

VOCATIONAL PROGRAM HANDBOOK

FALL 2024–SUMMER 2025

Volume 1, Published January 2025

The information in this handbook was as accurate as possible at the time of publication. The provisions are subject to change without notice. TEEX reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting participants at any time. Any errors should be reported to the TEEX Strategic and Education Services Department.

WELCOME TO TEEX

Welcome to the Texas A&M Engineering Extension Service (TEEX)! Thank you for selecting TEEX, and thank you for your service in your professional field of expertise. I believe you have made a great choice in continuing your educational journey, but I also want to encourage you to let us know how we can do better. TEEX is proud to offer courses in a variety of fields including firefighting, law enforcement, Emergency Medical Services (EMS), public works, occupational safety and health, cybersecurity, and many more. This variety of training programs helps us to accommodate the needs of the communities in which our participants reside and serve.

TEEX prides itself on providing a valuable experience through challenging props, educational facilities, and interactive curriculum. TEEX boasts training facilities in College Station at the Brayton Fire Training Field, Disaster City®, RELLIS campus, and the Emergency Operations Training Center (EOTC). TEEX also has great facilities across Texas in Mesquite, San Antonio, and Galveston. What we take the most pride in, however, is the quality of our instructional staff. These professionals have keen knowledge of the subject matter and are committed to your professional growth and advancement.

Our agency mission is to make a difference by providing training, developing practical solutions, and saving lives. This is more than our mission; this is our culture, and this is why you will see us go the extra mile to help you succeed.

So, let's begin as we work together on the path of training and education. Those who benefit the most are those who have improved their lives and the lives of others as a result of their training at TEEX.



David Coatney, Agency Director

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I. GENERAL INFORMATION

ABOUT THE HANDBOOK

The TEEX Vocational Program Handbook is designed to provide information, rules, and procedures for participants that attend TEEX sponsored vocational courses. Participants are responsible for following all rules and procedures outlined in this document.

HISTORY OF TEEX

The Texas A&M Engineering Extension Service is an outgrowth of the Trade and Industrial Teacher Training Service established in 1919. Originally under the Agricultural Education Department of Texas A&M University, the Industrial Training department moved to the Engineering School in 1935. It became the Industrial Extension Service in 1940.

The State legislature established a firefighter training school in 1929, which merged with the Industrial Extension Service in 1947.

In 1948, upon formation of The Texas A&M University System, the Texas Engineering Extension Service (TEEX) was established to assume the work of the Industrial Extension Service and was given full status as a member of The Texas A&M University System. TEEX was charged with providing occupational training and technical services.

The Texas Municipal Police School was established in 1953. All programs offered by the Texas Law Enforcement Extension Training program have been built on the 70-year foundation as the oldest statewide law enforcement extension training agency.

Texas A&M Task Force 1, sponsored by TEEX, was organized in 1997 and joined the FEMA National Urban Search and Rescue System in 2001.

In 1998, TEEX became home to the National Emergency Response and Rescue Training Center.

In 2007, the City of Dallas Fire-Rescue Department began operating Texas Task Force 2. Ten years later it became Texas A&M Task Force 2, under TEEX sponsorship.

In 2022, the Texas A&M Public Works Response Team (TX-PWRT), a joint response team sponsored by TEEX and the Texas Division of Emergency Management, was organized to provide local jurisdictions critical public works services to facilitate recovery from catastrophic events.

Today, TEEX provides training and technical assistance in Economic and Workforce Development, Fire and Emergency Services, Infrastructure and Safety, Law Enforcement and Protective Services, as well as Homeland Security.

INSTITUTIONAL OWNERSHIP

The Texas A&M Engineering Extension Service (TEEX) is recognized as a member of the Texas A&M University System (TAMUS) and as a state agency in the Texas Education Code (Sec. 88.001(5)). TEEX is under the direction and control of the Board of Regents of TAMUS.

The TAMUS Board of Regents (as of November 2024) are listed below.

- Bill Mahomes, Chairman
- Robert Albritton, Vice Chairman
- David Baggett
- John Bellinger
- James R “Randy” Brooks
- Jay Graham
- Michael “Mike” Hernandez III
- Michael Plank
- Sam Torn
- Cage Sawyers, Student Regent

TEEX ADVISORY BOARD

The TEEX Advisory Board members (as of November 2024) are listed below.

- Dominique Artis
- Allen Banks
- Austin Bleess
- David Coatney
- Tony Crites
- Christina Foley
- Ginny Lewis Ford
- Tracy Foster
- Richard Giusti
- Keith Jemison
- Ivan Langford
- Mark Lee
- Molly McFadden
- Thomas O’Connor
- Samuel Peña
- Stephen R. Pepper
- Kelly Rowe
- J.D. Salinas III
- Michael Thane
- Gregory Winfree

TEEX ADMINISTRATION

The TEEX Leadership Team (as of November 2024) is listed below.

Executive Leadership Team

- David Coatney – Agency Director
- Tony Crites – Deputy Agency Director/Chief Operating Officer (COO)
- Tracy Foster – Deputy Agency Director/Chief Financial Officer (CFO)
- Christina Foley – Associate Agency Director/Chief Human Resources Officer (CHRO)

Division/Response Team Directors

- Chris Gable – Division Director, Infrastructure Training and Safety Institute (ITSI)
- Bill Long – Division Director, Law Enforcement and Protective Services (LAW)
- Chris Angerer – Division Director, Emergency Services Training Institute (ESTI)
- Lisa Mutchler – Division Director, Business and Cyber Solutions (BCS)
- Jeff Saunders – Director, Texas A&M Task Force 1
- Ron Peddy - Assistant Agency Director, Strategic Initiatives and Organizational Effectiveness
- Gordon Lohmeyer - Assistant Agency Director, Strategic Initiatives and Business Strategy
- Steve Gomez - Assistant Agency Director

Department Leadership

- Vince Riggins – Associate Agency Director/Chief Information Officer (CIO)
- Mark Posada – Associate Agency Director/Ethics and Compliance Officer
- Vita Vaughn – Director, Marketing and Communications/Chief Marketing Officer (CMO)
- Howard Meek – Director, Environmental Health and Safety (EHS)
- Brian Stipe – Assistant Chief Financial Officer
- Kristen Maldonado – Director, Contract Administration
- Stephen Fuchs – Director, Facilities and Construction
- Ed Brickley – Director, Business Development
- Derek Seim – Director, Digital Printing Services (DPS)

Center Directors

- Jesse Watkins – Director, National Emergency Response and Recovery Training Center (NERRTC)
- Ray Ivie – Director, TEEX Testing and Innovation Center

VISION

TEEX is an adaptive and innovative service agency making a difference worldwide.

MISSION

TEEX makes a difference by providing training, developing practical solutions, and saving lives.

CORE TEEX VALUES



Safety
Teamwork
Adaptability
Respect
Stewardship

AGENCY ACCREDITATIONS

TEEX is accredited by the International Accreditors for Continuing Education and Training (IACET) and offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. IACET is recognized internationally as a standard development organization and accrediting body that promotes quality of continuing education and training.

NONDISCRIMINATION STATEMENT

TEEX, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin (including limited English proficiency), age, disability, genetic information, veteran status, sexual orientation or gender identity. Participants who believe they have experienced harassment or discrimination are encouraged to contact the TEEX Title IX Coordinator at 979-500-6664 or titleIX@teex.tamu.edu.

PARTICIPANT PRIVACY

Participants may inspect and review their training records maintained by TEEX. Participants may also request changes to their records when those records are inaccurate or misleading. The requests must be in writing to the Student Records Office at StudentRecords@teex.tamu.edu. If the record owner determines that the records do not need to be amended, the participant may file an appeal. If it is determined that the records still do not need to be corrected, the participant may place a statement with their record setting forth the participant's view of the contested information.

TEEX may release directory information without participant written consent. TEEX defines the following participant items as directory information: *participant name; affiliation/employer name; dates of attendance; and list of certificates, Continuing Education Units (CEU), and/or certifications received.*

Participants may place a directory hold on their information through the TEEX Student Portal or by contacting the Student Records Office. Once the participant has placed a hold on their directory information, this information may not be released without the prior, written consent of the participant.

TEEX will not permit access to or release of personally identifiable information (PII) without prior written consent from the participant (TEEX Authorization Release form [SES-25]), except to: TEEX personnel needing access for legitimate

educational duties, officials of other institutions for which participants may receive credit for training; persons needing information for scholarship or third party education loans, state/federal/accrediting agencies as required, and/or appropriate TEEX personnel in cases of health or safety emergencies.

LOCATIONS AND FACILITIES

Agency Headquarters

The TEEX agency headquarters building houses operational departments, including Financial and Contract Services, Human Resources, Marketing and Communications, Network and Information Services, and Strategic and Education Services. The National Emergency Response and Recovery Training Center (NERRTC) and Business and Cyber Solutions (BCS) administrative offices are also located at this site.

200 Technology Way, College Station, TX 77845

TEEX Administration: 979-458-6805

National Emergency Response & Recovery Training Center: 844-789-5673

Business and Cyber Solutions: 979-431-4837

Brayton Fire Training Field and Disaster City®

The Brayton Fire Training Field and Disaster City are dynamic, hands-on training facilities that offer participants realistic, large-scale props. The Brayton Fire Training Field facilities include classroom space and Firefighting (municipal and industrial), HazMat, Rescue, ARFF, Marine, and EMS props. Disaster City boasts classroom space, building collapse props, rubble piles, technical skills training area, transportation disaster training area, and a government complex that includes a three-story building and parking garage. The Emergency Operations Training Center (EOTC) is a 32,000 square foot interactive classroom space used to train incident managers, supervisors, and jurisdictions in the management of a large-scale crisis using a unified command approach. Training stations offer instruction in firefighting, rescue, urban search and rescue, EMS, hazardous materials, marine, aircraft, and emergency management.

1595 Nuclear Science Road, College Station, TX 77843

Emergency Services Training Institute: 866-878-8900

Texas A&M RELLIS Campus

The Texas A&M RELLIS campus offers classroom space, laboratory space, overhead and underground electric power training fields, a firing range for law enforcement officers, a heavy equipment training field, an emergency vehicle driving track, unexploded ordnance ranges and search grids, and simulation prop houses for tactical training.

3100 State Hwy 47, Bryan, TX 77807

Law Enforcement and Protective Services Excellence: 800-423-8433

Infrastructure Training and Safety Institute: 800-723-3811

Center for Marine Training and Safety (CMTS)

This facility overlooks the entrance to the Offatts Bayou in Galveston, Texas and includes a fourteen-vessel fleet, classroom building, an offshore launch/recovery lifeboat davit, a fast rescue boat launch/recovery davit, and an oil spill response trailer.

8609 Teichman Road, Galveston, TX 77554

Center for Marine Training and Safety: 409-740-4475

H.B. Zachry Training Center

This facility offers an electric power training field, classrooms, laboratories, and offices. A wide variety of training takes place at this campus to include occupational safety and health, water and wastewater, transportation and flagging, and environmental topics.

9350 South Presa, San Antonio, TX 78223

H.B. Zachry Training Center: 800-723-3811

Occupational Safety and Health Administration (OSHA) Training Institute Education Center

As a Region VI OSHA Training Institute Education Center, this facility includes classrooms, offices, and a multipurpose auditorium. Training at this location focuses on a full suite of OSHA course offerings.

15515 IH-20, Mesquite, TX 75181

OSHA Training Institute Education Center: 800-723-3811

Maps and additional information regarding TEEX locations are available at <https://teex.org/about-us/facilities/>.

HOURS OF OPERATION/ACADEMIC CALENDAR

TEEX administrative offices are generally open Monday-Friday from 8:00 am to 5:00 pm. During these hours, someone at TEEX will be available to answer questions.

TEEX will be closed on the following dates. These dates are subject to change at any time.

- September 2, 2024
- November 28-29, 2024
- December 24, 2024 – January 1, 2025
- January 20, 2025
- March 14, 2025
- May 26, 2025
- June 19, 2025
- July 4, 2025

II. COURSE REGISTRATION INFORMATION

COURSES OFFERED

TEEX offers a variety of vocational and avocational courses in Economic and Workforce Development, Fire and Emergency Services, Infrastructure and Safety, Law Enforcement and Protective Services, and Homeland Security.

For the most up-to-date course listing and class schedules, visit the digital course catalog at: teex.org/training/course-catalog/.

COURSE REGISTRATION PROCESS

Step 1 - Participant

Please review the course description and TEEX Vocational Program Handbook to ensure you meet all enrollment requirements prior to beginning the application process. If you are applying to use Veterans Benefits or third-party funding options affiliated with TEEX to pay your tuition, do not pay your application fee until you have been approved. If you pay your application fee prior to approval, you could be subject to losing the application fee as it can take at least 30 days to become approved. Contact the TEEX representative listed in the Participant Services section for more information. International participants must contact TEEX International Services (listed below) prior to paying your application fee.

If you are self-pay or have been approved by the VA or TEEX Third Party financial assistance program, begin the registration process by clicking the “Register” button on the course you would like to enroll.

You will create or update your TEEX Student Portal Account.

You will pay the \$75 Application fee (non-refundable, non-transferrable).

Step 2 - Participant

After paying the application fee, you will receive a confirmation email that includes instructions and a list of any required prerequisites.

You will upload prerequisites and your signed Enrollment Agreement to the TEEX Student Portal, unless otherwise directed by program staff, within the required timeline listed in the confirmation email.

If using Veterans Benefits or third-party funding options affiliated with TEEX, make sure you are meeting required paperwork deadlines to avoid losing your application fee.

Step 3 - TEEX

TEEX will review the documents you have uploaded and will contact you if you are missing information or did not upload the correct documentation.

Once all documentation is approved, a TEEX representative will send you a signed copy of your Enrollment Agreement and instructions to complete the registration process.

If applicable, TEEX Veterans Services or Student Services representatives will work with you to coordinate your funding approval.

Step 4 - Participant

Once you receive your signed Enrollment Agreement, you will complete the registration process by following the instructions provided by TEEX to pay your tuition (unless pending VA or third-party financial assistance approval).

Congratulations! You are now registered for your TEEX course!

TRANSFER OF CREDIT

Participants wanting to transfer their coursework from TEEX to another institution are able to request an official training history record through the Student Records Office at StudentRecords@teex.tamu.edu. In addition, participants pursuing higher education can explore our articulation agreement options as well as request an ACE transcript for approved courses through ACE CREDIT (acenet.edu/Programs-Services/Pages/Credit-Transcripts/Request-Transcripts.aspx).

In some cases, participants may be able to transfer credit from an accredited institution of higher education to TEEX to fulfill course requirements. This information will be identified within the course descriptions found on our website or within this document.

PARTICIPANT PHOTO IDENTIFICATION REQUIREMENTS

Participants attending face-to-face classroom training events will be required to provide photo identification. Your identification will be verified by a TEEX designated representative the morning of the first day of class or when you pick up your badges/packets, if applicable. The proof of identification you bring should include your full name and photograph. The following are acceptable forms of photo identification*:

- State-issued IDs such as a Driver's License or Identification Card
- United States or Foreign Passports
- National Identity Card
- US military card (front and back)
- Military dependent's ID card (front and back)
- Permanent Resident Card
- Certificate of Citizenship
- Certificate of Naturalization
- Employment Authorization Document
- Employee ID or badge with photo

** Some classes, such as Occupational Safety and Health Administration (OSHA)-authorized classes, may have additional requirements for photo identification. Additional information can be found in the course description. Courses delivered online (including instructor-led online training) do not require photo identification if participants log into their personal TEEX Student Portal accounts to access the live training session and/or the course content and materials on the Learning Management System (LMS).*

If you forget to bring your identification the first day of class, you have until the beginning of the second day to provide it. If you cannot provide your identification, you will be dismissed from the class (without a refund). Participants attending classes that are one day or less and are unable to provide photo identification by the end of class will not receive credit for the class (or a refund).

