



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.

Welcome to the Stark State Fire Program

Thank you for your interest in the Stark State Fire Academy. Please review this packet that provides information about registering for the firefighter course. Financial Aid is available to those who qualify.

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

This document is here to help you prepare for registration to the Fire Program. Below is some information to help you succeed in class.

Attendance is Mandatory

Firefighter Level I&II courses follow strict attendance policies due to the Ohio Department of Public Safety requirements. Missing class may make you ineligible for state certification.

Time Management

The Firefighter Level I&II courses use the textbook, Fundamentals of Firefighter Skills and Hazardous Materials. This course has 30 tests covering the 37 chapters in this textbook. You are expected to read ahead and be prepared for class. If you get behind in assignments it is very easy to get to a point that you can not catch up. If you have a grade of less than a 70% in the class you will not be eligible for state certification and may not be eligible for Live Fire Training.

Firefighter Training is physically demanding

This course involves completing skills while wearing firefighting protective equipment weighing up to 50 lb. and operating with a self-contained breathing apparatus (SCBA). Students will work in confined spaces with limited to no visibility; carry equipment weighing 20–40 lb.; crawl and drag victims weighing 180 lb. or more; climb ladders up to 100 ft; advance charged, water-filled hoselines into and around structures; operate hand and power tools on flat and pitched roofs; and enter live fire environments to extinguish fires and search for victims.

Students can prepare for this course by maintaining a high level of physical fitness, focusing on strength training and cardiovascular endurance.

STEP 2 - CONTACT THE FIRE PROGRAM COORDINATOR IF YOU HAVE ANY QUESTIONS

DIRECT QUESTIONS TO:

Eric Dyrland
Fire Program Coordinator
Stark State College
edyrlund@starkstate.edu
330-494-6170 ext. 4956

STEP 3 – ENROLLMENT

You must be officially enrolled at Stark State College (See below)

Meet the minimum reading requirement:

Contact Gateway Services for details on placement testing or exemptions.

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 can contact the Fire Program Coordinator (Contact information above in Step 2) 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

INDIVIDUALS TAKING THIS COURSE SHALL BE EIGHTEEN (18) YEARS OF AGE, EXCEPT A STUDENT WHO IS SEVENTEEN (17) YEARS OLD PROVIDED THAT THE STUDENT HAS GRADUATED OR IS ENROLLED IN THE TWELFTH (12) OR FINAL GRADE IN A SECONDARY SCHOOL PROGRAM.

THESE REQUIREMENTS MUST BE MET PRIOR TO BEING ELIGIBLE TO REGISTER FOR YOUR FIREFIGHTER COURSE.

(Required by the Ohio Department of Public Safety and Ohio Administrative Code 4765.)

STUDENTS WHO HAVE NOT SUBMITTED THE REQUIRED DOCUMENTATION WILL NOT BE PERMITTED TO REGISTER FOR 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 completed the pre-registration requirements, e-mail them to the Fire Program Coordinator or schedule an appointment to submit in-person:

(ALL DOCUMENTS EMAILED MUST BE IN PDF FORMAT, or they will not be accepted)

- In your email provide your Student ID number and which specific course you want to register for (CRN number)
- Stark State Fire Academy TWO PAGE Medical evaluation form (Page 10 and 11) This must be signed by a PHYSICIAN.
 - This is the student’s financial responsibility.
- BCI Background Investigation – **MUST BE COMPLETED BY STARK STATE SECURITY OFFICE**
 - Refer to background check information sheet (Page 8 in this document) to schedule a BCI 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. If you are going on to EMT or Paramedic class after Firefighter class, you should consider completing both the BCI and FBI background checks. These are required for the EMS program and are good for 1 year from the date they were completed. This may keep you from having to complete an additional background check for a future class.
- Clear copy of driver’s license (Must be able to see face)
 - If you currently do not have a driver’s license, please discuss this with the Fire Program Coordinator.

- Copy of Healthcare Provider CPR certification (BLS Basic Life Support), Basic First Aid certification or 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, certifications, or attended an EMT course, you will need to obtain a Basic First Aid certification)

 - Agreement & Release Form (Page 9)

 - Copy of NIMS 700, NIMS 100 and NIMS 200 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>
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>
2. Once you have made arrangements with the Fire Program Coordinator to submit the required documentation, he will register you for the course. You will be notified by email that registration has been completed with further details and information.
3. Class spots are not held pending documentation. All required documentation must be submitted for registration

You cannot register on your own

STEP 5 – BOOKS AND EQUIPMENT

REQUIRED BOOKS

Jones & Bartlett, *Fundamentals of Fire Firefighter Skills and Hazardous Materials*, 5th Edition with **Premier** Package (ISBN 9781284283051)

- Fire Academy Student Packet – ONLY AVAILABLE IN THE STARK STATE COLLEGE BOOKSTORE
- 10-foot practice rope – ONLY AVAILABLE IN THE STARK STATE COLLEGE BOOKSTORE
- 10-foot practice webbing – ONLY AVAILABLE IN THE STARK STATE COLLEGE BOOKSTORE

TEXTBOOK AND FIRE ACADMEY STUDENT PACKET ARE REQUIRED AT THE COURSE ORIENTATION

<https://shop.starkstate.edu/welcome-stark-state-college-store>

IF YOU ORDER THE BOOK 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.

