

Firefighter Application Packet

Dear Prospective Student,

First Coast Technical College is now accepting applications for the next Firefighter course. Classes take place on our FCTC Public Safety Campus located at 3640 Gaines Road, St. Augustine.

Course Length

Firefighter – Day

Total 492 Hours / 13 Weeks

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

Prerequisites

- High school diploma, GED or higher degree.
- Must be at least 18 years of age by the first day of class
- Must have completed either a **First Responder Course, EMT-B or Paramedic** training course.
- Be a nonuser of tobacco or tobacco products at least one-year preceding application (page 10).
- All documents listed on the **Application Checklist** must be submitted prior to the deadline.
- Register for and successfully pass **Physical Agility Assessment** and attend **mandatory orientation**.

CONVICTED AND/OR REGISTERED SEXUAL OFFENDERS OR ANYONE WITH A FELONY DRUG CONVICTION WILL NOT BE ADMITTED TO THIS PROGRAM. It is recommended, if you have a misdemeanor or felony on your record, to contact the Florida Bureau of Fire Standards and Training to **determine if you are eligible to obtain a State of Florida Firefighter Certification.**

FireCollegeStandards@MyFloridaCFO.com (352) 369-2812

If you meet the above requirements, please continue with the Application Checklist.

Application Checklist

Step one: To register as an **FCTC student**, complete the following:

- Request your official sealed high school or GED transcripts. If you have an Associate degree or higher, this can be sent in lieu of high school or GED transcripts. Go to <https://fctc.edu/transcripts/> to learn how to submit your final official sealed [Transcripts](#).
- Go to your program on [FCTC.edu](https://fctc.edu) and click on **Create My FCTC Account** to start your pre-registration.
- Upon receipt of your final official transcripts, you will receive email notification which will determine your **assessment requirements**. See page 5 for more information.

Step two: To apply for the **Firefighter Program**, complete the application and include a copy of the following documents:

- Firefighter Application packet** (page 7-9) which includes Florida Residency Declaration and all required documents.
- Original** high school/GED or higher degree diploma, Fire Bureau requirement, along with transcripts.
- Valid **Assessment Scores** or **Basic Skills Exemption**
- Current valid Florida driver's license
- EMT/Paramedic or First Responder Certificate** (a State of Florida EMT or Paramedic License is also acceptable)
- Tobacco Affidavit (page 10)
- Submit/upload your application, Florida Residency documents and any additional required documents for the program. Email Admissions@FCTC.edu to request instructions on how to upload or drop off at Building A on our main campus. FCTC encourages all students to make copies of their documents for personal use in the future.
- Pay for application and the Physical Agility Test with Admissions then Registration, in building A of Main Campus.

Please review the Public Safety Calendar at
<https://fctc.edu/programs/firefighteremergency-medical-technician-combined/>
for early application dates and mandatory orientation and physical agility test.

It is the responsibility of the student to assure all paperwork has been submitted to Admissions.

ATTENTION: 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. Refer to 633.412 Firefighters: qualifications for certification <https://m.flsenate.gov/Statutes/633.412>

A person applying for certification as a firefighter must:

1. **Be a high school graduate** or the equivalent, as the term may be determined by the division, and at least 18 years of age.
2. **Not have been convicted of a misdemeanor** relating to the certification, 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.
3. **Submit a set of fingerprints** to the division with a current processing fee. *Instructions will be provided at orientation.* 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.
4. **Have a good moral character** as determined by investigation under procedure established by the division.
5. **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. The specific medical exam form is handed out at the mandatory orientation by the program instructors and must be completed before you start the class.
6. **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.

Program Fees

Go to your program at FCTC.edu and click on **Program Costs** for a complete cost breakdown.

Course Description

The Firefighter Training and Certification Program meets all state requirements to become a State Certified Firefighter.

Upon successful completion of the FCTC Firefighter Training Program and passing of the State written and practical examination, you will be eligible for a Certificate of Compliance provided that 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.

The course is fast-paced and intensive both physically and mentally. Successful completion requires a strong commitment from the student to reach the high standards that are required to pass the state exams.

Acceptance into the Program

Once you have completed the application process by providing all required documents, you will be given information regarding how to register, pay, and attend the Physical Agility Test.

Upon successful completion of the Physical Agility Test, you will be given information regarding how to register for the class and the requirements for orientation.

Students will be accepted into the program on a first come, first served basis based on the date that the completed application was received. Once the roster has been filled, students will be offered a seat in the next available class.

Orientation

Attendance at the orientation, which is held approximately two to four weeks before classes begin, is **mandatory** in order for you to be considered for the program. You must attend orientation before you will be allowed to register for the course. If you are unable to attend orientation, your application will be re-evaluated with the next pool of applicants. You must also pass the Physical Agility Test.

Attendance and Grades

Requirements for grades and attendance will be covered during orientation and in the policy/procedure.

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 as completed a minimum of 492 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. Attendance is mandatory.

