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RECRUIT FIRE ACADEMY

Reporting Instructions

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Texas A&M Engineering Extension Service (TEEX) Mission

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

Vision

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

Values

- **Safety:** We place safety and well-being above all by focusing on prevention and response.
- **Teamwork:** We embrace collaboration and encourage involvement.
- **Adaptability:** We rapidly adjust to the needs of our team members, our customers, and our environment.
- **Respect:** We value the unique skills and ideas of every individual.
- **Stewardship:** We commit to the wise management of our human, natural, and material resources.

Texas A&M Engineering Extension Service (TEEX) Recruit Fire Academy Mission Statement

The TEEX Recruit Fire Academy (the Academy) is committed to developing premier candidates to gain the knowledge and skills necessary to enter the workforce and become effective leaders in their community.



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Before Reporting to the Texas A&M Engineering Extension Service (TEEX) Recruit Fire Academy

Meningitis Vaccination

The State of Texas has passed Senate Bill 1107, effective January 1, 2012, which requires students to show proof of having the vaccine. Entering college students required to receive meningococcal vaccination and students not required to receive meningococcal vaccine are defined by the Texas Higher Education Coordinating Board Rules, Chapter 21, Subchapter T, [§21.612](#), [§21.613](#), and [§21.614](#).

All students not meeting an exception or qualifying for an exemption must receive the bacterial meningitis vaccination at least ten days prior to the start of the class or to attendance at the face-to-face component of a blended course or they will not be allowed to attend the class.

Note: Vaccinations older than five years will require a booster.

Proof of vaccination must be uploaded to the student portal or brought with you to the first day of class.

Exemptions

Students 22 years of age or older at the time of the class start date are exempt.

The Texas Department of Health allows exemptions from the immunization for the following reasons, which can be found on our website at <https://teex.org/Pages/policies/bacterial-meningitis-information-requirements.aspx>.

To file an exemption under one of the provisions, you must use the official Texas Higher Education Coordinating Board's [Affidavit Request for Exemption from Immunizations for Reasons of Conscience](#) form. You must print the form, have it notarized, and file the **original** document with the TEEX program in which you are enrolling.

What Happens if I do not get the Vaccine?

If you are required to have it and do not show proof, you will not be able to attend classes.

Where can I get the Vaccine?

You can get the vaccine from your doctor, the Texas Department of Health, or through some pharmacies such as CVS or Walgreens.

Is there a Deadline to get the Vaccine?

Yes, you must receive the vaccine **at least ten days prior to the start of the face-to-face class**.

Physical Form

Students are required to have a **medical physical (form provided from TEEX)** that states they are physically fit to perform all duties during the daily physical training and hands-on skill portion of the Academy. The medical examination form is attached to the email students received with the reporting



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instructions. **Students will not be able to participate** in the Academy without submitting this documentation. There are **no exceptions!**

Your physical should not be dated more than six months prior to the start date of the Academy and should be brought with you to the first day of class or uploaded to the student portal.

Americans with Disabilities Act (ADA) Services

To ensure TEEX is able to make reasonable accommodations, students should communicate their needs at least two weeks prior to attending a course or activity. Documentation may be required.

To discuss accommodation requests, contact TEEX Student Services at StudentServices@teex.tamu.edu.

Students requiring accommodation through the ADA should review their accommodations with the instructor on or before the first day of class.

Texas A&M Engineering Extension Service (TEEX) Recruit Fire Academy Uniforms

These items need to be purchased and picked up before the first day of class (or face-to-face training for ORA-101 cadets):

- Navy blue recruit t-shirts
- Short-sleeve light blue uniform shirt
- Black tie for graduation
- Navy blue uniform pants, cotton/poly blend (tactical or Dickies style) worn daily
- Black, polishable footwear (**Note:** Safety toe is not required but is strongly recommended. During training days where hands-on training is done, but the training is a non-live fire training activity, either National Fire Protection Association [NFPA] 1971-approved steel-toe firefighter's boots or American National Standards Institute [ANSI] Z.41 or American Society for Testing and Materials [ASTM] F2413-11 footwear must be worn.)
- Plain black leather or web belt with silver or pewter buckle
- Solid, navy blue sports shorts and/or solid, navy blue sweat pants (physical training gear) (**Only TEEX- or chief officer-approved logos are allowed**)
- Athletic shoes for running and exercise (physical training gear) (**Note:** You will be running on concrete and asphalt so plan accordingly.)
- 7-mm Prusik cord, 10 ft. length (can be included with bunker gear rental)

