

**Course Change/Cancellation**  
 Michigan Department of Labor & Economic Growth  
 Bureau of Fire Services / Office of Fire Fighter Training  
 P.O. Box 30700, Lansing, MI 48909  
 517-241-8847

- Cancel Course
- Course Changes
- Date Changes
- Video Request Change

Authority: 1966 PA 291

TRACKING NUMBER
CITY

**Location of Course**

NAME OF FACILITY	COUNTY	CITY
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**Administrative Information**

COURSE MANAGER NAME	SOCIAL SECURITY NUMBER*	DAYTIME TELEPHONE NUMBER (Include Area Code)
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**Course to be Changed or Canceled**

COURSE NUMBER	COURSE NAME
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Check to cancel	<i>If a course is canceled, please return all student manuals furnished by the OFFT.</i>	
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Check to change date(s)	NEW START DATE	NEW END DATE
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**Note: Prior to canceling or rescheduling a Fire Fighter I or II exam or a Fire Officer I or II exam please notify the training coordinator**

Check to change Course Manager	NAME OF NEW COURSE MANAGER	SOCIAL SECURITY NUMBER*
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Check to change Lead Instructor	NAME OF NEW LEAD INSTRUCTOR	SOCIAL SECURITY NUMBER*
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If you are NOT **canceling** a course, **changing the new start and/or new end date(s)**, or **changing the new lead instructor**, list the item(s) to be changed:

Reschedule Videos?	Yes	No	<i>Rescheduling of videos will require a BFS-104 Video Schedule be attached to this form with the new dates for the requested videos</i>
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COURSE MANAGER SIGNATURE	DATE
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\*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

