

# CATALOG OF VOCATIONAL PROGRAMS

*SPRING AND SUMMER 2021*

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**TEXAS A&M ENGINEERING EXTENSION SERVICE**

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# EMERGENCY MEDICAL TECHNICIAN (EMT)

## PROGRAM OVERVIEW

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TEEX offers participants two paths to complete the EMT program: a slow-paced (EMS110) or a fast-paced (EMS115) lecture/lab portion and a clinical/Emergency Medical Services (EMS) (EMS116) portion. Whichever format you choose, the TEEX EMT course is approved by the Texas Department of State Health Services (DSHS). Based on the National Standard Curriculum core competencies, this course meets or exceeds the minimum hours and content established by DSHS. Participants successfully completing the didactic and clinical components of this program will be eligible to sit for the National Registry cognitive exam.

The 280 program hours include: EMS110/EMS115 (160 hours of classroom lecture and hands-on skills lab) and EMS116 (48 hours of hospital clinical experiences and 72 hours of ambulance internship).

The maximum number of participants in the program is 24. TEEX maintains a ratio of 1 instructor per 24 participants during the classroom lecture; 1 instructor per 8 participants in the skills lab; 1 preceptor for every 2 participants during clinicals; and 1 preceptor to 1 participant during field experiences.

### ***Slow-Paced Program (EMS110 and EMS116)***

The slow-paced course includes fourteen weeks of classroom lecture and skills. Hospital and ambulance rotations begin during the classroom portion and participants have up to two months after the classroom portion ends to complete all requirements for a total of twenty-two weeks.

Classes are held three days a week (Monday, Wednesday, and Thursday) from 6:00 p.m.–10:00 p.m.

### ***Fast-Paced Program (EMS115 and EMS116)***

The fast-paced course includes eight weeks of classroom lecture and skills. Hospital and ambulance rotations begin during the classroom portion and participants have up to three months after classroom portion ends to complete all requirements for a total of twenty weeks.

Classes are held three days a week (Monday, Wednesday, and Friday) from 8:00 a.m.–5:00 p.m. A class schedule is provided at the start of the course.

## COURSE CALENDAR

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The following is the class schedule at the time of printing this document. This schedule is subject to change. Please review the class schedule on the TEEX website ([Slow-Paced EMT](#) and [Fast-Paced EMT](#)) for updates. All classes are held at the [TEEX Brayton Fire Training Field campus](#). The EMS116 portion extends beyond the end dates listed on the website.

### **Slow-Paced (EMS110 and EMS116)**

Start Date	End Date*	Application Due Date
January 25, 2021	June 28, 2021	January 19, 2021
May 17, 2021	October 18, 2021	May 11, 2021

### **Fast-Paced (EMS115 and EMS116)**

Start Date	End Date*	Application Due Date
January 13, 2021	June 2, 2021	January 8, 2021
March 24, 2021	August 11, 2021	March 17, 2021
May 26, 2021	October 13, 2021	May 21, 2021
August 4, 2021	December 22, 2021	July 30, 2021

\*The end date can vary based on the participants' completion of clinical/EMS portion. The end date listed is based on the maximum number of weeks allowed for the completion of the EMS116 portion.

## **COURSE COST**

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Tuition: \$1,860

Non-refundable application fee: \$75

## **REQUIRED SUPPLIES**

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Participants must provide the following items:

- Notebook paper (8½ × 11")
- Pens/Pencils and markers
- Textbook: Jones & Bartlett *Emergency Care and Transportation of the Sick and Injured*, 11th edition
- Stethoscope
- Class uniform:
  - Light blue class B uniform shirt
  - [Gray TEEX EMS program T-shirt available from Barker Productions](#)
  - Navy blue or black uniform-style pants
  - Closed-toe black shoes or boots that can be polished (non-tennis shoe type)
  - Black belt

## ENROLLMENT REQUIREMENTS AND PROCESS

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Applicants for the EMT program must meet the following requirements:

- Be a high school graduate or have passed a GED test
- Be at least 17 years of age (must be 18 years of age to become certified by Texas DSHS)

Applicants must meet the following physical requirements:

- Should be able to lift and carry 125 pounds

To apply for this course, applicants must provide the following documents at the time of registration:

- Complete the [Slow-Paced EMT Participant Enrollment Agreement](#) or [Fast-Paced EMT Participant Enrollment Agreement](#) and upload it to the TEEX Student Portal.

**Note:** See the Application Process section of this document for more details. Failure to provide documentation will prevent enrollment.

Applicants must then [set up an account at teex.castlebranch.com](https://teex.castlebranch.com) to submit the following documentation:

- Documentation of a current Cardiopulmonary Resuscitation (CPR) certification (Basic Life Support [BLS] Provider certification provided by American Heart Association or American Red Cross only)
- A copy of a driver's license or a form of government- or state-issued identification
- A high school diploma or GED completion certificate
- A criminal background check covering the last seven years that will be initiated by CastleBranch upon account creation and payment
- A drug screening that will be coordinated by CastleBranch upon account creation
- Proof of the following immunizations:
  - Measles (rubeola), mumps, and rubella: two vaccinations or positive titer
  - Varicella (chicken pox): two vaccinations or positive titer
  - Hepatitis B: three vaccinations or positive titer (series in process with two vaccinations complete will be accepted)
  - Tuberculosis (TB): one of the following within the last six months:
    - 1 step TB skin test
    - QuantiFERON Gold blood test
    - T-spot blood test
    - Interferon-Gamma Release Assay (IGRA) blood test
    - Negative chest x-ray with physician documentation stating you are TB free
  - Tetanus, Diphtheria, and Pertussis (Tdap): vaccination within the last ten years
  - Flu: vaccination during the current flu season
  - Meningitis: proof within the past five years if under the age of thirty ([additional information about meningitis](#))

The TEEX clinical coordinator will review all documentation and clear applicants for enrollment in the program. Applicants must be cleared in CastleBranch before being authorized to complete the registration process.

## CERTIFICATION REQUIREMENTS

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In order to become a certified EMT by the Texas DSHS, participants must:

- Meet the [DSHS EMT minimum requirements](#)
- Successfully complete this program
- Pass National Registry of Emergency Medical Technicians' (NREMT) written and practical testing and obtain NREMT certification
- Obtain [DSHS EMT certification](#)

## CURRICULUM TOPICS AND APPROXIMATE HOURS

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TOPIC	LECTURE/LAB HOURS
<b>Preparatory</b>	<b>64</b>
EMS Systems	2
Workforce Safety and Wellness	2
Lifting and Moving Patients	6
Medical, Legal, and Ethical Issues	2
Texas DSHS Jurisprudence	2
Communications	2
Documentation	4
Medical Terminology	2
Anatomy and Physiology	12
Patient Assessment	12
Airway Management	8
Principles of Pharmacology	2
Shock	2
BLS Resuscitation	6
<b>Medical Emergencies</b>	<b>34</b>
Respiratory Emergencies	6
Cardiovascular Emergencies	6
Neurologic Emergencies	3
Gastrointestinal and Urologic Emergencies	2
Endocrine Emergencies	4
Hematologic Emergencies	1
Immunologic Emergencies	2
Toxicology	4
Psychiatric Emergencies	3
Gynecologic Emergencies	3
<b>Trauma</b>	<b>34</b>
Trauma Systems	1
Bleeding	2
Soft-Tissue Injuries	4
Face and Neck Injuries	4

TOPIC	LECTURE/LAB HOURS
Head and Spine Injuries	8
Chest Injuries	4
Abdominal and Genitourinary Injuries	3
Orthopedic Injuries	4
Environmental Emergencies	4
<b>Special Populations</b>	<b>12</b>
Obstetrics and Neonatal Care	4
Pediatrics	4
Geriatric Emergencies	2
Patients with Special Challenges	2
<b>EMS Operations</b>	<b>16</b>
Transport Operations	2
Vehicle Extrication and Special Rescue	4
Incident Management	2
Terrorism Response and Disaster Management	4
Assisting an Advanced Life Support Medic	4

TOPIC	CLINICAL/EMS HOURS
<b>Clinicals/EMS Experience</b>	<b>120</b>
Emergency Department	40
Respiratory Care	8
EMS Experiences	72

## REQUIREMENTS FOR SUCCESSFUL COMPLETION

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**Important:** See the [EMT Student Handbook](#) for more details of the course completion requirements.

### **Attendance—Lecture/Lab (EMS110/EMS115)**

Class attendance is an essential part of the education process, and participants in TEEX courses are expected to attend all class sessions and field exercises. Attendance and participation are components of successful course completion.

An absence is defined as not attending class for any reason. A legally required absence, such as jury duty or service deployment, will be excused; however, the missed time for these items will not increase the maximum number of allowable time absent. Tardiness is defined as not being in class or prepared to begin at the scheduled start time. Early departure is leaving before the instructor dismisses class for the day.

Excessive absence, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants who miss 16 hours or more of the EMT course may be dismissed. Participants will be counseled by the class instructor and/or training coordinator for excessive absences.

Attendance is monitored on an hourly basis and documented on the daily sign-in sheet. Participants must sign in daily for the morning and afternoon sessions. Participants may request to review past sign-in sheets to ensure attendance requirements are met.

If a participant misses a portion of the course, it is the participant's responsibility to contact the instructor to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from the attended hours. If make-up work is assigned, it will be comparable to the content, time, and delivery of the portion of the class missed.

Participants that miss 16 consecutive hours without communication to the instructor and/or training manager will be administratively withdrawn.

### ***Attendance—Clinical Experience (EMS116)***

Requests for clinical/EMS shifts are submitted through a scheduling software. On approved shifts, participants are expected to be there on time and ready to complete their rotation. The clinical sites will communicate attendance with the TEEC clinical coordinator. Participants that do not show up, are tardy, or depart early from clinical rotations will be documented by the clinical coordinator and counseled by the EMS program manager. Excessive absences, tardiness, or early departure could result in dismissal from the program.

### ***Grading***

Successful completion of the **lecture/lab portion (EMS110/EMS115)** of the EMT program includes the following:

- Maintain an average of 70 percent or higher for lecture/lab portion (exams, assignments, quizzes, and homework).
- Pass all in-lab skill verifications required for clinical authorization.
- Pass an affective evaluation conducted by instructors and peers.
- Complete the minimum number of hours of clinical experience prior to the end of the lecture/lab portion (8 hours for fast-pace course and 16 hours for slow-pace course).