You may purchase as many t-shirts, sweatshirts, and uniform shirts as you would like. However, at least **five t-shirts** and **two short-sleeve uniform shirts** are recommended. Items can be purchased online at [Texas Fire Training School Gift Shop](#) or by calling 979-458-0741 to arrange for purchasing these items. All items can be purchased online.

Uniforms must be ordered no later than two weeks prior to the first day of class to ensure availability. Uniforms must be picked up before the close of business the Friday before class starts.



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Class Materials

Required: International Fire Service Training Association (IFSTA) *Essentials of Fire Fighting*, 7th edition (ISBN-978-0-87939-657-2)

The following items are not required but are recommended to supplement the Essentials textbook for success in the Academy:

- IFSTA *Essentials of Fire Fighting* Course Workbook, 7th edition (ISBN 978-0-87939-660-2)
- IFSTA *Essentials of Fire Fighting* Exam Prep, 7th edition (ISBN 978-0-87939-658-9)

Note: To be successful, you need to read the course textbook prior to attending the Academy. Course textbooks can be purchased at:

- IFSTA: Phone: 800-654-4055 or <https://www.ifsta.org/shop>
- State Firefighters' and Fire Marshals' Association of Texas (SFFMA): Phone: 800-580-7336 ext. 105 – Julie Beauchamp or <https://sffmastore.org/>
- Canadian students: Firehall Bookstore: Phone: 877-267-3473 or <https://www.firehallbookstore.com/>

Personal Protective Equipment (PPE)

All bunker gear **must be ordered at least 30 days** in advance to ensure delivery for the class start date. It is recommended that students have rental gear shipped to the fire field and not their own address. The rental company will usually send all required documentation to TEEX, but students should ask to make sure.

Students participating in the Academy will be required to complete all hands-on skill training and must provide an appropriate and approved PPE ensemble. They can bring departmentally issued PPE, personally owned PPE, or rented PPE. If students are bringing department-issued bunker gear, they should be sure to provide all necessary documentation the first day they arrive. No bunker gear bags are allowed.

All students must wear a PPE ensemble that is compliant with both of the following standards:

- Current edition of NFPA 1971: *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*
- Current edition of NFPA 1851: *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural and Proximity Fire Fighting*



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Bunker Gear

Bunker gear will be inspected for compliance at the start of the Academy by Academy staff. It is your responsibility to make sure that the gear is compliant with the most current NFPA standard for both manufacture and inspection. The PPE ensemble will include the following elements:

- NFPA-approved structural fire-fighting helmet with face shield
- NFPA-approved structural fire-fighting boots
- NFPA-approved fire-fighting gloves
- NFPA-approved structural fire-fighting bunker coat
- NFPA-approved structural fire-fighting bunker pants

When renting, students should keep the following in mind:

- Documentation of last/current inspection is required to accompany all bunker gear used in the Academy. Please ensure to obtain gear inspection with detailed documentation. Please arrange to have this done prior to attending the Academy and provide documentation to Academy staff for inclusion in the course documentation. **Non-compliant gear will not be allowed.**
- The rental company must provide proof of inspection with the gear for TEEX files. Please talk to someone at that rental company and get a guarantee in writing that the gear meets Texas standards and that they will provide inspection documentation. There were delays in previous classes because cadets did not ask and they had to ship the gear back. Go to <http://www.tcfp.texas.gov/> to read the standards.
- When renting, search and choose a company that will meet your personal needs during the hands-on skill portion of the Academy. Be sure to ask about the following as it pertains to your situation:
 - NFPA/Texas Commission on Fire Protection (TCFP) compliance (current standards)
 - Gear replacement policy, time frame for replacement, and costs associated should damage occur to gear during training
 - Shipping, measuring, and sizing
 - Deposits and refunds
 - Rental return shipping procedures
 - Any gear that is yours to keep following rental period
 - Meeting location if gear is to be delivered to you

The gear must bear the NFPA tag indicating that it meets appropriate NFPA standards. Students must have the bunker gear with them for documentation and processing on the first day of the Academy.



