

2025 Spring Fire School Frequently Asked Questions

Which courses will be available in Spring School 2025?

- Check out the Spring School page at teex.org/annualschools. The announcement will list all open-enrollment courses and have links to their course descriptions, days of class, required protective equipment, cost, etc.

How do I register?

- Annual School students must use the online registration system.
- Once you select a course to take, click on the red “Register” button at the top of the course description page.
- You will log in to the TEEX Student Portal with your personal credentials.
- Follow the prompts.
- Enrollment is limited, so register early!
- Payment is required during registration: credit card or department purchase order.
- Should you need assistance with online registration, please call (866) 878-8900.
- For online and vetted classes, students are required to register themselves.

What is vetting? Why can't I finish my registration?

- Vetting is a process that ensures that students are eligible to take the class, such as prerequisites or certain certifications.
- If the course has any prerequisites, upload through your student portal.
- Once we have verified you meet the requirements for the course, vetting will be approved, and you will receive an email telling you to continue in the registration process to payment within 48 hours.
- **Your seat in the class is not secure until your prerequisites are approved and payment has been made.**

How do I pay?

- You may secure your registration with a credit card or company/department purchase order (PO).
- TEEX policy requires **the PO to be submitted within 48 hours of registration**, or the enrollment may be canceled. You may email the PO and a current W-9 as an attachment to annualschool@teex.tamu.edu.
- Purchase orders will be responded to with an invoice. We send out invoices after the first day of class, unless you need it earlier.
- Invoices must be paid with U.S. currency or checks drawn on U.S. banks.

Is there a deadline for registration?

- Register by 5:00 pm Friday, February 21, 2025, to receive the discounted rate.
- Registration will remain open online through March 2, 2025. Many classes fill early.
- If your desired class is full, a waitlist is created in the event of any cancelations.

Can I make travel plans if I am on the waitlist?

- **DO NOT make any travel plans if you are on a wait list.**
- Please request a Waitlist pdf registration form, complete it and return it to annualschool@teex.tamu.edu, including your personal cell phone.
- If we have a cancellation, we will call students on the waiting list, first come, first served.
- If you are available to fill the seat, you will have no more 48 hours to make payment. TEEX requires payment to be made by the first day of class

What about HB2604 training tuition grants?

- TAMFS grant funding for annual schools is offered through both HB2604 and TIFMAS grants.
- It is not required that your grant request be approved by TAMFS before registering with TEEX. Due to classes filling quickly and other deadlines, you are encouraged to complete registration before applying for grant assistance.
- The process will follow the typical Class Registration -> 2604 Application & Approval -> Attend Training -> Reimbursement pattern.
- Helpful videos about the FireConnect process can be found [here](#).
- Since September 2023, vouchers or grant approval numbers are NOT accepted as purchase order agreements.
- Attend class. No shows or cancellations less than 15 days of class start will be invoiced 10% of tuition. This is not reimbursable by TAMFS.
- Once you have received your certificate of completion for the class, return to FireConnect and complete the process for reimbursement.

What if I need to cancel or transfer?

- TEEX has implemented a \$50 administrative fee for customers requiring special handling on registration changes such as class transfers. This fee is not reimbursable by the Forest Service.
- Please read the updated Cancellation / Transfer policy at <https://teex.org/policies/refunds>.

- All cancellations/transfers must be submitted in writing in advance according to these policies.
- Request must be in writing through your [student portal](#) contact button (the icon looks like an envelope) or via email to annualschool@teex.tamu.edu.

When and where is check-in?

- Regular check-in is from 9:00 am to noon on Sunday, March 2, 2025, in the Les Bunte Complex (Building #26) at the Brayton Fire Training Field.
- The address is 1595 Nuclear Science Road, College Station, Texas.
- Late check-in is from 7:00 am to 8:00 am Monday, March 3, 2025, at the same location.
- Some classes start on Sunday.
- Late check-in is discouraged due to lost class time.
- ProBoard classes require 100% attendance.

Is there transportation to/from Brayton Fire Field?

- Students should provide their own transportation to/from class.
- In the past few years there has been significant road construction near the fire field. Please give yourself ample travel time.
- Arrange your travel with Friday's schedule in mind. Some courses have skill testing which lasts into Friday afternoon; otherwise, classes are usually done around noon Friday.

Where do I park?

- When you check in and pick up your student badge, you will be told where your class will be held. You will be parking in the lot closest to that building.
- A map of the fire field can be found here:
<https://teex.org/about-us/teex-brayton-fire-training-field/>
- For example, if your class is in the Bunte Building (#26), you will park in the lot at Gate H. Please note the parking area near the fire station is reserved for TEEX staff and instructors.
- If your class will be held in the Emergency Operations Training Center (EOTC – Building #95) or the Rescue Building (#137), you are encouraged to use Gate I on Stillwater Road.

Are meals furnished with tuition?

- Noon meals are served at Brayton Fire Training Field, Monday – Thursday.
- All student noon meals are provided with your tuition.
- Your nametag is your ticket into the lunch area.
- Participants are responsible for all other meals.

Is lodging available?

- Dorms are not available during Spring School.
- College Station: 979-260-9898 or <https://visit.cstx.gov/hotels>
- Bryan: 979-721-9506 or <https://www.destinationbryan.com/stay>

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.

Are exams given on the course?

- Certification courses will have written exams and/or skills tests.
- Some courses are strictly skills training and may not have a written exam.

How is attendance taken?

- Students must wear their nametags at all times.
- Your nametag will be scanned for attendance.
- Attendance is checked for each session (AM and PM).

What if I must miss a session or a day of class?

- To receive a **Successfully Completed** certificate, students must attend and participate in all class sessions and take any required examinations.
- Those participants not in compliance will not receive a certificate.

What PPE is needed?

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