

CATALOG OF VOCATIONAL PROGRAMS

FALL 2021–SUMMER 2022

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TEXAS A&M ENGINEERING EXTENSION SERVICE

200 Technology Way, College Station, TX 77845

979-458-6805

teex.org

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EMERGENCY MEDICAL TECHNICIAN (EMT)

PROGRAM OVERVIEW

TEEX offers participants two paths to complete the EMT program: a night class (EMS110) or a day class (EMS115) that include a lecture and skills lab portion, as well as a clinical/Emergency Medical Services (EMS) (EMS116) internship. Whichever format you choose, the TEEX EMT course is approved by the Texas Department of State Health Services (DSHS). Based on the National Standard Curriculum core competencies, this course meets or exceeds the minimum hours and content established by DSHS. Participants successfully completing the didactic 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 296 program hours include: EMS110 /EMS115 (176 hours of classroom lecture and hands-on skills lab) and EMS116 (48 hours of clinical internship and 72 hours of field internship).

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

Night Class (EMS110 and EMS116)

The EMT night course consists of 22 weeks of classroom lecture, skills, clinical internship rotations, and field internship rotations.

Classes are held two days a week (Monday/Wednesday or Tuesday/Thursday) from 6:00 p.m.–10:00 p.m. A detailed class schedule is provided after registration is complete.

Day Class (EMS115 and EMS116)

The EMT day course consists of 8 weeks of classroom lecture, skills, clinical internship rotations, and field internship rotations.

Classes are held three days a week (Monday, Wednesday, and Friday) from 8:00 a.m.–5:00 p.m. A detailed class schedule is provided after registration is complete.

COURSE CALENDAR

The following is the class schedule at the time of the creation of this document. This schedule is subject to change. Please review the class schedule on the TEEX website ([Night EMT Course](#) and [Day EMT Course](#)) for updates. 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 check the TEEX website ([Clinical Information](#)) for clinical and field internship locations.

The EMS116 portion extends beyond the end dates listed on the website.

Night Class (EMS110 and EMS116)

Start Date	End Date	Application Due Date
January 10, 2022	June 17, 2022	December 19, 2021
January 11, 2022	June 17, 2022	December 19, 2021

Day Class (EMS115 and EMS116)

Start Date	End Date	Application Due Date
January 10, 2022	March 11, 2022	December 19, 2021
March 21, 2022	May 13, 2022	March 7, 2022
June 1, 2022	July 29, 2022	May 16, 2022

COURSE COST

Tuition: \$1,860

Non-refundable application fee: \$75

REQUIRED SUPPLIES

Participants must provide the following items:

- Notebook paper (8½ × 11")
- Pens/Pencils and markers
- Textbook package from Jones & Bartlett
 - Jones & Bartlett *Emergency Care and Transportation of the Sick and Injured*, 12th edition
 - Navigate2 Advantage Access
 - Fisdap Skills Tracker
 - Fisdap EMT Unit Exams
 - Fisdap EMT Comprehensive Exams
- Stethoscope
- Class uniform:
 - Maroon polo shirt
 - [Gray TEEX EMS program T-shirt available from Barker Productions](#)
 - Navy blue or black uniform-style pants
 - Closed-toe black shoes or boots that can be polished (non-tennis shoe type)
 - Black belt

ENROLLMENT REQUIREMENTS AND PROCESS

Applicants for the EMT program must meet the following requirements:

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

Applicants must meet the following physical requirements:

- Should be able to lift and carry 125 pounds with assistance

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

- Complete the [EMT Night Class Participant Enrollment Agreement](#) or [EMT Day Class Participant Enrollment Agreement](#) and upload it to the TEEX Student Portal.

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

Once successfully enrolled in the program, applicants must then [set up an account at teex.castlebranch.com](https://teex.castlebranch.com) to submit the following documentation prior to the first day of class (Note: immunization series may be completed during the first portion of the course. Many of the immunizations are required by clinical sponsors.):

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

- Flu: vaccination during the current flu season
- COVID-19 vaccination
- Meningitis: proof within the past five years if under the age of thirty ([additional information about meningitis](#))

CERTIFICATION REQUIREMENTS

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

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

REQUIREMENTS FOR SUCCESSFUL COMPLETION

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

Attendance—Lecture/Lab (EMS110/EMS115)

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

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

Excessive absence, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Therefore, participants who miss 17 hours or more of the EMT course may be dismissed. Participants will be counseled by the class instructor and/or training coordinator for excessive absences.

