Dear Prospective Student:

We are now accepting applications for the next Firefighter course. The course will be scheduled according to need and will be held at the Public Safety Academy, located at 3640 Gaines Road, St. Augustine, Florida. We offer both full-time day and part-time evening classes for your convenience.

In order to be eligible for this class, you must meet the following prerequisites and complete the steps listed in the Enrollment Process below.

**PREREQUISITES:**

1. High school diploma or equivalent
2. Must be at least 18 years of age to apply
3. *Pass a physical examination (MUST use form attached)*
4. Successfully pass a Physical Ability Assessment Evaluation (There is a fee of $50.00 to participate in this evaluation.)
5. Must have completed a First Responder Course OR are currently enrolled OR have completed EMT-B OR Paramedic training
6. Documentation of certification or proof of training must be submitted along with this application
7. Be a nonuser of tobacco or tobacco products for at least 1 year immediately preceding application
8. All documents listed on the “Application Checklist” (Page 4) turned in by deadline

*NOTE: The medical examination must be completed no more than 6 months from starting date of the Firefighter I class. The Medical Exam Form must be returned prior to participation in the Physical Ability Assessment Evaluation,*
ENROLLMENT PROCESS

1. Meet with a Student Advisor (located at the Main Campus) to discuss your career goals and educational needs. (Strongly Recommended)

2. Register and pay for TABE Testing (Students who have an exemption from TABE Testing Requirements are encouraged to test regardless. TABE Testing may add points to admission scoring as well as help FCTC provide the most appropriate level of support for students in the program.)

3. Complete the enclosed student application. Attach a copy of each document listed on the Application Checklist. Bring the application to any campus and be prepared to pay:

   A. $10.00 Application Fee  
   B. $50.00 Physical Agility test fee

*A COMPLETED application means ALL REQUIRED DOCUMENTS and ALL REQUIRED TEST RESULTS are turned in!*

4. After the physical agility test is conducted, all applicants will be ranked on a point system basis as summarized later in this document. Primary and alternate candidates selected based on highest points will be invited to attend the orientation session. Incomplete applications, failure to be present when the orientation begins (on time!), or missing the orientation session will usually result in the space being given to the next alternate candidate.

5. If you plan on applying for Financial Aid, complete the online FAFSA and other required documents, which can be downloaded from our website, or picked up at the college. You can start the Financial Aid process at any time. You do not have to wait for your orientation, TABE test, or program application to be done.

6. All remaining fees must be paid following Orientation, prior to class start. Failure to complete the registration process and pay all required fees in a timely manner may result in your losing your seat to a wait list candidate.

Registration hours

North Campus/Public Safety Academy
Monday through Friday from 8:00am to 5:00pm
3640 Gaines Road * St. Augustine * Florida
Phone: (904) 547-3542
Fax: (904) 547-3537
ronnette.waycaster@fctc.edu

Main Campus
Monday through Friday from 8:00am to 5:00pm
2980 Collins Avenue * St. Augustine * Florida
Phone: (904) 547-3381 or 547-3383

Updated October 2015
ACCEPTANCE INTO THE PROGRAM

Once you have completed the application process and provided all valid/current documentation, and have successfully completed the entrance agility test, you will be ranked based on the point system. Candidates will then be invited to attend orientation, starting with those who have the highest score, and who have met the minimum points required for program entrance. Those with incomplete applications on the date of the agility test will be considered only after all those with fully complete applications have been placed. A copy of the full admission ranking process is on file and available for review at the Public Safety Campus Office.

ORIENTATION
Attendance at the Orientation is mandatory in order for you to be considered for the program and will be held approximately two to four weeks before classes begin. Those who are late for orientation will be moved to the back of the list, and considered after any alternates who were on time for orientation. You must pass the agility test, be ranked for orientation, and selected for program entrance before you will be allowed to register for the course.

AUXILIARY AID
This school provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please contact your Student Advisor in Building A located at FCTC Main Campus.

