



Spring 2022

Subject: Person in Charge

Attn: City or Tribal Administrator

The Alaska Energy Authority (AEA) has an upcoming **online Person in Charge Training Class beginning May 2, 2022**. We invite you to submit names of individuals you would like to send to this training session. To be considered for training, candidates must be employed as an operator at the bulk fuel tank farm, or who performs bulk fuel transfers, and has completed the Alaska Vocational Technical and Educational Center (AVTEC) Bulk Fuel Operators courses.

The training session is two weeks long and will be held online through AVTEC in Seward, Alaska. Students who complete and pass the course will receive a certificate.

If you would like, you may submit more than one candidate application for these AVTEC training sessions. Please indicate which individual is the primary and which the alternate candidate is. If space is available, both candidates may be able to attend.

If you are interested in this upcoming class, you will need to complete and submit an application by April 15, 2022. As the class is on a first-come, first-served basis, we encourage you to submit your application as soon as possible.

If you have any questions, please contact me at (907) 771-3069 or djohnston@akenergyauthority.org. I look forward to hearing from you.

Sincerely,

Daniel F. Johnston Jr.
Project Manager

EMPLOYMENT AGREEMENT FOR

(write name of bulk fuel or power plant facility)

This agreement is entered into on _____ between _____
(date) (employee name)

It is agreed that the above mentioned employee will be employed or continued employment at the above mentioned facility. The employee will successfully complete the Person in Charge Online training course. Cost for the training to be paid for by the Alaska Energy Authority (AEA). The employee was recommended to AEA for training and employment will be guaranteed at the facility.

This agreement in no way limits or constrains the supervisor from terminating the individuals employment for cause or for occurrences beyond its control.

This agreement has been agreed to and executed by:

EMPLOYEE

FACILITY

(printed name)

(printed name)

(title)

(title)

(signature)

(date)

(signature)

(date)

Student Contact Sheet

ALL portions of this form MUST be filled out

First Name

Last Name

Home Phone

Mobile or Message Phone

Fax Number (may use employer's)

Email address

Mailing Address

City, State

Zip

Supervisor Name

Supervisor Phone

Work Address (if applicable)

City, State

Zip

PERSONAL INFORMATION (Please Print Clearly)				
Last Name _____	First Name _____	M.I. _____	Social Security Number (required) _____	
Mailing Address _____		City _____	State _____	Zip Code _____
Date of Birth ____/____/____ (____)		Home Phone Number (____) _____	Cell Phone Number (____) _____	E-mail Address _____
EMERGENCY NOTIFICATION		TRAINING CHOICES		
Name _____		1) Person In Charge _____		
Relationship _____		Enrollment Date: <u>5/2/2022 to 5/23/2022</u>		
Address _____		2) _____		
City _____ State _____ Zip Code _____		Enrollment Date: _____		
(____) _____ (____) _____		3) _____		
Home Phone _____ Cell Phone _____		Enrollment Date: _____		
SIGNATURE				
Signature _____ Date _____				



Bulk Fuel Terminal Person-In-Charge (PIC) Technology Check

Welcome to the AVTEC Bulk Fuel Terminal Person-In-Charge Online Course

Please send an email to:

admissions@avtec.edu
John.Hitchcock@avtec.edu
djohnston@akenergyauthority.org

confirming you have successfully COMPLETED the <https://zoom.us/test> listed below and you have read and understand all the information you have received. We can also answer any questions you have.

In order for you to be able to fully participate in the online course please be certain you have and do the following As Soon As Possible (ASAP) and well before class officially starts per date and time on your acceptance letter:

1. Access to a reliable internet connection and a laptop/desktop computer, tablet, equipped with a mic/speakers (or headset/mic), and camera/webcam.
2. Internet Connection must be capable of maintaining a live Zoom Video Conference.

PLEASE TEST THIS **ASAP**: <https://zoom.us/test>

We look forward to meeting you online & are standing by to assist you!

John Hitchcock, john.hitchcock@avtec.edu, 907-224-6193, AVTEC Instructor
Tess / Joanna, admissions@avtec.edu, 907-224-3322, AVTEC Admissions
Daniel Johnston, djohnston@akenergyauthority.org, 907-771-3069, AEA PM