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.

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 cannot sign in for other participants in the class. Participants may request to review past sign-in sheets or scanning logs to ensure attendance requirements are met.

Note: Attendance for the online component of the Fire Recruit Academy (ORA101) will be tracked by the instructor based on submission of assignments (e.g., discussions, exams, quizzes) and/or participation.

Absences

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 defined as leaving before the instructor dismisses class for the day. All absences will count in the calculation of attendance and will not increase the maximum number of allowable absences. Absences will be charged in 1-hour increments with an 8-hour maximum for most programs. The online skills camp will be a 10-hour maximum.

Excessive absences, tardiness, or early departure may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants with excessive absences will be counseled by program staff.

Participants may be administratively dismissed from the course if they miss a certain number of hours (see chart on next page).

VOCATIONAL PROGRAM	PROGRAM DISMISSAL DUE TO EXCESSIVE ABSENCE WITHOUT COMMUNICATION (ADMINISTRATIVE WITHDRAW)	MAXIMUM ABSENCES ALLOWED DURING COURSE (SCHOLASTIC DEFICIENCY DISMISSAL)
Emergency Medical Technician (EMT)	20 consecutive hours	20 hours
Paramedic	24 consecutive hours	67 hours (lecture and skills lab)
Fire Recruit Academy (ORA101)	2 consecutive weeks (online component; includes failure to submit assignments or login) 20 consecutive hours (skills camp)	20 hours (skills camp portion)
Fire Recruit Academy (RFT001)	24 consecutive hours	24 hours
Lineworker	24 consecutive hours	24 hours
Central Texas Police Academy	Mandatory orientation or 41.5 hours	41.5 hours (5% of the course)
Unexploded Ordnance (UXO) Technician Level 1	16 consecutive hours	10 hours

Participants will be provided with a calendar depicting dates, times, and scheduled topic(s) of instruction for their course. This calendar is subject to change at any time. Participants will be notified of any schedule changes as soon as possible; however, the participant will be responsible for noting changes and preparing accordingly.

Absence Notification and Make-Up Work Policy

If a participant misses a portion of the course, it is the participant's responsibility to contact the lead instructor to determine if and/or how missed work can be made up. The lead instructor will evaluate, on a case-by-case basis, whether 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 (e.g., assigned paper, eLearning material, test, skill practice). The lead instructor or other program staff will provide detailed information regarding what make-up work is assigned and when it should be completed.

Additional information regarding a particular program's attendance policy will be provided in their section of the TEEX Vocational Program Handbook.

LEAVE OF ABSENCE

TEEX does not allow participants to apply for a leave of absence during a course. If a participant is unable to complete a course, they can withdraw from the course and retake it at a later time.

INSTRUCTOR DISCLOSURE

Instructor(s) must disclose any conflicts of interest(s) applicable to the course subject matter or materials (e.g., proprietary interest in products, instruments, or devices) at the start of each course delivery.

III. FINANCIAL INFORMATION

COURSE FEES

TEEX will publish course fees in the course descriptions found on teex.org. If a course does not have a price listed, or if you have questions about the pricing, contact the program representative listed within the course description. Full fee payment is required at the time of registration or per contract, when applicable.

TEEX will withhold certificates of completion, transcripts, and will not report continuing education hours for completed training for participants who have not fulfilled their financial obligation.

FUNDING OPTIONS

TEEX does not provide financial assistance, but there are several federal, state, and private programs that can be used to cover all or some course-related expenses.

For information about options for third-party financial assistance, email FundingInfo@teex.tamu.edu or visit teex.org/about-us/funding-services/.

VETERANS SERVICES

From service with the Army, Marine Corps, Navy, Air Force, Coast Guard, or Space Force, the path for veterans looking for a new career begins with training in one of the many eligible face-to-face certificate programs. These include courses focused on firefighting, law enforcement, and additional courses that we strive to expand every year.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at benefits.va.gov/gibill.

Contact our Veterans Services Program staff at VeteranServices@teex.tamu.edu. You can also visit our website for a course list at teex.org/va.

REFUNDS

If a TEEX participant is unable to attend a class for which they have registered, they must contact the program representative found on the course description or course confirmation in advance to either transfer or cancel the registration. Information regarding specific refund policies for vocational courses is available on the participant enrollment agreement/acknowledgement. Participants will receive their refund, less applicable fees, within 45 calendar days of the date of cancellation.

In specific cases (e.g. testing fees), this refund policy is not applicable and the alternate guidelines will be outlined in the course description.

Cancellations

If an applicant cancels prior to the start of the course, TEEX will retain the non-refundable application fee of \$75 and charge an additional \$125 processing fee for a total of \$200.

If TEEX cancels a course prior to start of class, the participant will be refunded all monies, including the application fee.

If TEEX determines that an applicant is ineligible to enroll or if a prospective international participant has their visa application denied, a full refund of all monies paid will be made to the applicant, less the application fee of \$75.

Transfers

Participants that are unable to attend a course can contact the program representative prior to the first day of class and transfer to another class. Participants that transfer will pay the \$75 application fee again and have to complete another enrollment agreement.

No Shows

TEEX will retain the non-refundable application fee of \$75 and charge an additional \$125 processing fee for a total of \$200.

Withdrawal

After the first day through 50% of the program, the refunded amount to participants that withdraw is prorated based on the portion completed, plus TEEX will retain the \$75 non-refundable application fee and 10% of the unused tuition for the period that was not completed, up to a maximum of \$1,000.

Participants who begin the program and withdraw prior to 50% of program completion are subject to refund amounts based on last day of attendance and be issued the refund within 45 calendar days from the documented date of determination. Refund amounts, and non-refundable items, are delineated in the program enrollment agreement.

Participants that withdraw after completing 50% of a program are not eligible for refunds.

Dismissal

After the first day through 50% of the program, the refunded amount to participants that are dismissed is prorated based on the portion completed, plus TEEX will retain the \$75 non-refundable application fee and 10% of the unused tuition for the period that was not completed, up to a maximum of \$1,000.

Participants who begin the program and are dismissed prior to 50% of program completion are subject to refund amounts based on last day of attendance and be issued the refund within 45 calendar days from the documented date of determination. Refund amounts, and non-refundable items, are delineated in the program enrollment agreement.

Participants that are dismissed after completing 50% of a program are not eligible for refunds.

Veterans

Cancellations or refunds for veterans must follow the current Veteran Administration requirements. Contact the Veterans Services Program staff (VeteranServices@teex.tamu.edu) for assistance.

Participant Appeal Refunded Amount

If the refunded amount issued is in conflict with the participant refund policies stated above, a report may be filed with the TEEX SES/Student Services Department at teex.org/complaint.

IV. PARTICIPANT SERVICES

The services that TEEX provides participants vary by campus (e.g., Wi-Fi or computer lab access). The class instructor will inform participants of available services at the location where the class is being held, when applicable. Participant service staff is located at agency headquarters. Participants should use the contact information listed in this document to schedule an appointment to determine a time/location to meet with participant services. Additional information regarding TEEX participant services is available at [Student Resources](#) on the TEEX website.

PARTICIPANT TRAINING HISTORY AND CERTIFICATES

Participants who would like copies of their training history or certificates should contact the TEEX Student Records Office at 979-458-6833 or StudentRecords@teex.tamu.edu. The course history includes the course(s) completed, completion status, and dates of enrollment. Printing or shipping fees may apply.

TEEX recommends that participants set up an account on the student portal to review history and/ or print certificates at no cost. Go to my.teex.org to set up an account.

PARTICIPANT HOUSING/LODGING

Participants are responsible for obtaining their own housing or lodging, unless a TEEX course or activity specifically offers housing or lodging. For lodging assistance or questions, participants are encouraged to contact the TEEX representative listed on the course description found on teex.org or contact the Convention and Visitor's Bureau for the city where the TEEX course is being held.

TEEX CAREER SERVICES

TEEX Career Services can assist participants with resume writing and techniques to improve interview skills. The TEEX Career Services representative can be reached at CareerServices@teex.tamu.edu. TEEX does not guarantee employment for participants that complete our courses

DISABILITY RESOURCES

In compliance with the Americans with Disability Act (ADA) of 1990, TEEX will make reasonable accommodations for participants with disabilities.

To ensure TEEX is able to make reasonable accommodations, participants should communicate their needs by submitting the Accommodation Request form two to four weeks before the start of the course; however, accommodation requests can be submitted anytime during the course but cannot be applied retroactively. Documentation may be required.

To initiate the review process, participants should read the information found on teex.org/disability-accommodations/ and complete the [Accommodation Request Form](#). Accommodations can only be approved by Student Support Services in SES. Once approved, participants must review the approved accommodations with their instructor(s) and provide the official letter from SES to ensure that the accommodations are implemented in the course. Participants are encouraged to complete this step on or before the first day of class.

For additional questions or to check the status of a request, contact our Student Support Services Coordinator at 979-500-6660 or StudentServices@teex.tamu.edu.

INTERNATIONAL SERVICES

The TEEX Fire Recruit Academy is currently the only vocational program approved to issue Form I-20M to international participants. The form is required to obtain an M-1 Visa to study in the United States; other vocational programs are not certified to issue Form I-20M for international participants at this time.

If you have any questions, please contact the International Services Office at InternationalStudents@teex.tamu.edu or 979-209-0859. Visit our website at teex.org/resources/international-services/ for more information.

STUDENT SUPPORT SERVICES

Student Support Services is dedicated to enhancing participants' overall well-being and success by providing comprehensive resources and support from mental and physical health resources, community resources, participants' needs, and issues. Our mission is to create a supportive environment where participants can thrive academically, emotionally, and socially. We are deeply committed to addressing participants' varied needs and challenges, providing them with the resources and support necessary to succeed and thrive during their educational journey. We encourage all participants to reach out and take advantage of the services available to them, as we are here to support and encourage their success.

Student Support Services addresses participant grievances promptly and fairly to ensure participant concerns are appropriately managed. It assists with resolving academic complaints and handles code of conduct violations to maintain a safe campus environment. Additionally, the office provides guidance and support through the appeals process for various academic and disciplinary decisions.

Contact our Student Support Services Coordinator at StudentServices@teex.tamu.edu for more information.

PARTICIPANT SAFETY

Safety of our participants is a core value for TEEX. At some locations, emergency services are available on site, while others have emergency service contact information posted in the classrooms. The class instructor should review safety procedures at the beginning of class.

Participants that have fever (100°F or higher) or other symptoms of acute illness are highly encouraged to refrain from attending class to prevent the spreading of illness to classmates and TEEX staff. Participants that come to class with a fever may be asked to leave.

REPORTING AN ACCIDENT, INJURY, OR ILLNESS

Participants who witness an accident, are personally injured, or become ill while attending a TEEX- sponsored event, should report the accident, injury, or illness to the instructor or other member of the TEEX staff immediately. This ensures that appropriate actions can be taken to ensure the health and wellness of all participants in the course. Participants should also immediately notify their sponsor and/or employer, if applicable.

Accident/Injury

Participants are required to report any injury they have received if it will interfere with their performance in the course they are attending. This includes injuries that occurred outside of the course.

If the accident or injury occurs during the course, the instructor or TEEX staff member will complete Section 1 of the Participant Accident Investigation Report (EHS-5) and submit to their division safety officer for submittal to the Environmental, Health, and Safety (EHS) department. This must be completed within 24 hours of the injury. The division safety officer will complete Sections 2 and 3 and submit the completed form with supporting documentation to the EHS department within 10 days of the initial report.

Participants will be required to submit a physician's letter indicating the nature of the injury and level of activity allowed. Participants will not be allowed to return to full activity without a completed document from the treating physician that clearly states that the participant is released without restrictions to participate in the course. This letter should indicate that the physician is aware of the type of course in which the participant is enrolled.

If a participant's injury limits their ability to perform during the course, program staff will do their best to modify or put participants on a limited status. Depending on the length of time for full recovery and the ability of the participant to complete course requirements, the participant may transfer to the next date of the course, or they can choose to withdraw from the course.

Note: Injuries occurring during the Fire Recruit Academy must also adhere to the requirements listed in [Texas Administrative Code, Title 37, Part 13, Chapter 435, Rule 435.23](#).

Medical Costs

Medical costs that occur due to an injury or accident will be the responsibility of the participant, their sponsor, and/or their employer. TEEX and its staff are not responsible for any loss or injury that occurs due to participation in a vocational course.

V. TEEX POLICIES AND EXPECTATIONS

PARTICIPANT CODE OF CONDUCT

Individuals who choose to enroll at TEEX assume responsibility for following participant codes and procedures reasonably imposed by the agency. Agency codes and procedures establish academic requirements and community expectations. TEEX training participants should uphold agency standards. The Participant Code of Conduct is a guide for participants to understand roles, responsibilities and procedures when behavior is in question. TEEX will use the Participant Code of Conduct as the official guide for addressing participant behavior from an educational disciplinary approach or, in extreme circumstances, to dismiss the participant from the training community.

Any questions on interpretation regarding the Participant Code of Conduct will be determined at the sole discretion of the Associate Director of Strategic and Education Services or designee.

Jurisdiction

The Participant Code of Conduct shall apply to conduct that occurs on **TEEX premises and/or at TEEX sponsored activities, as well as all TEEX training locations.**

TEEX may take action in situations occurring off TEEX premises involving **participant** misconduct demonstrating flagrant disregard for any person or persons or when a **participant's** behavior is judged to threaten the health, safety, and/or property of any individual or group. Using their sole discretion, the Associate Director of Strategic and Education Services or designee shall decide whether the Participant Code of Conduct shall be applied to conduct occurring off campus on a case-by-case basis.

Conduct Standards

Conduct standards at TEEX are set forth in writing in order to give training participants guidance on behavior that detracts from the effectiveness of the TEEX training community and for prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

Any participant found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the Disciplinary Procedures section. It shall not be a defense that an agency official, academy leader or other person authorized the behavior in question.

These are common violations of the Participant Code of Conduct.

Dishonesty – Acts of dishonesty, include but not limited to, the following:

- Withholding information from the agency, misrepresenting the truth during an agency investigation or participant conduct conference to any agency official or law enforcement officer in the course of his or her duties.

- Furnishing false information to any agency official, instructors, or office in the course of their duties.
- Forgery, alteration, possession, or misuse of any agency document, record, or instrument of identification.
- False enrollment information at the time of enrollment is grounds for cancellation of enrollment, dismissal or other appropriate disciplinary action.

Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, unauthorized use of technology, and the abuse of resource materials. What constitutes an act of academic dishonesty may, in part, depend on the particular course and expectations of academic integrity in the context of the course objectives. This includes, but is not limited to:

- copying another participant's test or coursework;
- knowingly using, buying, selling, or soliciting in whole or in part, the contents of an unadministered test, or another assignment;
- the unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
- manipulating a test, assignment, or final course grade;
- intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise;
- fabrication, meaning making up clinical information, and recording or reporting them; submitting fabricated document;
- plagiarism, meaning the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work in any academic setting;
- collusion, meaning the unauthorized collaboration with another person in preparing written work in any academic setting; substituting for another participant, or permitting another participant to substitute for oneself, to take a test; and
- abuse of resource materials, meaning the mutilation, destruction, concealment, theft, or alteration of materials provided.