FINANCIAL AID
FCTC encourages all students to apply for financial aid. Please visit our website at www.fctc.edu for detailed instructions & the required forms packet. Or, you can pick up the instructions & forms at any campus. You can start the application process at any time. You do not have to wait for your orientation, TABE test, or program application to be done. Applying for financial aid & determining eligibility usually takes 1-2 weeks. If you have questions, or would like additional assistance, please call 904.547.3511 or email christine.mills@fctc.edu.

*For those who qualify - State Grants can cover up to 80% of tuition.

COURSE DESCRIPTION
The Firefighter Training and Certification Program meets all state requirements to become a State Certified Firefighter. Upon successful completion of the training program, and passing the State written and practical exams, you will be eligible for a Certificate of Compliance provided you meet all legal requirements as outlined in Florida Statute 633.34. A Certificate of Compliance is the required Certification to work in Florida as a paid Firefighter.

This course requires a dedicated effort from the student in classroom studies, practical activities, and physical agility to reach the high standards that are required to pass the State exams. Written exams and practical evaluations follow each unit of study.
ATTENDANCE
Strict attendance records are maintained, as required by the Bureau of Fire Standards and Training (BFST). The BFST requires that the training center certify that each applicant for Firefighter II certification testing has completed a minimum of 398 hours of overall training. The training center must also verify that each applicant has met the minimum requirements for hours of training in specific subject areas.

Since our program is only scheduled for 398 hours due to Department of Education restrictions, a candidate who misses a single hour of class may be ineligible to take the state exam.

If possible, the program will attempt to make arrangements for students who have missed 15 hours or less to make up the hours missed. You should understand that there may not be any opportunity to make up hours. If the hours are not made up you will not be certified as having completed the program.

If you know you will be unable to attend all scheduled class sessions, you should consider enrolling in a later class when your schedule will permit complete attendance.

GRADES
A minimum score of 70% is required to pass all tests. An overall average of 70% or better is required at the end of the course for you to be eligible to take the State examination. Specific details for retaking exams will be given to you in the student handbook that is distributed in class.

DRESS CODE
Classroom: FCTC Polo shirt; uniform type navy blue or dark blue, “Dickies” work pants; or BDU’s. (no shorts)
Black polishable boots or plain toed low quarter shoes. No sneakers. Black or dark blue socks. Plain black belt with standard silver/chrome buckle.

Outside Drills: Full protective clothing including an FCTC tee shirt or as otherwise specified.

PHYSICAL AGILITY ASSESSMENT EVALUATION (Be sure you register/pay for this test $50.00)
Each applicant must successfully pass a two part Physical Agility Assessment Evaluation prior to admittance into the program. This evaluation will be administered prior to Orientation. Applicants will be notified of date(s) and time of evaluation by e-mail. The following items summarize the requirements for this evaluation. Failure of any evolution will result in denial of admission into the program. No second attempts will be allowed on any of the events listed below. The candidate should dress in athletic clothing (long pants; T-shirt, and tennis shoes). No shorts allowed!

PART A: Aerobic Capacity Test: Walk 2 miles while wearing a Self-Contained Breathing Apparatus within 30 minutes or less.

PART B: On-Target Combat Task Test: Must be completed within 7 minutes or less while wearing a SCBA.
1. High-Rise Stair Climb - Ascend the exterior stairwell to the 5th floor while carrying a section of 2 ½” hose
2. Hose Hoist - Hoist a roll of 2 ½” hose to the 5th floor window and pull the hose into the window.
3. Forcible Entry Evolution - Drive a slide 5’ utilizing a 12 pound sledge hammer.
4. Hose Advance Evolution - Drag a charged 1 ¾” hose a total of 75’.

*S. Victim Rescue Evolution - Drag a 125 pound victim a total of 100’ while walking backwards.

*In order to be eligible for entry into the FF II course, the Victim Rescue weight will be increased to 165 pounds

Updated October 2015
**APPLICATION CHECKLIST**

Prior to submitting your application, make one copy of each item below and attach them to your application.