Failure to successfully complete any of these items at the conclusion of the lecture/lab portion will result in academic dismissal prior to clinicals.

Successful completion of the **clinical/field portion (EMS116)** of the EMT program includes the following:

- Schedule and complete all clinical/field required hours within the allowed time frame (40 hours in emergency department, 8 hours in respiratory care, and 72 hours of EMS field experience).
- Ensure that during the clinical/field hours, applicable age (e.g., pediatric) and conditions (e.g., cardiac) are met in accordance with the guidelines provided during the course.
- Participate in at least five transports.

To be considered valid, clinical/field experience must be properly documented in accordance with instructions provided during the course.

## CERTIFICATE RECEIVED UPON SUCCESSFUL COMPLETION

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Participants that successfully complete this program will receive a TEEEX course completion certificate and will be eligible to take the National Registry cognitive and psychomotor exams. The material learned during the program will help prepare participants for the National Registry exam. The testing fee for the National Registry exam is not included in the tuition. Participants will schedule the National Registry exam at a convenient location and date once they are cleared by the TEEEX EMS program. Certification by DSHS is independent of TEEEX.

## PROGRAM CONTACT INFORMATION

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### **Carl Voskamp, EMS Program Training Manager**

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# PARAMEDIC

## PROGRAM OVERVIEW

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TEEX offers participants two paths to becoming a paramedic: a slow-paced (EMS130) or a fast-paced (EMS135) lecture/lab portion and a clinical/Emergency Medical Services (EMS) (EMS136) portion. Whichever format you choose, the TEEEX Paramedic program is approved by the Texas Department of State Health Services (DSHS) and is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Based on the National Standard Curriculum core competencies, this program meets or exceeds the minimum hours and content established by DSHS.

The 1,070 program hours includes:

- EMS130 or EMS135: 150 hours of online corequisite course and 320 hours of classroom lecture and hands-on skills
- EMS136: 240 hours of hospital experience, 240 hours of EMS experiences, and 120 hours of capstone EMS experience

The maximum number of participants in the program is 24. TEEEX maintains a ratio of 1 instructor per 24 participants during the classroom lecture; 1 instructor per 8 participants in the skills lab; 1 preceptor for every 2 participants during clinicals; and 1 preceptor to 1 participant during field exercises.

### ***Slow-Paced Program (EMS130 and EMS136)***

The paramedic slow-paced delivery (EMS130) includes forty weeks in a classroom and allows for an additional three months following the classroom portion to complete hospital and ambulance requirements for a total of fifty-two weeks (1,070 hours).

There are two schedules for this course in which participants may enroll. One schedule offers classes held Tuesdays and Thursdays each week from 6:00 p.m.–10:00 p.m. The other schedule is designed to accommodate emergency responders working a shift schedule and is offered every third day (except Sundays) from 1:00 p.m.–5:00 p.m. A class schedule is provided at the time of registration.

**Fast-Paced Program (EMS135 and EMS136)**

The paramedic fast-paced delivery (EMS135) includes eighteen weeks in a classroom and allows for an additional four months following the classroom portion to complete hospital and ambulance requirements for a total of thirty-four weeks (1,070 hours).

Classes are held two to three days a week (Monday, Wednesday, and every third Friday or Tuesday, Thursday, and every third Friday) from 8:00 a.m.–12:00 p.m. and 1:00 p.m.–5:00 p.m. A class schedule is provided at the time of registration.

## COURSE CALENDAR

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The following is the class schedule at the time of printing this document. This schedule is subject to change. Please review the class schedule on the TEEX website ([EMS130](#) and [EMS135](#)) for any updates. All classes are held at the [TEEX Brayton Fire Training Field campus](#). The EMS136 portion extends beyond the end dates listed on the website.

**Slow-Paced (EMS130 and EMS136)**

Start Date	End Date*	Application Due Date
January 25, 2021**	January 24, 2022	January 20, 2021
January 26, 2021***	January 25, 2022	January 20, 2021

**Fast-Paced (EMS135 and EMS136)**

Start Date	End Date*	Application Due Date
January 25, 2021	September 20, 2021	January 19, 2021
January 26, 2021	September 21, 2021	January 19, 2021
August 2, 2021	March 28, 2022	July 29, 2021
August 3, 2021	March 29, 2022	July 29, 2021

\*The end date can vary based on the participants’ completion of clinical/EMS portion. The end date listed is based on the maximum number of weeks allowed for the completion of the EMS136 portion.

\*\*Class runs Every 3rd day (Monday/Thursday, Tuesday/Friday, Wednesday/Saturday, No Sundays)

\*\*\*Class runs Tuesday and Thursday from 6:00-10:00

## COURSE COST

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Tuition: \$4,700

Non-refundable application fee: \$75

## REQUIRED SUPPLIES

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Participants must provide the following items:

- Notebook paper (8½ × 11)
- Pens/Pencils or highlighters
- [Navigate textbook package from Jones & Bartlett:](#)
  - Nancy Caroline's Emergency Care in the Streets, 8th edition (2 volume set)
  - Paramedic: Calculations for Medication Administration
  - Paramedic: Anatomy and Physiology, 2nd edition
  - Paramedic: Pathophysiology
  - Essential Medical Terminology, 4th edition
  - Online navigate system login
- Stethoscope
- Class uniform:
  - Light blue class B uniform shirt
  - [Gray TEEX EMS program T-shirt available from Barker Productions](#)
  - Navy or dark black uniform-style pants
  - Closed-toe black shoes or boots that can be polished
  - Black belt

## ENROLLMENT REQUIREMENTS AND PROCESS

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Applicants for the paramedic course must meet the following requirements:

- Be a high school graduate or have passed a GED test
- Be certified as an Emergency Medical Technician (EMT), EMT-Intermediate, or Advanced EMT (AEMT)

Applicants must meet the following physical requirements:

- Should be able to lift and carry 125 pounds

To apply for this course, applicants must provide the following documents at the time of registration:

- Complete the [Slow-Paced Paramedic Participant Enrollment Agreement](#) or [Fast-Paced Paramedic Participant Enrollment Agreement](#) and upload it to the TEEX Student Portal.

**Note:** See the Application Process section of this document for more details. Failure to provide documentation will prevent enrollment.

Applicants must then set up an account at [teex.castlebranch.com](http://teex.castlebranch.com) to submit the following documentation:

- A current EMT, EMT-Intermediate, or AEMT certification
- A current Cardiopulmonary Resuscitation (CPR) Certification (Basic Life Support [BLS] for Provider certification provided by American Heart Association or American Red Cross only)
- A copy of a driver's license or a form of government- or state-issued identification
- A high school diploma or GED completion
- A criminal background check covering the last seven years that will be initiated by CastleBranch upon account creation and payment
- A drug screening that will be coordinated by CastleBranch upon account creation
- Proof of the following immunizations:
  - Measles (rubeola), mumps, and rubella: two vaccinations or positive titer
  - Varicella (chicken pox): two vaccinations or positive titer
  - Hepatitis B: three vaccinations or positive titer (series in process with two vaccinations complete will be accepted)
  - Tuberculosis (TB): one of the following within the last six months:
    - 1 step TB skin test
    - QuantiFERON Gold blood test
    - T-spot blood test
    - Interferon-Gamma Release Assay (IGRA) blood test
    - Negative chest x-ray with physician documentation stating you are TB free
  - Tetanus, Diphtheria, and Pertussis (Tdap)L vaccination within the last ten years
  - Flu: vaccination during the current flu season
  - Meningitis: proof within the past five years if under the age of thirty ([additional information about meningitis](#))

The TEEX clinical coordinator will review all documentation and clear applicants for enrollment in the program. Applicants must be cleared in CastleBranch before being authorized to complete the registration process.

## **CERTIFICATION/LICENSING REQUIREMENTS**

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Texas has both certified and licensed paramedics. Certified paramedics complete technical training (such as our program), while licensed paramedics have general higher education in addition to technical training. In order to become a certified or licensed paramedic by the Texas DSHS, participants must:

- Meet the [DSHS minimum requirements](#)
- Successfully complete an accredited paramedic program, such as this program

- Pass National Registry of Emergency Medical Technicians' (NREMT) written and practical testing and obtain NREMT certification
- Obtain [DSHS paramedic certification or license](#)

## CURRICULUM TOPICS AND APPROXIMATE HOURS

TOPIC	LECTURE/LAB HOURS
<b>Prerequisite Online Modules</b>	<b>150</b>
Anatomy and Physiology	70
Pathophysiology	30
Medical Terminology	30
Medication Calculations	20
<b>Preparatory</b>	<b>130</b>
EMS Systems	2
Workforce Safety and Wellness	2
Public Health	2
Medical, Legal, and Ethical Issues	2
Texas DSHS Jurisprudence	2
Communications	2
Documentation	4
Principles of Pharmacology	10
Emergency Medications	16
Medication Administration	24
Patient Assessment	12
Critical Thinking and Clinical Decision-Making	12
Airway Management	28
Basic Skills Verification	12
<b>Medical Emergencies</b>	<b>80</b>
Respiratory Emergencies	8
Cardiovascular Emergencies	30
Responding to the Field Code	12
Neurologic Emergencies	4
Diseases of the Eyes, Ears, Nose, and Throat	2
Abdominal and Gastrointestinal Emergencies	2
Genitourinary and Renal Emergencies	2
Gynecologic Emergencies	2
Endocrine Emergencies	4
Hematologic Emergencies	2
Immunologic Emergencies	2
Infectious Diseases	3
Toxicology	4
Psychiatric Emergencies	3

<b>TOPIC</b>	<b>LECTURE/LAB HOURS</b>
<b>Trauma</b>	<b>60</b>
Trauma Systems and Mechanism of Injury	2
Bleeding	4
Soft-Tissue Injuries	4
Burns	4
Face and Neck Injuries	4
Head and Spine Injuries	12
Chest Injuries	8
Abdominal and Genitourinary Injuries	4
Orthopedic Injuries	6
Environmental Emergencies	4
Resuscitation of the Critical Patient	8
<b>Special Populations</b>	<b>30</b>
Obstetrics	6
Neonatal Care	4
Pediatrics	16
Geriatric Emergencies	2
Patients with Special Challenges	2
<b>EMS Operations</b>	<b>20</b>
Transport Operations	2
Incident Management and Mass-Casualty Incidents	4
Vehicle Extrication and Special Rescue	4
Hazardous Materials	4
Terrorism and Disaster Response	4
Crime Scene Awareness	2
<b>TOPIC</b>	<b>CLINICAL/EMS HOURS</b>
<b>Clinical/EMS Experiences</b>	<b>600</b>
Emergency Department	160
Respiratory Care	8
Operating Room/Anesthesia or Cadaver Lab	16
Cardiac Catheter Lab and/or Telemetry	24
Intensive Care Unit	16
Labor/Delivery and Newborn Nursery	16
EMS Formative Experiences	240
Capstone EMS Internship	120

# REQUIREMENTS FOR SUCCESSFUL COMPLETION

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**Important:** See the [Paramedic Student Handbook](#) for more details of the course completion requirements.