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Bunker Gear Rental Vendors

The following are two bunker gear rental vendors that TEEX students have done business with in the past. TEEX does not endorse or promote the use of any specific vendor. The gear rental companies are private enterprises and all business students do with their chosen company is between the student and that company. We have no role or responsibility regarding students' relationship or rental contracts with vendors, so please choose wisely.

TurnoutRental

Phone: 866-887-6688

<https://www.turnoutrental.com>

To receive a discount use school code: TEEX

Gear Cleaning Solutions (GCS)

Phone: (214) 774-2213

<http://www.gearcleaningsolutions.com/rental/>

Students will not have time to do business with rental companies the first day of the hands-on skills, so they must make sure to report to the fire field with the proper gear needed to complete this portion of the course.

If you are bringing bunker gear from your department or someone else, you **must** provide the proper documentation:

- A letter from the fire department/person stating that the gear is being issued to you
- A list of serial numbers and manufacturer dates for each piece
- Instructions on the proper inspection of each item
- That the gear is NFPA 1851 compliant

TEEX will not do bunker inspections nor will we provide forms. Any gear that does not have proper paperwork will not be allowed on the fire field. Gear is needed on the first day students arrive to class and it is up to the student (**not TEEX staff**) to make sure proper inspections have been done and the gear is compliant.

If you need further assistance, contact recruit@teex.tamu.edu immediately to ensure that your turnout gear is in full compliance.

Foreign Student Information

This course is delivered entirely in the English language. There are no foreign language adaptations made. English proficiency is a United States Customs and Immigration Service (USCIS) requirement for the Academy.

Applicants whose native language is not English are required to submit proof of English proficiency to be eligible for review. English proficiency can be demonstrated via the English3 Proficiency Test (E3PT).

The E3PT measures general and academic English proficiency. The E3PT is offered online anywhere in the world and can be completed at any time. Test takers will need a working webcam, microphone, and speakers; a reliable internet connection; and a quiet and well-lit room. Information regarding the E3PT is available at <https://english3.com/>.



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All foreign students are required to have an I-20 M Form (Certificate of Eligibility) to attend the Academy. Law requires TEEX to have their tuition balance paid in full along with a fully completed and notarized Student Financial Responsibility Form and a U.S. address before we can issue an I-20 M Form.

You need to contact the TEEX International Student Advisor Office for information needed to process your I-20 M Form. The phone number for the TEEX International Student Advisor Office is: 979-458-2416 or 979-458-6820. You can email them at: internationalstudents@teex.tamu.edu.

When you receive the I-20 M Form, you must go online to: <https://www.fmjfee.com/> and complete the information for the mandatory Student and Exchange Visitor Information System (SEVIS) Form I-901 fee payment. The expected fee is \$350.00 (fee is subject to change). SEVIS will email you a SEVIS I-901 payment confirmation after you have made your fee payment with a credit card. For more information on the SEVIS fee please refer to the U.S. Department of Homeland Security (DHS) website at <https://www.ice.gov/sevis/students>.

Your original I-20 M Form will be processed and shipped to you approximately fourteen days prior to the Academy start date. Please use the eShipGlobal service to have your document express shipped to you either through UPS or FedEx at your own expense. To do so, insert the following address in your browser: <https://study.eshipglobal.com/>. Do not visit UPS or FedEx directly.

When you cross the border into the United States, you should bring the following:

- A printed copy of the SEVIS I-901 payment confirmation
- A current passport with a validity date at least six months beyond your intended period of stay
- A valid driver's license
- I-20 M (Certificate of Eligibility)

You must have your passport stamped with an M-1 visa upon entry to the United States at the border crossing. The stamp is proof that you legally crossed the border under the required vocational student visa status.

