



Firefighter Course Registration Information (FST228, FST129, FST229, FST230)

Note: This information pertains to the Firefighter 1, Firefighter 2, or Firefighter 1&2 course. If you are interested in a Volunteer Firefighter course, please refer to that document.

Thank you for your interest in the Stark State Fire Academy. Please review the attached documents that provide information about the firefighter course. Financial Aid is available to those who qualify.

STEP 1 - Read and review this document in its entirety before taking action

STEP 2 - CONTACT THE FIRE PROGRAM COORDINATOR

Dan Reed
Fire Program Coordinator
Stark State College
dkreed@starkstate.edu
330-494-6170 ext. 4956

OR

Jeff Magee
Department Chair
Stark State College
jmagee@starkstate.edu
330-494-6170 ext. 4605

STEP 3 – ENROLLMENT

STUDENTS WHO ARE NOT AFFILIATED WITH A FIRE DEPARTMENT

1. Go to the following webpage to enroll at Stark State College:
<https://www.starkstate.edu/admissions/new-students/>
2. Once you complete the enrollment process, or are a currently enrolled student, you must contact the Fire Program Coordinator (Contact information at bottom of document) for more information on the firefighter courses. Please have your student ID available.

STUDENTS WHO ARE AFFILIATED WITH A FIRE DEPARTMENT AND THE DEPARTMENT IS PAYING FOR YOUR TRAINING PRIOR TO THE START DATE OF THE COURSE.

1. Refer to the enclosed “Procedure for Fire Departments” guide to enroll at Stark State College
2. Once you complete the enrollment process, you must contact the Fire Program Coordinator (Contact information at bottom of document) for more information on the firefighter courses. Please have your student ID available.

STEP 4 – PRE-REGISTRATION REQUIREMENTS

THESE REQUIREMENTS MUST BE MET PRIOR TO THE START DATE OF YOUR FIREFIGHTER COURSE. This is a required process set forth by the Ohio Department of Public Safety and Ohio Administrative Code 4765.

STUDENTS WHO HAVE NOT SUBMITTED THE REQUIRED DOCUMENTATION PRIOR TO THE FIRST DAY OF CLASS WILL NOT BE PERMITTED TO TAKE THE COURSE PER THE OHIO DEPARTMENT OF PUBLIC SAFETY AND THE OHIO ADMINISTRATIVE CODE.

Refer to the attached document, “Firefighter Course Pre-Registration Checklist”

1. Once you have read the pre-registration requirements, respond via e-mail to the Fire Program Coordinator to make arrangements to submit the following documentation:
 - Student ID number
 - Course ID and CRN number
 - Stark State Fire Academy Medical evaluation form
 - BCI Background Investigation – **MUST BE COMPLETED BY STARK STATE SECURITY OFFICE**
 - Contact SSC Security (<http://www.starkstate.edu/content/background-check-information>) to schedule a BCI background check. If you have not lived in the State of Ohio for the past five (5) years, you will also be required to have an FBI background check.
 - You will receive an email referencing verification of eligibility through your Stark State email. Please direct all background questions to the Security Office. Once the background check is completed, you will need to obtain a hard copy from the Security Office and submit it to the Fire Program Coordinator.
 - See attached *SSC Background Check Information* flier for further information
 - Clear copy of driver’s license (Must be able to see face)
 - If you currently do not have a driver’s license, please discuss with the Fire Program Coordinator.
 - Copy of CPR/BLS card and EMR or EMT certification
 - You can also show that you have attended an EMT course, but are not yet certified, by providing a transcript showing completion of the EMT course. (If you do not hold one of these cards or certifications, or attended an EMT course, a class will be available for you prior to the start date of the course to meet this requirement.)
 - Agreement & Release Form
 - Copy of NIMS 700 and NIMS 100 course completion certificates
 - These courses can be taken at the following links:
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
2. Once you have made arrangements with the Fire Program Coordinator to submit the required documentation, registration for the class will be opened for you to register. You will be notified by email that registration has been opened.

Please check the College website to ensure you are using the most current Checklist when applying to a Firefighter Course
Revised Jan 30, 2020

STEP 5 – BOOKS AND EQUIPMENT

REQUIRED BOOKS

- Check with Fire Program Coordinator for current required text books.
- Student Manual Packet – ONLY AVAILABLE IN THE STARK STATE COLLEGE BOOKSTORE

BOOK, WORKBOOK, AND STUDENT MANUAL PACKET ARE REQUIRED AT THE COURSE ORIENTATION

IF YOU ORDER THE BOOKS FROM A VENDOR OTHER THAN THE STARK STATE COLLEGE BOOKSTORE, IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE THE APPROPRIATE REQUIRED BOOKS AT THE COURSE ORIENTATION.

