

REGISTRATION  
INFORMATION

# Fire Fighter I/II RECRUIT SCHOOL



rev. October 2020

# ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION

# ALABAMA FIRE COLLEGE FIRE FIGHTER I/ II RECRUIT SCHOOL

## ADMISSION CRITERIA:

- \_\_\_\_\_ Must be 18 to enter the course
- \_\_\_\_\_ High school diploma (or equivalent). If using VA benefits, official transcripts must be obtained from all schools attended, including all military transcripts.
- \_\_\_\_\_ Scanned copy of current valid driver's license (Faxed copies cannot be accepted)
- \_\_\_\_\_ Successful completion of [CPAT](#) (out of state students must submit [AFC CPAT form](#))
- \_\_\_\_\_ Proof of health insurance (front and back of card)
- \_\_\_\_\_ AFC Physical Statement form signed by medical doctor, or such physician's designee, within the last 12 months
- \_\_\_\_\_ Background check and drug screen will be completed on the first day of class for self-sponsored students. For department personnel, the department's chief must submit a [Notice of Employment form \(rev. 2/1/18\)](#).

## Fire Fighter Bridge additional requirements:

- \_\_\_\_\_ Certified Volunteer Fire Fighter
- \_\_\_\_\_ Certified Hazardous Materials: Awareness and Operations
- \_\_\_\_\_ Successful completion of the Fire Fighter Proficiency Exam Level I, conducted by the Alabama Fire College
- \_\_\_\_\_ Affidavit certifying 30 hours of continuing education per calendar year as indicated in: 360-X-1(d)(2) General Regulations: Administrative Procedures

**REGISTRATION PAYMENT POLICY:** Official registration requires full payment of the tuition by credit card, personal check (personal registration), or official purchase order (government agencies or businesses) at the time of registration. Accepted credit cards are: American Express, Discover, MasterCard, and Visa. Balance of fees must be paid 30 days prior to the first day of class.

**WITHDRAWAL/REFUND POLICY:** Students who register for a course and wish to withdraw in good standing must submit a written request by e-mail to [registration@alabamafirecollege.org](mailto:registration@alabamafirecollege.org), to be received prior to Orientation in order to receive a full refund. Students using VA benefits are not charged any tuition if they do not show up to the first day or withdraw on the first day; thereafter the tuition is due in full. There is an early withdrawal penalty of \$175 from Fire Fighter I/II or Bridge after Orientation has been held and before the first day of class.

The following refund policies are adhered to for withdrawals after first day of class:

### First week withdrawal:

- Students, both FF I/II and Bridge, withdrawing during the first week of class will receive a 75% tuition refund.
- No refund will be given for uniform costs.
- Prorated PPE rental refund based on withdrawal date.
- Hotel accommodation (on-campus only) refund is prorated based on the date of withdrawal.

### Second week withdrawal:

- Students, both FF I/II and Bridge, withdrawing during the second week of class will receive a 50% tuition refund.
- No refund will be given for uniform costs.
- Prorated PPE rental refund based on withdrawal date.
- Hotel accommodation (on-campus only) refund is prorated based on the date of withdrawal.

### Third week withdrawal:

- Tuition refunds will not be granted to FF I/II or Bridge students withdrawing during or after third week of class.
- No refund will be given for uniform costs.
- Prorated PPE rental refund based on withdrawal date.
- Hotel accommodation (on-campus only) refund is prorated based on the date of withdrawal.

**FF I/II CANCELLATION POLICY:** Alabama Fire College reserves the right to cancel or postpone any course. Courses that do not meet the minimum registration may be canceled one (1) month prior to the start date. When a course is scheduled and advertised, there is no guarantee that the course will be delivered. In the event that a class is canceled, the student will receive a full refund.

**RETURN YOUR COMPLETED APPLICATION:** Student must submit full admission packet, with method of payment, at time of registration. Admission packet will be returned if not complete and signed. An electronic signature will be considered as legally binding as a document signed in ink.