Safety Risk to Campus or Community

- Damages – Destroying, defacing, damaging, or misuse of agency property or property belonging to another.
- Theft – Attempted or actual theft, robbery, stealing, or knowingly possessing stolen property constitutes being an accessory to theft.
- Unauthorized use – Unauthorized possession, duplication, use of keys on any agency premises, or unauthorized entry to or use of agency premise.

Misuse or Abuse of Computing Resources

- Unauthorized use of computing resources or use of computing resources for unauthorized purposes;
- Unauthorized transfer of a file;

- Accessing or copying programs, records, or data belonging to the agency or another user without permission;
- Use of computing facilities and resources that interferes with the work of another participant, staff member of TEEX;
- Use of computing and resources to send obscene or abusive messages;
- Attempting to breach the security of another user's account or deprive another user of access to agency computing resources;
- Using the agency's computing resources for personal or financial gain;
- Transporting copies of agency programs, records, or data to another person or computer site without written authorization;
- Use of computing facilities and resources in violation of copyright laws; and
- Attempting to destroy or modify programs, records, or data belonging to the agency or another user.

Disruptive Behavior

- Engaging in conduct that continuously interferes, causes disruption, or creates hostility in any agency instruction, administrative, disciplinary, or other agency activity.
- Obstructing or restraining the passage of any person at an exit or entrance to the agency campus or property.
- The intentional making of a false report of a bomb, fire, and/or other emergency in any building, structure, or facility on agency premises or agency related premises by means of activating a fire alarm or in any other manner.
- Infringement on the rights of other members of the TEEX community that presents danger to self or others, cause physical harm to others, or damage to property.

Classroom Disruption

Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other participants to benefit from the instruction.

Weapons and explosives

- Illegal or unauthorized and/or recklessness use of a weapon, possession of fireworks or explosive, other weapons, or dangerous chemicals on agency premises or at any agency sponsored activity or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited.
- Illegal or unauthorized use or storage of any weapon.
- The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stunguns, slingshots, martial arts devices, switchblade knives and clubs.
- Handgun license holders must comply with Texas statutory law and TEEX Rule 34.06.02.N1, Carrying Concealed Handguns on TEEX Property.

Personal Safety

- Physical abuse – Any attempt to cause injury or inflict pain or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.
- Any activity or conduct that furthers the goals of a legitimate training curriculum, as defined and approved by the agency.
- Harassment behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing a training opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic.
- Stalking – Behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person, which reasonably and seriously alarms, torments, and/or terrorizes the person. Substantially interferes with the opportunity of other participants to obtain training.
- Threatening Behavior –
 - Threat – Extreme written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - Intimidation – Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
 - Bullying – Defined as the use of repeated or severe verbal and/or non-verbal means in order to coerce or force a person to do something or to degrade a person, including, but not limited to, the use of taunting, teasing, or coercive language, pushing, punching, or creating threatening notes/letters/signs.
 - Cyberbullying – Defined as an act of bullying that takes place using different kinds of technology and social media. Using various types of electronic devices to inflict emotional and/or mental pain, and to degrade another person.

Hazing

- Any act that endangers the mental or physical health or safety of a participant, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or agency into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued acceptance in a group.
- Previously relied upon “traditions” intent of such acts, or coercion by current or former participants of such groups not sufficient as a justifiable reason for participation in such acts. It is not a defense

that the person (or group) against whom the hazing was directed consented to, or acquiesced to, the behavior in question.

- Examples of such behavior include but are not limited to:
 - Misuse of authority by virtue of one's class rank or leadership position.
 - Striking another participant by hand or with any instrument.
 - Any form of physical bondage of a participant.
 - Taking of a participant to an outlying area and dropping him/her off.
 - Causing a participant to violate the law or an agency rule such as indecent exposure, trespassing, violation of visitation, etc.
 - Requiring consumption of beverages and/or food.
- Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate agency officials is also a violation under this section.
- The hazing rule is not intended to prohibit any activity or conduct that furthers the goals of a legitimate training curriculum, as defined and approved by the agency.
- Hazing is also a violation of Texas state law.

Alcoholic Beverages on TEEX Property

- Possession, distribution, and consumption of alcohol is prohibited on TEEX property, during a TEEX course, except in accordance with federal, state and local laws.
- Violations on campus include:
 - Public intoxication
 - Driving under the influence of alcohol or while impaired
 - Actual physical control of a vehicle while under the influence of alcohol
 - Incapacitation due to alcohol
 - State of public intoxication or drunkenness

Drugs

The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances is prohibited. Abusing legally obtained drugs by failing to take the drug as directed. Except as expressly permitted by law, use, possession, manufacturing, or distribution or being a party thereto of marijuana, heroin, narcotics, or other controlled and/or prescribed substances and/or drug paraphernalia and/or dangerous drug is also prohibited. Individuals may not operate a motor vehicle or another form of transportation while under the influence of drugs or while intoxicated.

Sexual Misconduct

System Regulation 08.01.01, Civil Rights Compliance and TEEX SAP 08.01.01.N1, Civil Rights Compliance is the guiding policy and procedure for participant conduct review related to Sexual Misconduct. In most cases, Title IX investigation procedures will be followed when sexual misconduct is in question.

Bias-Related Violations

Violations of the Participant Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed via the civil rights compliance process and given enhanced sanction(s).

Violation of law

Violation(s) of any federal, state, or local law.

Traffic obstruction

Obstruction of the free flow of pedestrian or vehicular traffic on agency premises or at agency sponsored activities.

Reckless driving

Driving in a manner that recklessly endangers the health and/or safety of oneself or others. Driving includes, but is not limited to, vehicles, bicycles, skateboards, scooters, and other mobile devices.

Unauthorized recording

- Any unauthorized use of electronic or other devices to make an audio, video, still frame or photographic record of any person without his/her prior knowledge, or without his/her effective consent when the person or persons being recorded have a reasonable expectation of privacy and/or such recording is likely to cause injury or distress.
- This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom or recording administrative meetings with agency officials.
- If a recording is made that captures a violation of the Participant Code of Conduct, SES may elect not to enforce this section of the Code of Conduct against the participant making the recording.

Retaliation

Retaliation is any adverse action taken against a person who files a complaint and/or a person who supports, assists, a person who files a complaint, and/or provides relevant information to the complaint. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying or ostracism.

Abuse of participant conduct process

Abuse of the participant conduct processes including investigations, conferences, and appeals. Prohibited behavior includes, but is not limited to:

- Failure to obey the notice from a TEEX official to appear for a meeting or conference as part of an official agency disciplinary process.
- Falsification, distortion, or misrepresentation of information.
- Disruption or interference with the orderly conduct of an investigation, conference or an appeal

process.

- Attempting to discourage an individual's proper participating in, or use of, the participant conduct process.
- Attempting to influence the impartiality of a Participant Conduct Officer prior to, and/or during the course of, the participant conduct meeting.
- Verbal or physical intimidation, and/or retaliation of any party to the participant conduct proceeding prior to, during, and/or afterwards.
- Committing a violation of agency rules while serving a conduct probation, conduct review, or deferred suspension status or failing to meet deadlines imposed in accordance with agency procedures.
- Failure to abide by the terms of TEEX administered sanctions.
- Influencing or attempting to influence another person to commit an abuse of the Participant Code of Conduct.

Complicity

Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.

False Reporting

Knowingly making a false report.

Use of Tobacco

Using tobacco in any form or using electronic cigarettes (vaping) is prohibited on TEEX property.

Gambling

Illegal gambling for money or other things of value on TEEX property or at TEEX-sponsored activities.

Failure to Comply

Failure to present identification to, identify oneself to, or comply with verbal or written directions of an agency official or other public officials acting in the performance of their duties while on TEEX property.

Violations of any Agency rules or procedures

Such rules include, but not limited to Participant Handbook, Manual or Academy rules and procedures manuals.

Cadets or Recruit Prohibited Conduct

- Disrespect or insubordination - any cadet or recruit who is disrespectful or insubordinate in demeanor, word or action toward any agency official or cadet/recruit in the chain of command, whether or not this occurs in their presence is subject to sanction under this action.

- Negligence of Leadership - anyone in the cadet/recruit chain of command is responsible for ensuring the cadets/recruit under their authority follow and obey the academy requirements. Additionally, a cadet/recruit in the chain of command must be wise with their use of authority. Their actions and directives must be reasonable and prudent.

Reporting Academic and Code of Conduct Violations

Participants are strongly encouraged to report any and all violations of academic integrity and the code of conduct. Maintaining a respectful, honest, and fair environment is crucial for the success and integrity of our community. If you witness or experience any behavior that violates these standards, please do not hesitate to report it. Your diligence helps ensure a safe environment for everyone. All reports will be handled with confidentiality and sensitivity.

Conduct Violation Report Form : https://cm.maxient.com/reportingform.php?TexasAMEEX&layout_id=0

Academic Violation Report Form: https://cm.maxient.com/reportingform.php?TexasAMEEX&layout_id=10

Civil Rights/Sexual Violation/Bias-related Violation Report Form: https://cm.maxient.com/reportingform.php?TexasAMEEX&layout_id=5

See Something, Say Something

As a member of the TEEX community, if you observe any behavior that is concerning you may report the behavior using the appropriate Online Incident Reporting Form. The submitter of the report has the option to fill in contact information or submit the report anonymously. Reports submitted anonymously or with limited information may limit TEEX ability to follow up on an incident. This is not a system to be used for emergencies. Participants can also reach out to Student Support Services for any questions or information at StudentServices@teex.tamu.edu

If you are in an emergency situation that requires medical, psychological or police services, call 911.

CONDUCT DURING LIVE ONLINE INSTRUCTOR-LED COURSES

The safety of our participants is our utmost priority. In the event it is determined that a participant is actively driving a vehicle during a live online instructor-led class, the instructor will ask the participant to pull over and find a safe location in which to focus and participate. If the participant does not or cannot comply with attending the class without driving the vehicle, the instructor will dismiss the participant from the class. Online training (to include virtual) is non-refundable once the class has started. A dismissed participant may submit an appeal through our participant appeal process.

Additional considerations for these types of courses include the following:

- While the dress code for the virtual classroom is more relaxed than the traditional classroom, participants are expected to dress and be groomed in a respectful and appropriate manner during their virtual class sessions. The appropriateness of virtual classroom dress /grooming is at the discretion of the instructor.

- Some virtual courses may require you to be visible throughout the session. If the instructor requests that you keep your video on throughout the class, you must do so.
- Similarly, any request to turn off the video must also be promptly followed.
- Your audio must be muted throughout the session unless the instructor provides guidance to do otherwise or it is your turn to speak in class. Leaving on your audio will cause a distraction and disturbance to the class.
- Your screen name must match your registration name for attendance tracking purposes.

DISCIPLINARY PROCEDURES

Participants who violate the TEEX Participant Code of Conduct may be subject to disciplinary action. Disciplinary actions may include verbal reprimand, written reprimand, probation or dismissal from a training program or TEEX.

Participants found responsible for any violation may file an appeal within fifteen (15) calendar days from the sanction date.

If TEEX becomes aware that a participant may have violated the law, TEEX will report the incident to law enforcement in accordance with the Clery Act of 1990.

Participant Conduct Outcome

One or more of the following disciplinary outcomes may be imposed by the agency upon individuals for any single violation:

Warning

- A ***verbal warning*** indicates to a participant that their behavior is unacceptable and that continuing that behavior will result in more serious consequences.
- A ***written reprimand*** formally indicates to a participant that their behavior is unacceptable and that continuing that behavior will result in more serious consequences.

Academic Penalties

Under some circumstances of misconduct, the agency may deem it appropriate to take away certain privileges. Examples include, but not limited to:

- "F" in the course
- Failing grade on the assignment
- Grade reduction – assignment
- Grade reduction – course
- Certificate revocation
- Requirement to re-submit the assignment for no credit
- Requirement to complete extra assignments for the course

Educational Sanctions

Outcome designed to expand knowledge and understanding of implications from misconduct. Examples include, but not limited to:

- Research paper
- Reflection paper
- Participation in a workshop or seminar
- Community service and reflection paper

Probation

- **Disciplinary probation** is a conditional permission for a participant to attend TEEX after they have become conduct deficient. Disciplinary probation formally notifies a participant that their behavior is unacceptable and that their actions are so serious that they may jeopardize their ability to continue training at TEEX. The agency will refrain from dismissing the participant as long as they meet all sanction requirements.
- **Scholastic probation** is a conditional permission for a participant to attend TEEX after they have become scholastically deficient (failing grade average, failing attendance and failing affective assessment). Scholastic probation formally notifies a participant that their academic performance is unacceptable and that their deficiencies are so serious that they may jeopardize their ability to continue training at TEEX. The agency will refrain from dismissing the participant as long as they meet all sanction requirements.

The terms of probation are typically documented in a Performance Improvement Plan.

Dismissal (temporary separation)

Dismissal of the participant is for the duration of the currently enrolled program, academy, or course.

Permanent Separation

- **Program Separation:** Permanent separation of a participant from the program. The participant is not eligible for re-enrollment in the program.
- **Agency Separation:** Permanent separation of a participant from the agency. The participant is not eligible for re-enrollment at TEEX.

PARTICIPANT COMPLAINT AND APPEAL PROCESS

TEEX encourages participants to discuss complaints informally with TEEX staff; however, TEEX offers a formal appeal and complaint process as referenced in SAP 13.99.99.N0.04, found on teex.org. Participants can file a formal report by going to teex.org/complaint.

Course Complaint Form : https://cm.maxient.com/reportingform.php?TexasAMEEX&layout_id=2

Academic Decision Appeal Form: https://cm.maxient.com/reportingform.php?TexasAMEEX&layout_id=6

Participant Appeal Form: https://cm.maxient.com/reportingform.php?TexasAMEEX&layout_id=3

General Complaint form: https://cm.maxient.com/reportingform.php?TexasAMEEX&layout_id=4

If you have any questions, please contact the Student Support Services Coordinator at StudentServices@teex.tamu.edu.

DO THE RIGHT THING

The Texas A&M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities, we want you to report it. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment or discrimination.

We encourage you to report such issues through the Risk, Fraud & Misconduct Hotline, a telephone and web-based reporting system, by calling 1-888-501-3850 or selecting “file a report” at the top of the page at ethicspoint.com. The hotline is independently operated and available 24 hours a day, 7 days a week. Reports can be submitted anonymously and will be forwarded to the appropriate institution or agency official for action.

PERSONAL BELONGINGS

Participants are responsible for securing their personal belongings while attending TEEX sponsored events. TEEX is not responsible for the loss or theft of personal belongings.

VI. EMERGENCY MEDICAL TECHNICIAN (EMT)

PROGRAM MISSION

The mission of the EMS Program is to prepare competent entry-level EMTs for certification, through examination, with the National Registry of Emergency Medical Technicians (NREMT).

PROGRAM OVERVIEW

The TEEX EMS program was founded in 1994 within the TEEX Law Enforcement Division. The original mission of the program was to offer grant-funded basic EMS training to participants. In 2000, the EMS program relocated to Brayton Fire Training Field in College Station, Texas and transferred to the Emergency Services Training Institute (ESTI) division of TEEX. Currently, the EMS program is comprised of a combination of grant-funded classes, on field classes, and off field contracted classes at all levels.