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

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

Participants that miss 17 consecutive hours without communication to the instructor and/or training manager will be administratively withdrawn.

Attendance—Clinical Experience (EMS116)

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

Grading

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

- Score a minimum of 70% on all exams, assignments, quizzes, and homework.
- Pass all in-lab skill verifications required for clinical authorization.
- Maintain a positive Affective Evaluation throughout the EMS Program.
- Complete all clinical and field internship hours prior to the final day of the course.

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

- Complete all requirements outlined in the EMT Basic Student Handbook for the clinical and field internships.
- Participate in at least 5 patient transports.
- Complete all documentation properly using the FISDAP scheduler.

CERTIFICATE 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 TEEEX course completion certificate and will be eligible to take the National Registry cognitive exam. Participants must complete the application process for the National Registry written examination. The testing fee for the National Registry exam is not included in the tuition.

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

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

PROGRAM CONTACT INFORMATION

Paul Vogt

EMS Program Training Manager

Office: Brayton Fire Training Field, Building 101

Email: paul.vogt@teex.tamu.edu

Phone: 979-321-6232

Vicki Kelley

EMS Instructor II

Office: Brayton Fire Training Field, Building 101

Email: Vicki.Kelley@teex.tamu.edu

Phone: 979-321-6235

Ryan Pernelli

EMS Instructor I

Office: Brayton Fire Training Field, Building 101

Email: Ryan.Pernelli@teex.tamu.edu

Phone: 979-321-6233

Jennifer Harding

Project Coordinator II

Office: Brayton Fire Training Field, Building 101

Email: Jennifer.Harding@teex.tamu.edu

Phone: 979-321-6240

EMS Training Program

Email: ems@teex.tamu.edu

Phone: 979-217-6579

PARAMEDIC

PROGRAM OVERVIEW

TEEX offers participants a Paramedic day class (EMS135) that includes a lecture and skills lab portion and a clinical/ Emergency Medical Services (EMS) (EMS136) internship. The TEEX Paramedic program is approved by the Texas Department of State Health Services (DSHS) and is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Based on the National Standard Curriculum core competencies, this program meets or exceeds the minimum hours and content established by DSHS.

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 and psychomotor exams. All Psychomotor Appendix G requirements must be met for student course completion of the TEEX Paramedic Program.

The 1,230 program hours include 150 hour co-requisite courses, 480 hours of lecture and skills lab, 240 hours of clinical internship, 240 hours of field internship, and 120 hours of capstone EMS internship with 20 team leads.

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

Day Class (EMS135 and EMS136)

The Paramedic day course (EMS135) consists of 27 weeks of classroom lecture, skills, clinical internship rotations, field internship rotations, and program capstone.

Classes are held either on Monday, Wednesday, and every third Friday or on Tuesday, Thursday, and every third Friday from 8:00 am to 5:00 pm. A detailed class schedule is provided after registration is complete.

COURSE CALENDAR

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

Day Class (EMS135 and EMS136)

Start Date	End Date	Application Due Date
January 10, 2022	July 29, 2022	December 19, 2021
January 11, 2022	July 29, 2022	December 19, 2021

COURSE COST

Tuition: \$5,000

Non-refundable application fee: \$75

REQUIRED SUPPLIES

Participants must provide the following items:

- Notebook paper (8½ × 11)
- Pens/Pencils or highlighters
- [Navigate textbook package from Jones & Bartlett:](#)
 - Nancy Caroline's Emergency Care in the Streets, 8th edition (2 volume set)
 - Paramedic: Calculations for Medication Administration
 - Paramedic: Anatomy and Physiology, 2nd edition
 - Pathophysiology: A practical approach, 4th edition
 - Essential Medical Terminology, 4th edition
 - Online navigate system login
 - Fisdap Skills Tracker
 - Fisdap Paramedic Unit Exams
 - Fisdap Paramedic Comprehensive Exams
- Stethoscope
- Safety glasses/goggles
- Penlight
- Class uniform:
 - Maroon polo shirt
 - [Gray TEEX EMS program T-shirt available from Barker Productions](#)
 - Full length, dark navy blue or black uniform-style pants
 - Closed-toe black shoes or boots that can be polished
 - Black belt
 - Watch

ENROLLMENT REQUIREMENTS AND PROCESS

Applicants for the paramedic course must meet the following requirements:

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

Applicants must meet the following physical requirements:

- Good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times in excess of 125 pounds (57 kilograms).