**Mail:** Alabama Fire College, Registration, 2501 Phoenix Drive, Tuscaloosa, AL 35405  
**Email:** [registration@alabamafirecollege.org](mailto:registration@alabamafirecollege.org)

**Applicant Type (Check one)**

<input type="checkbox"/>	Self-Sponsored
<input type="checkbox"/>	Department-Sponsored

Location of Training Facility/Department		
Course Title	Begin Date	End Date

**Individual Information:**

SSN								DOB (MM/DD/YYYY)			Gender		Previously registered?		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	M	F	Yes	No	
Last Name				First Name				Middle Name				Maiden/Former Name			
Street Address				City				County				State		Zip Code	
Email						Cell Phone Number						Work Phone Number			

**Department-sponsored information, if applicable:**

Department sending you for training						Training Officer / Fire Chief								
Email						Cell Phone Number						Work Phone Number		

**Acknowledgments:**

<b>Hold Harmless:</b> I acknowledge that I could be injured during the training and drills offered to me by the Alabama Fire College. I accept that risk of injury, and in exchange for being allowed to participate in this training and drills, release the Fire College, its instructors, and its employees from any claims for injury.														
Signature of Student														
<b>Honor Statement Policy:</b> During any phase (academic or practical) of an Alabama Fire College course (coursework, evaluation, project, practical/skills exam, cognitive/written exam) cheating, in any form, is prohibited. Cheating, in any form, is acting dishonestly to gain an unfair advantage. Cheating includes but is not limited to: giving or receiving unauthorized aid on any assignment, quiz, or exam; plagiarism, using the ideas of another and declaring it as one's own; and stealing, taking without permission. During a certification exam, any of the following acts, constitutes academic fraud and could be subject to penalties, including but not limited to, dismissal from and failure of the examination: <b>Looking at another candidate's exam; Attempting to take an exam for someone else; Attempting to remove an exam from the room in any form; Talking to another candidate; Possession of any device capable of recording or transmitting data, including but not limited to, photography and audio recordings</b>														
<input type="checkbox"/>				By checking this box, I acknowledge I have read and understood the Honor Statement Policy.										
<b>Course Withdrawal Policy:</b> Students who register for courses and fail to attend will be charged the full registration fee. To receive a full refund, all cancellations or withdrawals must be received in writing to Registration ( <a href="mailto:registration@alabamafirecollege.org">registration@alabamafirecollege.org</a> ) at least two weeks prior to the beginning of class. Students will receive full refunds for courses canceled by the Alabama Fire College.														
<input type="checkbox"/>				By checking this box, I acknowledge I have read and understood the Course Withdrawal Policy.										
<b>Prerequisite Requirements:</b> Courses may have prerequisites that include either certification or proof of training. Forward all required certificates or proof of training with this registration form. Students not meeting prerequisite requirements will not be certified. Sitting for a test does not guarantee certification. Students not certifying will receive a Certificate of Attendance only. Prerequisites must be a certificate from an agency accredited by either ProBoard or IFSAC. (VA Students must be documented that they meet prerequisites before beginning a class.)														
<input type="checkbox"/>				By checking this box, I acknowledge I have read and understood the Prerequisite Requirements.										
<b>Felony Conviction Statement:</b> I hereby affirm and certify, under penalty of perjury, that I have not been convicted of a felony and that I am not in violation of Alabama Administrative Code 360-X-1-.01(3)(e)1-2. I attest that all information provided herein is true and accurate to the best of my knowledge.														
<input type="checkbox"/>				By checking this box, I acknowledge I have read and understood the Felony Conviction Statement.										
<b>Photo Release Statement:</b> I hereby authorize the staff of the Alabama Fire College to use, reproduce, and/or publish photographs and/or video that may pertain to me, including my image, likeness and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs) or for other related marketing endeavors. This material may also appear on the Alabama Fire College's website and other related social media sites. This authorization is continuous and may only be withdrawn by my specific revocation of this authorization in writing. If I do not wish to agree to this release statement, I will alert my instructor at the beginning of the class as such.														
<input type="checkbox"/>				By checking this box, I acknowledge I have read and understood the Photo Release Statement.										

(Signature) I attest that the above is true and accurate.

Date

TUITION & FEES:

Tuition and Fees are subject to change without notice.  
Students using lodging are liable for any damages.  
Tuition must be paid to hold a seat in a class.  
All other fees must be paid 30 days prior to begin date of class.

