

Notice For Emergency Operations Instructors New Office of EMS Point-of-Contact

From: Karen Owens [mailto:Karen.Owens@vdh.virginia.gov]
Sent: Friday, December 07, 2007 11:11 AM
Cc: 'Jim Nogle'; 'wanda street'
Subject: New Contact Information for Emergency Operations Instructors

Dear Emergency Operations Instructors

For those of you who were not aware, my last day with the Office of EMS is today, December 7, 2007. As a result, there is some new contact information for you to be aware of.

- **Rosters and Certificates**

In order to have Certificates of Completion generated for Emergency Operations courses, you must send a roster with the title of the course, student's name, and address to Wanda Street. It can be sent by e-mail: Wanda.Street@vdh.virginia.gov or by Fax: 804-864-7580. All information must be legible. Certificates will be generated based on the information sent to Wanda.

- **Additional Questions/Comments/Concerns**

Any other questions concerning Emergency Operations Training Courses should be directed to Frank Cheatham. His e-mail is Frank.Cheatham@vdh.virginia.gov and his phone number is 804-864-7600. This may include, but is not limited to:

- Course Approval and CE
- Contract Questions
- Instructor Approval/Renewal
- Advertising of Courses

I have enjoyed working with you and assisting you as you provide the training to EMS providers across the Commonwealth.

Sincerely,

Karen C. Owens
Emergency Operations Assistant Manager
109 Governor Street, Suite UB-55
Richmond, Virginia 23219
804-864-7600