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

- Complete the [Paramedic Day Class Participant Enrollment Agreement](#) and upload it to the TEEX Student Portal.

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

Once successfully enrolled in the program, applicants must then set up an account at teex.castlebranch.com to submit the following documentation prior to the first day of class (Note: immunization series may be completed during the first portion of the course. Many of the immunizations are required by clinical sponsors.):

- A current EMT, EMT-Intermediate, or AEMT certification
- A current Cardiopulmonary Resuscitation (CPR) Certification (Basic Life Support [BLS] for Provider certification provided by American Heart Association or American Red Cross only)
- A copy of a driver's license or a form of government- or state-issued identification
- A high school diploma or GED completion
- Health insurance card with student name or letter of eligibility from insurance carrier
- A criminal background check covering the last seven years that will be initiated by CastleBranch upon account creation and payment
- A drug screening that will be coordinated by CastleBranch upon account creation
- Proof of the following immunizations:
 - Measles (rubeola), mumps, and rubella: two vaccinations or positive titer
 - Varicella (chicken pox): two vaccinations or positive titer
 - Hepatitis B: three vaccinations or positive titer (series in process with two vaccinations complete will be accepted)
 - Tuberculosis (TB): one of the following within the last six months:
 - 1 step TB skin test
 - QuantiFERON-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
- COVID-19 vaccination
- Meningitis: proof within the past five years if under the age of thirty ([additional information about meningitis](#))

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 by the Texas DSHS, participants must:

- Meet the [DSHS minimum requirements](#)
- Successfully complete an accredited paramedic program, such as this program
- Pass [National Registry of Emergency Medical Technicians' \(NREMT\) written and practical testing](#) and obtain NREMT certification
- Obtain [DSHS paramedic certification or license](#)

CURRICULUM TOPICS AND APPROXIMATE HOURS

TOPIC	LECTURE/LAB HOURS
Co-requisite Online Modules	150
Anatomy and Physiology	70
Pathophysiology	30
Medical Terminology	30
Medication Calculations	20
Course Modules	480
Introduction to Advanced Practices	56
Airway Management	40
Patient Assessment	32
Trauma Assessment	64
Emergency Pharmacology	32
Cardiology	80
Medical Emergencies	64
Special Populations	64
Emergency Operations	48
TOPIC	CLINICAL/EMS HOURS
Clinical/EMS Experiences	600
Emergency Department	160
Respiratory Care	8
Airway Management Cadaver Lab or Operating Room (10 intubations and ventilations)	8
Cardiac Catheterization Lab and/or Telemetry	24
Intensive Care Unit	24

TOPIC	CLINICAL/EMS HOURS
Labor/Delivery and Newborn Nursery	16
Summative Field Internship	240
Capstone EMS Experiences (minimum 20 ALS Team Leads)	120

REQUIREMENTS FOR SUCCESSFUL COMPLETION

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

Attendance—Lecture/Lab (EMS135)

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

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

Excessive absence, early departure, or tardiness may place participants at risk of academic failure and place a significant burden on the rest of the class. Participants that miss 15 hours of lecture or 10 hours of skills lab will be counseled by the class instructor and/or program training managers and placed on an attendance warning. Participants who miss 48 hours of lecture and skills lab may be dismissed.

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

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

Participants that miss 48 consecutive hours without communication to the instructor and/or program training manager will be administratively withdrawn.

Attendance—Clinical Experience (EMS136)

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

Grading

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

- Complete the required online modules by the stated deadline.
- Score a minimum of 70% on all exams, assignments, quizzes, and homework.
- Pass all in-lab skill verifications required for clinical authorization.
- Pass an affective evaluation conducted by instructors and peers.
- Complete all clinical and field experience requirements prior to the final day of the course.

