

2020 Spring Fire School Frequently Asked Questions

How do I register?

- Register online on the Spring School page at teex.org/annualschools
- Should you need assistance with online registration, please call (866) 878-8900.
- If registering with a Purchase Order or Texas A&M Forest Service approval letter/voucher, you **must** forward (by email (annualschool@teex.tamu.edu) or fax (979) 847-9304) a copy of the signed PO or TFS approval letter/voucher within **48 hours**; otherwise, your pending registration will be cancelled.
- Enrollment is limited, so register early!

Then what?

- If you are mailing in your payment please make checks payable to: TEEX (Texas A&M Engineering Extension Service)
- Must pay with U.S. currency or checks drawn on U.S. banks.

Is there a deadline for registration?

- Registration will remain open online through March 2, 2020 at 8:00 am. However, late registrations after **Monday, February 24, 2020 at 5:00 pm** will be assessed a \$50.00 processing fee.

When is check-in?

- **Sunday, March 1, 2020**
- 10:00 a.m. – 12:00 Noon

Where is check-in?

- Brayton Fire Training Field
- Henry D. Smith Building #25

What if I can't be here until Monday morning?

- Late check-in/registration will be from **6:30 a.m. until 8:00 a.m., Monday, March 2, 2020**, Brayton Fire Training Field, Henry D. Smith Bldg. #25
- Late check-in is discouraged due to lost class time.

Tuition

See the Spring School page at teex.org/annualschools for fees and course descriptions

What about lodging during the school?

- Contact the Bryan/College Station Convention and Visitor's Bureau at (979) 260-9899 or experiencebcs.com for information on area motels and hotels.

Are meals furnished with tuition?

- All student **noon** meals are provided with your tuition.
- Noon meals are served at Brayton Fire Training Field, Monday – Thursday.
- Participants are responsible for all other meals.

What if I have to cancel my registration?

- If you cannot attend a class, you must contact TEEX in writing, in advance, to either transfer or cancel your registration.
- TEEX will provide a full refund if you cancel 15 or more calendar days before the start of the class (request must be in writing via email to annualschool@teex.tamu.edu).

- Cancellations received 14 calendar days or less before the start of the class will be charged a fee of 10% of the class tuition (request must be in writing).
- If TEEEX cancels a class, customers will be offered:
 1. A transfer to a scheduled class of the same course.
 2. A transfer to another class of a different course.
 3. A full refund.

What if I have to miss a session or a day of class?

- Attendance is checked for each session or class.
- Students must wear their nametags at all times.
- To receive a **Successfully Completed** certificate, student must attend and participate in all class sessions and take an examination.
- Those participants not in compliance will not receive a certificate.

Are exams given on the course?

- Friday morning all students are required to take a final written examination.
- Travel arrangements should be made to accommodate Friday's schedule.

How do I get to Brayton Fire Field?

- Students should provide their own transportation to and from class.
- Maps of the Bryan/College Station area and Brayton Fire Field are located on the Spring School page on teex.org/annualschools

Where do I park?

- Student must park outside the fence at Brayton Fire Training Field.
- Parking is limited so carpooling is highly encouraged.

Dress Code

- Every day, casual clothing suitable for an office environment.
- Full length pants (shorts are strictly prohibited for any training).
- Short sleeves are allowed, but sleeveless shirts are prohibited.
- Closed-toed shoes **must be worn at all times**, regardless of classroom or exterior training exercise.

What is PPE?

- Personal Protective Equipment. Safety/clothing (bunker gear) that meets the National Fire Protection Association (NFPA) 1971 Standard on Protective Ensembles for Structural Firefighting and Proximity Firefighting.

What are the PPE Levels?

- Go to teex.org/firesafety for the Student Safety Manual.
- Course descriptions list the specific PPE level for each course.

Where can I obtain course descriptions?

- Go to the Spring School page at teex.org/annualschools for more information.