



### **Fire Fighter Program Application** *(updated 09/19/2017)*

Thank you for your interest in attending First Coast Technical College. This application packet is for those persons who are applying for the Firefighter I & II, or Firefighter II only, training program.

EMT or Paramedic certification is a pre-requisite for entrance to this program. If you do not yet have EMT training you are strongly encouraged to consider applying for the combination Firefighter/ EMT program here at FCTC (see <http://fctc.edu/programs/firefighteremergency-medical-technician-combined/> for details) . The combination program has a single application process, and is eligible for PELL grant funding for those who qualify.

FCTC is certified as a firefighter training center by the Florida Bureau of Fire Standards and Training. This program provides the training required to become certified as a Firefighter II in the State of Florida. Graduates may also obtain Pro Board certification as a firefighter. The firefighter portion of the program includes 398 hours of training and hands on activities, including live fire training.

#### Entrance Requirements:

- Applicants must be 18 years old to enter the program. (This program is not available as a secondary or dual enrollment program.)
- High School Diploma or GED
- Have current Florida or NREMT certification as an EMT or Paramedic.
  - (Program Director may authorize an exception for certain recent FCTC EMT program graduates who have not yet been able to schedule a state EMT exam, when the delay was not within the control of the student.)
- Comply with the background check requirements of Florida Statute Sections (FSS) 633.107 and 633.214. Must not be a convicted or registered sex offender/predator.
- Be a non-user of tobacco for at least one year prior to enrollment (FSS 633.412 (f)).
- Must be medically and physically able to perform the duties of a Firefighter (This shall be demonstrated by submission of the required medical clearance form, and passing the Physical Ability Assessment.)
- Meet any general FCTC admission requirements.
  - Candidates for “Firefighter II only” entrance must have Florida Bureau of Fire Standards and Training certification as a Firefighter I. They may also be required to pass additional testing to demonstrate readiness for entrance directly into Firefighter II. Such candidates should meet the same deadlines as Firefighter I applicants, and will perform the ability test and orientation with the full Firefighter I & II cohort.

This application packet is intended to be self-explanatory. Please read the whole packet before starting.

Are you not sure you want this program, and need more information? Contact Ronnette Waycaster at 904-547-3542, or our receptionist at 904-547-3282, extension 4401. They will be happy to setup an appointment for you with the enrollment specialist or the program specialist.

Please note: FCTC is currently updating and improving the enrollment process, there may be changes to the following procedures that will affect your registration process. Check back on our website for updates.

## **Are you ready to apply right now? Then follow the process outlined below:**

### **Submit a general First Coast Technical College Pre-Registration application via our online website:**

<https://fctc.focusschoolsoftware.com/focus/apply/> Use **Mozilla Firefox** or **Google Chrome** web browser software to access this website, it may not work correctly with Internet Explorer or other browsers!

If you are sure of the program you wish to enroll in, please complete the full application, and click the “Finish and Submit” button at the bottom of the form. If you are unsure how to answer any of the questions on the application, leave them blank. The registration staff will complete any missing information when you formally register for the program. (You should expect to hear from us, usually via email, shortly after you submit the online application. Please include a valid email address on your application, and check it on a regular basis.)

If you have ever been a student here before, you already have a “FOCUS” user account set up. Contact program staff at 904-547-3542, or 904-547-3400 to obtain your user name and password.

**Create a user account and profile on the State Fire Marshal’s website:** The State Fire Marshal’s Office is the certifying agency for firefighters in the state of Florida. All firefighter training and certification records are maintained in this online system. If one does not already exist for you, you will need to create a user account and setup your profile in the system. Go to the following website and follow the prompts: [https://floridastatefirecollege.org/public/pb\\_check\\_profile\\_srch.asp](https://floridastatefirecollege.org/public/pb_check_profile_srch.asp) Use **“Internet Explorer”** only to access this website, it will not display all menus properly if you use another browser. Most users will get a security notice indicating that there is a problem with the website’s security certificate. If so, please select the “Continue to this website” option. Make sure you note the user name and password you have created. This needs to be done before you submit your application packet.

When you are creating your profile, it will ask you what type of firefighter you are, please just select “Other” if none of the choices fit. It also asks what your primary and secondary occupation is, since you will be a student and that is not one of the choices, just choose “Other” for the first selection, and “EMT” if a second choice is required. You should just leave the “Business Name and Address” section blank.