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

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

- Complete all requirements outlined in the Paramedic Student Handbook for the clinical and field internships
- Summative psychomotor scenario conducted / evaluated by the lead instructors and/or staff
- Summative psychomotor exam
- Complete all documentation properly using the FSDAP scheduler

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

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

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

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

Successful completion of the **Capstone Summative Affective Evaluation** exam portion of the course includes the following:

- Primary capstone field internship preceptor
- Secondary capstone field internship preceptor
- Paramedic lead instructor

TRANSFER OF CREDIT

Participants may be exempt from any/all of the online course co-requisite courses. Transfer of credit does not apply to the paramedic program lecture/skills lab, clinical & field internships, or capstone portion of the program. The list below includes the co-requisite modules:

- Anatomy and Physiology
- Pathophysiology
- Medical Terminology
- Medication Calculations

Participants must meet the following requirements:

- Completed college level courses from an accredited institution of higher education in anatomy and physiology, pathophysiology, medical terminology, or medication calculations
- Course work must have been completed in the last 5 years
- Participant must have a minimum of a C average in course work

Participants must provide the following documentation for review by the program training manager at the time of program enrollment:

- An official college transcript listing the relevant courses and grade point average
- A course description of the course completed

The program training manager will review all documentation and will notify the participant if the transfer of credit request is approved and the number of hours awarded towards each specific topic area. Hours cannot exceed the hours allowed for each module and will not exceed 150 hours. There is no additional charge to review transfer of credit documentation, nor is there a reduction in tuition. The co-requisite modules are included in the curriculum package for the course.

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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 and psychomotor exams. Participants must complete the application process for the National Registry to achieve certification. The testing fee for the National Registry exam is not included in the tuition.

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

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

PROGRAM CONTACT INFORMATION

Paul Vogt

EMS Program Training Manager

Office: Brayton Fire Training Field, Building 101

Email: paul.vogt@teex.tamu.edu

Phone: 979-321-6232

Vicki Kelley

EMS Instructor II

Office: Brayton Fire Training Field, Building 101

Email: Vicki.Kelley@teex.tamu.edu

Phone: 979-321-6235

Ryan Pernelli

EMS Instructor I

Office: Brayton Fire Training Field, Building 101

Email: Ryan.Pernelli@teex.tamu.edu

Phone: 979-321-6233

Jennifer Harding

Project Coordinator II

Office: Brayton Fire Training Field, Building 101

Email: Jennifer.Harding@teex.tamu.edu

Phone: 979-321-6240

EMS Training Program

Email: ems@teex.tamu.edu

Phone: 979-217-6579

TEEX RECRUIT FIRE ACADEMY

PROGRAM OVERVIEW

TEEX offers participants two paths to becoming a firefighter. One path is the TEEX Recruit Fire Academy (RFT001), which is a twelve-week (545-hour) face-to-face course or participants could enroll in the online/blended delivery of the TEEX Recruit Fire Academy (ORA101), which is a four-month (545-hour) course that includes 335 hours of interactive distance learning and a 210-hour skills camp held at Brayton Fire Training Field. Both course deliveries are taught to the NFPA 1001 Firefighter I and II standard.

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

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

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

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

TEEX Recruit Fire Academy (ORA101) online/blended delivery

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

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

COURSE CALENDAR

The following is the class schedule at the time of the creation of this document. This schedule is subject to change. Please review the class schedule on the [TEEX website](#) for any updates. All classes are held at the [TEEX Brayton Fire Training Field campus](#).

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

Start Date	End Date	Application Due Date
January 3, 2022	April 29, 2022	December 19, 2021
January 31, 2022	May 27, 2022	January 16, 2022
February 28, 2022	June 24, 2022	February 13, 2022

*These class dates may change and more classes added due to COVID-19. Please refer to the website for the most current dates available. The Texas Commission on Fire Protection (TCFP) exam may occur the week following the conclusion of the 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.

COURSE COST

Tuition: \$5,400

Non-refundable application fee: \$75

REQUIRED SUPPLIES

Participants must provide the following items:

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

- Bag for change of clothes
- Athletic shoes and socks
- Backpack for books (black or navy)
- Reusable water bottle

Additional computer requirements for the TEEEX 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 MATERIALS

- [IFSTA Essentials of Fire Fighting Course Workbook, 7th edition with new ISBN #978-0-87939-660-2](#)

ENROLLMENT REQUIREMENTS AND PROCESS

Applicants for the TEEEX Recruit Fire Academy must meet the following requirements:

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

International applicants must meet the following additional requirements:

- Pass an English proficiency test. This is coordinated with the TEEEX International Student Advisor because there are exceptions to this test. Participants can contact the TEEEX International Student Advisor at internationalstudents@teex.tamu.edu.

