2020 Spring Fire School Frequently Asked Questions

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

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

Is there a deadline for registration?
• Registration will remain open online through March 2, 2020 at 8:00 am. However, late registrations after Monday, February 24, 2020 at 5:00 pm will be assessed a $50.00 processing fee.

When is check-in?
• Sunday, March 1, 2020
• 10:00 a.m. – 12:00 Noon

Where is check-in?
• Brayton Fire Training Field
• Henry D. Smith Building #25

What if I can’t be here until Monday morning?
• Late check-in/registration will be from 6:30 a.m. until 8:00 a.m., Monday, March 2, 2020, Brayton Fire Training Field, Henry D. Smith Bldg. #25
• Late check-in is discouraged due to lost class time.

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

What about lodging during the school?
• Contact the Bryan/College Station Convention and Visitor’s Bureau at (979) 260-9899 or experiencebcs.com for information on area motels and hotels.

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

What if I have to cancel my registration?
• If you cannot attend a class, you must contact TEEX in writing, in advance, to either transfer or cancel your registration.
• TEEX will provide a full refund if you cancel 15 or more calendar days before the start of the class (request must be in writing via email to annualschool@teex.tamu.edu).
• Cancellations received 14 calendar days or less before the start of the class will be charged a fee of 10% of the class tuition (request must be in writing).
• If TEEX cancels a class, customers will be offered:
  1. A transfer to a scheduled class of the same course.
  2. A transfer to another class of a different course.
  3. A full refund.

What if I have to miss a session or a day of class?
• Attendance is checked for each session or class.
• Students must wear their nametags at all times.
• To receive a Successfully Completed certificate, student must attend and participate in all class sessions and take an examination.
• Those participants not in compliance will not receive a certificate.

Are exams given on the course?
• Friday morning all students are required to take a final written examination.
• Travel arrangements should be made to accommodate Friday’s schedule.

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

Where do I park?
• Student must park outside the fence at Brayton Fire Training Field.
• Parking is limited so carpooling is highly encouraged.

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

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

What are the PPE Levels?
• Go to teex.org/firesafety for the Student Safety Manual.
• Course descriptions list the specific PPE level for each course.

Where can I obtain course descriptions?
• Go to the Spring School page at teex.org/annualschools for more information.