



Office of the State Training Coordinator
Tennessee Association of Rescue Squads
2906 Tazewell Pike, Suite "C"
Knoxville, TN 37918
Phone: 865-689-3256 Fax: 865-688-7015
www.tnars.org

TENNESSEE ASSOCIATION OF RESCUE SQUADS TRAINING CLASS ROSTER CONTINUATION

	Student Name	Student Email Address	Department/Agency
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NOTES TO INSTRUCTOR

You may use this roster for ALL TARS training classes taught at the department level. It is important that you ***PRINT LEGIBLY OR TYPE all the information requested*** on the roster as class certifications and training records will be input from this roster.

Be sure to indicate the course completion date and whether Bloodborne Pathogens was taught in conjunction with the companion course to ensure proper credit on the certificate. In addition, please check whether this is the student's initial course or recertification course. Please use separate rosters for initial classes vs. recertification classes.

For Course Location, please list the city and state where the class was conducted and your preferred method of certificate delivery. For electronic certificates, please list the student's email address and the certificate will be emailed directly to them at no additional charge. Please note that if the electronic certificate option is chosen and no student emails are listed, the instructor will receive individual student certificates in multiple emails due to the certificate program settings.

If you choose printed and mailed certificates, please make sure to include a valid mailing address and contact person to receive the certificates. It is recommended to utilize the electronic certificates to eliminate issues with items lost in the mail or delivered incorrectly. Electronic certificates can be emailed if lost at no charge, however, replacement printed certificates are \$5.00 per reprint.

The Bloodborne Pathogen course may be taught in conjunction with any TARS Department Level Course, with the exception of VKF training. Bloodborne Pathogens and Vanessa K. Free trainings have a one-year certification period from the date of completion as per OSHA and the applicable T.C.A. codes, and as such, do not carry the normal two (2) year certification of other courses. If Bloodborne Pathogens is taught as a separate course, the certification fee of \$15.00 per student will be applied, however, if taught with a companion course, the cost is \$15.00 total per student for both courses inclusive.

The fee for all initial and recertification courses for Basic Vehicle Extrication, ATV/UTV Operations, Water Search and Rescue, and Emergency Vehicle Operations is \$15.00 per student. The most current price list for courses will be listed on the TARS website under the Instructor Portal tab at www.tnars.org.

Please utilize your unique TARS Instructor login to enter your course roster(s) electronically via the Instructor Portal on the TARS website at www.tnars.org. Rosters will not be processed until payment is received. If you wish to have your course invoiced after submission or if you wish to pay for your course with a credit card, please contact the TARS State Office with your course number and speak with a representative to arrange payment. You may note on your electronic submission to invoice your department, however, you will still need to contact the office to verify your information. Split billing will not be allowed through the TARS State Office, so if multiple invoices are required, please enter each agency on a separate roster to ensure your courses are processed in a timely manner.

For mail in rosters, please mail the completed roster(s) and fee(s) to:

State Office
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