Assessment Score Requirements

Once your official transcripts (high school, GED or college) are reviewed, you will receive an email letting you know if you will need to take an assessment to determine your reading and math abilities or if you are basic skills exempt.

To take the assessment, you can pay in person or call (904) 547-3383 or (904) 547-3381 to make an over the phone payment. Then, to schedule your appointment, contact the Test Center by email Testing@FCTC.edu or calling (904) 547-3390.

For those who are interested in assistance to prepare for assessments, Academic Coaching is offered through Adult Education by emailing AdultEd@FCTC.edu or calling (904) 547-3434.

	CASAS Scores		TABE Scores		
	Reading	Math	Reading	Math	Language
Firefighter	244	241	597	627	608

Auxiliary Aid

FCTC provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please visit Student Advising in Building A at the Main FCTC Campus or email StudentAdvising@FCTC.edu

Financial Aid

The Firefighter only program does not qualify for federal financial aid; other scholarships may be available.

Firefighter II Only Applicants

Applicants who have previously received a Firefighter I Certificate and wish to attend only the Firefighter II portion of the program will be required to turn in the Firefighter I Certificate into Admissions. The Career Specialist will review, and Applicant will be notified of findings via email from the Confidential Secretary. The Applicant will also be required to pass the Physical Agility Test as well as a Firefighter I written examination and skills assessment to be accepted into the Firefighter II course. Attendance at a mandatory orientation will also be required prior to the start date of the class.

Physical Agility Assessment Evaluation – Be Sure You Register/Pay for This Test

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. To view the FCTC Fire Agility Test video, click <https://vimeo.com/463086617/07a28d2634>

Applicants will be notified of date(s) and time of evaluation by email. The following items are 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 which includes long pants, T-shirt and tennis shoes. No shorts allowed!

PART 1: Aerobic Capacity Test: Walk two miles while wearing a self-contained breathing apparatus (SCBA) within 30 minutes or less.

PART 2: 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 2½” hose.
2. Hose Hoist – Hoist a roll of 2½” hose to the 5th floor window using a rope and place the hose roll inside the window.
3. Forcible Entry – Drive a slide 5’ utilizing a 12-pound sledgehammer.
4. Hose Advance – Drag a charged 1¾” hose a total of 75’.
5. Victim rescue – Drag a 165-pound victim a total of 100’ while walking backwards.

FCTC USE ONLY: FOCUS ID _____ DATE _____ Initials _____
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FIREFIGHTER APPLICATION

Day Class Start Date _____

Firefighter II Only Start Date _____

Last Name	First Name	Full Middle	Maiden/Other Names
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Street Address	Apt/Unit Number
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City	County	State	Zip
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Mailing Address (if different than Street Address)	Apt/Unit Number
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City	County	State	Zip
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Cell Phone _____	Work Phone _____
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Email _____

Date of Birth _____	Place of Birth _____
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Social Security Number _____

***This is required for FCTC to furnish annual 1098T.**

Emergency Contact Information

Emergency Contact 1 _____

Emergency Contact 2 _____

Relationship _____

Relationship _____

Contact Number _____

Contact Number _____

Check One Cell Home Work

Check One Cell Home Work

Education History

High School: Check highest grade completed 9th 10th 11th 12th

Did you receive your diploma or GED? Yes No

Have you participated in high school dual or secondary enrollment or had a prior career and technical education (CTE) training? Yes No

If yes, type of program _____

Dates of Attendance _____ School _____

Reason for leaving the program _____

Highest Level of Emergency Certification First Responder EMT Paramedic

List any current or previous fire service or medical training. Please provide proof of medical certification or proof that you are either registered or attending a medical course.

Are you affiliated with a Fire Department? Yes No

If yes, give department name _____

Department Contact Person _____ Phone _____

College: check all that apply

Some classes 1 yr. 2 yr. 3 yr. 4yr. Other

If you received a college diploma, please check all that apply

Technical Certificate/License Associates Bachelor Master's Doctorate Other

List courses taken since high school _____

If you have previous experience that you feel is relatable to this program, please explain below

Have you ever been convicted of a crime, found guilty or entered a plea of no-contest to a crime other than a traffic violation? Yes No IF yes, please explain:

The following information is not used in the eligibility process

Applicant's Gender Female Male

Race White, Non-Hispanic Black, Non-Hispanic Hispanic Multi-Racial
 Asian, Pacific Islander American Indian / Alaskan Native Other

Are you a United States Citizen? Yes No

Is English your second Language? Yes No If yes, what is your primary language?

I understand that submitting this application does not guarantee admittance into a program and that all application fees are non-refundable. I have been provided the consumer information notice at <http://fctc.edu/consumer/gainful-employment/> and campus security report on the FCTC website at <http://fctc.edu/about/safety/>. FCTC will also provide a paper copy of the campus security report upon student request.

The FCTC Student Handbook is located at <http://fctc.edu/students/handbook/>. I have read the FCTC student handbook and I agree to accept responsibility and will comply with all policies outlined in the FCTC student handbook.