1. ( ) High School Diploma or Equivalent
2. ( ) Driver’s License
3. ( ) $10.00 Application Fee (payable to FCTC)
4. ( ) Birth Certificate
5. ( ) Medical Examination Form (attached)
6. ( ) EMT/ Paramedic or First Responder Certificate
7. ( ) Copy of Firefighter One State Certification (If applicable)
8. ( ) Tobacco Affidavit
9. ( ) Confirmation of payment of ($50.00) for Physical Ability Entrance Evaluation
10. ( ) Official Transcripts or other documentation to verify eligibility for additional admission scoring points
11. ( ) Proof of Florida Residency, for Tuition Purposes (Acceptable documents list attached)
FOR TUITION PURPOSES:

YOU MUST PROVIDE 2 DOCUMENTS TO PROVE YOU HAVE BEEN A FLORIDA RESIDENT FOR THE PAST 12 MONTHS

Tier 1. The documents must include at least one of the following (one must be from Tier 1)

a. A Florida voter’s registration card.
b. A Florida driver’s license.
c. A State of Florida identification card.
d. A Florida vehicle registration.
e. Proof of a permanent home in Florida which is occupied as a primary residence.
f. Proof of a homestead exemption in Florida.
g. Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months.
h. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.

Tier 2. The documents may include one of the following:

a. A declaration of domicile in Florida (1 year after date filed).
b. A Florida professional or occupational license.
c. Florida incorporation.
d. A document evidencing family ties in Florida.
e. Proof of membership in a Florida-based charitable or professional organization.
f. Any other documentation that supports the student’s request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Examples of documents NOT ALLOWED:

a. Hunting/fishing licenses
b. Library cards
c. Shopping club/rental cards
d. Birth certificate
e. Passport
f. Cellular telephone bills
g. Social Security Card

For more specific information on Florida Residency requirements go to:

1. www.FACTS.org
2. Click on Applying for College
3. Click on Residency Guidelines
*PLEASE READ BEFORE APPLYING*

Florida Statutes have specific requirements for Firefighter Certification. We suggest you review the statute below to make sure you will be able to obtain certification before deciding to apply.

633.412 Firefighters; qualifications for certification.—
(1) A person applying for certification as a firefighter must:

(a) Be a high school graduate or the equivalent, as the term may be determined by the division, and at least 18 years of age.

(b) Not have been convicted of a misdemeanor relating to the certification or to perjury or false statements, or a felony or a crime punishable by imprisonment of 1 year or more under the law of the United States or of any state thereof or under the law of any other country, or dishonorably discharged from any of the Armed Forces of the United States. “Convicted” means a finding of guilt or the acceptance of a plea of guilty or nolo contendere, in any federal or state court or a court in any other country, without regard to whether a judgment of conviction has been entered by the court having jurisdiction of the case.

(c) Submit a set of fingerprints to the division with a current processing fee. The fingerprints will be forwarded to the Department of Law Enforcement for state processing and forwarded by the Department of Law Enforcement to the Federal Bureau of Investigation for national processing.

(d) Have a good moral character as determined by investigation under procedure established by the division.

(e) Be in good physical condition as determined by a medical examination given by a physician, surgeon, or physician assistant licensed to practice in the state pursuant to chapter 458; an osteopathic physician, surgeon, or physician assistant licensed to practice in the state pursuant to chapter 459; or an advanced registered nurse practitioner licensed to practice in the state pursuant to chapter 464. Such examination may include, but need not be limited to, the National Fire Protection Association Standard 1582. A medical examination evidencing good physical condition shall be submitted to the division, on a form as provided by rule, before an individual is eligible for admission into a course under s. 633.408.

(f) Be a nonuser of tobacco or tobacco products for at least 1 year immediately preceding application, as evidenced by the sworn affidavit of the applicant.
Firefighter Application

NOTE: A $10.00 non-refundable/non-transferable application fee must accompany this form.