Student Name: \_\_\_\_\_

Course Location
AFC Main Campus
RTC/ETC: _____

CHECK BOX NEXT TO SELECTION(S) BELOW:

<input type="checkbox"/>	Fire Fighter I/II	In-state tuition	\$1,085
<input type="checkbox"/>	Fire Fighter I/II	Out-of-state tuition	\$2,295
<input type="checkbox"/>	Lodging fee FF I/II 4 nights a week	Hotel accommodations for nine weeks (Mon-Thur night) (Tuscaloosa campus only. Room is double occupancy, fee is per person.)	\$1,440
<input type="checkbox"/>	Lodging fee FF I/II 5 nights a week	Hotel accommodations for nine weeks (Sun-Thur night) (Tuscaloosa campus only. Room is double occupancy, fee is per person.)	\$1,800
<input type="checkbox"/>	Bridge Program - Tuition only	5-week course for Certified VFF who seek professional FF I/II certification	\$725
<input type="checkbox"/>	PPE Rental	For those who do not have their own approved gear. (Tuscaloosa campus only) Refunds are prorated based on date of withdrawal.	\$770

TOTAL DUE		BALANCE OWED		Balance must be paid 30 days prior to first day of class.
-----------	--	--------------	--	---

METHOD OF PAYMENT (REQUIRED UPON REGISTRATION)

<input type="checkbox"/>	Cash
<input type="checkbox"/>	Check (DL # & valid phone number must be listed on check)
<input type="checkbox"/>	Money order
<input type="checkbox"/>	Purchase order (copy of PO with details required upon registration)
<input type="checkbox"/>	Credit card

Credit card information:

<input type="checkbox"/> American Express	Credit Card Number		Cardholder Information	
<input type="checkbox"/> Discover			Name:	
<input type="checkbox"/> MasterCard	Expiration Date	CCV #	Phone:	
<input type="checkbox"/> Visa			Email:	

By signing this form, I am affirming that I am accountable for all fees checked.	Date
X	

OFFICE USE ONLY: Received by:		DATE	
-------------------------------	--	------	--

# UNIFORM & EQUIPMENT REQUIREMENTS:

Please note that uniform and equipment costs are not included in tuition, and are subject to change.

## ITEMS REQUIRED FOR ALL STUDENTS:

- white or black running shoes
- black boots or dress shoes
- Personal Protective Equipment (PPE Rental is available if needed.)

Recruit School Location	How to secure PPE rental:
Regional Training Center	Contact the Regional Coordinator assigned to the RTC where the Recruit School is being held. Contact information can be found on the <a href="#">Regional Map</a> published on our website.
Main Campus (Tuscaloosa)	RENTAL FEE (\$770) includes: turnout coat, turnout pants, helmet, gloves, Nomex hood, and Self-Contained Breathing Apparatus (SCBA) with spare bottle. <i>This fee is payable at the Registration office and is available for on-campus only.</i>

## SELF-SPONSORED APPLICANTS: (approximate cost before taxes is \$592-\$624)

Minimum #	ITEM	APPROXIMATE COST (before taxes)
3	Navy t-shirts with white AFC logo	\$11 each (\$14.50 for 2XL)
3	Navy PT shorts with white AFC logo	\$19.50 each (\$22.50 for 2XL)
1	Navy sweatshirt with white AFC logo	\$22 (\$24.50 for 2XL)
1	Navy sweatpants with white AFC logo	\$22 (\$24 for 2XL)
3	Navy BDU pants	\$50 each
3	Navy golf shirts with white AFC logo	\$36.50 each (\$39 for 2XL)
1	Black cotton belt	\$10
1	Textbook	\$96
1	AFC Badge (for graduation uniform)	\$59.50
1	HazMat Awareness	\$32.42
1	HazMat Operations	\$33.10
1	AFC Patch (for graduation uniform)	\$5

## GRADUATION UNIFORMS:

- Regional Training Center Applicant:** The RTC affiliated with the recruit school will provide the student with information regarding the graduation uniform at the beginning of the Recruit School.
- Main Campus Tuscaloosa Applicant:** Graduation uniform must be purchased by all self-sponsored recruits 2 weeks prior to graduation from the AFC Bookstore.
  - Long-sleeve gray dress shirt ~\$52
  - Navy tie ~\$10
  - Dress pants, navy with red stripe ~\$55

## DEPARTMENT-SPONSORED APPLICANTS: (approximate cost before taxes is \$322-\$347)

Minimum #	ITEM	APPROXIMATE COST (before taxes)
3	Navy t-shirts with white AFC logo	\$11 each (\$14.50 for 2XL)
3	Navy PT shorts with white AFC logo	\$19.50 each (\$22.50 for 2XL)
1	Navy sweatshirt with white AFC logo	\$22 (\$24.50 for 2XL)
1	Navy sweatpants with white AFC logo	\$22 (\$24 for 2XL)
1	Textbook	\$96
1	HazMat Awareness	\$32.42
1	HazMat Operations	\$33.10
	Uniforms for daily wear *	* Issued by Department
	Uniform for Graduation *	* Issued by Department

# AFC BOOKSTORE SUPPLIES ORDER FORM:

Please note that uniform and equipment costs are subject to change.