TEEX offers participants two paths to complete the EMT program: a 9-week EMT program (EMT100) or a 5-week EMT academy (EMT101). Participants receive training that is approved by the Texas Department of State Health Services (TDSHS) and is based on the National Standard Curriculum core competencies, which meet or exceed the minimum hours and content established by TDSHS. Participants successfully completing the didactic requirements (must pass all skills tests, unit exams, summative exams, and final exams) and clinical components of this program will be eligible to receive a course completion certificate and sit for the National Registry cognitive exam.

The 320 program hours include: 200 hours of classroom lecture and hands-on skills lab, 48 hours of clinical internship, and 72 hours of field internship.

The maximum number of participants in the program is twenty-four. TEEX maintains a ratio of one instructor to twenty-four participants during the classroom lecture; one instructor to six participants in the skills lab; one preceptor to one participant during clinicals; and one preceptor to one participant during field experiences.

COURSE COST

Non-refundable, non-transferable application fee: \$75

Tuition: \$3,500

Estimated cost of other supplies: \$90

Note: Tuition includes textbook (Pearson, *Prehospital Emergency Care*, 12th edition), Sterling Credentials, a stethoscope, a blood pressure cuff, polo shirts, and t-shirts.

COURSE CALENDAR, LOCATION, AND SCHEDULE

Below is the current information regarding upcoming class dates, locations, and when class is typically held. This is subject to change at any time. Please review the information in the course description on the [TEEX website](#) and/or information provided by the program for the most current information.

EMT100

Calendar

Start Date	End Date	Application Due Date
March 25, 2025	June 6, 2025	February 25, 2025

Location

All classes are held at the [TEEX Brayton Fire Training Field campus](#). Clinical and field internships are available within the TEEX EMS Program service area. Please contact the EMS program for clinical and field internship locations.

Schedule

Classes are held Monday, Wednesday, and Friday from 8:00 a.m. to 5:00 p.m. A detailed class schedule will be provided at the start of the course. Any changes will be communicated to you by the lead instructor.

EMT Academy (EMT101)

Calendar

Start Date	End Date	Application Due Date
January 6, 2025	March 7, 2025	November 30, 2024
June 30, 2025	August 29, 2025	June 1, 2025

Location

All classes are held at the [TEEX Brayton Fire Training Field campus](#). Clinical and field internships are available within the TEEX EMS Program service area. Please contact the EMS program for clinical and field internship locations.

Schedule

Classes are held Monday through Friday from 8:00 a.m. to 5:00 p.m. A detailed class schedule will be provided at the start of the course. Any changes will be communicated to you by the lead instructor.

ENROLLMENT REQUIREMENTS AND PROCESS

To apply for this course, applicants must provide the following documents at the time of paying the application fee by uploading to the TEEX Student Portal:

- Completed and signed [EMT Participant Enrollment Agreement](#) or [EMT Academy Participant Enrollment Agreement](#)

Applicants will then have 15 business days (about 3 weeks) to upload all prerequisites into CastleBranch. See the [EMT Registration Packet](#) or [EMT Academy Registration Packet](#) for more details.

Applicants must set up an account at teex.castlebranch.com to submit the following documentation:

- A color copy of your valid driver's license or a form of government- or state-issued identification (must be at least 17 years of age; 18 years of age to be certified by TDSHS)
- A high school diploma, GED completion certificate, or official college transcript
- Documentation of a current Cardiopulmonary Resuscitation (CPR) certification (Basic Life Support [BLS] Provider certification provided by American Heart Association or American Red Cross only).
- Health insurance card with participant name or letter of eligibility from insurance carrier.
- [Technical Standards Acknowledgement Form](#)
- A criminal background check covering the last seven years (initiated once your CastleBranch account has been created and payment has been made for the check)
- 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 twenty-two ([additional information about meningitis](#))

Note: COVID immunizations are not required for entry into this course. However, they may be required for internship affiliation sites.

The TEEX EMS staff monitors participant uploads to CastleBranch and will communicate to the participant when they have been cleared to enroll in the EMT program. Once the participant has been approved to register, they will log into their Student Portal to pay the tuition. The tuition must be paid within 15 business days of paying the application fee to avoid losing the seat in the class.

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

NOTE: Once you enrolled in the EMT program, within 30 days before the start of clinicals, you will be required to pass a drug screening coordinated through CastleBranch.

REQUIRED SUPPLIES

Participants must provide the following items:

- Notebook paper (8½" × 11")
- Pens/Pencils and markers
- Class uniform:
 - Black uniform-style pants
 - Closed-toe black shoes or boots that can be polished
 - Black belt
 - Watch

CIRRICULUM TOPICS AND APPROXIMATE HOURS

TOPIC	LECTURE HOURS	LAB HOURS
Prepatory	36	20
Medical	32	16
Trauma	20	8
Special Population	16	4
EMS Operations	16	32
Total	120	80

TOPIC	CLINICAL/EMS HOURS
Clinical/EMS Experience	
Emergency Department	40
Respiratory Care	8
Field Internship	72
Total	120

EMS CODE OF ETHICS

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for

service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.

- To not use professional knowledge and skills in any enterprise detrimental to the public well being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Written by: Charles B. Gillespie M.D. Adopted by: NAEMT, 1978. Revised and adopted by NAEMT, June 14, 2013.

PARTICIPANT CONDUCT STANDARDS

Uniform and Grooming Standards

Uniforms

Participants must wear the following uniform during the course unless otherwise directed by the lead instructor and/or a clinical site. This includes travel to and from class, during class breaks, during EMS ride outs, and during clinical experiences. Participants cannot wear their uniform during off-site activities or while purchasing and/or consuming alcohol. Participants who do not show up to class and/or clinicals in their uniform will be sent home. Any participant that arrives at a field/clinical site out of uniform will be sent home and lose scheduled hours for that day. Lack of proper uniform is grounds for an immediate affective evaluation and performance improvement plan. Any further uniform violation will result in further disciplinary action up to and/or including dismissal from the program.

- Maroon polo with one of the following underneath:
 - Long-sleeved maroon T-shirt (classroom, clinicals, field internships)
 - Gray TEEX EMS Program T-shirt (simulations lab)
- TEEX/ESTI identification
- Full-length black uniform style pants (cannot be jeans, slender cut pants, or leggings)
- Solid black shoes/boots made of a non-porous material with a sturdy sole, closed toe, and closed heel
- Solid black or navy-blue socks (if visible)

- Black belt
- Stethoscope (clinicals and field internships only)
- Penlight (clinicals and field internships only)
- Watch capable of measuring seconds (preferably waterproof)

Participants must ensure their uniforms are not wrinkled, clean, and well-maintained throughout the course. If a piece of the uniform is lost or damaged, the participant is responsible for replacing it.

All shirts worn must be tucked in during the course and the TEEX/ESTI identification must be clipped to the right shoulder of their shirt. Outer clothing, such as sweaters, coats, or head coverings can be worn, but must be either solid dark navy blue or solid black. Logos and/or text on clothing are only permitted if it is TEEX approved. Caps are only permitted during EMS ride outs. Exceptions can be requested by contacting the training director.

Grooming/Hygiene

Grooming and hygiene is an important part of class etiquette. Participants must abide by the following guidelines. Exceptions can be requested by contacting the training director. Each request will be determined on a case-by-case basis.

Hair

Hair should be clean, well-trimmed, and properly combed throughout the course. Participants should avoid extreme hair styles and hair colors. In addition, participant's hair should not interfere with the participant's safety during the course. This includes facial hair that may impede using Personal Protective Equipment (PPE). Facial hair is allowed but must be trimmed and well groomed. If a participant has longer hair, they can use barrettes, hair ties, plastic clips, clincher combs, bobby pins, or other elastic bands that are navy blue or black to secure their hair.

Other

- Excessive perfume/cologne/after shave is prohibited.
- Fingernails must be neatly trimmed and not extend past the end of the finger.
- Acrylic nails are prohibited.
- Body piercings of all types are prohibited while in uniform. The only exception is one stud earring or small hoop in each ear.
- Jewelry is limited to a watch and a wedding or engagement ring. Rings with sharp/pointed edges are prohibited since they are a safety hazard.
- Tattoos may be required to be covered at some clinical and field internship sites.

REQUIREMENTS FOR PROGRAM GRADUATION

Important: If clarification is needed, participants should contact their lead instructor and/or EMS training director for more information.

Attendance - Lecture/Lab

In addition to the attendance requirements in Section IV, participants must contact the lead instructor by email if they will be absent from class. The email must include their full name, reason for absence/tardiness, and the estimated time/date of return.

If a participant must leave during the day once they have reported to class, they must contact their lead instructor to let them know why they are leaving early. If they return later that day, they must let their lead instructor know that they have returned to class.

Attendance - Clinical Experience

Requests for clinical/EMS shifts are submitted through scheduling software. Once assignments are confirmed, participants cannot reschedule the assigned shifts unless they are running a fever or have had contact with someone who has a communicable illness. Participants must contact the lead instructor and/or clinical coordinator by phone or email at least 8 hours prior to the shift to let them know they will not be able to attend. Participants will also need to provide a medical release from their physician to the clinical coordinator.

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 TEEX 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 lead instructor. Excessive absences, tardiness, or early departure could result in dismissal from the program.

Grading - Classroom/Lab Portion

In order to successfully complete the lecture/lab portion of this course, participants must:

- Achieve a minimum score of 75 percent on all assignments, quizzes, and homework*
- Achieve a minimum score of 75 percent on each module exam
- Achieve a minimum score of 75 percent on the comprehensive final exam*
- Document all peer evaluation of NREMT skill sheets and grading criteria in Sterling within 24 hours of the scheduled lab session
- Pass all instructor-led skill/scenario evaluations.**
- Document verification of skills:
 - Emergency department and respiratory care experiences:
 - Airway/Ventilation/Oxygenation:
 - Upper airway adjuncts and suctioning
 - Mouth-to-mask with oxygen
 - Bag Valve Mask (BVM) ventilation of apneic adult

- Oxygen administration
- Vital signs and SAMPLE (Symptoms, Allergies, Medications, Past medical history, Last oral intake, events preceding) history.
- Medication administration:
 - Administration of bronchodilator via metered-dose-inhaler
 - Administration of bronchodilators via nebulizer
 - Administration of aspirin
- Medication administration (cont.):
 - Administration of sublingual nitroglycerin
 - Administration of epinephrine via autoinjector
- CPR/AED
- EMS experiences:
 - Trauma skills:
 - Bleeding control and shock management
 - Spinal immobilization: supine
 - Spinal immobilization: seated
 - Long bone immobilization
 - Joint immobilization
 - Traction splinting
- Pass all affective behavior evaluations
 - Integrity
 - Empathy
 - Self-motivation
 - Professional Appearance
 - Self-Confidence
 - Interpersonal Communications
 - Time Management
 - Teamwork/Diplomacy
 - Respect

Note: Participants may receive a zero if they are absent for a scheduled exam, quiz, or the comprehensive final. The lead instructor and EMS Training Director will make the final decision regarding whether the exam, quiz, or final can be made up.

*Participants have 2 retest attempts total for the course. Participants may not retest an exam on the same day as the initial exam but must complete the retest within 5 calendar days. Retests will be scheduled with the lead instructor and will be taken outside of regular class time. Participants who pass a retest will receive a 75 percent for that exam, regardless of their actual score.

**Participants will have 2 retest attempts total to pass the instructor-led skill/scenario evaluation. If a participant fails their first retest, they must complete an instructor-led retraining before they are allowed to complete their final attempt. The final attempt will be conducted by a different instructor than the first two attempts.

Grading - Clinical/Field Internship Requirements

In order to successfully complete the clinical/field experience portion of this course, participants must:

- Schedule and complete all clinical and field internship requirements prior to the last scheduled day of class.
- Complete all documentation properly using Sterling Credentials.
 - Pediatric – minimum of 5 patients
 - Adult (18-64 years) – minimum of 10 patients
 - Geriatric (65 and older) – minimum of 5 patients
 - Trauma – minimum of 10 patients

Grading – Percentages

Weighted final averages are based on:

- | | |
|--|------------|
| • Homework and in-class quizzes/assignments | 5 percent |
| • Module exams | 30 percent |
| • Comprehensive final exam | 50 percent |
| • Verification of EMT Basic Psychomotor skill completion | 10 percent |
| • Affective Behaviors | 5 percent |

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

Participants that successfully complete the didactic requirements (must pass all skills tests, unit exams, summative exams, and final exams) and clinical components of this program will receive a TEEX course completion certificate and will be eligible to register to take the NREMT cognitive exam. Participants must complete the application process for the NREMT written examination. The testing fee for the NREMT exam, TDSHS application fee, and TDSHS background check/ fingerprinting fee are not included in the tuition.

Participants will schedule the NREMT exam at a convenient location and date once they have successfully completed the program.

Certification by TDSHS is independent of TEEX. Participants are responsible for completing all state and local certification requirements. Participants will receive information to certify with NREMT and TDSHS EMS.

EXTERNAL CERTIFICATION/LICENSING REQUIREMENTS

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

- Successfully complete this program to include meeting all minimum requirements of didactic, psychomotor, and affective evaluations
- Complete the National Registry of Emergency Medical Technicians' (NREMT) application (preferably before the end of the course)
- Pass [National Registry of Emergency Medical Technicians' \(NREMT\) written testing](#)
- Obtain NREMT certification
- Meet the [TDSHS EMT minimum requirements](#)
- Submit TDSHS application and fees
- Complete criminal background check and fingerprinting
- Obtain [TDSHS EMT certification](#)

PROGRAM CONTACT INFORMATION

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Aaron Buzzard, MD, EMS Program Medical Director

VII. PARAMEDIC

PROGRAM MISSION

The mission of the EMS Program is to prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

PROGRAM OVERVIEW

The TEEX EMS program was founded in 1994 within the TEEX Law Enforcement Division. The original mission of the program was to offer grant-funded basic EMS training to participants. In 2000, the EMS program relocated to Brayton Fire Training Field in College Station, Texas and transferred to the Emergency Services Training Institute (ESTI) division of TEEX. Currently, the EMS program is comprised of a combination of grant-funded classes, on field classes, and off field contracted classes at all levels.

The 9-month Paramedic program (PAR100) prepares participants for success as an entry-level Paramedic. Participants receive training that is approved by the Texas Department of State Health Services (TDSHS) and is based on the National Standard Curriculum core competencies, which meet or exceed the minimum hours and content established by TDSHS.

Participants successfully completing the didactic requirements (must pass all unit exams, summative exams, and final exams) and clinical components of this program will be eligible to receive a course completion certificate and sit for the National Registry cognitive exam. All Student Minimum Competency (SMC) requirements must be met for participant course completion of the TEEX Paramedic Program.

The 1,268 program hours include 668 hours of lecture and hands-on skills lab, 216 hours of clinical internship, 264 hours of field internship, and 120 hours of capstone EMS internship with 20 team leads.

The maximum number of participants in the program is twenty-four. TEEX maintains a ratio of one instructor to twenty-four participants in the classroom; one instructor to six participants in the skills lab; one preceptor to one participant during clinicals; and one preceptor to one participant during field experiences.

