

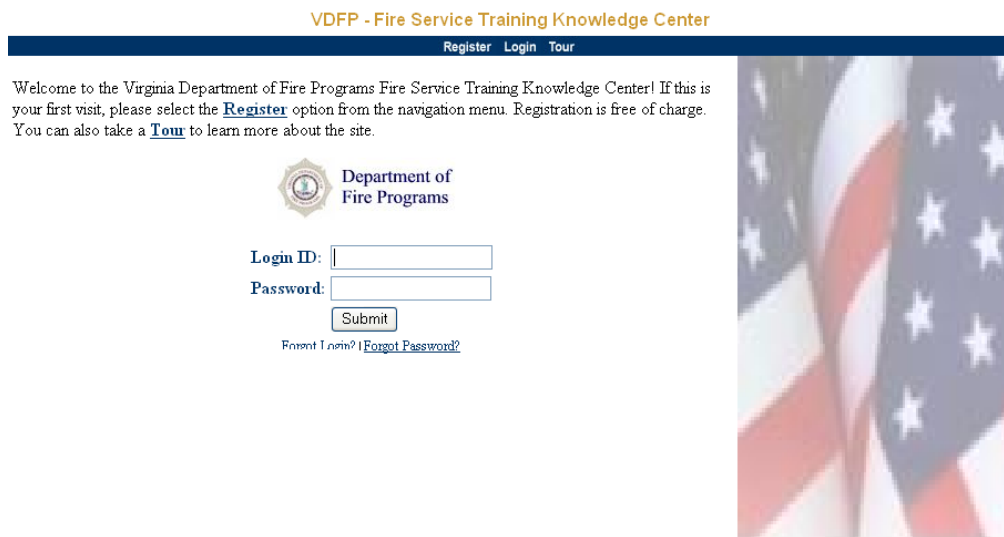
# Virginia Department of Fire Programs Guidelines for entering Fire Service Training On-line and taking the first course.

From the VDFP Website ( <https://covkc.virginia.gov/vdfp/fst> ) –

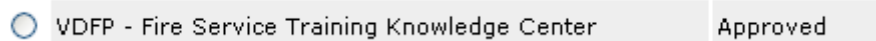
The Student will be directed to the Login page for the Virginia Department of Fire Programs Commonwealth of Virginia Learning Management System. (CovKC)

You should have registered before now – if not, you will be required to before proceeding on.

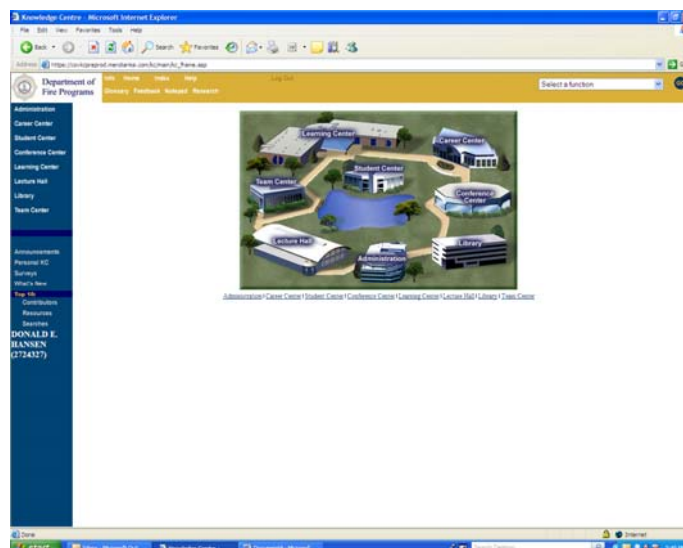
- First time users will be required to register for a Login and password