EQUIPMENT

Stark State College can supply students with most of the required Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA). If a student is using equipment from the college they shall keep it in good condition and shall ensure it is cleaned upon completion of the class (Student is required to pay a fee of \$30.00 to a gear cleaning vendor, selected by the Program, at the end of class). If a student is on a fire department and is providing his own PPE and SCBA, the equipment must be in good condition for use at the college. The following is a list of equipment requirements:

Fire Jacket - Fire pants with suspenders - Fire boots - Fire helmet - SCBA with facepiece

*Eye protection (Clear Lens Safety glasses)

*Hearing protection (Disposable foam earplugs)

*Fire Gloves and Fire Hood (Available from vendor during class) (Approximately \$90-\$100)

*2 – Stark State Fire Academy Uniform shirts (Available from vendor during class)

***These items are the students' responsibility and are not supplied by Stark State College**

Thank you for your interest and we look forward to meeting you.

If you have any questions about the registration process contact the Fire Program Coordinator.

Dan Reed
Fire Program Coordinator
Stark State College

dkreed@starkstate.edu

330-494-6170 ext. 4956

PROCEDURE FOR FIRE DEPARTMENTS

Prior to registering for a firefighter course, the student must contact the Fire Program Coordinator. All requirements noted in this document must be met prior to a student being permitted to register for the course. Students are blocked in the registration system until they make contact with the Fire Program Coordinator.

In order to streamline the registration process for Fire Departments sending their candidates to the Firefighter Training Courses, please take the following steps:

1. Current Stark State College students
 - a. Register for the correct firefighter course through the mystarkstate portal.
 - b. Proceed to step 3.
2. Non-Stark State College students
 - a. The candidate/employee applies on-line as a guest/transient student.
 - i. <https://www.starkstate.edu/admissions/transient-guest/>
 - b. Registering for a Firefighter Course
 - i. Email Jackie Hostetler, jhostetler@starkstate.edu and the fire program coordinator dkreed@starkstate.edu with your intention to sign up for a Fire Course and for what semester. This can be done by the Chief with the names of attendees attached, or done by the individual student. Please include full name, in addition to date of birth.
3. Payment for a Firefighter Course
 - a. Chiefs, for approval and appropriate information for invoicing contact the Bursar's Office with the following information:
 1. Purchase order # or authorization letter
 2. Student / Employee Name and Student Identification Number
 3. Time period of coverage which can be:
 - a. Specific semester – Summer, Fall, Spring or
 - b. Specific academic year or
 - c. Total time to achieve degree
 4. Number of credit hours or specific courses
 5. Listing of other charges that they will pay
 - a. Fees: Processing, Maintenance & Security, Background, etc
 - b. Books
 - c. Supplies
 6. Billing address

Do not send payment to Stark State College without receiving an invoice. Invoices are processed and mailed approximately eight weeks into the semester.

Bursar's Office
Jessi Wilton
Stark State College
6200 Frank Avenue NW
North Canton, OH 4420
330-494-6170 ext. 4573
jwilton@starkstate.edu

BACKGROUND INVESTIGATION INFORMATION

FIRE SCIENCE STUDENTS (FST228)

Upon completion of your background investigation, you will be waiting for a letter of eligibility (email subject-Health Science eligibility results) to arrive on your starkstate.net e-mail (Gmail not Blackboard). Once you receive your email, your results are ready for pick up at the Security Desk. You will need to bring your driver's license or state ID to pick up the results-no exceptions.

After picking up your results, please provide a copy to the Fire Program Coordinator.

Dan Reed
Fire Program Coordinator
Stark State College

dkreed@starkstate.edu

330-494-6170 ext. 4956

Please note that background checks typically take 2 weeks to process, but may take up to 30-45 days to process depending on your background history.

If you have not lived in the State of Ohio for the last 5 years, you are required to do both the BCI & FBI background check.

Background check results will be stored in the Campus Security Office.

Any questions about the status of your background check results can be directed to Diana Tsenekos at 330.494.6170 x4424 or dtsenekos@starkstate.edu.

Please call the Campus Security Office to schedule an appointment first at: 330-494-6170 ext. 4367

Available sessions by appointment only:

Monday	8:30am-12:00pm/1:00pm-3:30pm
Tuesday	8:30am-12:00pm/1:00pm-4:30pm
Wednesday	8:30am-12:00pm/1:00pm-3:30pm
Thursday	8:30am-12:00pm/1:00pm-3:30pm
Friday	Limited availability for special circumstances

The background checks are completed at the Campus Security Front Desk.

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Revised Jan 30, 2020

AGREEMENT AND RELEASE

EMERGENCY SERVICES DEPARTMENT
STARK STATE COLLEGE

The undersigned hereby applies to participate in Training or Testing at **THE STARK STATE COLLEGE FIRE TRAINING FACILITY** in North Canton, Ohio. In consideration of allowing the undersigned to participate in training or testing and use of facilities, I agree as follows:

1. To abide by all of the College's Rules and Regulations which may be in effect during the course of this training, testing, or any other procedure which relate to the control of my actions and conduct while on the College campus, including the Fire Training Facility Rules and Procedures attached hereto.
2. I hereby acknowledge the risks and hazards which may arise through participation in training, testing, or any other procedure and that these activities involve serious risks, including risk of loss of life and/or limb and/or property.
3. I hereby acknowledge that my participation in said training, testing, or any other procedures is at the sufferance of the College and I acknowledge that such participation may be revoked at any time, either orally or in writing, by any authorized College personnel. In the event of such revocation, I shall immediately comply and shall thereafter have no rights or recourse against **STARK STATE COLLEGE**, its agents or employees as a result of that decision or any other matter whatsoever.
4. I hereby agree to hold **STARK STATE COLLEGE**, its agents, employees, and Trustees harmless and to release them from any and all claims which might inure to the benefit to myself, my heirs or assigns during the course of said training, testing or other procedures; whether arising out of any actions or inaction, either intentional or negligence on the part of myself, **STARK STATE COLLEGE**, its agents, employees, and Trustees. I agree that this Release shall be binding upon any of my heirs, administrators, executors, and assigns.
5. I agree to maintain or cause to be maintained a health and accident policy of insurance ensuring that any medical and other claims resulting from my participation in Training or Testing, etc. shall be covered. I agree to provide the College with proof of such insurance upon the request of the College.
6. By signing this Agreement, I hereby certify that I have read this Agreement and Release, the Rules and Procedures attached thereto, and agree to abide by the conditions contained in them.

STUDENT (print)

SIGNATURE

DATE

PARENT (print) (If under 18 years of age)

SIGNATURE

DATE

Emergency Contact Information

Last Name _____ First Name _____

Relationship _____

Phone Number _____

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Stark State Fire Academy Medical Evaluation Form

NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, Chapter 5 states that “the physician shall consider the physical, psychological, intellectual, and psychological demands of the occupation when evaluating the candidate’s ability to perform the essential job tasks” and that “medical requirements shall be correlated with the essential job tasks.” **(Please reference Essential Functions of Firefighting on Page 2)**

I, Dr. _____ have physically and medically evaluated _____, and having been properly informed of the essential functions and physical demands of the firefighting profession, deem that this individual is physically and medically fit as a student to participate in a Firefighter I or II training course.

Date	Fill Out Completely
Student Name	
Medical Office Name	
Medical Office Phone Number	
Medical Office Contact Person	
Healthcare Provider Printed Name	
Healthcare Provider Signature	

Turn in both pages to the Fire Program Coordinator

IMPORTANT: It is the student’s responsibility to ensure that the Doctor’s Office fills out the medical evaluation form in its entirety.

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Essential Functions of 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. 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 determining the physical status of a candidate. 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 while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), 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 non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- Climbing six or more flights of stairs while wearing fire protective ensembles weighing at least 50 lb. or more and carrying equipment/tools weighing an additional 20 to 40 lb.
- 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 degrees Fahrenheit.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb. to safety despite hazardous conditions and low visibility.
- Advancing water-filled hoselines up to 2-1/2 in. in diameter from the fire apparatus to occupancy approximately 150 ft., which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- 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.
- 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 lights and siren.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, which is further exaggerated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (five 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.

Healthcare Provider Signature: _____ DATE: _____
(Signature acknowledges you have read and understand the Essential Functions of Firefighting)

Firefighter Course Pre-Registration Checklist

	Requirements	
	Complete College admission and ACCUPLACER testing. <i>(New Students)(1)</i>	
	Stark State Fire Academy Medical Evaluation Form (2)	
	CPR card (3)	
	Emergency Medical Care training (4)	
	Agreement & Release Form (5)	
	BCI Background Check (6)	
	Copy of NIMS 700 & NIMS 100 Certificates (7)	
	Copy of Driver's License (Must be able to see face in copy) (8)	
	Mandatory Course Orientation (9)	

1. ACCUPLACER testing: Must meet IDS 102 or Proficiency.
2. Medical Evaluation form: Included in this packet. This form is specific for the course and must be used to meet the requirement. ***Required to be submitted prior to the start date of the fire course.***
3. Valid CPR card: ***Required to be submitted prior to the start date of the fire course.***
4. Emergency Medical Care Training: Students must provide documentation of Emergency Medical Care training. One of the following three methods must be met:
 - A. Provide a copy of EMS certification; First Responder, EMR, EMT, or Paramedic.
 - B. Provide a copy of an EMS course completion with a passing grade.
 - C. Shall successfully complete emergency medical care training in accordance with the following:
 - i. The training shall consist of a minimum of eight hours.
 - ii. The training shall meet the performance capabilities specified in NFPA 1001 chapter 4.3.
 - iii. Method 3 can be met by attending an 8-hour training day which will be available through Workforce Training to those students who need it. This will satisfy the requirement for emergency medical care and CPR training. Inform the fire program coordinator if you require this training.***A, B, or C is Required to be completed and documentation submitted prior to the start date of the fire course.***
5. Agreement & Release Form: ***Required to be submitted prior to the start date of the fire course.***
6. BCI Background Check: ***Required to be submitted prior to the start date of the fire course.***
7. NIMS & NIMS 100: ***Required to be submitted prior to the start date of the fire course***
8. Driver's License: Must submit a copy of a valid driver's license. You must be able to see the applicants face in the copy.
9. Mandatory Course Orientation: Information will be provided upon request. Contact Fire Program Coordinator for further information.

If a student is unable to submit the required documentation prior to the first day of the course, they will not be permitted to attend FST 228 Firefighter 1&2. In this circumstance contact the Fire Program Coordinator.

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