PROGRAM ACCREDITATION

To maintain program approval in the State of Texas, the TEEX EMS Program is required to abide by the rules stated in the [Texas Administrative Code, Title 25, Part 1, Chapter 157, Subchapter C](#).

The Texas A&M Engineering Extension Service Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

COURSE COST

Non-refundable, non-transferable application fee: \$75

Tuition: \$8,500

Estimated cost of required supplies: \$90

Note: Tuition includes textbooks (Pearson, *Basic Arrhythmias with 12-Lead EKGs*, 9th edition; Pearson, *Bledsoe's Paramedic Care: Principles and Practice*, 6th edition), Sterling Credentials, a stethoscope, a manual blood pressure cuff, safety glasses/goggles, a penlight, polo shirts, long sleeve shirts, and t-shirts.

COURSE CALENDAR, LOCATION, AND SCHEDULE

Below is the current information regarding upcoming class dates, locations, and when class is typically held. This is subject to change at any time. Please review the information in the course description on the [TEEX website](#) and/or information provided by the program for the most current information.

Calendar

Start Date	End Date	Application Period
January 6, 2025	September 26, 2025	November 25, 2024

Location

All classes are held at the [TEEX Brayton Fire Training Field campus](#). Clinical and field internships are available within the TEEX EMS Program service area. Please contact the EMS program for clinical and field internship locations.

Schedule

Classes are held Monday, Wednesday, and every other Friday from 8:00 a.m. to 5:00 p.m. A detailed class schedule will be provided at the start of the course. Any changes will be communicated to you by the lead instructor.

ENROLLMENT REQUIREMENTS AND PROCESS

To apply for this course, applicants must provide the following documents at the time of paying the application fee by uploading to the TEEX Student Portal:

- Completed and signed [Paramedic Participant Enrollment Agreement](#)

Applicants will then have 15 business days (about 3 weeks) to upload all prerequisites into CastleBranch. See the [Paramedic Registration Packet](#) for more details. Applicants must set up an account at teex.castlebranch.com to submit the following documentation:

- A color copy of your valid driver's license or a form of government- or state-issued identification (must be at least 17 years of age; 18 years of age to be certified by TDSHS)
- A high school diploma, GED completion certificate, or official college transcript
- A current NREMT EMT Basic or Advanced EMT certification
- A current Cardiopulmonary Resuscitation (CPR) Certification (Basic Life Support [BLS] for Provider certification provided by American Heart Association or American Red Cross only)
- Health insurance card with participant name or letter of eligibility from insurance carrier
- [Technical Standards Acknowledgement Form](#)
- A criminal background check covering the last seven years (initiated once your CastleBranch account has been created and payment has been made for the check)
- 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-TB 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 twenty-two ([additional information about meningitis](#))

Note: COVID immunizations are not required for entry into this course. However, they may be required for internship affiliation sites.

NOTE: Once you enrolled in the Paramedic program, within 30 days before the start of clinicals, you will be required to pass a drug screening coordinated through CastleBranch.

The TEEX EMS staff monitors participant uploads to CastleBranch and will communicate to the participant when they have been cleared to enroll in the EMT program. Once the participant has been approved to register, they will log into their Student Portal to pay the tuition. The tuition must be paid within 15 business days of paying the application fee to avoid losing the seat in the class.

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

TRANSFER OF CREDIT

Participants cannot transfer credit or be eligible for advanced placement/experiential learning for this course. Participants with previous paramedic credit from another institution will be required to take all portions of the TEEX paramedic program.

REQUIRED SUPPLIES

Participants must provide the following items:

- Notebook paper (8½" × 11")
- Pens/Pencils or highlighters
- Class uniform:
 - Black uniform-style pants
 - Closed-toe black shoes or boots that can be polished
 - Black belt
 - Watch

CIRRICULUM TOPICS AND APPROXIMATE HOURS

TOPIC	LECTURE HOURS	LAB HOURS
<i>Course Modules</i>		
Anatomy and Physiology (A&P)	48	
Introduction to Advanced Practices	32	24
Airway Management	16	32
Patient Assessment	8	16
Emergency Pharmacology	16	

TOPIC	LECTURE HOURS	LAB HOURS
Cardiology	64	56
Medical Emergencies	64	56
Special Populations	40	32
Trauma Assessment	56	32
Emergency Operations	24	16
Cumulative	36	
Total	404	264

TOPIC	CLINICAL/EMS HOURS
<i>Clinical/EMS Experience</i>	
Emergency Department	160
Respiratory Care	8
Cadaver Lab or Operating Room	8
Cardiac Catheterization Lab and/or Telemetry	8
Intensive Care Unit	8
Labor/Delivery and Newborn Nursery	24
Summative Field Internship	264
Capstone EMS Experience (minimum 20 ALS Team Leads)	120
Total	600

EMS CODE OF ETHICS

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.

- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Written by: Charles B. Gillespie M.D. Adopted by: NAEMT, 1978. Revised and adopted by NAEMT, June 14, 2013.

PARTICIPANT CONDUCT STANDARDS

Uniform and Grooming Standards

Uniform

Participants must wear the following uniform during the course unless otherwise directed by the lead instructor and/or a clinical site. This includes travel to and from class, during class breaks, during EMS ride outs, and during clinical experiences. Participants cannot wear their uniform during off-site activities or while purchasing and/or consuming alcohol. Participants who do not show up to class and/or clinicals in their uniform will be sent home. Any participant that arrives at a field/clinical site out of uniform will be sent home and lose scheduled hours for that day. Lack of proper uniform is grounds for an immediate affective evaluation and performance improvement plan. Any further uniform violation will result in further disciplinary action up to and/or including dismissal from the program.

- Shirt options
 - Maroon TEEX polo (unless otherwise specified)
 - Maroon TEEX long-sleeved shirt (acceptable on scenario lab days only; polo not required)
 - Gray TEEX EMS Program T-shirt (acceptable on simulations lab days)
- TEEX/ESTI identification
- Full length, black uniform style pants (cannot be jeans, slender cut pants, or leggings)
- Black belt
- Solid black shoes/boots made of a non-porous material with a sturdy sole, closed toe, and closed heel
- Solid black or navy-blue socks (if visible)
- Stethoscope
- Penlight
- Heavy-duty scissors/shears that can cut clothing and leather
- Watch capable of measuring seconds (preferably waterproof)

Participants must ensure their uniforms are not wrinkled, clean, and well-maintained throughout the course. If a piece of the uniform is lost or damaged, the participant is responsible for replacing it.

All shirts worn must be tucked in during the course and the TEEX/ESTI identification must be clipped to the right shoulder of their shirt. Outer clothing, such as sweaters, coats, or head coverings can be worn, but must be either solid dark navy blue or solid black. Logos and/or text on clothing are only permitted if it is TEEX approved. Caps are not permitted during hospital rotations. Exceptions can be requested by contacting the training director.

Grooming/Hygiene

Grooming and hygiene is an important part of class etiquette. Participants must abide by the following guidelines. Exceptions can be requested by contacting the training director. Each request will be determined on a case-by-case basis.

Hair

Hair should be clean, well-trimmed, and properly combed throughout the course. Participants should avoid extreme hair styles and hair colors. In addition, participant's hair should not interfere with the participant's safety during the course. This includes facial hair that may impede using Personal Protective Equipment (PPE). Facial hair is allowed but must be trimmed and well groomed. If a participant has longer hair, they can use barrettes, hair ties, plastic clips, clincher combs, bobby pins, or other elastic bands that are navy blue or black to secure their hair.

Other

- Excessive perfume/cologne/after shave is prohibited.
- Fingernails must be neatly trimmed and not extend past the end of the finger.
- Acrylic nails are prohibited.
- Body piercings of all types are prohibited while in uniform. The only exception is one stud earring or small hoop in each ear.
- Jewelry is limited to a watch and a wedding or engagement ring. Rings with sharp/pointed edges are prohibited since they are a safety hazard.
- Tattoos may be required to be covered at some clinical and field internship sites.

REQUIREMENTS FOR PROGRAM GRADUATION

Important: If clarification is needed, participants should contact their lead instructor and/or EMS training director for more information.

Attendance—Lecture/Lab

In addition to the attendance requirements in Section IV, participants must contact the lead instructor by email if they will be absent from class. The email must include their full name, reason for absence/tardiness, and the estimated time/date of return.

If a participant must leave during the day once they have reported to class, they must contact their lead instructor to let them know why they are leaving early. If they return later that day, they must let their lead instructor know that they have returned to class.

Attendance—Clinical Experience

Requests for clinical/EMS shifts are submitted through scheduling software. Once assignments are confirmed, participants cannot reschedule the assigned shifts unless they are running a fever or have had contact with someone who has a communicable illness. Participants must contact the lead instructor and/or clinical coordinator by phone or email at least 8 hours prior to the shift to let them know they will not be able to attend. Participants will also need to provide a medical release from their physician to the clinical coordinator.

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 TEEX 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 lead instructor. Excessive absences, tardiness, or early departure could result in dismissal from the program.

Grading – Lecture/Lab

In order to successfully complete the lecture/lab portion of this course, participants must:

- Achieve a minimum score of 70 percent on all exams, assignments, quizzes, and homework*
- Achieve a minimum score of 70 percent on the comprehensive final exam*
- Maintain an affective evaluation score of at least 2 in each category with a total score of at least 20**
 - Integrity
 - Empathy
 - Appearance & Personal Hygiene
 - Professionalism/Maturity/Self-Confidence
 - Communications/Critical Thinking
 - Time Management
 - Teamwork/Diplomacy
 - Respect
 - Patient Advocacy
 - Careful Delivery of Service
- Pass all in-lab skill verifications required for clinical authorization.
- Complete all clinical and field experience requirements prior to the final day of the course.

Note: Participants may receive a zero if they are absent for a scheduled exam, quiz, or the comprehensive final. The lead instructor and EMS Training Director will make the final decision regarding whether the exam, quiz, or final can be made up.

*Participants have 2 retest attempts total for the course. Participants may not retest an exam on the same day as the initial exam but must complete the retest within 5 calendar days. Retests will be scheduled with the lead instructor and will be taken outside of regular class time. Participants who pass a retest will receive a 70 percent for that exam, regardless of their actual score.

**Participants who do not initially pass their affective evaluation will receive a corrective action plan. If a participant

does not meet the requirements of the plan, they may be dismissed from the program.

Grading – Clinical/Field Experience

In order to successfully complete the clinical/field experience portion of this course, participants must:

- Pass the summative scenarios conducted / evaluated by the lead instructors and/or staff
- Complete all documentation properly using Sterling Credentials
- Successfully complete all requirements outlined in the [Student Minimum Competencies \(SMC\)](#)

Note: Participants will have 2 retest attempts total for the scenarios. Retests will be conducted on a different scenario with a different instructor evaluating.

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 the audit is complete, the participant will be cleared to start the capstone internship.

Grading – Capstone

Successful completion of the **capstone** internship includes the following items:

- Attend 120 capstone field internship EMS hours with a TEEX-approved capstone EMS provider.
- Act in the role of team lead on at least twenty transports, ten of which must meet ALS criteria.
- Correctly record and document all patient contacts and dispatched calls.
- Complete all requirements outlined in Sterling Credentials.
- Complete capstone terminal competency form.

Once all these items are complete, the clinical coordinator will audit the documentation. This is the last step in the Paramedic course.

Grading – Percentages

Weighted final averages are based on:

- | | |
|---|------------|
| • Homework and in-class quizzes/assignments | 5 percent |
| • Medication quizzes | 5 percent |
| • Module exams | 35 percent |
| • Paramedic Comprehensive Final Exam | 35 percent |
| • Affective domain evaluations | 10 percent |

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

Participants that successfully complete the didactic requirements (must pass all skills tests, unit exams, summative exams, and final exams) and clinical components of this program will receive a TEEX course completion certificate and will be eligible to register to take the NREMT cognitive exam. Participants must complete the application process for the NREMT to achieve certification. The testing fee for the NREMT exam, TDSHS application fee, and TDSHS

background check/fingerprinting fee are not included in the tuition.

Participants will schedule the written NREMT exam at a convenient location and date once they have successfully completed the program.

Certification by TDSHS is independent of TEEX. Participants are responsible for completing all state and local certification requirements. Participants will receive information to certify with NREMT and TDSHS.

EXTERNAL CERTIFICATION/LICENSING REQUIREMENTS

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 with the Texas DSHS, participants must:

- Successfully complete this program to include meeting all minimum requirements of didactic, psychomotor, and affective evaluations
- Complete the National Registry of Emergency Medical Technicians' (NREMT) application (before the end of the course)
- Pass [National Registry of Emergency Medical Technicians' \(NREMT\) Paramedic written testing](#)
- Obtain NREMT certification
- Meet the [TDSHS paramedic minimum requirements](#)
- Submit TDSHS application and fees
- Complete criminal background check and fingerprinting
- Obtain [TDSHS paramedic certification](#)

TEEX PARAMEDIC ADVISORY COMMITTEE MEMBERS

Chris Angerer	Nathan Collins	Adam Gallagher
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Chris Bearb	Shanna Cramer	Rhonda Getschman
Lacy Boggan	TJ Dronet	Alex Gibson
Keith Bundick	Brad Elkins	Jason Giles
Aaron Buzzard, MD	Caleb Fay	Rachel Goodman
Eugenio Cardenas	Douglas Foster	Ashley Hall
Dean Casburn	Josh Frazier	Mika Isbell

Gina Janke	Ricky Mantey	Mason Rowles
Nathan Kennedy	Armando Martinez	JD Royall
Emily Kidd, MD	Randy McGregor	Shirlinda Savahl
Justin Knuppel	Robert Mikel	Michelle Schwake
Kristine Koerner	Robert Mumford	Chad Sennett
Alyssa Lang	Dillon Murphy	Micah Simons
Christie Lerner	Jason Norad	Alex Smith
Collin Littlefield	Josh Ostberg	Tammy Wendel
Bill Long	Dylan Parker	Chris Wynslow
Jacob Long	Cole Powell	

PROGRAM CONTACT INFORMATION

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Aaron Buzzard, MD, EMS Program Medical Director

VIII. TEEX RECRUIT FIRE ACADEMY

PROGRAM MISSION

The TEEX Recruit Fire Academy develops premier candidates to gain knowledge and skills to enter the workforce and become effective leaders in their community.

PROGRAM OVERVIEW

Welcome to Brayton Fire Training Field, the largest training facility in the world! TEEX has been training firefighters from across the globe since 1929.

TEEX offers participants two paths to complete the Recruit Fire Academy: a twelve-week (545-hour) face-to-face course (RFT001) or an online/blended delivery (ORA101) that includes 345 hours of interactive distance learning and a 200-hour skills camp held in College Station, Texas.

Both options prepare 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).

The maximum number of participants in this academy is fifty-five. TEEX maintains a ratio of two instructors to fifty-five participants in the classroom and one instructor to five participants for live-fire exercises.

PROGRAM ACCREDITATION

TEEX is accredited by the National Board on Fire Service Professional Qualifications (Pro Board), an internationally recognized organization that accredits agencies to certify emergency responders to National Fire Protection Association (NFPA) Professional Qualifications standards ([list of approved NFPA levels for certification](#)).

COURSE COST

Non-refundable, non-transferable application fee: \$75

Tuition: \$5,400

Estimated cost of required supplies: \$1,661 to \$1,909

COURSE CALENDAR, LOCATION, AND SCHEDULE

Below is the current information regarding upcoming class dates, locations, and when class is typically held. This is subject to change at any time. Please review the information in the course description on the [TEEX website](#) and/or information provided by the program for the most current information.