## How to order supplies from the AFC Bookstore:

- In person:** Alabama Fire College Bookstore located on the main campus in Tuscaloosa
- By phone:** 1(866)984-3545
- Online:** [www.afcbookstore.com](http://www.afcbookstore.com)

Applicant Type (Check one)	
<input type="checkbox"/>	Self-Sponsored
<input type="checkbox"/>	Department-Sponsored

Recruit School Location (check one)		Dates	
<input type="checkbox"/>	On Campus (Tuscaloosa)		
<input type="checkbox"/>	Regional Training Center:		RTC:

Name	Email	Phone

Will the items be shipped? If so, enter the shipping information below:	
Name	
Address	

							Quantity	Bookstore Use Only
								# Received
3 Navy t-shirts with white AFC logo	S	M	L	XL	2XL			
3 Navy PT shorts with white AFC logo (Order one size larger)	S	M	L	XL	2XL			
1 Navy sweatshirt with white AFC logo	S	M	L	XL	2XL			
1 Navy sweatpants with white AFC logo	S	M	L	XL	2XL			
3 Navy golf shirts with white AFC logo	S	M	L	XL	2XL			
3 Navy BDU pants (unhemmed; student is responsible for hemming to desired length)	28"	30"	32"	34"	36"	38"	40"	42"
1 Black cotton belt								
Textbook								
HazMat Awareness								
HazMat Operations								

**GRADUATION UNIFORM: On-campus self-sponsored students:** Graduation uniforms are ordered and purchased through AFC Bookstore prior to graduation. This amount is separate and not included in initial recruit clothing or tuition and equipment amounts. **RTC students:** Graduation uniform information will be provided at the beginning of recruit school.

Payment Type	Amount	Notes			
<b>Check</b> List check # in Notes					
<b>Cash</b>					
<b>Money Order</b> List order # in Notes					
<b>Purchase Order</b> A copy must be submitted upon ordering	Name of Fire Dept:			PO #:	
	Dept. Address:			Dept. Phone:	
<b>Credit Card</b>	CC Number:			Exp. Date:	
	Cardholder Name:			Zip Code:	
	Card Type:	Visa	Master Card	Discover	American Express



# ALABAMA FIRE COLLEGE & PERSONNEL STANDARDS & EDUCATION COMMISSION

This form must be completed and forwarded to the Alabama Fire College & Personnel Standards & Education Commission's Certification Unit for both Career (Paid) and Volunteer Applicants

## PHYSICAL STATEMENT

The physical and medical examination should be conducted for the purpose of detecting or determining the presence of deficiencies or abnormalities which would reasonably be expected to limit the abilities of the applicant to satisfactorily and safely perform all the duties associated with firefighting.

The Essential Functions of Firefighting listed below are meant to serve as a reference resource for physicians when determining the fitness of a candidate for firefighting duties as recommended by NFPA 1001: *Standard for Fire Fighter Professional Qualifications*' Entrance Requirements. The Essential Functions of Firefighting are meant to define and to give a broader understanding of the physical requirements demanded of firefighters. The Essential Functions of Firefighting are merely meant to be used as an aid for physicians when assessing the physical status of a candidate.

<b>I, as a licensed practicing physician, have examined and certify the individual listed below to be in-good health and physically fit for the performance of duties as a firefighter.</b>		
<b>Applicant's Full Name – Print</b>		
<b>Last 4 digits of Applicant's SSN</b>		
<b>Date of Examination</b>		
<b>Physician's Name (or such Designee)–Printed</b>		
<b>Physician's Signature (or such Designee)</b>		
<b>Name of Practice</b>		
<b>Address</b>	<b>Office Number</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>

## Essential Functions of Firefighting

- \*While wearing personal protective ensembles and self-contained breathing apparatus (SCBA), performing fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods
- \*Wearing a SCBA, which includes a demand valve–type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads
- \*Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA
- \*Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg)
- \*Wearing fire protective ensemble including SCBA, 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)
- \*While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility
- \*While wearing personal protective ensembles and SCBA, advancing water-filled hoselines up to 2<sup>1</sup>/<sub>2</sub> in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles
- \*While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines and/or other hazards
- \*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
- \*Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- \*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
- \*Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers)
- \*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
- \*Working in shifts, including during nighttime, that can expand beyond 12 hours.