## **Attendance—Lecture/Lab (EMS130 or EMS135)**

Class attendance is an essential part of the education process, and participants in TEEEX courses are expected to attend all class sessions and field exercises. Attendance and participation are components of successful course completion.

An absence is defined as not attending class for any reason. A legally required absence, such as jury duty or service deployment, will be excused; however, the missed time for these items will not increase the maximum number of allowable time absent. Tardiness is defined as not being in class or prepared to begin at the scheduled start time. Early departure is leaving before the instructor dismisses class for the day.

Excessive absence, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants who miss 19 hours or more of lecture or 13 hours or more of the skills lab may be dismissed. Participants will be counseled by the class instructor and/or training coordinator for excessive absences.

Attendance is monitored on an hourly basis and documented on the daily sign-in sheet. Participants must sign in daily for the morning and afternoon sessions. Participants may request to review past sign in sheets to ensure attendance requirements are met.

If a participant misses a portion of the course, it is the participant's responsibility to contact the instructor to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from the attended hours. If make-up work is assigned, it will be comparable to the content, time, and delivery of the portion of the class missed.

Participants that miss 32 consecutive hours without communication to the instructor and/or training manager will be administratively withdrawn.

## **Attendance—Clinical Experience (EMS136)**

Requests for clinical/EMS shifts are submitted through a scheduling software. On approved shifts, participants are expected to be there on time and ready to complete their rotation. The clinical sites will communicate attendance with the TEEEX clinical coordinator. Participants that do not show up, are tardy, or depart early from clinical rotations will be documented by the clinical coordinator and counseled by the EMS program manager. Excessive absences, tardiness, or early departure could result in dismissal from the program.

## **Grading**

Successful completion of the **lecture/lab portion (EMS130/EMS135)** of the Paramedic program includes the following:

- Complete the required online modules by the stated deadline.
- Complete all homework/quizzes/assignments, module exams, and the comprehensive final with an overall weighted grade of 70 percent.
- Score a minimum of 70 percent on the Fisdap comprehensive exam.

- Pass all in-lab skill verifications required for clinical authorization.
- Pass a psychomotor scenario conducted by a three-member review panel.
- Pass an affective evaluation conducted by instructors and peers.
- Complete a minimum of 48 hours of clinical experience by the end of the lecture/lab sessions.

Failure to successfully complete any of these items at the conclusion of the lecture/lab portion will result in academic dismissal prior to clinicals.

Successful completion of the **clinical/field experience (EMS136)** of the Paramedic program includes the following:

- Pass all in-lab skill verifications during the lecture/lab portion.
- Schedule and complete all clinical/field required hours within the allowed time frame (160 hours in emergency department, 8 hours in respiratory care, 16 hours in operating room/anesthesia or cadaver lab, 24 hours in cardiac catheter lab and/or telemetry, 16 hours in intensive care unit, 16 hours in labor/delivery and newborn nursery, and 240 hours in EMS formative experiences).
- Ensure that during these hours, applicable age (e.g., pediatric) and conditions (e.g., cardiac) are met in accordance with the guidelines provided during the course.
- While caring for the patients during the clinical experience, successfully complete specific skills/procedures as identified by the Paramedic Student Handbook.
- During the formative EMS experiences, have at least forty responses, with at least twenty transports meeting Advanced Life Support (ALS) criteria.

To be considered valid, clinical/field experience must be properly documented in accordance with instructions provided during the program. Once all these items are complete, the EMS training program will audit shift documentation. Once audit is complete, the participant will be cleared to start the capstone portion.

Successful completion of the **capstone** portion of the program includes the following items:

- Attend 120 EMS hours with a TEEEX-approved capstone EMS provider.
- Act in the role of team lead on at least ten transports, five of which must meet ALS criteria.
- Correctly record and document all patient contacts and dispatched calls.

Once all these items are complete, the participant must submit a completed Capstone Competency packet for the clinical coordinator to audit and clear prior to completing the summative exam.

Successful completion of the **summative** exam portion of the course includes the following:

- Earn a minimum of the calculated cut score on the summative written exam.
- Pass the summative psychomotor scenario conducted/evaluated by a three-member review panel.
- Pass a summative affective evaluation.

## CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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Participants that successfully complete this program will receive a TEEEX course completion certificate and will be eligible to take the National Registry cognitive and psychomotor exams. The material learned during the program will help prepare participants for the National Registry exam. The testing fee for the National Registry exams is not included in the tuition. Participants will schedule the National Registry exam at a convenient location and date once they are cleared by the TEEEX EMS program. Certification by DSHS is independent of TEEEX.

## PROGRAM CONTACT INFORMATION

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### **Carl Voskamp, EMS Program Training Manager**

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# TEEX RECRUIT FIRE ACADEMY

## PROGRAM OVERVIEW

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TEEX offers participants two paths to becoming a firefighter. The Traditional TEEEX Recruit Fire Academy (RFT001) is a twelve-week (545-hour) face-to-face course and the Online/Blended TEEEX Recruit Fire Academy (ORA101) is a four-month (545-hour) course that includes 335 hours of interactive distance learning and a 210 hour bootcamp held at Brayton Fire Training Field. Both course deliveries are taught to the NFPA 1001 Firefighter I and II standard.

Whichever academy you pursue, each one prepares you for success as an entry-level firefighter. Participants receive training designed to prepare them for state licensing through the Texas Commission on Fire Protection (TCFP) and national certification exams through the National Board on Fire Service Professional Qualifications (Pro Board) and the International Fire Service Accreditation Congress (IFSAC).

### ***Traditional TEEEX Recruit Fire Academy (RFT001)***

Classes run Monday through Friday, ten hours per day that includes Physical Training (PT), academic classroom lecture, and hands-on skills. There are times when the class schedules vary, including some nighttime and evening training events. A class schedule is provided at the start of the academy; any changes to the schedule will be communicated by the class instructor.

The maximum number of participants in the traditional academy is sixty. TEEEX maintains a ratio of one instructor per sixty participants in the classroom and one instructor to five participants for live-fire exercises.

### **Online/Blended TEEEX Recruit Fire Academy (ORA101)**

Participants complete the instructor-led online component over a period of twelve weeks according to a lesson plan with lecture and activities due weekly. The face-to-face boot camp is at Brayton Fire Training Field in College Station, Texas, and runs ten-hour days of skills and hands-on activities for four weeks. A class schedule will be provided upon registration.

The maximum number of participants in the online academy is sixty, however due to COVID-19 protocols, this number will be adjusted as applicable for each class to meet current state and/or federal requirements. TEEEX maintains a ratio of one instructor per sixty participants in the online component and one instructor to five participants for field exercises during the boot camp.

## **COURSE CALENDAR**

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The following is the class schedule at the time of printing this document. This schedule is subject to change. Please review the class schedule on the TEEEX website ([Traditional Academy](#) and [Online/Blended Academy](#)) for any updates. All classes are held at the [TEEEX Brayton Fire Training Field campus](#).

### **Traditional TEEEX Recruit Fire Academy (RFT001)**

All Traditional TEEEX Recruit Fire Academy classes have been canceled at this time due to COVID-19 requirements. Please check the website for more information.

### **Online/Blended TEEEX Recruit Fire Academy (ORA101)\***

Online Start	Bootcamp End	Last Day to Apply
February 1, 2021	May 28, 2021	January 17, 2021
March 1, 2021	June 25, 2021	February 14, 2021

\*These class dates may change and more classes added due to COVID-19. Please refer to the website for the most current dates available. The Texas Commission on Fire Protection (TCFP) exam may occur the week following the conclusion of the Bootcamp. Refer to the class schedule for the TCFP testing date to ensure you make proper travel arrangements if you plan to take this exam.

## **COURSE COST**

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Tuition: \$5,400

Non-refundable application fee: \$75

## **REQUIRED SUPPLIES**

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Participants must provide the following items:

- Notebook paper (8½ × 11")
- Pen, highlighters, #2 pencils
- Textbook and curriculum materials:
  - [International Fire Service Training Association \(IFSTA\) Essentials of Fire Fighting, 7th edition, ISBN # 978-0-87939-657-2](#)
  - [IFSTA Essentials of Fire Fighting Course Workbook, 7th edition with new ISBN #978-0-87939-660-2](#)
  - [TCFP Certification Curriculum Manual, Chapter One: Basic Fire Suppression \(download a copy\)](#)
- Uniform essentials (purchased through Barker Productions).
  - The complete listing of all uniform requirements can be found in the [Recruit Fire Reporting Instructions](#).
- Bunker gear ([see Turnout Rental flyer for more information about bunker gear rental](#)):
  - Coat
  - Pants
  - Boots
  - Hood
  - Helmet
  - Gloves
- 7-mm Prusik cord, 10 ft. in length (unless gear vendor provides)
- Black shoe polish
- Bag for change of clothes
- Athletic shoes and socks
- Backpack for books (black or navy)
- Reusable water bottle

Additional computer requirements for the Online/Blended TEEX Recruit Fire Academy include:

- Recommended screen resolution: 1280 × 1024
- Minimum screen resolution: 1024 × 768
- Broadband or high-speed internet
- Latest version of Chrome, Firefox, or Safari web browsers
- Latest version of Adobe Reader

## ENROLLMENT REQUIREMENTS AND PROCESS

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Applicants for either TEEX Recruit Fire Academy must meet the following requirements:

- Be a high school graduate or have passed a GED test
- Be at least 18 years of age

International applicants must meet the following additional requirements:

- Pass an English proficiency test. This is coordinated with the TEEX International Student Advisor because there are exceptions to this test. Participants can contact the TEEX International Student Advisor at [internationalstudents@teex.tamu.edu](mailto:internationalstudents@teex.tamu.edu).