TEEX Recruit Fire Academy (RFT001) face-to-face delivery

Calendar

Start Date	End Date	Application Period
March 31, 2025	June 20, 2025	March 7, 2025
September 2, 2025	November 21, 2025	August 8, 2025

Location

All classes are held at the [TEEX Brayton Fire Training Field campus](#).

Schedule

Classes are held Monday through Friday for eight to ten hours each day with the potential for some nighttime training events. A weekly class schedule will be provided every week. Any changes will be communicated to you by academy staff or the lead instructor.

TEEX Recruit Fire Academy (ORA101) online/blended delivery*

Calendar

Start Date	End Date	Application Period
April 28, 2025	August 22, 2025	April 4, 2025
October 6, 2025	January 30, 2026	September 12, 2025
November 3, 2025	February 27, 2026	October 10, 2025

**The Texas Commission on Fire Protection (TCFP) exam may occur the week before the conclusion of the skills camp. Refer to the class schedule for the TCFP testing date to ensure you make proper travel arrangements if you plan to take this exam.*

Location

The skills camp portion is held at the [TEEX Brayton Fire Training Field campus](#).

Schedule

The online portion of this class will be held over a period of twelve weeks according to a lesson plan with assignments due weekly. The face-to-face portion of this class is held Monday through Friday for ten hours each day with the potential for some nighttime training events. A weekly class schedule will be provided every week. Any changes will be communicated to you by academy staff or the lead instructor.

ENROLLMENT REQUIREMENTS AND PROCESS

To apply for this course, applicants must provide the following documents at the time of registration by uploading to the TEEX Student Portal:

- A completed and signed [Recruit Fire Academy Participant Enrollment Agreement \(ORA101 online/blended delivery\)](#) or [Recruit Fire Academy Participant Enrollment Agreement \(RFT001 face-to-face delivery\)](#)
- A color copy of your valid driver's license or a form of government- or state-issued identification (must be at least 18 years of age)
- A high school diploma, GED completion certificate, or official college transcript (Note: 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.)
- Meningitis immunization: proof within the past five years if under the age of twenty-two ([additional information about meningitis](#)); must be completed at least ten days prior to start of the face-to-face portion of your academy
- A Technical Standards Acknowledgement Form within 180 days of class start date
- A FIDO account is required by the Texas Commission on Fire Protection (TCFP) for this course. Please go to <https://auth.tcfp.texas.gov/account/login> to create your account. Email sherri.byram@teex.tamu.edu the PIN number once your account is created.
- **International applicants only:** The following documents will need to be submitted to the TEEX International Student Services Office:
 - Color copy of driver's license
 - Color passport style photo (2-in. × 2-in.) taken within the last six months
 - Color copy of passport

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

International Applicants – Additional Requirements

International participants who wish to apply for the Fire Recruit Academy should first contact the TEEX International Student Services Office at internationalstudents@teex.tamu.edu. During the application process, the TEEX International Student Services Coordinator will coordinate an English proficiency test for international applicants. Applicants will be required to pass this test to move on in the process.

REQUIRED SUPPLIES

Participants must provide the following items:

- Notebook paper (8½" × 11")
- Pen, highlighters

- Textbook and curriculum materials:
 - [International Fire Service Training Association \(IFSTA\) Essentials of Fire Fighting, 7th edition \(ISBN: 978-0-87939-657-2\)](#)

Note: This can also be purchased at the [SFFMA Store](#) or [Firehall Bookstore](#) (Canadian company)

- [TCFP Certification Curriculum Manual, Chapter One: Basic Fire Suppression \(download a copy\)](#)
- [TCFP Certification Curriculum Manual, Chapter Six: Hazardous Materials \(download a copy\)](#)
- [TCFP Certification Curriculum Skills Manual, Chapter One: Basic Fire Suppression \(download a copy\)](#)
- [TCFP Certification Curriculum Skills Manual, Chapter Six: Hazardous Materials \(download a copy\)](#)
- Uniform essentials (purchased through Barker Productions; **must be ordered no later than two weeks prior to class start date and picked up the Friday before class starts**).
 - Navy blue recruit T-shirts (minimum of five recommended)
 - Short-sleeve light blue uniform shirt (minimum of two recommended)
 - Black tie for graduation
 - Navy blue uniform pants that are Dickie or tactical style
 - Black station shoes/boots that can be polished (NFPA 1971-approved steel-toe firefighter's boots, American National Standards Institute [ANSI] Z.41 footwear, or American Society for Testing and Materials [ASTM] F2413-11 footwear recommended)
 - Black leather or web belt with silver or pewter finish buckle
 - Navy blue gym shorts or sweatpants
- Black shoe polish
- Bag for change of clothes
- Athletic shoes
- Crew socks (navy blue/black for socks in uniform; white for physical fitness training)
- Backpack for books (black or navy)
- Reusable water bottle (minimum 32 ounces)
- American National Standards Institute (ANSI) Z.97-approved glasses with corrective lenses, if required (must be in compliance with TEEX/ESTI Safety Manual)

- Bunker gear (can be rented through [Turnout Rental](#), [911 Safety Equipment](#), or [Gear Cleaning Solutions](#); **must be ordered at least 30 days prior to class start date and shipped to Brayton Fire Training Field along with their documentation of inspection**):
 - Coat
 - Pants
 - Boots
 - Hood
 - Helmet
 - Gloves
 - 7-mm Prusik cord, 10 ft. in length
 - Clear safety glasses and ear plugs

Note: Participants can choose to bring department-issued or personally owned bunker gear instead of renting. This bunker gear must include a letter from the fire department/quartermaster stating the gear is being issued to you, a list of serial numbers and manufacturer dates for each piece, instructions on proper inspection of the items, and that the gear is NFPA 1851 compliant with third-party advanced cleaning and inspection documentation..

All bunker gear, regardless of owner, will be inspected for compliance with the current editions of NFPA 1971 and 1851 by TEEX staff at the start of the academy.

Additional computer requirements for the TEEX Recruit Fire Academy online/blended portion of the program 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

Optional supplies:

- [IFSTA Essentials of Fire Fighting Course Workbook, 7th edition \(ISBN: 978-0-87939-660-2\)](#)
- [IFSTA Essentials of Fire Firefighting Exam Prep, 7th edition \(ISBN: 978-0-87939-658-9\)](#)

CURRICULUM TOPICS AND APPROXIMATE HOURS

TOPIC	LECTURE HOURS
TCFP Rules and Regulations	4
Introduction to the Fire Service and Firefighter Safety	32
Fire Department Communications	8
Building Construction	8

TOPIC	LECTURE HOURS
Fire Dynamics	16
Personal Protective Equipment	24
Portable Fire Extinguishers	8
Ropes and Knots	8
Structural Search and Rescue	16
Technical Rescue Support and Vehicle Extrication Operations	24
Forcible Entry	12
Ground Ladders	28
Tactical Ventilation	24
Building Materials, Structural Collapse, and Effects of Fire Suppression	16
Fire Hose	16
Hose Operations and Hose Streams	16
Fire Suppression	12
Overhaul, Property Conservation, and Scene Preservation	10
Fire Origin and Cause Determination	8
Foam Fire Fighting, Liquid Fires, and Gas Fires	12
Incident Scene Operations	8
HazMat Awareness and Operations	48
Maintenance and Testing Responsibilities	4
Community Risk Reduction	4
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
Total	389

TOPIC	FIELD HOURS
Live-Fire Training	60
Physical Fitness Training	96
Total	156

CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers. [*US Fire Administration*](#)

PARTICIPANT CONDUCT STANDARDS

Uniform and Grooming Standards

Uniforms

Participants must wear the following uniform during the course unless otherwise directed by the lead instructor and/or program staff. This includes travel to and from class and during class breaks. Participants cannot wear their uniform during off-site activities or while purchasing and/or consuming alcohol. Participants who do not show up to class in their uniform will be sent home.

- Shirt options
 - Light blue uniform shirt (classroom; top button can be unbuttoned)
 - Navy blue T-shirt (drills and/or physical fitness training)
- Pant options
 - Navy blue uniform pants that are Dickie or tactical style
 - Navy blue gym shorts or sweatpants (physical fitness training only)
- Shoe options
 - Black station shoes/boots that can be polished
 - Athletic shoes (physical fitness training only)
- Crew socks (navy blue/black in uniform; white for physical fitness training)
- Black leather or web belt with silver or pewter finish buckle
- American National Standards Institute (ANSI) Z.97-approved glasses with corrective lenses (optional; must be in compliance with TEEX/ESTI Safety Manual)

Participants must ensure their uniforms are not wrinkled, clean, and well-maintained throughout the course. If a piece of the uniform is lost or damaged, the participant is responsible for replacing it.

All shirts worn must be tucked in during the course. Shoes should always be clean, shined, and tied (if applicable). Glasses with corrective lenses must either be on the participant's face or placed in their shirt or pants pocket.

Outer clothing, such as sweaters, coats, or head coverings can be worn, but must be solid navy blue to match their uniforms. Compression attire can be worn during physical fitness training but must not extend past the bottom of their shorts. Logos and/or text on clothing are only permitted if it is TEEX approved. Glasses worn must be a non-distracting design; bright colors are not permitted. Exceptions can be requested by contacting the training coordinator.

Grooming/Hygiene

Grooming and hygiene is an important part of classroom etiquette. Participants must abide by the following guidelines. Exceptions can be requested by contacting the training coordinator and/or training manager. Each request will be determined on a case-by-case basis.

Hair

Hair should be clean, well-trimmed, and properly combed throughout the course. Participants should avoid extreme hair styles and hair colors. In addition, participant's hair should not interfere with the participant's safety during the course. This includes facial hair that may impede using Personal Protective Equipment (PPE). Sideburns shall not exceed 1 inch (2.5 centimeters) in width and not go beyond the base of the earlobe.

All hair should be covered by the firefighting hood, when applicable. If a participant has longer hair, they should pull their hair back from their face using one French braid, one plait braid, a twist, or bun. Participants can use barrettes, hair ties, plastic clips, clincher combs, bobby pins, or other elastic bands that are navy blue or black to secure their hair into one of the styles.

Mustaches are allowed but must be trimmed and cannot cover the mouth when closed. **When they are reporting for attendance, formation, and inspection, participants must be clean-shaven.**

Other

- Participants are allowed to wear cosmetics in a conservative manner that are a natural skin color.
- Excessive perfume/cologne is prohibited.
- Fingernails must be neatly trimmed and not extend past the end of the finger.
- Fingernail polish/acrylic nails are prohibited.
- Body piercings of all types are prohibited while in uniform.

Supervision and Authority

During the academy, participants will be assigned to a company with a lieutenant in charge. Companies will then be grouped into battalions with a captain in charge of each battalion. The class will then have one class captain that is in charge of all battalions.

Participants will follow the chain of command illustrated below if they have a concern. If the participants assigned battalion captain is unavailable, they may temporarily report to another battalion captain. In the event that there is not a battalion captain or class captain, any staff instructor can be contacted. Issues should be resolved at the lowest level possible.

1. Company Lieutenant
2. Battalion Captain
3. Class Captain
4. Staff Instructors
5. Training Coordinator
6. Training Manager
7. Public Sector Program Director
8. Associate Division Director

Instructors will have control/authority over training delivery sessions assigned by the program. All recruits will comply with instructions and/or directions received from the instructional staff. Any questions regarding these instructions and/or directions is to be addressed through the instructional staff.

Personal concerns can be directed to the training coordinator, training manager, or student support services coordinator directly. However, only emergency issues should be communicated outside of normal academy hours.

Reporting Accidents and Injuries

Participants must abide by the requirements listed in Section IV of this document regarding accidents and injuries.

Participants must report any injuries that will affect their performance during the class, regardless if the injury occurred during the class or after hours. As stated in Section IV, they are required to submit a physician's letter indicating the nature of the injury and the level of activity allowed. They cannot return to full activity within the course without a letter from their physician stating they are released without restrictions.

REQUIREMENTS FOR PROGRAM GRADUATION

Important: If clarification is needed, participants should contact academy staff for more information.

Attendance—TEEX Recruit Fire Academy (RFT001) and Skills Camp Portion of TEEX Recruit Fire Academy (ORA101)

In addition to the attendance requirements in Section IV, participants must contact the training coordinator or training manager by email 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 email must include their full name, company number, reason for absence/tardiness, and the estimated date/time of their return.

If a participant must leave during the day once they have reported to class, they must contact instructional staff and their company officer to let them know why they are leaving early. If they return later that day, they must let the instructional staff and their company officer know that they have returned to class.

Participants should schedule medical appointments after class hours or late in the day to minimize lost training time. They must provide a doctor's release/excuse prior to returning to class.

Physical Fitness

Physical fitness training is mandatory during the course. This training will consist of a dynamic warmup, cardiovascular training, flexibility exercises, agility exercises, firefighting exercises, and muscular strength training. Training sessions will vary in length and intensity throughout the course and may be completed in a structural firefighter ensemble. During the training, participants must practice safety by keeping hydrated, getting assistance from program staff on different movements (if applicable), and using personal braces/supports as needed.

Once physical fitness training has been completed each day, participants will be required to shower and put on the appropriate uniform for the day's activities. Participants are prohibited from staying in their physical fitness uniform after completing training each day, unless otherwise specified by instructional staff.

Grading—TEEX Recruit Fire Academy (ORA101 and RFT001)

In order to graduate from this program, participants must:

- Achieve a final overall average score of 70 percent in the course.*
 - Quizzes
 - Chapter tests (ORA101)
 - TCFP Periodic exams (RFT001)
- Achieve a 70 percent on the comprehensive final exam.**
- Successfully complete all skills mandated by TCFP.
- Complete all interactions, activities, and threaded discussions (if applicable)

Periodic exams, such as chapter tests, are available for RFT001 and ORA101.

Participants are not allowed to use their book(s) during any course examinations.

* An overall final average score of 70 percent is required for participants to be able to sit for the comprehensive final exam.

**Participants will have two attempts to successfully complete the comprehensive final exam. Failure to pass the comprehensive final exam will result in academic dismissal. Participants that do not successfully complete the academy can download an attendance letter from their TEEX Student Portal account.

At the end of weeks three, six, and nine, participants who are below the 70 percent average for weekly exams will be formally counseled by program staff. A letter will also be placed in their file.

Note: Studying is mandatory for this course. It can be done individually or in organized group sessions. Participants are responsible for creating their own study groups.

Grading – Percentages

Weighted final averages are based on:

- | | |
|---|------------|
| • Quiz average | 10 percent |
| • Chapter tests/TCFP periodic exams | 30 percent |
| • Midterm exam | 20 percent |
| • Comprehensive Final Exam | 30 percent |
| • Participation (external courses, assignments/discussions, PT) | 10 percent |

Participants must have a final weighted grade of 70 percent in order to successfully complete the course.

CERTIFICATES RECEIVED UPON SUCCESSFULL COMPLETION

Participants who successfully complete this course will receive a TEEX certificate of completion. Throughout the course, participants will also be required to complete the following outside (non-TEEX) 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 (all ten modules)

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 for the following levels:

- NFPA 1001 Firefighter I
- NFPA 1001 Firefighter II
- NFPA 470 HazMat Awareness
- NFPA 470 HazMat Operations
- NFPA 470 HazMat Personal Protective Equipment
- NFPA 470 HazMat Product Control

The NFPA 1001 Firefighter I and II Pro Board exams are offered on-site during the academy and skills camp to participants that have successfully completed the academy; the NFPA 470 HazMat exams are offered at the conclusion of the HazMat module during the course or skills camp. The material learned during the course will help prepare participants for these national certification exams.