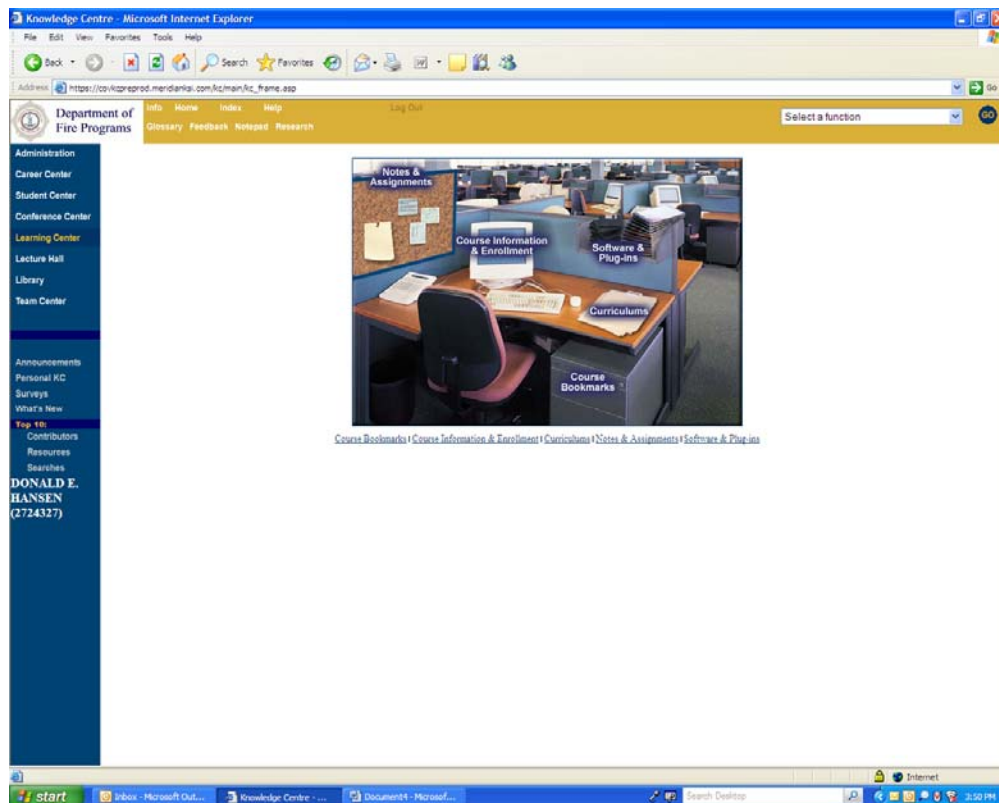
Next, you will need to scroll down to the VDFP Fire Service Training Knowledge Center bullet which you have approval to enter. Click on the round bullet point (left of the Title) and click the SUBMIT button at the bottom of the screen



Next you will be directed to the Campus Map where you can search for courses to take online Click on the learning Center to enter the Course Browse area.



After clicking on Learning Center, you will select Course information and Enrollment



In the upper right-hand corner of the active screen the student will type in Keyword for the course they would like to take. (ex. – VDFP) will bring up all programs related to Virginia Dept of Fire Programs.

**LEARNING CENTER**  
**Course Information & Enrollment**

[Return to Learning Center](#)

Topic: All  
Keywords: VDFP All Words Search

To search for courses, complete the [search criteria](#), then click **Search**. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the Enroll link next to the section you wish to be enrolled in.

**Note:** If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically

2 record(s) found.

- [VDFP FST Hazardous Materials Awareness Online](#) [Online]
- [VDFP FST Mayday Awareness Train-the-Trainer](#) [Online]

In this case select VDFP-FST Hazardous Materials Awareness – you will then be directed to the course description and directional buttons to take the course or browse. Check the box - take the course for credit. (A screen capture of this procedure are noted on the next page)

## VDFP FST Hazardous Materials Awareness Online

### Description:

Welcome to the Virginia Department of Fire Programs Hazardous Materials Awareness Online program. During this six-module program, the student will prepare themselves to meet the objectives of NFPA 472.

The goal of the Hazardous Materials First Responder Awareness level training is to provide the first responder with the knowledge and skills to perform the following tasks safely, effectively, and efficiently.

It is recommended that the student have a copy of an Emergency Response Guidebook available while taking the course.

Upon successful completion of the Online program, the student shall present the Knowledge Center certificate to any VDFP Division Office which will allow them to test for State and National certification. All current testing guidelines will apply.

Select the **Take Course** button to begin the course described above, or click **Return** to go back to the online course listing.

