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The following requirements and accommodations **MUST** be met to conduct an in-house **Fire Officer I** class:

- Facility must be: ADA compliant, climate controlled, minimum of two restrooms and ample parking for candidates and evaluators.
- Classroom with tables for candidates and evaluators.
- Wi-Fi availability for candidates and evaluators.
- Each candidate must have their own laptop with a functioning camera. Camera will be utilized in the event of virtual evaluations.
- Familiarity with Zoom online meeting platform.
- Familiarity with DropBox and how to submit and retrieve materials via DropBox.
- Candidates must have the ability to submit work in Word format.