



HOSTING DEPARTMENT PRE-APPROVAL CHECKLIST

This document is intended to serve as a reference for all items that a department must submit to be considered as a potential host for a F2T 101 course (Fitness Principles and Practice). It is recommended that this list be used to gather all necessary documentation on a single device prior to submitting a formal application at the link [HERE](#).

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- 1) Completed F2T 101 course request form. Form can be found [HERE](#). ☐
 - 2) Download the draft service contract to be reviewed by your department. This does NOT need to be submitted with your application. Contract can be found [HERE](#). ☐
 - 3) Meet hosting site requirements. Click this [LINK](#) for more details.
 - 360° video of classroom space ☐
 - 360° video of practical space ☐
 - 4) Selected preferred course dates from the available dates [HERE](#). ☐
 - 5) Source all equipment required for the F2T 101 course. Click [HERE](#) for details. ☐
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By submitting an application to host as F2T 101 course, I, on behalf of my department, understand and agree to the following:

- I. The base cost of the course is \$24,975 USD. A minimum deposit of \$10,000 USD will be due 30 days following confirmation of course dates. (Additional fees and adjustments to this payment schedule may apply outside of the Continental United States and Canada and to orders with additional equipment purchases).
- II. The remaining balance will be due on the first day of the exam period (28 days after the last day of the course). It must be paid in full for participants to receive their test results and PFT designation.
- III. The host department is responsible for sourcing all equipment required to deliver the F2T 101 course. At the host department's request, the IAFF can assist by ordering equipment on their behalf (full purchase price including applicable taxes and shipping will be added to the final course balance). Departments sourcing their equipment through other means will be required to provide video and/or image documentation to the IAFF for verification.
- IV. The base course fee of \$24,975 includes registration for up to 25 students. Additional students can be registered up to a maximum of 35 at \$999 USD per student. The host department is responsible for filling the first 25 spots and for paying the base cost of the course.
- V. The IAFF will assist with the promotion and registration of the course at the request of the host department.
- VI. Every effort will be made to accommodate the host department's preferred course dates, but each request will be subject to the subject to the pre-approval review and the subsequent payment of the minimum deposit.