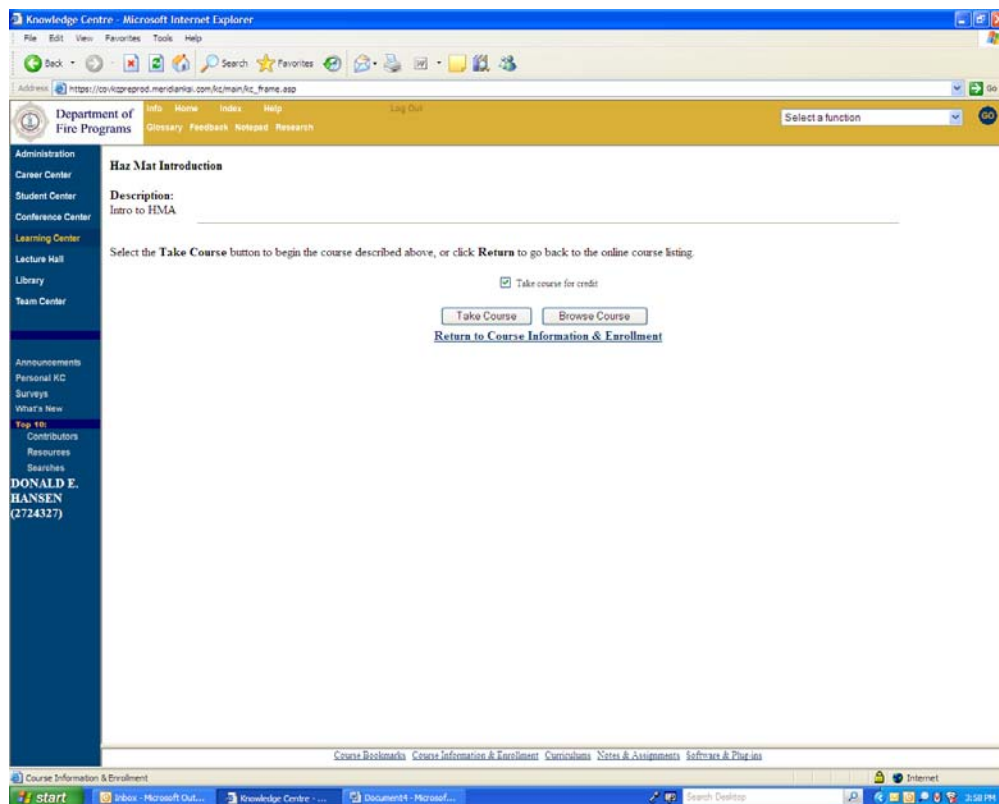
Take course for credit

Take Course

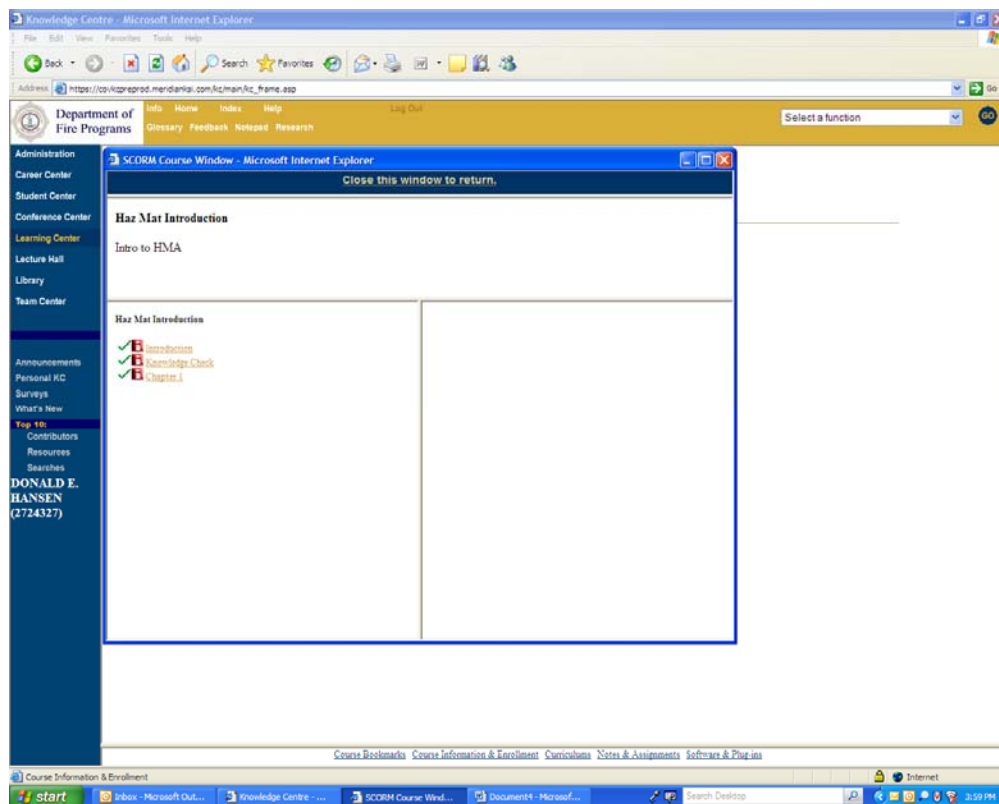
Browse Course

[Return to Course Information & Enrollment](#)