Once you have successfully created your user account and profile, please log out and then log back in to the system. You should then see a top line menu, select the “Customize” option and then the “My

Profile” option. You will see your Student Id: number in the upper right hand corner, and about half way down under “Contact Information”. It will usually be a six digit number. Please make a note of this number, commonly referred to as your “FCDICE” number. You will need to enter this number on your FCTC application.

**Wonderlic Scholastic Level Exam:** First, make sure you have setup a profile in FOCUS as described above. To register and pay for the exam, please either go to the Main Campus registration office or call 904-547-3282 and ask for registration. You may pay the fee (\$20 per attempt) over the phone using a credit or debit card. Once you have registered and paid, you will be contacted by the testing center staff to set a date and time for your test. You must obtain a score of 15 or higher to enter the program. Here is one website with general information about the exam:

<http://www.wonderlictestprep.com/scholastic-level-exam-sle>

### **PROGRAM APPLICATION PACKET:**

If you have obtained the minimum required score on the Wonderlic Scholastic Level Exam, your next step is to submit the program specific application, with all required documents. NOTE: We will no longer accept partial or incomplete applications. Applicants are expected to submit a complete application, with all required documents, by the due date.

**We strongly suggest that you make and maintain a file with copies of all the documents you submit to us.** Many of these documents will also be required when you apply for work as a firefighter or EMT. Some of the documents we receive will be forwarded to state agencies as a part of your certification application, and will not be retained by FCTC.

Required documents include:

**Application cover sheet:** self-explanatory

**Application checklist:** Please initial each item that you have attached.

**Copy of high school diploma, official transcript, or GED:** A copy of either of these is adequate for our program files, and a copy must be attached to the firefighter state test application that we will submit on your behalf. However, FCTC may also require an official sealed transcript to determine if you are TABE exempt. We suggest you request an official sealed transcript be sent to FCTC at the address below:

First Coast Technical College  
Attn. Registration  
2980 Collins Avenue  
St. Augustine, FL 32084

**Copy of a valid driver’s license:** This is required as proof of age, and a copy must also be submitted with your state firefighter test application.

**“Medical Examination to Determine Fitness for Firefighter Training” form (DFS-K4-1022):** Per state rules, this form must be dated not more than six months before the first day of your firefighter program to be valid. Please determine the start date of the course you wish to enroll in before getting this done. This form is required of all persons who will apply for firefighter certification in the state of Florida. FCTC also requires this form as a pre-requisite to taking our Physical Ability Assessment for entrance into the firefighter program. We suggest that you get this and the “Health Certificate” form completed at the same time.

The “student ID” on this form is the student ID number the State Fire Marshal’s Office issues you in the “FCDICE” system. Leave blank if you are not sure. The training center will be “FCTC”. Make sure your physician signs in the correct block, and not where they ask for a printed name. The physician must sign both pages, to verify that they have read and understood the activities they are clearing you to perform.

**Background check results:** You will schedule a fingerprinting process later, with direction from program staff. The process must be done online in a very specific manner, so that the results are sent directly to the Bureau of Fire Standards and Training. Please don’t do this ahead of time, and then find out you must do it again.

If you have ever had a felony arrest or dishonorable discharge, you are encouraged to review the following statutes before applying to the program:

<http://m.flsenate.gov/Statutes/633.412>

<http://m.flsenate.gov/Statutes/633.107>

**Tobacco affidavit:** A signed and notarized tobacco affidavit from must be submitted. This document will become part of your state firefighter test application. A notary is usually available at the Main Campus and the Public Safety Campus. They will be happy to notarize this document for you at no charge.

**Register for the Physical Ability Assessment Evaluation:** Contact registration at 904-547-3282, or at 904-547-3542, and register for the assessment. You must pay the \$50 fee at the time of test registration. You must test on the date scheduled for your program start date. You may not test “early” for a later class start date. If you withdraw or choose to apply for a later class start date, you will have to repeat this assessment each time. You are encouraged to prepare yourself physically for the program. To help you do so, here is a link to a YouTube video clip demonstrating the ability evaluation process:

<http://www.youtube.com/watch?v=TnVkEGMtbTs&feature=youtu.be>

## General Information / Frequently asked questions.

### APPLICATION REVIEWS AND PROGRAM COMMUNICATIONS

Many of you will submit your application packets early. You are encouraged to do so. However, please be advised that program staff will usually not be able to review each application individually as they are received. Program staff will typically review all applications shortly after the application deadline. At that point, you should receive an email letting you know if any items are still missing, or if there are other issues with your application. That is also when you should expect an email with more details about the ability test and orientation days. Please be patient with us.