Physical fitness is of paramount importance in the fire service. Firefighters are frequently required to perform at emergencies under extremely high levels of physical effort and stressful conditions. Between these episodes of extreme effort are periods of relatively light work. Maintaining physical strength, agility, and endurance will enable the individual to survive when performing at maximum capacity, whereas the lack of physical fitness may mean personal injury in many cases. Physical fitness is a condition of beginning employment with most fire departments worldwide, and the purpose of this program is not only to prepare you for the physical requirements for hiring but to teach you techniques for lifelong fitness.

All participants of the academy are required to participate in the daily Physical Training (PT) program as demonstrated by the instructor that includes performing:

- muscular strength exercises;
- cardiovascular exercises;
- flexibility exercises; and
- agility exercises.

**Important:** Upon approval of your application to enroll in the TEEX Recruit Fire Academy, you will be required to submit a medical evaluation prior to the first day of class. You will receive the medical evaluation form along with your reporting instructions.

To apply for this course, applicants must provide the following documents at the time of registration:

- A completed [Online Recruit Fire Academy Participant Enrollment Agreement](#) or [Traditional Recruit Fire Academy Participant Enrollment Agreement](#)
- A color copy of a driver's license or a form of government- or state-issued identification
- A copy of a high school diploma or GED completion: Applicants that are still in high school at the time of enrollment are required to provide a letter from the school stating eligibility for graduation and date. College transcripts are also accepted as proof of high school completion.
- Proof of meningitis vaccination: Participants under the age of twenty-two must meet the requirements of vaccination within the last five years and a minimum of ten days prior to the first day of the traditional academy or boot camp. [Please refer to the TEEX website for more information about meningitis requirements and exemptions.](#)

See the Application Process section of this document for more details. Failure to provide documentation will prevent enrollment.

International participants will require additional documentation. Before applying for the program, international participants should contact the TEEX International Student Services Office at [internationalstudents@teex.tamu.edu](mailto:internationalstudents@teex.tamu.edu). To get started, participants must provide:

- Color copy of driver's license
- Color passport style photo (2-in. × 2-in.) taken within the last six months
- Color copy of passport

## LICENSING REQUIREMENTS

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In order to become a TCFP-certified firefighter in the state of Texas, the following requirements must be met:

- [Meet the minimum requirements established by TCFP.](#)
- Successfully complete the firefighter academy.
- Pass all four sections of the TCFP exam: National Fire Protection Association (NFPA) 1001 Firefighter I, NFPA 1001 Firefighter II, NFPA 472 Hazardous Materials (HazMat) Awareness, and NFPA 472 HazMat Operations. Or pass all Pro Board exams: NFPA 1072 HazMat Awareness, NFPA 1072 HazMat Operations, NFPA 1072 Personal Protective Equipment (PPE), NFPA 1072 Product Control, NFPA 1001 Firefighter I, and NFPA 1001 Firefighter II.
- Complete medical training equal to Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), or paramedic certification as approved by TCFP.
- [Complete a fingerprint-based background check.](#)

**Note:** Participants from outside of Texas will need to locate and review the applicable licensing or certification requirements within their own jurisdiction.

Becoming a volunteer firefighter is very common for this profession. The state of Texas does not require certification to become a volunteer firefighter.

## CURRICULUM TOPICS AND APPROXIMATE HOURS

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TOPIC	LECTURE HOURS
TCFP Rules and Regulations	4
Orientation and Fire Service History	8
Firefighter Safety and Health	24
Fire Department Communications	8
Building Construction	8
Fire Behavior	16
Personal Protective Equipment	24
Portable Fire Extinguishers	8
Ropes, Webbing, and Knots	8
Structural Search, Victim Removal and Firefighter Survival	16
Scene Lighting, Rescue Tools, and Vehicle Extrication	24
Forcible Entry	12
Ground Ladders	28
Tactical Ventilation	24

TOPIC	LECTURE HOURS
Water Supply	16
Fire Hose	16
Fire Streams	16
Fire Control	12
Loss Control	10
Fire Origin and Cause Determination	8
Fire Protection Systems	12
Fire and Life Safety Initiatives	8
HazMat Awareness	8
HazMat Operations	48
Courage to Be Safe	4
Traffic Incident Management	4
IS-100.C: Introduction to the Incident Command System, ICS 100	4
IS-200.C: Basic Incident Command System for Initial Response	4
IS-700.B: An Introduction to the National Incident Management System	4
IS-800.D: National Response Framework, An Introduction	3
TOPIC	FIELD HOURS
Live-Fire Training	60
Physical Fitness Training	96

## REQUIREMENTS FOR SUCCESSFUL COMPLETION

### ***Attendance—Online/Blended TEEX Recruit Fire Academy (Online Component)***

During the online component, participants are required to contribute to discussions, submit assignments, and take exams. The academy is structured with weekly lectures and assignments. Attendance will be tracked by the instructor based on submission of assignments and participation in the online component of the course. Absences for online participants will be charged in 1 hour increments with a 10 hour maximum.

Participants that stop communicating with the instructor, stop submitting weekly assignments, or have records on the learning management system indicating they have not logged into the course for two weeks will be administratively withdrawn.

### ***Attendance—Traditional TEEX Recruit Fire Academy (RFT001) and Boot Camp Portion of Online/Blended TEEX Recruit Fire Academy (ORA101)***

Class attendance is an essential part of the education process, and participants in TEEX courses are expected to attend all class sessions and field exercises. Attendance and participation are components of successful course completion.

An absence is defined as not attending class for any reason. Tardiness is defined as not being in class or prepared to begin at the scheduled start time. Early departure is leaving before the instructor dismisses class for the day. Excused absences include bereavement leave, injury, illness with doctor release, court summons, entrance exams for fire service employment, or military obligations. All absences, excused or unexcused, will count as absences in the calculation of attendance and will not increase the maximum number of allowable absences.

Excessive absences, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants who miss 24 hours or more of the traditional TEEEX recruit academy or 20 hours or more of the boot camp portion of the Online/Blended TEEEX Recruit Fire Academy will be subject to disciplinary action up to and including dismissal from the academy. Participants will be counseled by the class instructor and/or training manager on excessive absences. Absences will be charged in 1-hour increments. If a participant is tardy, he/she will be allowed to attend class, but will be charged a minimum of 1 hour and continue in 1-hour increments of absence until arriving at class. Participants that leave early will be charged per hour of absence.

Attendance is documented on the daily sign-in sheet or with a scanning bar coding system. Participants must sign in or be scanned daily for the morning and afternoon sessions. Participants may request to review past sign-in sheets or scanning logs to ensure attendance requirements are met.

If a participant misses a portion of the course, it is the participant's responsibility to contact the academy staff no later than 6:00 a.m. on the date he/she will not be present to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from the attended hours. If make-up work is assigned, it will be comparable to the content, time, and delivery of the portion of the class missed.

Participants that miss four consecutive days or 32 consecutive hours of the Traditional TEEEX Recruit Fire Academy or 20 consecutive hours of the Online/Blended TEEEX Recruit Fire Academy without communication to the instructor and/or training manager will be administratively withdrawn.

### ***Grading—Traditional TEEEX Recruit Fire Academy***

The participant must meet the following requirements to pass the course:

- Achieve a final overall average score of 70 percent on all required periodic exams.
- Achieve a 70 percent on the comprehensive final exam.
- Successfully complete all skills mandated by TCFP.

### ***Grading—Online/Blended TEEEX Recruit Fire Academy***

The participant must meet the following requirements to pass this course:

- Interactive Distance Learning component:
  - Achieve a final average score of 70 percent on all required period exams.
  - Complete all interactions, activities, and threaded discussions within a topic.
- Boot camp:
  - Achieve a 70 percent on the comprehensive final exam at the start of boot camp.
  - Successfully complete all skills mandated by TCFP.
- Achieve a final overall average score of 70 percent using the following weighted structure:
  - 10 percent: quiz average (interactive distance learning portion)
  - 30 percent: exam average (interactive distance learning portion)
  - 20 percent: midterm exam (interactive distance learning portion)
  - 30 percent: comprehensive final exam (during boot camp)

- 10 percent: participation (includes external courses, additional assignments, discussions, notebook, and physical fitness training)

Participants that do not successfully complete the academy may request a letter stating the number of hours of training completed.

## **CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION**

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Participants that successfully complete this course will receive a TEEX certificate of completion. Throughout the course, participants will also have the opportunity receive the following certificates as part of the course tuition:

- National Fallen Firefighters Foundation: Courage to be Safe - Everyone Goes Home
- Federal Emergency Management Agency (FEMA) IS-100.C: Introduction to the Incident Command System, ICS 100
- FEMA IS-200.C: Basic Incident Command System for Initial Response
- FEMA IS-700.B: An Introduction to the National Incident Management System
- FEMA IS-800.D: National Response Framework, An Introduction
- National Highway Institute Safe Practices for Traffic Incident Responders

In addition to these certificates and also included in the course tuition, participants will have the opportunity to take the Pro Board written exam and skill evaluations:

- NFPA 1001 Firefighter I
- NFPA 1001 Firefighter II
- NFPA 1072 HazMat Awareness
- NFPA 1072 HazMat Operations
- NFPA 1072 Product Control
- NFPA 1072 PPE

The NFPA 1001 Firefighter I and II Pro Board exams are offered on-site at the conclusion of the academy and boot camp to participants that have successfully completed the academy; the NFPA 1072 HazMat exams are offered at the conclusion of the HazMat module during the course or boot camp. The material learned during the course will help prepare participants for these national certification exams; in addition, participants are provided opportunities for study sessions with the instructional staff prior to the exams.

Participants will also have the opportunity to take the TCFP/IFSAC exams, which are administered on-site at the conclusion of the academy and boot camp. The cost of this exam is not included in the tuition. The TCFP exam costs \$55 and each IFSAC seal costs \$15:

- TCFP Basic Fire Suppression
- IFSAC NFPA 1001 Firefighter I
- IFSAC NFPA 1001 Firefighter II
- IFSAC NFPA 472 HazMat Awareness

- IFSAC NFPA 472 HazMat Operations
- IFSAC NFPA 472 HazMat Product Control
- IFSAC NFPA 472 HazMat PPE

## PROGRAM CONTACT INFORMATION

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# LINEMAN ACADEMY

## PROGRAM OVERVIEW

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The fifteen-week (480 hour) Lineman Academy (EPP700) provides individuals a comprehensive training experience utilizing the best work methods, equipment, tools, and standards. Participants receive classroom and hands-on field training to be qualified in equipment operation and pole climbing.