Please check with your country of origin and port of entry to the United States for additional requirements. It is your responsibility to contact your local government for any additional requirements and fees. **Please do this in advance. There may be an additional step depending on your country of origin.**

Physical Fitness

Students are required to participate in Physical Training (PT) the majority of the days in the Academy. These activities consist of but are not limited to running, pushups, sit-ups, flutter kicks, burpees, and mountain climbers. These drills may be done in full fire service protective ensemble. This ensemble weighs approximately 40 pounds and is bulky, hot, and cumbersome. The climate at Brayton Fire Training Field is predominately hot and humid. The ability to maintain proper hydration and nutrition is paramount. The Academy is not the time to try a new diet, use weight loss pills or energy drinks, or be physically unprepared.



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The above information about the environment is what you should tell the doctor when getting a physical.

During the Academy, students take physical fitness tests that consist of multiple fire service activities. The students are graded on their individual performance.

The fire service is a very physically demanding profession. The Academy is designed to prepare you for that. If you come into class out of shape, unprepared, and unwilling to ready yourself, you will have serious issues. The Academy instructors are there to help, but you have to prepare yourself mentally and physically.

Grooming/Facial Hair

Students must comply with Occupational Safety and Health Administration (OSHA) regulations, which requires that students are not allowed to have facial hair that comes between the sealing surface of the face piece and the face. Refer to Standard Operating Procedure (SOP) #6 in the last section of this document for details on all grooming and facial hair requirements.

Students who do not comply with this regulation will not be allowed to participate in any Self-Contained Breathing Apparatus (SCBA) exercises and will not receive a certificate of completion.

Internet Service

TEEX/Emergency Services Training Institute (ESTI) does not provide internet connections off-site. If you need to use internet services, it is your responsibility to obtain internet services.

Cell Phones

Cell phones are not allowed inside the classroom during Academy hours. Arrange with your friends or family to contact the Academy at 866-878-8900 should they have an emergency and need to contact you during the Academy.

Parents and Family Members

In accordance with the Family Education Rights and Privacy Act (FERPA), we are not allowed to release information about your education to your parents. This is often confusing for parents, who may be funding your attendance at the Academy, so please do your best to communicate frequently with your parents, as they are concerned about you and their financial investment.

Lodging

Lodging is handled privately, and the Texas A&M University System is not affiliated with nor does it recommend any certain location. When searching for lodging locations it is helpful to know that Brayton Fire Training Field is located off of Harvey Mitchell Parkway (FM 2818) between Wellborn Road and George Bush Drive.

Transportation

There is no public transportation to the fire field, so plan on having your own transportation.



At the Texas A&M Engineering Extension Service (TEEX) Recruit Fire Academy

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The date and time of your face-to-face class start date will be included in the email you receive from the Academy.

When you come to College Station to begin your training, you will report to Building 58, at Brayton Fire Training Field located at 1595 Nuclear Science Road, College Station, Texas 77843 for class orientation and check-in:

- Store your bunker gear in the vehicle bay area; do not bring gear into the building.
- Report in the following uniform:
 - Blue uniform dress shirt short sleeve
 - Navy blue recruit t-shirt underneath
 - Navy blue uniform pants with black belt
 - Black leather safety-toe footwear

Class Length

RFT-001 Fire Training Academy

The RFT-001 version of the Academy is twelve weeks in duration, Monday through Friday, with 10-hour days. This twelve-week program consists of combined classroom and field exercises, which meet and/or exceed the objectives, as specified by TCFP for Basic Fire Fighter Certification and International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (Pro Board) certifications for Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness, and Hazardous Materials Operations, PPE, and Product Control.

ORA-101 NFPA 1001 Firefighter I and II

The ORA-101 version of the Academy is a sixteen-week blended learning course (335 hours online and 210 hours skill camp). The course includes a twelve-week online portion followed by a twenty-day (four-week) skill camp.

Students complete the online component during the first ten weeks of the course according to a lesson plan with lecture and activities due weekly. In week 11, students will learn interviewing techniques. In week 12, students will complete a résumé and leadership development training module before attending the skill camp. Students will report to Brayton Fire Training Field on Monday of the first week of the skill camp.