Participants will have the opportunity to take the TCFP exams. The cost of this exam is not included in the tuition. Certification by TCFP/IFSAC is independent of TEEX. After successful completion of the TCFP exam, IFSAC seal(s) can be purchased from TCFP and/or participants can apply for TCFP Basic Fire Suppression certification after meeting the certification requirements. The following IFSAC seals are available:

- TCFP Basic Fire Suppression
- IFSAC NFPA 1001 Firefighter I
- IFSAC NFPA 1001 Firefighter II
- IFSAC NFPA 1072 HazMat Awareness
- IFSAC NFPA 1072 HazMat Operations

Note: TEEX has a reciprocity agreement with TCFP. Information can be found in the [Texas Administrative Code](#).

EXTERNAL CERTIFICATION/LICENSING REQUIREMENTS

Participants can seek employment as an entry-level firefighter in either a volunteer or paid position. If participants would like to obtain a volunteer position, the state of Texas does not require certification.

In order to become a TCFP-certified firefighter in the state of Texas, participants must:

- [Meet the minimum requirements established by TCFP.](#)
- Successfully complete the firefighter academy.
- Complete one of the following:
 - Pass all four sections of the TCFP exam (National Fire Protection Association [NFPA] 1001 Firefighter I, NFPA 1001 Firefighter II, NFPA 1072 Hazardous Materials [HazMat] Awareness, and NFPA 1072 HazMat Operations)
 - Pass all Pro Board exams (NFPA 470 HazMat Awareness, NFPA 470 HazMat Operations, NFPA 470 Personal Protective Equipment [PPE], NFPA 470 Product Control, NFPA 1001 Firefighter I, and NFPA 1001 Firefighter II) and apply for TCFP certification.
 - Complete medical training equal to Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), or paramedic certification as approved by TCFP. For a full list, contact 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.

PROGRAM CONTACT INFORMATION

TEEX Recruit Fire Academy Program

Office: Brayton Fire Training Field, Les W. Bunte Jr. Administration and Classroom Complex (Building 26)

Email: recruit@teex.tamu.edu

Phone: 979-217-6578

Chuck French, TEEX Recruit Fire Academy Training Manager

Email: Chuck.French@teex.tamu.edu

Phone: 979-500-6901

Jason Harris, TEEX Recruit Fire Academy Training Coordinator

Email: Jason.Harris@teex.tamu.edu

Phone: 979-500-6818

Sherri Byram, Administrative Coordinator II

Email: Sherri.Byram@teex.tamu.edu

Phone: 979-500-6821

IX. LINEWORKER ACADEMY

PROGRAM MISSION

The TEEX Lineworker Academy is committed to developing premier candidates for entering into apprenticeships as electrical lineworkers by providing participants a comprehensive training experience utilizing the best work methods, equipment, tools, and standards. Participants will be given the opportunity to enter into the job market prepared with the knowledge, skills, and abilities prospective employers in the industry require.

PROGRAM OVERVIEW

The TEEX Lineworker Academy was established in 2018 to meet employer demand for skilled workers entering into the Electrical Transmission and Distribution industry. TEEX works to assist graduates in gaining employment by scheduling time for participants to meet potential employers as they have positions open.

The fifteen-week (480-hour) Lineworker Academy (EPP700) provides participants a comprehensive training experience designed to prepare them for employment in the electric utility industry. Participants receive classroom and hands-on field training to be qualified in equipment operation and pole climbing.

The maximum number of participants in the academy is twenty-five. TEEX maintains a ratio of one instructor to twenty-five participants in the classroom and two instructors to twenty-five participants for field exercises.

COURSE COST

Non-refundable, non-transferable application fee: \$75

Tuition: \$15,000

Estimated cost of required supplies: \$156

Note: Tuition includes textbook, four long-sleeved shirts, a graduation shirt, a hard hat, safety glasses, work gloves, and a baseball cap. A set of climbing equipment and hand tools are issued to each participant and returned at the conclusion of the class.

COURSE CALENDAR, LOCATION, AND SCHEDULE

Below is the current information regarding upcoming class dates, locations, and when class is typically held. This is subject to change at any time. Please review the information in the course description on the [TEEX website](#) and/or information provided by the program for the most current information.

Calendar

Start Date	End Date	Application Period
January 6, 2025	April 18, 2025	November 25, 2024

Location

All classes are held at the [Texas A&M RELIS Campus](#).

Schedule

Classes are held Monday through Thursday from 8:00 a.m. to 5:00 p.m. A detailed class schedule will be provided at the start of the course. Any changes will be communicated to you by the lead instructor.

ENROLLMENT REQUIREMENTS AND PROCESS

To apply for this course, applicants must provide the following documents at the time of registration by uploading to the TEEX Student Portal:

- [Lineworker Academy Registration Packet](#)
 - Completed and signed Lineworker Academy Participant Enrollment Agreement
 - Supply Checklist
- A color copy of your valid driver’s license (must be at least 18 years of age; CLP or Class B CDL is preferred, but not required)
- A high school diploma, GED completion certificate, or official college transcript
- Meningitis immunization: proof within the past five years if under the age of twenty-two ([additional information about meningitis](#))

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

REQUIRED SUPPLIES

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 with reinforced or steel toe, composite or steel shank for arch support, and a pronounced heel. Cowboy boots **cannot** be worn for pole climbing activities.
- Backpack or bag to carry supplies
- Scientific calculator
- Laptop computer or access to a computer during the course

Note: 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.

CURRICULUM TOPICS AND APPROXIMATE HOURS

MODULES	TOPIC	LECTURE HOURS	LAB HOURS
	<i>Power Lineworker Fundamentals</i>	84	44
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	
	<i>Overhead Utility System Construction</i>	53.5	70.5
0	Unit 2 Overview	0.5	
1	Bucket and Digger Truck Operations	4	11.5
2	Equipment Transport and Flagging	9	3
3	Overhead Line Construction	4	28
4	Transformer Operations	16	16
5	Overhead Equipment Installation	16	12
	End of Unit Review and Exam	4	
	<i>Overhead and Underground Utility System Maintenance</i>	30.5	69.5
0	Unit 3 Overview	0.5	
1	De-energizing Electrical Systems	6	1.5
2	De-energized Overhead System Maintenance	2	30
3	Underground Electrical Systems and Installation	10	6

MODULES	TOPIC	LECTURE HOURS	LAB HOURS
4	Deenergized Underground System Maintenance	2	14
5	Energized Overhead System Maintenance	6	18
	End of Unit Review and Exam	4	
	<i>Employment Preparation and Regulatory and Safety Compliance</i>	69.5	58.5
0	Unit 4 Overview	0.5	
1	Résumé Writing and Preparation	8	
2	Job Interviewing Techniques	8	
3	CDL Pre-Trip Inspection and Driving Preparation	15.5	16
4	10-Hour Outreach Training for the Construction Electrical Transmission and Distribution (ET&D) Industry	16	
5	Electrical Worker Safe Work Practices	16	
6	Removal and Storage of Materials/Hardware	1.5	42.5
	End of Unit Review and Exam	4	
	Graduation and Reception (4 hours – not included in total hours for course)		
	Total	237.50	242.50

PARTICIPANT CONDUCT STANDARDS

Uniform and Grooming Standards

Uniforms

Participants must wear issued shirts and cap during the course unless otherwise directed by the lead instructor and/or academy staff. This includes travel to and from class and during class breaks. Participants cannot wear their TEEX apparel during off-site activities or while purchasing and/or consuming alcohol. Participants who do not show up to class in their apparel will be sent home.

Participants must ensure their apparel is not wrinkled, clean, and well-maintained throughout the course. If a piece of their apparel is lost or damaged, the participant is responsible for replacing it. Outer clothing, such as sweaters, coats, or head coverings can be worn. Logos and/or text on clothing are only permitted if it is TEEX approved. Exceptions can be requested by contacting the training manager.

Grooming/Hygiene

Grooming and hygiene is an important part of classroom etiquette. Participants must abide by the following guidelines. Exceptions can be requested by contacting the training manager. Each request will be determined on a case-by-case basis.

Hair

Hair should be clean, well-trimmed, and properly combed throughout the course. Participants should avoid extreme hair styles and hair colors. In addition, participant's hair should not interfere with the participant's safety during the course. This includes facial hair that may impede using Personal Protective Equipment (PPE). If a participant has longer hair that is a safety issue, they should use barrettes, hair ties, plastic clips, clincher combs, bobby pins, or other elastic bands to secure their hair.

Other

Jewelry must not create a safety hazard in any way. Jewelry of any kind, including hidden piercing, must not be worn during hot-line work or other activities that involve energized circuits.

Care and Use of Tools and Equipment

During the course, participants should only wear the climbing equipment issued to them to prevent safety issues. Participants are responsible for ensuring their equipment is maintained by inspecting each piece of equipment prior to use, performing periodic inspections during the course, and conducting routine maintenance when appropriate. All issued equipment must be returned in good condition prior to graduation.

Note: Participants who bring in their own equipment are responsible for marking each piece with their name. Program staff reserves the right to determine if this equipment is adequate for use during the academy.

REQUIREMENTS FOR PROGRAM GRADUATION

Important: If clarification is needed, participants should contact their lead instructor for more information.

Attendance

In addition to the attendance requirements in section IV, participants are required to submit the Participant Absentee Request form.

Grading

In order to graduate from this program, participants must:

- Achieve a final overall average score of at least 70 percent in the course
- Achieve a minimum score of 70 percent on all module and unit exams*
- Achieve a minimum score of 70 percent on conduct (evaluated using a standardized rubric) during each unit
 - This typically includes abiding by safety standards, academy policies, and instructors' directions; completing all tasks in a quality manner; encouraging teamwork and assisting others; using time and

resources effectively; and demonstrating motivation and continued improvement.

- Demonstrate satisfactory competence in each skill set in the course. The highest retest grade will be 70.

* Only one retest opportunity will be allowed for written exams.

Grading – Percentages

Weighted final averages are based on:

- Written exams 33.3 percent
- Conduct 33.3 percent
- Practical evaluation 33.4 percent

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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
- TEEX 4-hour flagger certification card
- TEEX Bucket/Digger equipment operator qualification
- TEEX Wood pole climbing qualification

EXTERNAL CERTIFICATION/LICENSING REQUIREMENTS

This course prepares participants to further their training to become a journeyman lineworker. 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 TEEX, to further training. It typically takes about four years to become a journeyman lineworker.

Note: Many companies require a criminal background check and/or a copy of your driving record prior to offering a position. Felonies or other charges on your criminal record and/or a bad driving record could result in companies denying employment.

A CDL may also be a requirement for employment at many companies. To obtain this license, participants must apply through the Texas Department of Public Safety:

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

- Complete course(s) on Entry-Level Driver Training (ELDT) theory, range and road at TEEX or another entity.
- Successfully complete the theory and range and road skills testing.
- Finalize process to receive CDL at a participating Department of Motor Vehicles office.

Note: In order to apply for a CDL, participants must complete both an Entry-Level Driver Training (ELDT) theory course and a range and road course. These courses are not offered as part of the Lineworker Academy; however, TEEX does offer both courses. 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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X.CENTRAL TEXAS POLICE ACADEMY (CTPA)

PROGRAM MISSION

The mission of the Central Texas Police Academy is to provide the highest quality law enforcement instruction to its clients and to ensure at all times that the standards and requirements of the Texas Commission on Law Enforcement and the Texas A&M Engineering Extension Service are met or exceeded.

PROGRAM OVERVIEW

The Central Texas Police Academy (CTPA) was established in 1953 as the Texas Municipal Police School. The Academy offers four different routes to the Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer licensing as well as a number of other law enforcement trainings. All programs offered by the Texas Law Enforcement Extension Training program have been built on the 70-year foundation as the oldest statewide law enforcement extension training agency.

The twenty-week (830-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 with the rigors of police work.

The maximum number of participants in the academy is thirty. TEEX maintains a ratio of one instructor to thirty-six participants in the classroom and one instructor to five participants for field exercises.

COURSE COST

Non-refundable, non-transferable application fee: \$75

Tuition:

- Participants hired/employed by agency/department: \$3,000 (Note: If sponsoring department is unable to provide a vehicle for the driving portion, participants will be required to pay an additional \$613 vehicle usage fee.)
- Participants not employed by an agency/department: \$5,800 (includes \$613 vehicle usage fee)

Estimated cost of required supplies: \$1,553.38

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

COURSE CALENDAR, LOCATION, AND SCHEDULE

Below is the current information regarding upcoming class dates, locations, and when class is typically held. This is subject to change at any time. Please review the information in the course description on the [TEEX website](#) and/or information provided by the program for the most current information.

Calendar

Start Date	End Date	Application Period
January 22, 2025	June 13, 2025	September 3, 2024—December 6, 2024
July 16, 2025	December 5, 2025	March 3, 2025—May 30, 2025

Location

All classes are held at the [Texas A&M RELLIS Campus](#).

Schedule

Classes are held Monday through Friday from 7:30 a.m. to 5:00 p.m. with the potential for some nighttime training events. A detailed class schedule will be provided at the start of the course. Any changes will be communicated to you by the lead instructor.

ENROLLMENT REQUIREMENTS AND PROCESS

To apply for this course, applicants must meet the requirements of [TCOLE Rule 217.1](#) and provide the following documents at the time of registration by dropping them off at TEEX ILEPSE, 1500 4th Street, Texas A&M-RELLIS Building 7751, Bryan, Texas 77807:

- All applicants must provide the following forms:
 - Bacterial meningitis immunization record ([additional information about meningitis](#))
 - [TEEX Basic Peace Officer registration form](#)
 - [TCOLE PID Assignment \(C-1\)](#) (not required if applicant already has a PID)
 - Completed and signed [TEEX Participant Acknowledgement](#)
- Applicants **employed** by a Texas law enforcement agency must also 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](#)
 - L-2 Declaration of Medical Condition and L-3 Declaration of Psychological and Emotional Health
 - The [TCOLE Technical Assistance Bulletin](#) outlines the updated process and reporting requirements for medical and psychological examinations.
 - [TCOLE Fast Form Background Check](#)

- [TEEX Personal History Statement](#)
- [Copy of Texas Department of Public Safety Driver Record \(Type AR\)](#)

Note: Potential applicants who have been previously dismissed from this academy or another Basic Peace Officer Academy must wait a minimum of one year from being dismissed to be eligible for admission. If the applicant was dismissed for anything other than academic failure, they will not be allowed to enroll.

Once approved, program staff will reach out to applicants to complete the registration process through Blinn College. See the Course Registration Process section of this document for more details. Failure to provide documentation will prevent enrollment.