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

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

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

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

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

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

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

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

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

LICENSING REQUIREMENTS

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

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

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

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

CURRICULUM TOPICS AND APPROXIMATE HOURS

TOPIC	LECTURE HOURS
TCFP Rules and Regulations	4
Orientation and Fire Service History	8
Firefighter Safety and Health	24
Fire Department Communications	8
Building Construction	8
Fire Behavior	16
Personal Protective Equipment	24
Portable Fire Extinguishers	8
Ropes, Webbing, and Knots	8
Structural Search, Victim Removal and Firefighter Survival	16
Scene Lighting, Rescue Tools, and Vehicle Extrication	24
Forcible Entry	12
Ground Ladders	28
Tactical Ventilation	24
Water Supply	16
Fire Hose	16
Fire Streams	16
Fire Control	12
Loss Control	10
Fire Origin and Cause Determination	8
Fire Protection Systems	12
Fire and Life Safety Initiatives	8
HazMat Awareness	8
HazMat Operations	48
Courage to Be Safe	4
Traffic Incident Management	4
IS-100.C: Introduction to the Incident Command System, ICS 100	4
IS-200.C: Basic Incident Command System for Initial Response	4
IS-700.B: An Introduction to the National Incident Management System	4
IS-800.D: National Response Framework, An Introduction	3
TOPIC	FIELD HOURS
Live-Fire Training	60
Physical Fitness Training	96

REQUIREMENTS FOR SUCCESSFUL COMPLETION

Attendance—TEEX Recruit Fire Academy (ORA101-Online Component)

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

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

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

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

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

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

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

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

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

Grading—TEEX Recruit Fire Academy (ORA101 and RFT001)

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

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

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

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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

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

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

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

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

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

- TCFP Basic Fire Suppression
- IFSAC NFPA 1001 Firefighter I

- IFSAC NFPA 1001 Firefighter II
- IFSAC NFPA 472 HazMat Awareness
- IFSAC NFPA 472 HazMat Operations
- IFSAC NFPA 472 HazMat Product Control
- IFSAC NFPA 472 HazMat PPE

PROGRAM CONTACT INFORMATION

David Rosier, TEEX Recruit Fire Academy Training Manager

Email: david.rosier@teex.tamu.edu

or recruit@teex.tamu.edu

Office phone: 979-321-6224

Nancy Yeager, Customer Service Associate

Email: Nancy.Yeager@teex.tamu.edu

or recruit@teex.tamu.edu

Phone: 979-321-6205

LINEWORKER ACADEMY

PROGRAM OVERVIEW

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

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

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

COURSE CALENDAR

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

Start Date	End Date	Application Due Date
January 10, 2022	April 21, 2022	November 24, 2021

COURSE COST

Tuition: \$13,500

Non-refundable application fee: \$75

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

REQUIRED SUPPLIES

Participants must provide the following items:

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

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

ENROLLMENT REQUIREMENTS AND PROCESS

Applicants for the Lineworker Academy must meet the following requirements:

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

Applicants must meet the following physical requirements:

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

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

- [Lineworker Academy Registration Packet](#)
 - Lineman Academy Participant Enrollment Agreement
 - Medical Release Form
 - Supply Checklist
- A copy of a valid driver's license
- A high school diploma or GED completion
- Proof of meningitis immunization: proof within the past five years if under the age of thirty ([additional information about meningitis](#))