The face-to-face skill camp is held at Brayton Fire Training Field in College Station, Texas. The skill camp runs for twenty 10-hour days (Monday through Friday) consisting of a combination of classroom and field exercises. The TCFP examination will take place the week following the skill camp.



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ORA-101 NFPA 1001 Firefighter I and II meets and/or exceeds the objectives as specified by TCFP for Basic Fire Fighter Certification and IFSAC and Pro Board certifications for Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness, and Hazardous Materials Operations, PPE, and Product Control.

Cadet Identification Card

On the first day of face-to-face classes, an identification card will be issued to you. You must keep this identification card on you at all times during the Academy. It is used for accountability purposes during field training and serves to identify you as a cadet to employees or visitors.

Certification

TCFP requires those students seeking a state certification to pay testing fees. Written testing will be administered at the completion of the Academy. There is a fee of \$55.00 for the initial test. The fee is due before taking the TCFP test and will be payable (in U.S. funds only) to TEEX/ESTI in the form of a cashier's check, money order, personal check, or cash.

From the last day of the course (as scheduled with TCFP) students have ninety days to successfully pass and complete a corresponding skills examination. A skills examination date will be scheduled for the entire class.

If students miss this skills opportunity, they must reschedule. If students do not complete the skills examination within ninety days, they must repeat the class.

Once the TCFP skills are passed and completed, students have two years from that date to take the TCFP written certification exam. If they do not, they will be required to repeat the course.

Once students pass the TCFP examination, their TCFP passing exam score is valid for two years. Students should apply for certification through their Fast Identity Online (FIDO) account as soon as possible.

If students do not apply and obtain certification prior to the exam expiration date, they will have to redo the TCFP state skills and retest in order to qualify to apply for the certification.

If at any point students have questions regarding this information, process, or otherwise, they should contact their assigned instructor.

Study Skills Development

The hands-on skill portion and the written exams are academically challenging. Plan to participate in study sessions with other cadets early in the course if this approach works for you. The Academy is academically challenging, a 70 percent average of weekly test grades at the completion of the course chapters is required to pass the course and sit for the course final. A 70 percent on the course final is required to be eligible to sit for the certification exams.

Medical Services

Medical services can be obtained from physicians in College Station or Bryan at the student's expense. There is a veteran's clinic located in College Station for veteran use. Students will need to bring copies of



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any vital information in case of emergencies. This includes a birth certificate, social security card, medical insurance information, blood typing card, list of allergies, and past major medical history. We do request written documentation from a physician regarding medical absences.

Graduation

The graduation ceremony is to be held on the final day of class. Location and time will be announced during the Academy. Family is invited and encouraged to attend the graduation ceremony.



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Supply Checklist

Classroom Materials	
	<i>Essentials of Fire Fighting, 7th ed.</i>
	Pens
	Pencils
	Highlighters
	Paper for note taking
	Backpack for classroom materials (black or navy blue); approximate size 15 in. × 7 in. × 19 in.
Clothing/Uniform	
	Recruit t-shirts
	Uniform shirt, short sleeve
	Navy blue uniform pants
	Black leather uniform footwear (Note: Safety toe is not required but is strongly recommended. During training days where hands-on training is done, but the training is a non-live fire training activity, either NFPA 1971-approved steel-toe firefighter's boots or ANSI Z.41 or ASTM F2413-11 footwear must be worn.)
	Black shoe polish
	Black belt
	Duffle bag for change of clothes
	Solid, navy blue shorts (TEEX or no logo)
	Solid, navy blue sweat pants (TEEX or no logo)
	Athletic shoes for running (with good support)
	Athletic socks
Bunker Gear	
	Bunker gear inspection form (if using your own gear)
	Coat
	Pants
	Boots
	Hood
	Helmet
	Fire gloves
Other Materials	
	\$55 (USD) cashier's check, money order, or personal check made out to TEEX for the TCFP certification exam
	Immigration paperwork, if necessary (passport, visa, and I-20 M)
	30-oz. water bottle, clear, durable plastic
	10 ft. of 7-mm Prusik cord (most gear vendors include these, but ask)
	Leather work gloves (most vendors include these, but ask)