Firefighter I & II

☐ Day Class  Starting Date:

☐ Evening Class  Starting Date:

☐ *Firefighter II ONLY  Starting Date:

(*Firefighter II only students must submit a copy of Firefighter One State Certification along with application)

Name: ____________________________________________

(Last) (First) (Middle Initial)

Mailing Address: ___________________________________

City: ___________________________ State: _____________ Zip: __________________

Social Security Number: ___________________________ Date of Birth: _____________

Cell Phone: ___________________________ Home Phone: _______________________

Emergency Contact: ___________________________ Emergency Phone: ____________

Email Address: _________________________________

*Highest Level of Emergency Certification:  ☐ Medical First Responder  ☐ EMT  ☐ Paramedic  ☐ None

Are you affiliated with a Fire Department?  ☐ Yes  ☐ No

If yes, Give department name: _____________________________________________

Department contact person: ___________________________ Phone: __________________

Please also complete “Race” selection below. Check all that apply:

☐ White  ☐ Black/African American  ☐ Asian

☐ Hispanic/Latino  ☐ American Indian/Alaska Native  ☐ Native Hawaiian or Other Pacific Islander

List any current or previous Fire Service or Medical Training:

<table>
<thead>
<tr>
<th>Course</th>
<th>Date Completed</th>
<th>Location</th>
<th>Grade</th>
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*Please provide proof of Medical Certification or proof that you are either registered or attending a medical course.
MEDICAL EXAMINATION TO DETERMINE FITNESS FOR FIREFIGHTER TRAINING
BUREAU OF FIRE STANDARDS AND TRAINING

Please print legibly.

<table>
<thead>
<tr>
<th>NAME: LAST</th>
<th>FIRST</th>
<th>MI</th>
<th>STUDENT ID</th>
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<tr>
<th>TRAINING CENTER</th>
<th>EMAIL ADDRESS</th>
<th>CONTACT PHONE NUMBER</th>
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</table>

**For the medical professional conducting the examination:** The purpose of this examination is to ensure that the physical, physiological, intellectual, and psychological health of the applicant is suitable for the environment and functions of a firefighter as described on page 2. Authority for this examination is FS 633.34 and is required before an individual starts firefighter training.

This medical examination must be completed by a physician, surgeon, or physician’s assistant per ch. 458; or an osteopathic physician, surgeon, or physician’s assistant per ch. 459; or an advanced registered nurse practitioner per ch. 464.

**Examination should include but is not limited to:**

<table>
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<tr>
<th>Dermatological system, Cardiovascular system</th>
<th>Ears, eyes, nose, mouth, throat</th>
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</thead>
<tbody>
<tr>
<td>Clinical evaluation of 12 lead EKG</td>
<td>Auditory hearing in the pure tone</td>
</tr>
<tr>
<td>Systolic and Diastolic Blood pressure</td>
<td>Far visual acuity corrected or uncorrected</td>
</tr>
<tr>
<td>Respiratory system</td>
<td>Peripheral vision</td>
</tr>
<tr>
<td>Gastrointestinal system</td>
<td>Genitourinary system</td>
</tr>
<tr>
<td>Endocrine and metabolic systems</td>
<td>Musculoskeletal system</td>
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<tr>
<td>Neurological system</td>
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</table>

**For the medical professional conducting the examination to complete:** (Sign in appropriate box)

**Based on the results of this medical evaluation, the applicant:**

<table>
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<tr>
<th>Has no pre-existing or current condition, illness, injury or deficiencies. <strong>The applicant is medically fit to engage in firefighter training.</strong></th>
<th>Has a pre-existing or current condition, illness, injury or deficiency that presents a safety or health risk in the environment or job functions of a firefighter. <strong>The applicant is not medically fit for firefighter training.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
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</table>

**Completion Required (please print)**

Name of signature: ____________________________ Date signed: ____________________________

Office Telephone number: ____________________________

Office address: __________________________________

Updated October 2015
Essential Job Tasks and Descriptions from NFPA 1582, 2007 edition

1. Performing firefighting tasks (e.g., hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, and forcible entry), rescue operations and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.

2. Wearing an SCBA, which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.

3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.

4. Climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lbs. or more and carrying equipment/tools weighing an additional 20 to 40 lbs.

5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).

6. Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.