Please make sure you provided us with a legible / valid email address, and that you check it regularly. Most of the communication we have with applicants will be via email.

You are encouraged to supply us with a personal email address, rather than use a family or parent's email address. If you need to create your own account, see the following link for possible free email account services: <https://www.thebalance.com/best-free-email-accounts-1356641> Once you create an email account with most of these services, you can access your new email account from any computer or smartphone connected to the internet.

### ACCEPTANCE INTO THE PROGRAM

**THIS PROGRAM REQUIRES CLOSE CONTACT WITH CHILDREN. PURSUANT TO FCTC'S POLICIES, CONVICTED AND/OR REGISTERED SEXUAL OFFENDERS WILL NOT BE ADMITTED TO THIS PROGRAM.**

Applicants without a minimum score of 15 on the Wonderlic assessment, and/or who do not pass the Physical Ability Assessment, will not be accepted into the program. Applicants who have a felony or dishonorable discharge, and have not yet received a required exemption / waiver from the State Fire Marshal's Bureau of Fire Standards and Training will not be accepted. To obtain information about the felony exemption process, please contact the Bureau of Fire Standards and Training directly at [FireCollegeStandards@MyFloridaCFO.com](mailto:FireCollegeStandards@MyFloridaCFO.com) . Applicants with criminal records that do not meet Florida Department of Health standards for certification as an EMT will not be accepted.

Once the application deadline has passed, all candidates with fully completed applications on file will receive a notice inviting them to participate in the ability test and orientation. Should there be a very large number of applicants, the college reserves the right to invite a limited number of applicants, prioritized based on the date their Pre-Registration Application was completed. Applicants with incomplete applications may be invited to attend the ability test / orientation date, but may not be accepted until their application is complete.

**Applicants who have met all program criteria for entry, including passing Wonderlic scores and Physical Ability Assessment scores, will be notified on the day of their ability assessment if they have been accepted into the program.** If there are more applicants than seats available, some applicants may

be placed on the alternate / wait list. Candidates with incomplete applications may have their formal acceptance delayed until the program staff determine that the application packet meets minimum requirements for program start.

Applicants who fail to complete the registration process within one week after the orientation date may have their seat transferred to an applicant on the wait list. Alternatively, FCTC reserves the right to cancel a scheduled program if a minimum number of students have not registered within the one week period.

### **ORIENTATION**

Attendance at the Orientation is mandatory 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, attend orientation, and be selected for program entrance before you will be allowed to register for the course.

### **ACTIVE DUTY MILITARY**

FCTC recognizes that persons who are on active duty with the US military, particularly overseas, may have difficulty meeting all the standard application deadlines and activities. FCTC wishes to encourage the transition of those who are serving / have served in the military to civilian careers. Therefore, program staff reserve the right to make alternate arrangements when possible to accommodate military personnel. Contact Frank McElroy at [frank.mcelroy@stjohns.k12.fl.us](mailto:frank.mcelroy@stjohns.k12.fl.us) or Ronnette Waycaster at 904-547-3542 if special assistance is requested. (We will require copies of military orders to confirm eligibility for such accommodations.)

### **AUXILIARY AID**

FCTC provides aids and services for people with disabilities. FCTC staff are prohibited from asking if a student needs accommodations due to any disability. If you will need assistance during the course, please contact your Student Advisor in Building A, at the FCTC Main Campus.

### **FINANCIAL AID**

FCTC encourages all students to apply for financial aid. Please visit our website at <http://fctc.edu/financial-aid/application-instructions/> for detailed instructions & the required forms packet. Once your online FASFA application has been submitted, you should contact the Financial Aid Office to make an appointment ([fctcfinancialaid@stjohns.k12.fl.us](mailto:fctcfinancialaid@stjohns.k12.fl.us)) to meet with them, complete any FCTC specific paperwork, and discuss what funding you qualify for.

Our “**Career Navigators**” program may also be able to provide financial aid grant funds to those who meet program eligibility requirements. Use this link to get basic information about the program: <http://fctc.edu/future-students/career-navigators/>

*You can start the Financial Aid process at any time. You do not have to wait for your orientation, Wonderlic test, TABE test, or program application to be done. You should have this process completed*

**before you attend the program orientation!** Applying for financial aid & determining eligibility usually takes 1-2 weeks. All financial aid available through FCTC is grant funding or scholarships. We do NOT handle any student loan arrangements, as we strongly believe our students should be able to graduate debt free.