REQUIRED SUPPLIES

Participants must provide the following items:

- Notebook paper (8½" × 11")
- Notebook dividers (minimum 42)
- Blue or black ink pens, red ink pens, highlighters, and #2 pencils
- Handgun and secure holster (duty-style holster)
- Minimum of two speed loaders or three magazines
- Handcuffs and key (Smith & Wesson, Peerless, Hiatts, etc.) and handcuff case
- Speed loader pouch or double magazine pouch
- Straight flashlight and flashlight holder
- 14 or 16 ounce, fully enclosed boxing gloves
- CTPA-approved uniform (Minimum of 3 polos, 3 pairs of pants, and boots)
 - 5.11 Tactical Men's Snag-Free Performance Short Sleeve Polo #71049 (Dark Navy)
 - 5.11 Tactical Women's Snag-Free Performance Polo #61165 (Dark Navy)
 - 5.11 Tactical Men's TacLite Pro Pants #74273 (TDU Khaki)
 - 5.11 Tactical TacLite Pro Women's Ripstop Pants #64360 (TDU Khaki)
 - Black Duty Boots, capable of being polished
 - Black duty belt with a minimum of 4 belt keepers (recommended: 5.11 Tactical Sierra Bravo Duty Belt Kit #59505)
- Athletic gear consisting of athletic shoes, towel and toiletries (e.g., shower shoes)

Optional supplies:

- Gear bag
- Small dictionary
- Law dictionary
- Solid navy-colored sweatpants and sweatshirt
- Solid black beanie
- Pocket notebook

CURRICULUM TOPICS AND APPROXIMATE HOURS

MODULES	TOPIC	LECTURE HOURS	SKILLS/LAB HOURS
	Orientation/Rules Review/ Emotional Survival	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	
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	12	
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	12	
16	Alcoholic Beverage Code	4	
17	Family Violence, Child Victims, and Related Assaultive Offenses	12	
18	Missing and Exploited Children (TCOLE 3275)	8	
19	Child Alert Checklist	1	
20	Victims of Crime	10	
21	Human Trafficking (TCOLE 3270)	4	
22	Traffic Code/Crash Investigation (TIM)	50	24
23	Intoxicated Driver (Standardized Field Sobriety Test [SFST])	8	16
24	Written Communication	16	
25	Verbal Communication/ Public Interaction	16	
26	Spanish	16	

MODULES	TOPIC	LECTURE HOURS	SKILLS/LAB HOURS
27	De-Escalation Strategies (TCOLE 1849)	8	
28	Force Options Theory	28	
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	
43	Advanced Law Enforcement Rapid Response Training (ALERRT) Level 1	16	
	End of Course Review	2	
	Additional Firearms		16
	Physical Training		62
	Professional Police Driving		8
	Total	538	292

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

The IACP adopted the Law Enforcement Code of Ethics at the 64th Annual IACP Conference and Exposition in October 1957. The Code of Ethics stands as a preface to the mission and commitment law enforcement agencies make to the public they serve.

PARTICIPANT CONDUCT STANDARDS

Uniform and Grooming Standards

Uniforms

Participants must wear the following uniform during the course unless otherwise directed by the lead instructor and/or academy staff. This includes travel to and from class and during class breaks. Participants cannot wear their uniform during off-site activities or while purchasing and/or consuming alcohol. Participants who do not show up to class in their uniform will be sent home.

- 5.11 Tactical Men's Snag-Free Performance Short Sleeve Polo #71049 (Dark Navy)

- 5.11 Tactical Women's Snag-Free Performance Polo #61165 (Dark Navy)
- 5.11 Tactical Men's Taclite Pro Pants #74273 (TDU Khaki)
- 5.11 Tactical Taclite Pro Women's Ripstop Pants #64360 (TDU Khaki)
- Black Duty Boots, capable of being polished
- Black duty belt (practical activities and fire range only)
- Athletic gear (Physical training only)
- Caps (firing range only)

Participants must ensure their uniforms are not wrinkled, clean, and well-maintained throughout the course. If a piece of the uniform is lost or damaged, the participant is responsible for replacing it. All shirts worn must be tucked in during the course. Exceptions can be requested by contacting the training manager.

Grooming/Hygiene

Grooming and hygiene is an important part of classroom etiquette. Participants must abide by the following guidelines. Exceptions can be requested by contacting the training coordinator and/or training manager. Each request will be determined on a case-by-case basis.

Hair

Hair should be clean, well-trimmed, and properly combed throughout the course. Hair must be worn above the ears and collar. If a participant has longer hair, they can use barrettes, hair ties, plastic clips, clincher combs, bobby pins, or other elastic bands that are navy blue or black to secure their hair. Ponytails are strictly prohibited.

Mustaches are allowed but must be trimmed and cannot extend beyond the corners of the mouth. Otherwise, participants must be clean shaven each day.

Other

- Loose-hanging jewelry is prohibited.
- Cadets are not allowed to wear earrings.
- Body piercings of all types are prohibited.
- All jewelry must be removed during defensive tactics and other skills training.

Supervision and Authority

Participants will follow the chain of command illustrated below if they have a concern.

1. Instructor
2. Training Coordinator
3. Training Manager
4. Division Director

Instructors will have control/authority over training delivery sessions assigned by the academy staff. All participants will comply with instructions and/or directions received from the academy instructor. Any appeal or question regarding these instructions and/or directions is to be addressed through the academy staff. Personal concerns can be directed to the academy training coordinator or training manager directly. However, only emergency issues should be communicated outside of normal academy hours.

REQUIREMENTS FOR PROGRAM GRADUATION

Important: If clarification is needed, participants should contact their lead instructor for more information.

Attendance

In addition to the attendance requirements in section IV, participants are required to attend all classroom hours in order to receive credit for the course. Any hours missed must be made up before the course ends.

Physical Fitness

Physical fitness training is mandatory during the course. This training will consist of a dynamic warmup, cardiovascular training, flexibility exercises, agility exercises, and/or muscular strength training. Training sessions will vary in length and intensity throughout the course. During the training, participants must practice safety by keeping hydrated, getting assistance from program staff on different movements (if applicable), and using personal braces/supports as needed.

Once physical fitness training has been completed each day, participants will be required to shower and put on the appropriate uniform for the day's activities. Participants are prohibited from staying in their physical fitness uniform after completing training each day, unless otherwise specified by program staff. Participants will also be required to perform two pull-ups or five push-ups prior to entering any building.

Grading

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

- Achieve a minimum score of 80 percent on all 3 major examinations and the final examination*
- Achieve a minimum score of 80 percent on all academic and firearms qualification courses
- Achieve a minimum score of 80 percent on all academic and skills portions of the driver training course
- Achieve a minimum score of 80 percent on all academic and skills portions of the defensive tactics training requirements
- Achieve a minimum score of 80 percent on the Standardized Field Sobriety Testing course training requirements
- Achieve a minimum score of 80 percent on CIT
- Complete the CPR/Fire Aid course training requirements and practical simulations successfully
- Achieve a final overall average score of at least 80 percent in the course

*If a Cadet scores less than 80 percent on any required examination (including firearms, driving, defensive tactics, SFST, and CIT), a retest will be scheduled by the instructor. The retest will be taken within five working days. If the

Cadet scores less than 80 percent on any retest, the Cadet will be dismissed from the CTPA. The Cadet will not receive a grade higher than 80 percent on any retest regardless of the actual score. The Cadet will be allowed only one retest on a major or final exam.

Grading – Percentages

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

Participants that successfully complete this course will receive a TEEX 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 initial 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. If the participant does not pass the initial test, the participant will be responsible for scheduling their retest and paying any fees. Certification by TCOLE is independent of TEEX.

EXTERNAL CERTIFICATION/LICENSING REQUIREMENTS

In order to become a licensed peace officer in the state of Texas, participants must:

- Meet all 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

TEEX CENTRAL TEXAS POLICE ACADEMY ADVISORY BOARD MEMBERS

Chief Billy Couch	State Representative John Raney	Sheriff Gerald Yezak
Sheriff Wayne Dicky	Sheriff Don Sowell	
Chief Mike Johnson	Blinn College Program Director	
District Attorney Jarvis Parsons	Robert Stanberry	
	Chief Dean Swartzlander	

PROGRAM CONTACT INFORMATION

Central Texas Police Academy

Office: ILEPSE, Texas A&M-RELLIS Building 7751

Email: ilepse@teex.tamu.edu

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Lee Santo, Training Manager

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Phone: 979-321-6190

Joe Klinkovsky, Training Coordinator

Email: Joe.Klinkovsky@teex.tamu.edu

Phone: 979-321-6192

XI. UNEXPLODED ORDNANCE (UXO) TECHNICIAN LEVEL I

PROGRAM MISSION

To provide participants with comprehensive classroom and hands-on training in the safe detection, location, identification, and disposal of unexploded ordnance using the techniques and emerging technologies of today's UXO remediation industry. Graduates of the UXO Tech I course who have also completed a 40-hour Hazwoper for Clean-Up Operations course meet U.S. Army Corps of Engineers (USACE) requirements necessary to work as a UXO Tech I on USACE UXO remediation job sites.

PROGRAM OVERVIEW

TEEX developed the first civilian UXO Technician I course in 1999 and remains the only program to have ever been certified by the Department of Defense Explosive Safety Board (DDESB). In 2012, the National Association of Ordnance Contractors (NAOC) recognized this course as meeting and exceeding all UXO Tech I training requirements established by DDESB Technical Paper 18, Minimum Qualifications for Unexploded Ordnance (UXO) Technicians and Personnel.

The four-week (200-hour) UXO Technician Level I (UXO200) course 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 TEEX 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 explosives field exercises.

The maximum number of participants in the course is twenty-four. TEEX maintains a ratio of one instructor to twenty-four participants in the classroom and one instructor to three participants for field exercises.

COURSE COST

Non-refundable, non-transferable application fee: \$75

Tuition: \$7,195

Estimated cost of required supplies: \$385.51 to \$862.98

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

COURSE CALENDAR, LOCATION, AND SCHEDULE

Below is the current information regarding upcoming class dates, locations, and when class is typically held. This is subject to change at any time. Please review the information in the course description on the [TEEX website](#) and/or information provided by the program for the most current information.

Calendar

Start Date	End Date	Application Period
January 27, 2025	February 21, 2025	January 6, 2025
April 28, 2025	May 23, 2025	April 7, 2025

Location

All classes are held at the [Texas A&M REllIS Campus](#).

Schedule

Classes are held Monday through Friday from 7:30 a.m. to 5:30 p.m. A detailed class schedule will be provided at the start of the course. Any changes will be communicated to you by the lead instructor.

ENROLLMENT REQUIREMENTS AND PROCESS

To apply for this course, applicants must provide the following documents at the time of registration by uploading to the TEEX Student Portal:

- Completed and signed [UXO Participant Enrollment Agreement](#)
- A color copy of your valid driver’s license or a form of government-or state-issued identification (must be at least 18 years of age)
- A high school diploma, GED completion certificate, or official college transcript
- Completed and notarized [UXO Applicant Letter for Admission](#)

Once successfully registered in the program, the following documents must be submitted by uploading to the TEEX Student Portal within 30 days of the start of the class:

- A completed Technical Standard Acknowledgement Form
- Results of a five-panel drug screen that must include phencyclidine, cocaine, amphetamines, cannabis, and opiates.
- Completed criminal history background check (TEEX can complete the background check using [this release form](#). It will cost \$50 for U.S. participants and \$200 for international participants.)

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

REQUIRED SUPPLIES

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)

Optional supplies:

- American National Standards Institute (ANSI) or Z87 safety glasses
- Extra boots
- Seasonal cold weather gear, rain gear, etc. (**Note:** Participants are not permitted to wear red or orange jackets, hats, pants, etc. as these colors are reserved for the instructors to ensure they are easily recognizable on the range.)
- Knee pads
- Work gloves

CURRICULUM TOPICS AND APPROXIMATE HOURS

MODULES	TOPIC	LECTURE HOURS	PRACTICAL HOURS
0	Introduction	1	
1	UXO Environmental Remediation Overview	1	
2	Metrics Conversions	1	
3	Electricity	1	
4	Physics	1	
5	Explosives and Explosive Effects	5	
6	Ordnance Safety Precautions	4	
7	Fuse Functioning	6	
	Test 1: Progress Testing	2	
8	Ordnance Identification	2	
9	Grenades	6	
10	Land Mines	6	
11	Firing Devices and Other Explosive Devices	1	
12	Submunitions	3	
13	Projectile Fuses	3	
14	Projectile and Mortars	7	
15	Rockets	3	
16	Guided Missiles	2	
17	Bomb Fuses	2	
18	Aircraft Bombs	3	

MODULES	TOPIC	LECTURE HOURS	PRACTICAL HOURS
19	Dispensers	2	
20	Dispenser Submunitions	2	
21	Pyrotechnics	1	
22	Miscellaneous Hazards	1	
23	Chemical Ordnance	4	
	Test 2: Progress Testing	4	
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 System)		10
	Test 3: Non-Electric Firing Systems Test		10
29	Demolition Exercise (Electric Firing Systems)		10
	Test 4: Electric Firing Systems Test		10
30	Metal Detector and Activities		30
	Equipment Inventory and Maintenance Course Review	10	
	Test 5: Comprehensive Test	10	
	Total	100	100

PARTICIPANT CONDUCT STANDARDS

Uniform and Grooming Standards

Uniforms

Participants must wear the following uniform during the course unless otherwise directed by the lead instructor and/or academy staff. This includes travel to and from class and during class breaks. Participants cannot wear their uniform during off-site activities or while purchasing and/or consuming alcohol. Participants who do not show up to class in their uniform will be sent home. Exceptions can be requested by contacting the training manager.

- UXO shirt
- Long tactical/cargo pants or jeans
- Closed-toe/closed-heel shoes (classroom)

- High-quarter boots with ankle protection (Demolition range and UXO grid)
- Field hat (outdoor activities)
- Eye protection (provided by TEEX; Demolition range and UXO grid)

The UXO program also recommends having the following clothing and equipment available during the class:

- Cold-weather gear (seasonal)
- Rain gear
- Bug spray
- Knee pads
- Extra boots
- Work gloves
- Fitness/exercise gear

Grooming/Hygiene

During electric demo/range operations, any piercings or jewelry worn cannot cause safety issues. If there is a potential for a safety issue, it should not be worn. Additional safety information will be provided during the class as needed.

REQUIREMENTS FOR PROGRAM GRADUATION

Important: If clarification is needed, participants should contact their lead instructor for more information.

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): Achieve a minimum score of 80 percent.
- Test 2 (written): Achieve a minimum score of 80 percent.
- Test 3 (practical): Achieve a minimum score of 85 percent.
- Test 4 (practical): Achieve a minimum score of 85 percent.
- Test 5 (written): Achieve a minimum score of 80 percent.

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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

EXTERNAL CERTIFICATION/LICENSING REQUIREMENTS

This course prepares participants to become an Unexploded Ordnance Technician Level I. Once participants complete this course and a HAZWOPER course, such as EOT225 offered through TEEX, they can seek employment with a company. Many companies hire UXO Technicians on a contractual basis. These contracts can vary in duration.

PROGRAM CONTACT INFORMATION

UXO Program

Office: LAW, Texas A&M-RELLIS Building 7751

Email: law@teex.tamu.edu

Phone: 979-845-6677 or 800-423-8433 (toll-free)

Ed Fritz, Training Coordinator

Email: Ed.Fritz@teex.tamu.edu

Phone: 979-500-6962

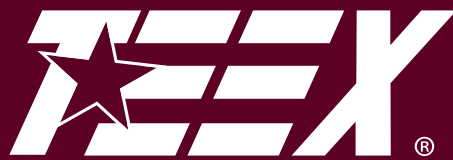
Karl Kehrberg, Training Director

Email: karl.kehrberg@teex.tamu.edu

Phone: 979-500-6987



TEXAS A&M ENGINEERING



EXTENSION SERVICE