This course is designed for individuals seeking employment in the electric utility industry. Classes run from 8:00 a.m.–5:00 p.m. Monday through Thursday. A class schedule is provided at the beginning of the academy.

The maximum number of participants in the academy is 15. TEEEX maintains a ratio of 1 instructor per 15 participants in the classroom and 2 instructors to 15 participants for field exercises.

## COURSE CALENDAR

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The following is the class schedule at the time of printing this document. This schedule is subject to change. Please review the [class schedule](#) on the TEEEX website for any updates. All classes are held at the TEEEX buildings on the [RELLIS Campus](#).

Start Date	End Date	Application Due Date
February 1, 2021	May 20, 2021	January 11, 2021
June 14, 2021	September 23, 2021	May 24, 2021
August 23, 2021	December 9, 2021	August 2, 2021

## COURSE COST

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Tuition: \$13,500

Non-refundable application fee: \$75

Tuition includes textbook and four long-sleeved shirts. A set of climbing equipment and hand tools are issued to each participant and returned at the conclusion of the class.

## REQUIRED SUPPLIES

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Participants must provide the following items:

- Spiral notebook (8½ × 11) with perforated edges for easy tear out
- Blue ink pens, red ink pens, highlighters, and #2 pencils
- Climbing boots
- Backpack or bag to carry supplies
- Scientific calculator
- Laptop computer

Participants may bring their own personal climbing equipment and hand tools, but it must be approved by TEEX staff. TEEX will issue equipment to participants that do not have personal climbing equipment and hand tools to be used during the course.

## ENROLLMENT REQUIREMENTS AND PROCESS

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Applicants for the Lineman Academy must meet the following requirements:

- Be a high school graduate or have passed a GED test
- Be at least eighteen years of age
- Possess and maintain a valid motor vehicle driver's license with eligibility to obtain a Class A Commercial Driver's License (CDL)

Applicants must meet the following physical requirements:

- Able to climb a wooden pole
- Lift 80 pounds of weight
- Work in an elevated bucket with a weight limit of 300 pounds

To apply for this course, applicants must provide the following documents at the time of registration:

- [Lineman Academy Participant Enrollment Agreement](#)
- A copy of a valid driver's license
- A high school diploma or GED completion

- [A copy of an official Medical Release form signed by a physician](#)
- [A copy of the Supply Checklist that includes your shirt size and belt](#)
- Proof of meningitis immunization: proof within the past five years if under the age of thirty ([additional information about meningitis](#))

See the Application Process section of this document for more details. Failure to provide documentation will prevent enrollment.

## LICENSING REQUIREMENTS

This course prepares participants to further their training to become a journeyman lineman. Once participants complete this academy, they can seek employment with a company that will either continue training as an apprentice or send them to a training entity, such as TEEEX, to further training. It typically takes about four years to become a journeyman lineman.

Participants of this course will have the opportunity to pursue a Texas CDL. To obtain this license, participants must apply through the Texas Department of Public Safety and meet the following requirements:

- [Complete a CDL application.](#)
- Meet the general requirements for eligibility (page iii of the [Texas Commercial Motor Vehicle Drivers Handbook](#)).
- Complete a written and skills test at participating Department of Motor Vehicle offices.

## CURRICULUM MODULES AND APPROXIMATE HOURS

MODULE	TOPIC	LECTURE HOURS	SKILL/LAB HOURS
<b><i>Power Line Worker Fundamentals</i></b>		<b>128</b>	
0	Academy Introduction and Orientation	4	4
1	Introduction to the Power Industry	4	
2	Wood Pole Climbing Techniques	8	32
3	Electric Power Principles	32	
4	Rigging	16	
5	Personal Protective Grounding	8	8
6	Medic First Aid	8	
	End of Unit Review and Exam	4	
<b><i>Overhead and Underground Utility System Construction</i></b>		<b>140</b>	
0	Unit 2 Overview	0.50	
1	Bucket and Digger Truck Operations	4	11.50
2	Equipment Transport and Flagging	9	3
3	Overhead Line Construction	4	28
4	Transformer Operations	16	16
5	Overhead Equipment Installation	16	12
6	Underground Electrical Distribution Systems and Installation	10	6
	End of Unit Review and Exam	4	

<b>MODULE</b>	<b>TOPIC</b>	<b>LECTURE HOURS</b>	<b>SKILL/LAB HOURS</b>
<b><i>Overhead and Underground Utility System Maintenance</i></b>		<b>84</b>	
0	Unit 3 Overview	0.50	
1	De-Energizing Electrical Systems	6	1.50
2	De-Energized Overhead System Maintenance	2	30
3	De-Energized Underground System Maintenance	2	14
4	Energized Overhead System Maintenance	6	18
	End of Unit Review and Exam	4	
<b><i>Regulatory and Safety Compliance</i></b>		<b>68</b>	
0	Unit 4 Overview	0.50	
1	Department of Transportation (DOT) CDL Course	15.50	16
2	10-Hour Outreach Training for the Construction Electrical Transmission and Distribution (ET&D) Industry	16	
3	Electrical Worker Safe Work Practices	16	
	End of Unit Review and Exam	4	
<b><i>Electric Power Line Worker Employment Preparation</i></b>		<b>64</b>	
0	Unit 5 Overview	0.50	
1	Removal and Storage of Materials/Hardware	1.50	30
2	Résumé Writing and Preparation	8	
3	Job Interviewing Techniques	8	
4	Job Fair and Skills Demonstration for Employers		12
5	Graduation and Reception		4

## **REQUIREMENTS FOR SUCCESSFUL COMPLETION**

### ***Attendance***

Class attendance is an essential part of the education process, and participants in TEEC courses are expected to attend all class sessions and field exercises. Attendance and participation are components of successful course completion.

An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences. Tardiness is defined as not being in class or prepared to begin at the scheduled start time. Early departure is leaving before the instructor dismisses class for the day.

Excessive absences, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants who miss 5 percent (24 hours) or more of the Lineman Academy may be dismissed. Participants will be counseled by the class instructor and/or training coordinator on excessive absences.

Attendance is documented on the daily sign-in sheet. Participants must sign in daily for the morning and afternoon sessions. Participants may request to review past sign-in sheets to ensure attendance requirements are met.

If a participant misses a portion of the course, it is the participant's responsibility to contact the instructor to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from the attended hours. If make-up work is assigned, it will be comparable to the content, time, and delivery of the portion of the class missed.

Participants that miss three consecutive days without communication to the instructor and/or training manager will be administratively withdrawn.

### **Grading**

Participants must have a 70 percent overall average to complete the program based on the following formula:

- Written exams are taken during each unit of the course. Participants must make a 70 percent on each module or unit exam. Written exams account for 33.3 percent of the overall course grade.
- Conduct is evaluated by the instructor during each unit by a standardized rubric. Participants must score more than a 70 percent for each unit. Conduct evaluation accounts for 33.3 percent of the overall course grade.
- Practical evaluation is conducted through each module. Participants must be able to demonstrate satisfactory competence in each skill set before moving on to the next skill. Participants unable to demonstrate satisfactory competence could be dismissed from the program. Practical evaluation accounts for 33.4 percent of the overall course grade.

## **CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION**

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Participants that successfully complete this course will receive the following certificates:

- TEEX certificate of completion
- Medic First Aid - Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification
- Occupational Safety and Health Administration (OSHA) 10-Hour Electrical Transmission and Distribution (ET&D) Construction Card
- Eligibility to apply for a CDL\*
- TEEX 4-hour flagger certification card
- TEEX Bucket/Digger equipment operator qualification
- TEEX Wood pole climbing qualification

\*Fees associated with application for a CDL are **not included** in the tuition. Licensing for a CDL through the Texas Department of Public Safety is independent of TEEX.

## **PROGRAM CONTACT INFORMATION**

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# TOWER TECHNICIAN LEVEL ONE

## PROGRAM OVERVIEW

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The twelve-day (120-hour) Tower Technician Level One (CEL100) course provides participants with comprehensive cutting-edge technical training in aspects of cell tower climbing, including tool and equipment inspection, site access, hazard identification, ascending and descending structures, and rescue. Participants that attend this course receive traditional classroom training, as well multiple field exercises and other hands-on training scenarios. Registered participants will be challenged physically during this intensive technical training program and should be prepared for climbing exercises while carrying specialized tools used to perform tower prop installation tasks.

Classes generally run from 7:00 a.m.–6:00 p.m. for two weeks with Sunday off. A schedule will be provided at the start of the course.

The maximum number of participants in the course is 14. TEEX maintains a ratio of 1 instructor per 14 participants in the classroom and 1 instructor to 14 participants for field exercises. Additional instructors are utilized for 180-foot tower climb field exercises.

## COURSE CALENDAR

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The following is the class schedule at the time of printing this document. This schedule is subject to change. [Please review the class schedule on the TEEX website for any updates.](#) All classes are held at the [Texas A&M RELLIS Campus](#).

Start Date	End Date	Application Due Date
January 4, 2021	January 15, 2021	December 14, 2020
January 25, 2021	February 5, 2021	January 4, 2021
February 15, 2021	February 26, 2021	January 25, 2021
March 8, 2021	March 19, 2021	February 15, 2021
March 22, 2021	April 2, 2021	March 1, 2021
April 19, 2021	April 30, 2021	March 29, 2021
May 10, 2021	May 21, 2021	April 19, 2021
May 31, 2021	June 11, 2021	May 10, 2021
July 12, 2021	July 23, 2021	June 21, 2021
August 2, 2021	August 13, 2021	July 12, 2021

## COURSE COST

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Tuition: \$5,798

Non-refundable application fee: \$75

Note: Tuition includes the textbook. A set of climbing equipment and Personal Protective Equipment (PPE) are issued to each participant and returned at the end of the class.

## REQUIRED SUPPLIES

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Participants must provide the following items:

- Notebook paper (8½ × 11")
- Blue ink pens, red ink pens, highlighters, and #2 pencils
- Boots or climbing shoes

## ENROLLMENT REQUIREMENTS

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Applicants must meet the following requirements:

- Be a high school graduate or have passed a GED test
- Be at least eighteen years of age

Applicants must meet the following physical requirements:

- Safely operate machinery and conduct field exercises at a height of over 160 ft. while carrying approximately 70 lb. of tools and equipment.

To apply for this course, applicants must provide the following documents at the time of registration:

- [Tower Technician Participant Enrollment Agreement](#)
- A copy of a valid driver's license
- A high school diploma or GED completion
- A copy of an [official Medical Release form](#) signed by a physician

See the Application Process section of this document for more details. Failure to provide documentation will prevent enrollment.