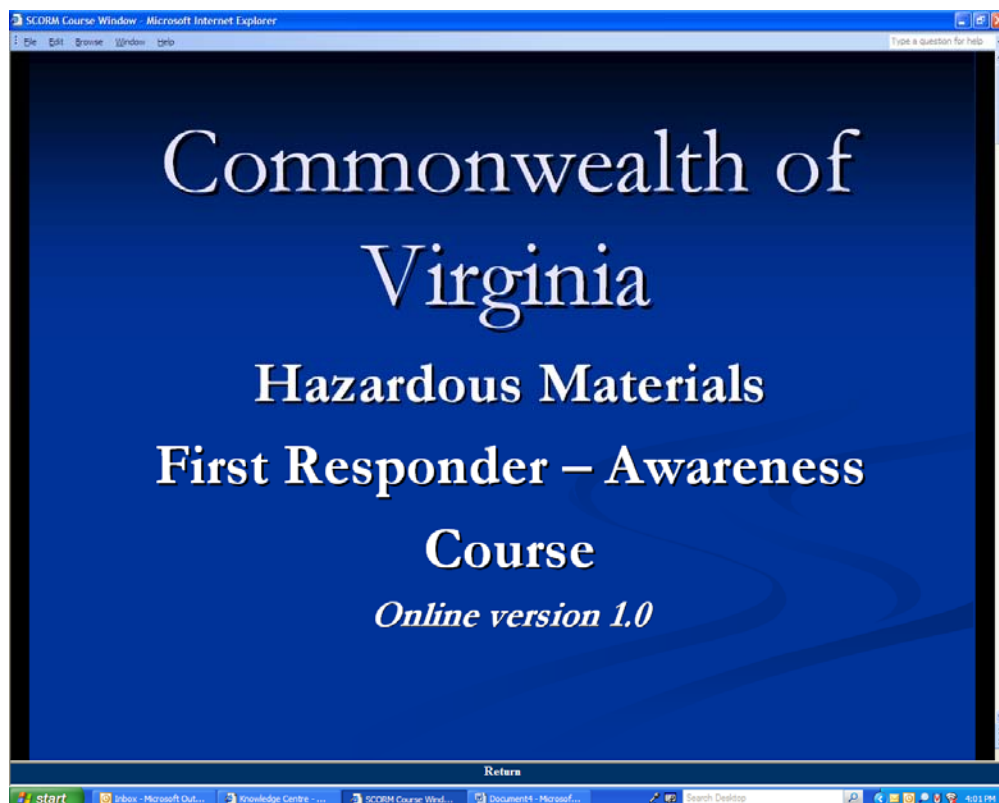
You will then click on Take Course button, a new window will display the program requested



You will then click on the first module that is underlined and depending on your service speed, the program will begin



In module form, the student will be directed to complete a Knowledge Check (KC) before being eligible to continue to the next session.



Once you have completed your online learning experience, you will receive a computer generated completion certificate that will be used to authenticate completion and allow you to sit for a VDFP Certification Test. To obtain this certificate, you will need to return to the Knowledge Center logon page as seen below and click in the student transcript dropdown menu under Administration. At the end of the title of the course, you will have the word certificate. (Note: the word certificate will not be visible until all modules are completed)

**ADMINISTRATION**  
**Student Transcript**

Click the info or details link to view additional information about a course in a new window.

**Student Transcript**

For: Fire Administrator As of: August 13, 2008  
 C: Classroom Courses O: Online Courses

[Print](#)

[Courses Only](#) [Course & Lessons](#)

Type	Title	Start Date	Completion Date	Pretest Score	Final Score	Status	Performance	Credit Hours	Contact Hours	History
O	VDFP FST Hazardous Materials Awareness Online <a href="#">info</a>	08/11/2008					<a href="#">Details</a>	7		

Present a copy of your printed On-line certificate to a VDFP Division Office.

Tests will be administered in the Regional Proctored Test (RPT) format at designated locations or by the student making an appointment to have the test administered at a VDFP Division Office during regular business hours.