believes in the NFPA 1001 Program and once again, with good communication between the training providers, the Minnesota Fire Service Certification Board, and the MBFTE office, year 6 of this program will be a success for the fire service of Minnesota.

The MBFTE requires you, as a provider, to enter your student information into the shared database at www.mbfte.org (home tab- site login), prior to submitting for reimbursement. You must upload into the MBFTE data base: the Student Attendance Document signed by both the student and their fire chief; a roster of your students; Provider Payment Form; and invoice. Please check the box for those students that the MBFTE will be reimbursing according to the number of seats provided to your organization. We ask that you also enter any students that are not being reimbursed so we can provide reporting to the Board on the number of students that

were not funded through the NFPA1001 program. The MBFTE will provide funding of up to \$1,370.00 per student multiplied by the number of students in your approved NFPA 1001 course. For students attending a bridge course in FY17 only, the MBFTE will pay up to \$300.00 per student for FF2 and up to \$300.00 per student for Hazmat Operations. Certification costs associated with approved courses will be paid directly to the MFSCB by the MBFTE.

The following are the requirements for all training providers and academies:

- Contact the MBFTE office *prior* to starting or entering any NFPA 1001 class. Please provide the location, number of students and the start date, so that MBFTE can pre-load the class in their data base. Once MBFTE has set-up the class, then the provider can enter their student's information.
- Each student **shall complete** the (140 hrs minimum) of NFPA 1001 firefighter training.
- Each student **shall be active** with a Minnesota Fire Department. Students who are not active with a fire department are not eligible for this training reimbursement program, but you may enter them into the database for reporting purposes.
- Students **shall complete both** the Firefighter 1 and Firefighter 2 certification tests.
- Students enrolled in a bridge course **shall complete** the applicable course(s) and certification test(s).
- **The training provider must enter each student's information into the shared database prior to submitting for reimbursement. Please check the box in the data base only for the students MBFTE will be reimbursing. The reimbursement box will allow checks for only the approved funding amount provided to your organization.**
- The training provider shall upload or provide a copy of the student roster, training provider payment form and training provider invoice based on \$1,370.00 per student, or applicable bridge course allowances.
- **The NFPA 1001 training course roster shall match the Minnesota Fire Service Certification Board's Firefighter 1 and Firefighter 2 student testing list.**
- Each student and his/her fire chief shall complete and sign the FY17 Student Attendance document.
- The training provider shall upload a copy of each students signed Student Attendance document to the MBFTE database for each student being reimbursed.
- Remember to coordinate and schedule your Firefighter 1 and Firefighter 2 Certification tests with Terri Zikmund at the Minnesota Fire Service Certification Board.