## CURRICULUM MODULES AND APPROXIMATE HOURS

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MODULE	TOPIC	LECTURE HOURS	SKILL/LAB HOURS
0	Orientation	0.90	
1	Table of Contents	0.10	
2	Regulations and Standards	1	
3	Introduction to Wireless Technology	8	

<b>MODULE</b>	<b>TOPIC</b>	<b>LECTURE HOURS</b>	<b>SKILL/LAB HOURS</b>
4	Worksite Hazard Awareness (Authorized Climber)	17	13
5	Occupational Safety and Health Administration (OSHA) 10-Hour Outreach	12	
6	First Aid/Cardiopulmonary Resuscitation (CPR)/ Automated External Defibrillator (AED)	6	2
7	Lightning, Grounding, and Cadweld	5	
8	Fundamentals of Radio Frequency (RF) Radiation	4	
9	Fall Protection and Rescue	8	11
10	Basic Rigging Principles	8	8
11	Capstan Hoist Awareness	4	
12	Closeout Guidelines	4	
13	Introduction to Long-Term Evolution (LTE)	8	
<b>Total</b>		<b>86</b>	<b>34</b>

## **REQUIREMENTS FOR SUCCESSFUL COMPLETION**

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### ***Attendance***

Class attendance is an essential part of the education process, and participants in TEEX courses are expected to attend all class sessions and field exercises. Attendance and participation are components of successful course completion.

An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences. Tardiness is defined as not being in class or prepared to begin at the scheduled start time. Early departure is leaving before the instructor dismisses class for the day.

Excessive absences, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants who miss 5 percent (6 hours) or more of the Tower Technician Level One course may be dismissed. Participants will be counseled by the class instructor and/or training coordinator on excessive absences.

Attendance is documented on the daily sign-in sheet. Participants must sign in daily for the morning and afternoon sessions. Participants may request to review past sign-in sheets to ensure attendance requirements are met.

If a participant misses a portion of the course, it is the participant's responsibility to contact the instructor to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from the attended hours. If make-up work is assigned, it will be comparable to the content, time, and delivery of the portion of the class missed.

Participants that miss two consecutive days without communication to the instructor and/or training manager will be administratively withdrawn.

## **Grading**

Participants must have a 70 percent overall average to complete the program based on the following formula:

- Written exams are taken during each unit of the course. Participants must make a 70 percent on each module or unit exam. Written exams account for 33.3 percent of the overall course grade.
- Conduct is evaluated by the instructor during each unit by a standardized rubric. Participants must score more than a 70 percent for each unit. Conduct evaluation accounts for 33.3 percent of the overall course grade.
- Practical evaluation is conducted through each module. Participants must be able to demonstrate satisfactory competence in each skill set before moving on to the next skill. Participants unable to demonstrate satisfactory competence could be dismissed from the program. Practical evaluation accounts for 33.4 percent of the overall course grade.

## **CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION**

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Participants that successfully complete this course will receive the following certificates:

- TEEK certificate of completion
- SafetyLMS certification
- OSHA 10-hour construction card
- Medic First Aid - Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification

## **PROGRAM CONTACT INFORMATION**

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### **Len Jenicek Utilities Training Manager**

Office phone: 979-845-6562

Email: [Len.Jenicek@teex.tamu.edu](mailto:Len.Jenicek@teex.tamu.edu)

### **Christy Van Winkle**

Office phone: 979-845-0974

Email: [Christy.VanWinkle@teex.tamu.edu](mailto:Christy.VanWinkle@teex.tamu.edu)

# **CENTRAL TEXAS POLICE ACADEMY (CTPA)**

## **PROGRAM OVERVIEW**

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The twenty-week (800-hour) Central Texas Police Academy (TPA100) delivers the Texas Commission on Law Enforcement (TCOLE)-approved basic peace officer course leading to Texas peace officer licensing. Participants receive classroom training designed to prepare each participant for the state licensing examination and engage in hands-on training to better acquaint them to the rigors of police work.

This course is designed for individuals seeking employment as a Texas peace officer. Classes generally run from 7:30 a.m.–5:00 p.m. Monday through Friday, but there are times when the class schedules vary including some nighttime training events. A class schedule is provided at the start of the academy.

The maximum number of participants in the academy is 34. TEEEX maintains a ratio of 1 instructor per 34 participants in the classroom and 1 instructor to 5 participants for field exercises.

## COURSE CALENDAR

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The following is the class schedule at the time of printing this document. This schedule is subject to change. [Please review the class schedule on the TEEEX website for updates.](#) All classes are held at the [Texas A&M RELLIS Campus.](#)

Start Date	End Date	Application Period
February 1, 2021	June 11, 2021	October 5, 2020–December 4, 2020

## COURSE COST

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For participants hired or employed by an agency/department:

- Tuition: \$2,500
- Non-refundable application fee: \$75

For participants that are not employed by an agency/department:

- Tuition: \$5,400
- Non-refundable application fee: \$75

**Note:** Tuition includes a cadet uniform (i.e., four uniform shirts, three Physical Training [PT] shirts, one name tag, and one hat), all textbooks, TCOLE testing fee, and ammunition

## REQUIRED SUPPLIES

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Participants must provide the following items:

- Notebook paper (8½ × 11")
- Notebook dividers (minimum 42)
- Blue ink pens, red ink pens, highlighters, and #2 pencils
- Handcuffs and key (Smith & Wesson, Peerless, Hiatts, etc.) and handcuff case
- Handgun and secure holster (duty-style holster)
- Minimum of 2 speed loaders or 3 magazines
- Straight flashlight and flashlight holder
- Duty belt

- Belt keepers (Minimum 4)
- Speed loader pouch or double magazine pouch
- Black shoes or boots that can be polished
- Athletic gear consisting of navy-colored shorts, athletic shoes, and towel
- Dickies brand #874 Khaki pants (at least 3 pair)

The following items are recommended:

- Gear bag
- Small dictionary
- Law dictionary

## ENROLLMENT REQUIREMENTS AND PROCESS

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Applicants for the CTPA must meet the TCOLE requirements:

- Be a high school graduate or have passed a GED test
- Be at least twenty-one years of age or become twenty-one years of age before course completion; or be eighteen years of age and have received an associate's degree or 60 semester hours of credit from an accredited college or university
- Have an honorable discharge from the armed forces of the United States after at least twenty-four months of active duty service
- Either be hired by a Texas law enforcement agency or complete a background check prescribed by TCOLE
- Possess a valid Texas driver's license
- Not have been terminated from a Basic Peace Officer Course (BPOC) for any reason other than academic failure  
**Note:** In the event of academic failure from another provider's BPOC, the applicant must wait a minimum of one year before being eligible for admission to the Central Texas Police Academy.
- Be a citizen of the United States

Applicants must meet the following TCOLE physical requirements:

- Vision sufficient to perform functions such as apprehend suspects; obtain information at disturbances, service, and accident calls; and read and review written communications
- Hearing and speech sufficient to communicate clearly and distinctly face-to-face as well as over the radio in normal and adverse conditions
- Arm and hand steadiness and manual dexterity sufficient to use weapons necessary to prevent injury or to protect self and others
- Stamina and tolerance sufficient to remain physically and mentally alert for short bursts of extremely intense physical and/or mental activity separated by extended periods of physical and/or mental inactivity

To apply for this course, applicants must provide the following documents at the time of registration:

- **All applicants** must complete the following forms:

- [CTPA Participant Enrollment Agreement for employed participants](#) or the [CTPA Participant Enrollment Agreement for non-employed participants](#)
  - [TCOLE PID Assignment \(C-1\)](#)
  - [TEEX Basic Police Officer registration form](#)
- Applicant **hired** by Texas law enforcement agency must provide the following forms:
  - [TCOLE Declaration of Licensing Course Enrollment Eligibility Form](#)
  - [TCOLE Law Enforcement Agency Audit Checklist](#)
- Independent applicant (**not employed** by Texas law enforcement agency) must provide the following forms:
  - [TEEX Declaration of Eligibility](#)
  - [TCOLE Licensee Medical Condition Declaration \(L-2\)](#)
  - [TCOLE Licensee Psychological and Emotional Health Declaration \(L-3\)](#)

**Note:** (Contact Jennifer L. Rockett, Ph.D., PLLC to schedule your appointment (phone number: (979) 721-6062). Please note if you are currently under the care of psychiatrist you must fill out additional paperwork.)
  - [TCOLE Fast Form Background Check](#)
  - Bacterial meningitis immunization record ([additional information about meningitis](#))
  - [TEEX Personal History Statement](#)
  - [Copy of Texas Department of Public Safety Driver Record \(Type AR\)](#)

See the Application Process section of this document for more details. Failure to provide documentation will prevent enrollment.

## LICENSING REQUIREMENTS

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In order to become a licensed peace officer in the state of Texas, the following requirements must be met:

- Meet all of the [TCOLE minimum standards for enrollment and initial licensure](#)
- Successfully complete this course
- Pass the state licensing examination
- Be appointed by a law enforcement agency

## CURRICULUM MODULES AND APPROXIMATE HOURS

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MODULE	TOPIC	LECTURE HOURS	SKILLS/LAB HOURS
	Orientation/Rules Review	8	
0	Administrative/Departmental Overview	0	
1	Professionalism and Ethics	12	
2	Professional Policing	12	
3	Fitness, Wellness, and Stress Management	16	
4	TCOLE Rules	4	