REQUIRED UNIFORM

- 2 – Stark State Fire/EMS Academy T-shirts*
- 1 – ¼ Zip Stark State College Fire Academy Sweatshirt*
- Optional Stark State Fire Academy Baseball Cap, Fleece Lined Knit Hat, ¼ Zip Pull-Over

**(If you are on a fire department, you will not be required to purchase the Stark State Uniform, however, you must wear your fire department uniform to class at all times)*

Required Uniforms are available at the Stark State College Bookstore

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. Students using Stark State supplied gear are required to pay a fee of approximately \$40.00 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 their 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

The following items are the students' responsibility and are not supplied by Stark State College:

- Eye protection (Clear Lens Safety glasses)
- Hearing protection (Disposable foam earplugs)

- Fire Gloves and Fire Hood (These items are available at the Stark State bookstore and can be purchased the first week of class)

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

Procedure for Fire Departments

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

1. Have the candidate/employee apply online as a guest/transient student.
 - a. <https://www.starkstate.edu/admissions/transient-guest/>
2. Email Jackie Hostetler, jhostetler@starkstate.edu and Eric Dyrland, edyrlund@starkstate.edu, to advise your intention to sign up for the Fire Course (advise which fire course) and for what semester. This can be done by the Chief with the names of attendees attached, or done by the individual students. Please include full name, in addition to date of birth.
3. Jackie will email the students with their schedule attached.
4. Chiefs contact Diane Cox with the following information:

This will give us approval and appropriate information for invoicing.

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

Our invoices are processed and mailed approximately eight weeks into the semester.

Diane's Contact Information:
Diane Cox, Business Office Specialist
Stark State College
6200 Frank Avenue NW, S301B
North Canton, OH 4420
330-494-6170 ext. 4514
bcoc@starkstate.edu

BACKGROUND CHECK INFORMATION SHEET

Stark State's Security Office on Main Campus conducts our Program's student background checks

Scheduling, forms and payment



- Background checks are completed by appointment only.
 - **DO NOT** just call or go to security without an appointment.
 - You need to have your Driver's License, State ID or Passport and know your Social Security Number at your appointment.
1. Click on this link to schedule a background check
[https://gatewayadvising.as.me/schedule/1ac91137/appointment/18889527/calendar/4740715?appointmentTypesIds\[\]=18889527](https://gatewayadvising.as.me/schedule/1ac91137/appointment/18889527/calendar/4740715?appointmentTypesIds[]=18889527)
 - No walk-ins will be accepted.
 - [Print, Complete and bring the background check form](#) to your appointment. Hard copies of the form will be available if you are unable to bring a copy.
 - **Make the payment before you come to the appointment unless you are a CCP student, STNA student, or a potential hire. You can pay in person at the Cashier Window, 3rd Floor in the S Building. Credit cards will be accepted.**

General Information

- Enter through door S1 (main entrance) where you will be required to check-in with the Security Desk.
- The background check station is located in S103.
- We ask that you arrive to your appointment on time and allow for extra time if you need to pay at the cashier's window.
- If the student is a minor, a parent or guardian **must** accompany them to their appointment to have their (the parents) signature witnessed.

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 BCI and FBI background check.**

When SSC's Security Office receives the BCI/FBI results, the Security Officer reviews the Ohio Revised Code Disqualifying Offenses Lists and assigns the student one of the following codes: Eligible (E), Ineligible (I), or May be Eligible (M). The Security Officer then enters the student's code into Banner, and Banner initiates an email that lets the student know if they are Eligible (E), Ineligible (I), or May be Eligible (M). **You will need to check with your Program Coordinator to see if Eligible (E) or May be Eligible (M) will meet the requirements for your program**

*****You will need your Driver's License or State ID to pick up the results – no exceptions!**

For background check inquiries, please contact: 330-494-6170 ext. 5801 or email Kirby Hartman at khartman@starkstate.edu.