7. Advancing water-filled 2 ½ diameter hose lines from fire apparatus to occupancy [approximately 150 ft.], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.

8. Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.

9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.

10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.

11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.

12. Ability to give and comprehend verbal orders while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers), hear alarm signals, hear and locate the source of calls for assistance from victims or other firefighters.

13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
TOBACCO AFFIDAVIT

Florida State Statute 633.412 Firefighters; qualifications for certification states:

(1) A person applying for certification as a firefighter must:
(f) Be a nonuser of tobacco or tobacco products for at least 1 year immediately preceding application, as evidenced by the sworn affidavit of the applicant.

Please type or print legibly.

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<th>NAME: LAST</th>
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<th>DATE OF BIRTH</th>
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<th>HOME ADDRESS:</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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I confirm I have been a nonuser of tobacco or tobacco products for at least one year immediately preceding application as required by Florida State Statute 633.412.

__________________________  _________________
SIGNATURE                  DATE

__________________________
NOTARIZED

STATE OF FLORIDA
COUNTY OF __________________________

On __________________, _________, _________ personally
(month and day) (year) (Applicant’s Name)

appeared before me and, _________ who is personally known to me, or _________ who has provided
_________________________________________________________________________ as identification.

_________________________________________________________________________
Notary Public Signature

Commission expires: ____________

PLEASE AFFIX SEAL ABOVE
Fire Fighter

Selection Criteria/Admissions Scoring for Applicants
This form to be completed by program staff, do not submit.

The applicant must complete the following to be considered for acceptance.
1. Completed application on file, meet all minimum requirements as listed.
2. Obtain at least 12 points as outlined below

<table>
<thead>
<tr>
<th>Points</th>
<th>Max Possible Pts</th>
<th>Category</th>
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<tbody>
<tr>
<td>15</td>
<td></td>
<td>TABE</td>
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<tr>
<td></td>
<td>Reading: &lt; 7 = -10 pts, 7 - 8 = -5 pts 8-9.9 = 0 pts 10-10.9 = 3 pts 11 or &gt; = 5 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math: &lt; 7 = -10 pts, 7 - 8 = -5 pts 8-9.9 = 0 pts 10-10.9 = 3 pts 11 or &gt; = 5 pts</td>
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</tr>
<tr>
<td></td>
<td>Language: &lt; 7 = -10 pts, 7 - 8 = -5 pts 8-9.9 = 0 pts 10-10.9 = 3 pts 11 or &gt; = 5 pts</td>
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<td>TABE - High School Exemption = 5 pts OR College degree = 10 pts</td>
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<td>Physical Agility Test</td>
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<td>Walk: &gt;30 minutes = ineligible to enter program</td>
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<td>5 tasks: 5-6 minutes = 3 pts</td>
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<td>&lt; 5 minutes = 5 pts</td>
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<td>5</td>
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<td>HS / College Anatomy &amp; Physiology, Biology or Chemistry*</td>
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<td>B or higher (weighted score) = 5 pts</td>
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<td>FCTC Online Course (non-college credit courses)</td>
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<td>Anatomy &amp; Physiology or Medical Terminology with passing score within past two years = 3 pts</td>
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<td>Work Experience (Max 3 points)</td>
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<td>One year or more in medical field* = 3 pts OR Two year active duty military service (Honorable or General discharge only) 3 pts</td>
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<td>5</td>
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<td>EMT</td>
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<td></td>
<td>Current Florida EMT certification = 5 pts</td>
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<td>Completion of FCTC EMT program (within 6 months) = 3 pts</td>
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<td>Completion of Florida certified EMT training program (within 6 months) = 2 pts</td>
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<td>Completion of Medical First Responder* = 1 point</td>
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<td>*(Must be taken at an accredited school or local government provider.)</td>
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☐ YES  ☐ NO

Obtained at least 12 Required Points
Yes = continue additional points below
No = Re-apply

| 2      | Residency |
|        | Applicant resides within tri-county area (Clay, Putnam, St. Johns) = 2 pts |

Total Points

Updated October 2015
*Program staff to determine if position qualifies.