<b>MODULE</b>	<b>TOPIC</b>	<b>LECTURE HOURS</b>	<b>SKILLS/LAB HOURS</b>
5	Multiculturalism and Human Relations	8	
6	Racial Profiling (TCOLE 3256)	4	
7	U.S., Texas Constitution, and Rights	10	
8	Penal Code	50	
9	Code of Criminal Procedure	8	
10	Arrest, Search, and Seizure	40	
11	Asset Forfeiture (TCOLE 3255)	4	
12	Identity Crimes (TCOLE 3277)	4	
13	Consular Notification	1	
14	Civil Process	4	
15	Health and Safety Code and Controlled Substance Act	8	
16	Alcoholic Beverage Code	4	
17	Family Violence, Child Victims, and Related Assaultive Offenses	4	
18	Missing and Exploited Children (TCOLE 3275)	4	
19	Child Alert Checklist	1	
20	Victims of Crime	10	
21	Human Trafficking (TCOLE 3270)	4	
22	Traffic Code/Crash Investigation (TIM)	20	24
23	Intoxicated Driver (Standardized Field Sobriety Test [SFST])	8	16
24	Written Communication	16	
25	Verbal Communication/Public Interaction	16	
26	Spanish	16	
27	De-Escalation Strategies (TCOLE 1849)	8	
28	Force Options Theory	24	
29	Crisis Intervention Training (CIT) (1850)	32	8
30	Traumatic Brain Injury (TCOLE 4066)	2	
31	Arrest and Control	8	32
32	Criminal Investigations	24	16
33	Juvenile Offenders	10	
34	Professional Police Driving	8	24
35	Patrol Skills/Traffic Stops	10	36
36	Radio Communications/AMBER-Silver Alert/ Texas Crime Information Center (TCIC)-Texas Law Enforcement Telecommunications System (TLETS)	14	2
37	Civilian Interaction Training (TCOLE 30418)	2	
38	Interacting with Deaf and Hard of Hearing (TCOLE 7887)	4	
39	Canine Encounters (TCOLE 4065)	4	
40	Emergency Medical Assistance	8	8
41	Firearms	8	40
42	Hazardous Materials (HazMat) Awareness/Incident Command System (ICS)	4	
	Booking	4	

MODULE	TOPIC	LECTURE HOURS	SKILLS/LAB HOURS
	Courtroom Demeanor	4	4
	Additional Firearms		16
	Physical Training		68

## REQUIREMENTS FOR SUCCESSFUL COMPLETION

### ***Attendance***

Class attendance is an essential part of the education process, and participants in TEEX courses are expected to attend all class sessions and field exercises. Attendance and participation are components of successful course completion.

An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences. All absences will count in the calculation of attendance and will not increase the maximum number of allowable absences.

Tardiness is defined as not being in class or prepared to begin at the scheduled start time. Early departure is leaving before the instructor dismisses class for the day. Excessive absence, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. The time missed due to tardiness or early departure will count toward total percentage of time missed in the class.

Therefore, participants who miss 80 hours (i.e., 10 percent of the course hours) or more of the course may be dismissed. Participants will be counseled by the class instructor and/or training manager for excessive absences and could be placed on probation should the absences continue. Participants cannot miss more than 10 percent of any module that requires a passing exam score of 80 percent. This includes firearms, driving, defensive tactics, SFST, Cardiopulmonary Resuscitation (CPR), and CIT. Participants cannot miss more than 10 percent of the legislative mandated content, such as Asset Forfeiture, Identity Crimes, and Racial Profiling.

Attendance is monitored and documented on the daily sign-in sheet. Participants must sign in daily for the morning and afternoon sessions. Participants may request to review past sign-in sheets to ensure attendance requirements are met.

If a participant misses a portion of the course, it is the participant's responsibility to contact the instructor to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from the attended hours. If make-up work is assigned, it will be comparable to the content, time, and delivery of the portion of the class missed.

Participants that miss five consecutive days without communication to the instructor and/or training manager will be administratively withdrawn.

### ***Grading***

Participants must score a minimum of 80 percent to pass examinations in all areas of training (i.e., academic, technical skills, and physical training).

In order to graduate from the program and qualify for TCOLE examinations, participants must successfully complete:

- All major examinations with a minimum score of 80 percent
- The final examination with a minimum score of 80 percent
- All academic and firearms qualifications with a minimum of 80 percent
- All academic and skills portions of the driver training course with a minimum score of 80 percent
- All academic and skills portions of the defensive tactics training requirements with a minimum score of 80 percent
- The CPR/Fire Aid course training requirements and practical simulations with a minimum score of 80 percent
- CIT (40 hours) with a minimum score of 80 percent

Participants must have an overall average of 80 percent to successfully complete the course. Weighted final averages are based on:

- Topic and skills test            20 percent
- Quarterly exams                30 percent
- Final exam                        50 percent

## **CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION**

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Participants that successfully complete this course will receive a TEEEX course completion certificate and be eligible to sit for the TCOLE licensing exam. The material learned during the course will help prepare participants for the TCOLE exam; in addition, participants are provided opportunities for study sessions with the instructional staff prior to the exam. The testing fee for the TCOLE exam is included in the tuition and is offered on-site at the conclusion of the course; the date will be in the course schedule. Certification by TCOLE is independent of TEEEX.

## **PROGRAM CONTACT INFORMATION**

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### **Lee Santo, Training Manager**

Office phone: 979-458-0457

Email: [Miles.Santo@teex.tamu.edu](mailto:Miles.Santo@teex.tamu.edu)

### **Joe Klinkovsky, Agency Instructor II**

Cell phone: 832-858-0669

Email: [Joe.Klinkovsky@teex.tamu.edu](mailto:Joe.Klinkovsky@teex.tamu.edu)

### **Valerie Albarado, Senior Administrative Coordinator**

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# UNEXPLODED ORDNANCE (UXO) TECHNICIAN LEVEL 1

## PROGRAM OVERVIEW

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UXO Technician Level 1 (UXO200) is a four-week (200-hour) course that combines the knowledge and hands-on experiential training necessary to meet and exceed the requirements established by the Department of Defense Explosives Safety Board (DDESB) Technical Paper 18, the minimum qualifications for UXO technicians and personnel to be a UXO technician level I. This training also satisfies the requirements necessary to work on U.S. Army Corps of Engineers (USACE) UXO remediation job sites.

Participants that attend this course are encouraged to complete the TEEEX Hazardous Waste Operations and Emergency Response (HAZWOPER) (EOT225) online course if they do not already have HAZWOPER or Hazardous Materials (HazMat) technician training. HAZWOPER is required by the DDESB Technical Paper 18 to fully meet the minimum qualifications for UXO technicians and personnel.

This course is designed for individuals seeking employment in environmental remediation. Classes run from 7:30 a.m.–5:30 p.m. Monday through Friday. A class schedule is provided at the start of the course.

The maximum number of participants in the course is 24. TEEEX maintains a ratio of 1 instructor per 24 participants in the classroom and 1 instructor to 3 participants for field exercises.

## COURSE CALENDAR

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The following is the class schedule at the time of printing this document. This schedule is subject to change. [Please review the class schedule on the TEEEX website for any updates.](#) All classes are held at the [Texas A&M RELLIS Campus](#).

Start Date	End Date	Application Due Date
January 25, 2021	February 19, 2021	January 4, 2021
April 19, 2021	May 14, 2021	March 29, 2021

## COURSE COST

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Tuition: \$6,850

Non-refundable application fee: \$75

**Note:** Tuition includes five UXO shirts, a field hat, a UXO flipbook, and a thumb drive with the UXO participant manual.

## REQUIRED SUPPLIES

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Participants must provide the following items:

- Long tactical/cargo pants or jeans
- High quarter boots that provide ankle protection (Demolition range and UXO grid)
- Closed-toe/Closed-heel shoes (classroom)
- Extra boots

The following items are recommended:

- Seasonal cold weather gear
- Rain gear
- Knee pads
- Work gloves
- American National Standards Institute (ANSI) or Z87 safety glasses

## ENROLLMENT REQUIREMENTS AND PROCESS

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Applicants for the UXO course must meet the following requirements:

- Be at least eighteen years of age
- Pass a criminal background check; the following items will prevent enrollment in this course (**Note:** This list is an example and does not include all items that will prevent enrollment):
  - Prior convictions of any violent crime
  - Felony convictions
  - Currently under indictment for any criminal offense
  - Prohibited by state or federal law from possessing or working with explosives
- Pass a drug screening

Applicants must meet the following physical requirements:

- Able to lift a minimum of 40 lb. without assistance
- Capable of working safely in stressful situations and extreme weather conditions
- Have vision sufficient to perform functions such as visual identification of ordnance features, electric demolition set up, and non-electric demolition set up.
- Have hearing and speech sufficient to communicate clearly and distinctly face-to-face as well as over the radio in normal and adverse conditions
- Have arm and hand steadiness and manual dexterity sufficient to use hand tools in demolition procedures set up
- Have stamina and tolerance sufficient to remain physically and mentally alert for extended periods of physical and/or mental inactivity

To apply for this course, applicants must provide the following documents at the time of registration:

- [Signed UXO Participant Enrollment Agreement](#)
- A copy of a driver's license or a form of government- or state-issued identification
- Completed and notarized [UXO Applicant Letter for Admission](#)

See the Application Process section of this document for more details. Failure to provide documentation will prevent enrollment.

Within 30 days of the start of the class, the following must be submitted:

- Submit signed [medical statement and report from a physician](#) for a complete physical, standard head-to-toe examination that includes a respirator (lung capacity) check.
- Provide results of a five-panel drug screen that must include phencyclidine, cocaine, amphetamines, cannabis, and opiates.
- Completed criminal history background check.

**Note:** Failure to submit these documents prior to the start of class may result in cancellation of enrollment.

## CURRICULUM MODULES AND APPROXIMATE HOURS

MODULE	TOPIC	LECTURE HOURS	PRACTICAL HOURS
0	Introduction	1	
1	UXO Environmental Remediation Overview	1	
2	Metric Conversions	1	
3	Electricity	1	
4	Physics	1	
5	Explosives and Explosive Effects	5	
6	Ordnance Safety Precautions	4	
7	Fuze Functioning	6	
	<b>Test 1: Progress Testing</b>	<b>2</b>	
8	Ordnance Identification	2	
9	Grenades	6	
10	Land Mines	6	
11	Firing Devices and Other Explosive Devices	1	
12	Submunitions	3	
13	Projectile Fuzes	3	
14	Projectiles and Mortars	7	
15	Rockets	3	
16	Guided Missiles	2	
17	Bomb Fuzes	2	
18	Aircraft Bombs	3	
19	Dispensers	2	
20	Dispenser Submunitions	2	

<b>MODULE</b>	<b>TOPIC</b>	<b>LECTURE HOURS</b>	<b>PRACTICAL HOURS</b>
21	Pyrotechnics	1	
22	Miscellaneous Hazards	1	
23	Chemical Ordnance	4	
	<b>Test 2: Ordnance Identification and Safety</b>	<b>4</b>	
24	Underwater Ordnance	6	
25	Demolition Materials		10
26	Building Firing Systems		10
27	Methods for Disposing of UXO		8
28	Storage, Handling, and Transportation of Explosives		2
29	Demolition Exercises (Non-Electric Firing Systems)		10
	<b>Test 3: Non-Electric Firing Systems Test</b>		<b>10</b>
29	Demolition Exercises (Electric Firing Systems)		10
	<b>Test 4: Electric Firing Systems Test</b>		<b>10</b>
30	Metal Detector and Activities		30
	Equipment Inventory and Maintenance Course	10	
	Review		
	Test 5: Comprehensive Test	10	
	<b>Total:</b>	<b>100</b>	<b>100</b>

## REQUIREMENTS FOR SUCCESSFUL COMPLETION

### **Attendance**

Participants are expected to attend and participate in all training sessions and are required to sign a daily class roster in the morning and afternoon of each class day. The sign-in sheet is used to document attendance throughout the course; participants can request to see the sign-in sheet to ensure attendance requirements are being met.