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 _____



Stark State Fire Academy Medical Evaluation Form

Must be signed by a DOCTOR (MD or DO)

(STUDENT IS FINANCIALLY RESPONSIBLE FOR PAYMENT OF MEDICAL EVALUATION)

NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, Chapter 5 states that “the physician shall consider the physical, physiological, 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. **(ENSURE THIS SECTION IS COMPLETELY FILLED OUT)**

Date	
Student Name	
Medical Office Name	
Medical Office Phone Number	
Medical Office Contact Person	
Physician MD or DO) Printed Name	
Physician (MD or DO) 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.

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.
- While wearing personal protective ensembles and SCBA, 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 (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.

• **Physician Signature:** _____ **DATE:** _____

(Signature acknowledges you have read and understand the Essential Functions of Firefighting)

CPR Certification

Students are required to have a current **Healthcare Provider CPR Certification**

- This is commonly referred to as BLS or Basic Life Support
- This certification can be obtained through:
 - American Heart Association
 - American Red Cross

If you are going on to EMT class, the clinical sites require **American Heart Association** therefore completing that certification will eliminate the need to do it again in EMT class.

This certification is required to be completed and submitted prior to the first day of class.

[American Heart Association](#)

<https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training>

[American Red Cross](#)

<https://www.redcross.org/take-a-class/bls>

BASIC FIRST AID Certification

Students are required to possess a Basic First Aid certification.

Students can attend an in person or on-line First Aid course through an agency such as the American Red Cross, American Heart Association, or National CPR Foundation.

- The training shall consist of a minimum of 4 hours
- The training shall meet the performance capabilities specified in NFPA 1001 chapter 4.3.

Current EMR, EMT, Paramedic or Military First Aid Training will qualify.

This certification is required to be completed and submitted prior to the first day of class.

[American Heart Association](#)

<https://cpr.heart.org/en/cpr-courses-and-kits/heartsaver/heartsaver-first-aid-training>

[American Red Cross](#)

[American Red Cross](#)

<https://www.redcross.org/take-a-class/first-aid/first-aid-training/first-aid-certification>

[National CPR Foundation](#)

<https://nationalcprfoundation.com/courses/standard-first-aid-3/>

COURSE SCHEDULES

3 Adult Firefighter Level I&II classes are offered in the Fall and Spring Semesters

1. Monday & Wednesday 8am to 1230pm and Friday 8am to 530pm
2. Tuesday 8am to 530pm and Thursday & Friday 8am to 1230pm
3. Monday & Wednesday 530pm to 10pm and Saturday 8am to 530pm

These course days and times are subject to change, contact with the Fire Program Coordinator to verify the schedules

FIREFIGHTER 1&2 COURSE ORIENTATION

MANDATORY MEETING - ALL STUDENTS MUST ATTEND

- Thursday before the first day of class at 8 a.m. (TRF Course CRN 31982)
- Friday before the first day of class at 8 a.m. (MWF Course CRN 29225)
- Saturday before the first day of class at 8 a.m. (MWS Course CRN 21664)
- Fire Training Building – Room F100
- The orientation will last as long as required to cover all materials and issue gear/equipment. Plan on 4 to 6 hours in duration.

You must bring your textbook and Student Packet from the bookstore to orientation

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)	
	Healthcare Provider CPR card BLS (3)	
	Basic First Aid/Veteran/Emergency Medical Technician training (4)	
	Agreement & Release Form (5)	
	BCI Background Check (6)	
	Copy of NIMS 700 & NIMS 100 & NIMS 200 Certificates (7)	
	Copy of Driver's License (Must be able to see face in copy) (8)	
	Mandatory Course Orientation (9)	

1. NEXTGEN ACCUPLACER READING test: Must meet IDS 102 or Proficiency (ACT Reading score of 18 or higher or Accuplacer Reading score of 246 or higher).
2. Medical Evaluation form: Included in this packet. This form is specific for the course and must be used to meet the requirement. Both pages are to be submitted. **Student is financially responsible for payment for medical evaluation. Required to be submitted prior to registering for the fire course, if not received, you will not be registered for the course.**
3. Valid Healthcare Provider CPR card(BLS Basic Life Support): **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 four methods must be met:
 - A. Provide a copy of EMS certification; First Responder, EMR, EMT, or Paramedic.
 - B. Red Cross First Aid Certification (or equivalent)
 - C. Provide a copy of an EMS course completion with a passing grade.
 - D. Shall successfully complete emergency medical care training in accordance with the following:
 - i. The training shall consist of a minimum of four hours.
 - ii. The training shall meet the performance capabilities specified in NFPA 1001 chapter 4.3.**A, B, C or D 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 registering for the fire course, if not received, you will not be registered for the course**
7. NIMS 700 & NIMS 100 & NIMS 200: **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: 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 may not be permitted to attend FST 228 Firefighter 1&2. In this circumstance contact the Fire Program Coordinator.