### **Tuition**

Please see the program page on the FCTC website for Resident versus Non-Resident fees. Applicants who are unable to provide required documentation of Florida Residency for the past 12 months should expect to pay Non-Resident Tuition Fees. Florida Statutes and Department of Education rules establish proof-of-residency requirements and Resident versus Non-Resident tuition rates. FCTC staff must apply Non-Resident tuition charges in accordance with those requirements.

### **DRESS CODE Fire Fighter**

A dress code that includes wearing a uniform during all classroom, field, and internship activities is in place. It includes limitations on hair, including a prohibition on facial hair that will affect the breathing apparatus face piece seal. Full details on the uniform / appearance policy are provided in the Program Policies and Procedures document, which will be distributed and discussed in detail during orientation.

### **COURSE DESCRIPTION**

The Combined Fire Fighter 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 Firefighter Certificate of Compliance provided you meet all legal requirements as outlined in Florida Statute 633.408. A Certificate of Compliance is the required Certification to work in Florida as a career firefighter for state and local government agencies.

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) and Department of Health. 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 the firefighter portion of 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 firefighter tests. An overall average of 70% or better is required at the end of the firefighter courses 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.

### **COLLEGE CREDIT**

First Coast Technical College is a Career Technical Center established as a part of the Florida Public School System, and is a component of the St. Johns County School District. As such, we are not authorized to issue college credit for our programs. However, the Florida Department of Education has established statewide articulation agreements between Florida's public Career Technical Centers and Florida's State College System. These agreements insure that students who meet certain conditions will receive college credit from a State College for certificate course work completed here at FCTC. Firefighter program graduates may receive 3 credits towards an Associates in Fire Science or similar degree program at a State College.

**All the following documents should be included in your application packet submittal.**





General Application and Enrollment Checklist:

Applicants should **initial each item that they have completed or are attaching**, as noted. This page should be included in your application packet submittal.

Do NOT mark in the second column. That will be marked only by Public Safety Program staff who have verified that each item meets the required standards.

#	Program Staff Only!	Student Initial	Item
1			Pre-registration application completed at <a href="https://fctc.focuschoolsoftware.com/focus/apply/">https://fctc.focuschoolsoftware.com/focus/apply/</a>
2			User Profile created at <a href="http://www.floridastatefirecollege.org">www.floridastatefirecollege.org</a>
3			Wonderlic testing completed (or scheduled)
4			FF / EMT Program Application - Cover Sheet
5			This checklist page
6			Medical Examination Form (DFS-K4-1022) – both pages signed
8			Notarized Tobacco Affidavit
9			Copy of high school diploma, GED, or transcripts
10			Copy of valid driver's license
			BFST Firefighter I certificate (Firefighter II only applicants)
18			Florida or NREMT EMT certification card
19			Registered for physical ability assessment



THE DEPARTMENT OF FINANCIAL SERVICES

Division of the State Fire Marshal

**MEDICAL EXAMINATION TO DETERMINE FITNESS FOR FIREFIGHTER TRAINING  
BUREAU OF FIRE STANDARDS AND TRAINING**

Please print legibly.

NAME: LAST FIRST MI STUDENT ID

TRAINING CENTER EMAIL ADDRESS CONTACT PHONE NUMBER

**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:**

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

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

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

<p><b>Has no pre-existing or current condition, illness, injury or deficiencies. <u>The applicant is medically fit to engage in firefighter training.</u></b></p> <p>Signature</p>	<p><b>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. <u>The applicant is not medically fit for firefighter training.</u></b></p> <p>Signature</p>
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**Completion Required (please print)**

Name of signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Office Telephone number: \_\_\_\_\_

Office address: \_\_\_\_\_

DFS-K4-1022 Original Effective Date 9/07/81, Amended Date 01/01/09

**NOTE: Healthcare Care Professional must sign both pages of this form!**

**(MEDICAL EXAMINATION CONTINUED)**

**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.

Physician/ Healthcare Professional's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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.

<i>Please type or print legibly.</i>			
NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS:	CITY	STATE	ZIP CODE
E-MAIL ADDRESS		CONTACT PHONE NUMBER	

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