I verify that all information contained in this application is true and correct. I authorize First Coast Technical College to contact former employers and educational institutions listed in this application, and further authorize these employers and educational institutions to release information to officials of First Coast Technical College concerning my performance and progress while under their employ or enrolled in their program(s).

Applicant Print Name

Signature of Applicant

Date

Florida Residency Declaration for Tuition Purposes

THIS SECTION MUST BE COMPLETED IN FULL IF YOU ARE CLAIMING FLORIDA RESIDENCY FOR TUITION PURPOSES PERSUANT F.S. 1009.21

Students who have been established as exempt from paying tuition fees or use Florida Prepaid are exempt from the residency requirement.

- I am a dependent student, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant above. The claimant is my "parent" as defined by s. 1009.21(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1)(d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17." A copy of your parent's tax return may be requested to establish dependence.
- I am an independent student who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence.) A copy your tax return may be requested to establish independence.

Name of Student _____ Last 4 of SS# _____ DOB ____/____/____
 Claimant Name _____ Relationship to Student _____
 (Claimant is the person who is claiming Florida residency, e.g., the student, parent, spouse, or legal guardian)
 Permanent Legal Address of Claimant _____
 Date Claimant Began Establishing Residency in Florida _____

Claimant must **PROVIDE TWO** qualifying forms of documentation proving at least 12 consecutive months residency prior to enrollment.

**Please select TWO qualifying forms of documentation from Tier 1 or ONE from Tier 1 & ONE from Tier 2
and include a legible copy of both documents with your application.**

<p>TIER 1: MUST have at least one from this tier</p> <ul style="list-style-type: none"> <input type="checkbox"/> Florida driver license or State of Florida IDcard <input type="checkbox"/> Florida voter registration <input type="checkbox"/> Florida vehicle registration <input type="checkbox"/> Proof of permanent home in Florida occupied as primary residence by student of parent/legal guardian (if student is dependent) <input type="checkbox"/> Proof of homestead exemption in Florida <input type="checkbox"/> Transcripts from a Florida high school for multiple years, if the Florida high school diploma or GED was earned within the last 12 months. <input type="checkbox"/> Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period <input type="checkbox"/> Proof of active duty residing or stationed in Florida <input type="checkbox"/> Proof of DD214 Honorable discharge 	<p>TIER 2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Declaration of domicile in Florida <input type="checkbox"/> Document evidencing family ties in Florida <input type="checkbox"/> Florida professional or occupational license <input type="checkbox"/> Florida incorporation <input type="checkbox"/> Proof of membership in a Florida-based charitable or professional organization <input type="checkbox"/> Any documentation that supports student's request for resident status (Ex: utility bills and 12 consecutive months of payment or lease agreement and proof of 12 consecutive months of payment)
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Claimant's Driver License
 State _____ Number _____ Issue Date ____/____/____
 Claimant's Voter Registration
 State _____ County _____ Number _____ Original Issue Date ____/____/____
 Claimant's Vehicle Registration
 State _____ Number _____ Original Issue Date ____/____/____
 Non-U.S. Citizen Only
 Resident Alien Number _____ Issue Date ____/____/____

I do hereby swear and affirm that the above-named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to F.S. 837.06.

Signature of Claimant _____ Date _____

OFFICE USE ONLY – Please ensure copies of residency documents and independent proof if required are attached.
 Reviewed by: _____ Date: _____ Approved: Yes No

Florida Residency Definitions

A Florida “resident for tuition purposes” is an independent person who has, or a dependent person whose parent or legal guardian has, established, and maintained legal residence in Florida for at least twelve (12) months. Residency in Florida must be for the purpose of establishing a permanent legal residence and not merely to just attend school at an institution of higher education. To qualify as Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve (12) month legal residence requirement may be classified as Florida residents for tuition purposes only, if they fall within one of the limited special categories authorized by the Florida Legislature and Florida Board of Education for exemption. All other persons are ineligible for classification as a “Florida Resident for Tuition Purposes.”

Documents supporting the establishment of legal residence in Florida must be dated, issued, or filed 12 months prior to the first day of class which an in-state classification is sought.

Who may be eligible to establish Florida residency for tuition purposes?

- U.S. citizens, permanent resident aliens, certain Visa categories, and certain active-duty members of the Armed Services of the United States, their spouses, and their dependent children.
- Honorable discharged veteran of the U.S. Armed forces, the U.S. Reserve Forces or the National Guard who physically resides in Florida FS 1009.26 (13).

Who is not eligible to establish Florida residency for tuition purposes?

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form).
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education.
- Students who claim independence but cannot document independence.
- Certain Visa categories.

Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and(f), F.S.
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)1.

NON-FLORIDA RESIDENT ONLY

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term in to be considered for Florida residency reclassification.

Printed Student Name _____ State of Residence _____

Student Signature _____ Date _____

OFFICE USE ONLY – Please ensure copies of residency documents and independent proof if required are attached.

Reviewed by: _____ Date: _____ Approved: Yes No