An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences. Tardiness is defined as not being in class and prepared to begin at the scheduled starting time. An early departure is defined as leaving before the instructor releases the class. The time missed due to tardiness or early departure will count toward total percentage of time missed in the class.

Excessive absences, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants who miss 5 percent (i.e., 10 hours) or more may be dismissed from the course. Participants at risk of dismissal from the course due to excessive absence are counseled by the instructor and/or training manager.

It is the responsibility of the participant to contact the assigned lead instructor to receive make-up work assignment(s) if available for the portion of training missed as a result of an absence, tardiness, or early departure. The make-up work assigned will be comparable to the content, time, and delivery of the portion of the class missed. The instructor will inform the participants if there are any portions of the course that cannot be made up.

Participants that miss two consecutive days without communication to a staff member of the UXO program will be administratively withdrawn.

## ***Grading***

This course consists of five evaluations. Each evaluation must be passed to continue taking the course; failure to pass an evaluation will result in academic dismissal:

- Test 1: Written exam must be passed with an 80 percent.
- Test 2: Written exam must be passed with an 80 percent.
- Test 3: Practical exam must be passed with an 85 percent.
- Test 4: Practical exam must be passed with an 85 percent.
- Test 5: Written exam must be passed with an 80 percent.

## **CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION**

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Participants that successfully complete this course will receive a TEEEX course completion certificate.

## **PROGRAM CONTACT INFORMATION**

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### **Ed Fritz, Training Manager**

Office phone: 979-862-3410

Email: [Ed.Fritz@teex.tamu.edu](mailto:Ed.Fritz@teex.tamu.edu)

### **Customer Service Representative**

Office phone: 979-845-6677

Toll-free: 800-423-8433

Email: [ilepse@teex.tamu.edu](mailto:ilepse@teex.tamu.edu)

# **ADDITIONAL INFORMATION**

## **REFERENCE DOCUMENTS**

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This Vocational Course Catalog supplements the [TEEX Participant Handbook](#) as well as specific course rules and guidelines. Participants enrolling in TEEEX vocational courses should refer to the following documents for complete course rules, disciplinary processes, and requirements in addition to this document:

- [Central Texas Police Academy Rules](#)
- [Emergency Medical Technician \(EMT\) Student Handbook](#)
- [Lineman Academy Policies and Procedures](#)
- [Paramedic Student Handbook](#)
- [TEEX Recruit Fire Academy \(Traditional and Online\) Policies and Procedures](#)

## APPLICATION PROCESS

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Participants interested in applying for a TEEEX vocational program begin the process by reviewing this course catalog, the TEEEX Participant Handbook, and the program rules documents as indicated in the Reference Documents section above. Once you are ready to apply, follow these steps:

1. Go to the course description on the TEEEX website for the course to which you are applying:
  - a. [Central Texas Police Academy](#)
  - b. EMT ([EMS110](#) or [EMS115](#) and EMS116)
  - c. [Lineman Academy](#)
  - d. Paramedic ([EMS130](#) or [EMS135](#) and EMS136)
  - e. TEEEX [Traditional Recruit Fire Academy](#) and [Online Recruit Fire Academy](#)
  - f. [Tower Technician Level One](#)
  - g. [UXO Technician Level 1](#)
2. Find the session in which you would like to apply and click the Register to initiate the application process.
3. If you have not taken a class with TEEEX before, you will have to create a TEEEX Student Portal account. If you have taken a class with TEEEX, you can log into your Student Portal account.
4. The Class Information Screen will display showing you the price for the course and the application fee of \$75 which is due upon applying to be in the course. You will also see the Application Process in the notes so you can see what will be required to upload with your application fee.
5. A Class Registration window will open and show you the fees associated with the course. You are only required to pay the application fee at this time.
6. You will then either update or complete your demographic information.
7. The Order Details page will display where you will be asked to check that you accept the policies, then select Pay with Credit Card, Debit, or eCheck to process your payment of the application fee.
8. You will receive a Confirmation Page (that will also be emailed to you) confirming your payment and providing the Application Process again.
9. Navigate back into the Portal and you will see the course listed under Pending Verification. Click the blue upload arrow to begin uploading your required documentation and pay attention to the application due date. If you do not complete the application process by the due date, your application will be cancelled and you will have to reapply to a future class and pay the \$75 application fee again. NOTE: You will see a blue box appear at the top of the screen to confirm your upload, you cannot see the upload or access it once it has been added.
10. A representative from TEEEX will review all documentation and notify you when you have been cleared to complete the registration process and pay the full program tuition. You will be provided a copy of your signed TEEEX Enrollment Agreement at that time.
11. You will then be registered for the TEEEX course!

### ***Participants Requesting Accommodations (ADA)***

Participants that would like to request accommodations may do so by following the directions found on the [Disability Accommodation website](#) or contacting the TEEEX accessibility coordinator at [StudentServices@teex.tamu.edu](mailto:StudentServices@teex.tamu.edu). The accessibility coordinator will discuss the process with you.

### ***International Participants***

The TEEEX Recruit Fire Academies are the only vocational programs that TEEEX is authorized to provide I-20M for use in obtaining an M-1 visa at this time. TEEEX is not authorized to provide an I-20 or any visa assistance for other programs. Contact the TEEEX International Student Services Representative at 979-458-6820 or [InternationalStudents@teex.tamu.edu](mailto:InternationalStudents@teex.tamu.edu).

## **SATISFACTORY ACADEMIC PROGRESS**

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Participants' academic progress is qualitatively and quantitatively evaluated for each course. As components of successful course or program completion, participants must have a cumulative attendance record and the minimum grade as identified in the course information found in this document. Participants who fail, withdraw, or are dismissed from a course must retake the course at their own expense.

### ***Qualitative Progress***

Qualitative progress is measured using the grading methods explained in this catalog, which includes the minimum passing grade for each TEEEX vocational course as well as requirements for psychomotor skills. Participants will receive access to grades throughout course or will receive grade reports and/or letters at a minimum of each quarter of the program (e.g., week 2 of an eight-week program) and/or at evaluation milestones to be kept informed of qualitative progress.

### ***Quantitative Progress***

Quantitative progress is evaluated by attendance and achievement of course hours. Participants must attend the minimum hours identified in this catalog for each course to maintain satisfactory attendance progress. Participant absences that exceed the maximum allowed consecutive days and/or hours missed will be withdrawn from the course/program.

### ***Maximum Time Frames***

All course and/or program requirements must be completed within the allowed time frame of the course schedule. In the case a participant has been given an extension to complete course work (through the appeal process), the maximum time frame allowed is 1.5 times the normal program length (e.g., if it takes four weeks to normally complete a program, six weeks would constitute 1.5 times). Participants that exceed the maximum time frame will fail the course.

### ***Consequences of Failure to Meet Qualitative and Quantitative Measures***

If a participant fails to meet either the attendance (quantitative) or grade/psychomotor (qualitative) requirements for any evaluation period, or both, he/she will be notified of their current standing in writing; this notification will include a notification of removal from the program or the steps necessary for the participant to get back on track with the program/course requirements, as well as the consequences of failure to meet those identified steps. Participants will also receive attendance or academic counseling from the training manager (or designee), as appropriate, to ensure participants are making positive progress towards qualitative and/or quantitative requirements. Consequences of failure to meet quantitative or qualitative measures will be determined by the training manager and could include probation, dismissal from the program, or the opportunity to complete the program for hours but not receive a successful completion certificate.

## Appeals Process

Participants may file a written appeal to TEEX for matters related to grades, refunds, withdrawals, or other concerns via the process identified in the section below. Participants are encouraged to work with their class instructor and/or course training manager to resolve issues, when appropriate. Participants appealing their Satisfactory Academic Progress (SAP) must meet one of the basis to appeal (below in Appeal and Complaint process) and provide substantiating documentation including a statement as to why they failed to meet the standards and what has changed in their situation that will allow them to meet the SAP standards. Participants filing a SAP complaint should do so as soon as possible after being notified of failure to meet requirements. While the SAP appeal is being reviewed, the participant is to remain enrolled in the course. The participant will be notified of the final decision in writing. Should the appeal be approved and the participant allowed to continue the course/program, the letter will include a required academic plan determined by the program training manager that will, if followed, ensure the participant is able to meet the SAP standards by a specific point in time.

## PARTICIPANT APPEAL AND COMPLAINT PROCESS

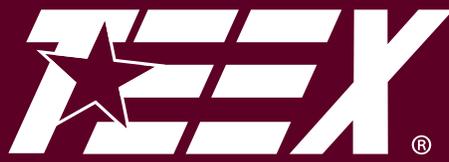
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Participants have the ability to file a complaint or appeal a decision by taking the following steps, which are found in detail in the [TEEX SAP 13.99.99.N0.04 Participant Complaint and Appeal Process](#):

1. Participants that wish to appeal a decision made by TEEX staff may do so by completing the report form at [teex.org/complaint](http://teex.org/complaint). Participants must submit their appeal within thirty calendar days of being notified of a decision.
2. Participants may file appeals under the following conditions:
  - a. A procedural error or omission occurred that significantly impacted the outcome
  - b. New evidence that could have significantly impacted the outcome is now available
  - c. The sanctions issued were not appropriate
3. The review process for appeals is coordinated by the TEEX Ethics and Compliance Office and will be completed within twenty business days of receipt of the appeal. Additional time for the review may be warranted, in which case participants will be notified. Participants will be notified.
4. The TEEX Chief Operating Officer will make the final decision of the appeal in collaboration with the TEEX Ethics and Compliance Office, unless a certification, licensing, or statutory authority requires a committee or another individual to make the decision.
5. Participants will be notified of the decision in writing by the TEEX Ethics and Compliance Office. This decision is final.



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