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

LICENSING REQUIREMENTS

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

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

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

CURRICULUM MODULES AND APPROXIMATE HOURS

MODULE	TOPIC	LECTURE HOURS	SKILL/LAB HOURS
Power Line Worker Fundamentals		128	
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	
Overhead and Underground Utility System Construction		140	
0	Unit 2 Overview	0.50	
1	Bucket and Digger Truck Operations	4	11.50
2	Equipment Transport and Flagging	9	3
3	Overhead Line Construction	4	28
4	Transformer Operations	16	16
5	Overhead Equipment Installation	16	12
6	Underground Electrical Distribution Systems and Installation	10	6
	End of Unit Review and Exam	4	
Overhead and Underground Utility System Maintenance		84	
0	Unit 3 Overview	0.50	
1	De-Energizing Electrical Systems	6	1.50
2	De-Energized Overhead System Maintenance	2	30
3	De-Energized Underground System Maintenance	2	14
4	Energized Overhead System Maintenance	6	18
	End of Unit Review and Exam	4	
Regulatory and Safety Compliance		68	
0	Unit 4 Overview	0.50	
1	Department of Transportation (DOT) CDL Course	15.50	16
2	10-Hour Outreach Training for the Construction Electrical Transmission and Distribution (ET&D) Industry	16	
3	Electrical Worker Safe Work Practices	16	
	End of Unit Review and Exam	4	

MODULE	TOPIC	LECTURE HOURS	SKILL/LAB HOURS
	<i>Electric Power Line Worker Employment Preparation</i>	64	
0	Unit 5 Overview	0.50	
1	Removal and Storage of Materials/Hardware	1.50	30
2	Résumé Writing and Preparation	8	
3	Job Interviewing Techniques	8	
4	Job Fair and Skills Demonstration for Employers		12
5	Graduation and Reception		4

REQUIREMENTS FOR SUCCESSFUL COMPLETION

Attendance

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

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

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

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

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

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

Grading

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

- Written exams are taken during each unit of the course. Participants must make a 70 percent on each module or unit exam. Written exams account for 33.3 percent of the overall course grade.
- Conduct is evaluated by the instructor during each unit by a standardized rubric. Participants must score more than a 70 percent for each unit. Conduct evaluation accounts for 33.3 percent of the overall course grade.

- Practical evaluation is conducted through each module. Participants must be able to demonstrate satisfactory competence in each skill set before moving on to the next skill. Participants unable to demonstrate satisfactory competence could be dismissed from the program. Practical evaluation accounts for 33.4 percent of the overall course grade.

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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

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

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

PROGRAM CONTACT INFORMATION

Len Jenicek Utilities Training Manager

Office phone: 979-845-6562

Email: Len.Jenicek@teex.tamu.edu

Christy Van Winkle

Office phone: 979-845-0974

Email: Christy.VanWinkle@teex.tamu.edu

TOWER TECHNICIAN LEVEL ONE

PROGRAM OVERVIEW

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

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

The maximum number of participants in the course is 16. TEEX maintains a ratio of 1 instructor per 16 participants in the classroom and 1 instructor to 16 participants for field exercises. Additional instructors are utilized for 180-foot tower climb field exercises.

COURSE CALENDAR

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

Start Date	End Date	Application Due Date
September 13, 2021	September 24, 2021	August 23, 2021
October 4, 2021	October 15, 2021	September 13, 2021
October 25, 2021	November 5, 2021	October 4, 2021
November 8, 2021	November 19, 2021	October 18, 2021
December 6, 2021	December 17, 2021	November 15, 2021
January 10, 2022	January 21, 2022	December 20, 2021
January 31, 2022	February 11, 2022	January 10, 2021
February 21, 2022	March 4, 2022	January 31, 2022
March 14, 2022	March 25, 2022	February 28, 2022
April 4, 2022	April 15, 2022	March 14, 2022
April 25, 2022	May 6, 2022	April 4, 2022
May 16, 2022	May 27, 2022	April 25, 2022

Start Date	End Date	Application Due Date
June 6, 2022	June 17, 2022	May 16, 2022
July 11, 2022	July 22, 2022	June 20, 2022
August 1, 2022	August 12, 2022	July 11, 2022
August 22, 2022	September 2, 2022	August 1, 2022

COURSE COST

Tuition: \$5,798

Non-refundable application fee: \$75

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

REQUIRED SUPPLIES

Participants must provide the following items:

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

ENROLLMENT REQUIREMENTS

Applicants must meet the following requirements:

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

Applicants must meet the following physical requirements:

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

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

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

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

CURRICULUM MODULES AND APPROXIMATE HOURS

MODULE	TOPIC	LECTURE HOURS	SKILL/LAB HOURS
0	Orientation	0.90	
1	Table of Contents	0.10	
2	Regulations and Standards	1	
3	Introduction to Wireless Technology	8	
4	Worksite Hazard Awareness (Authorized Climber)	17	13
5	Occupational Safety and Health Administration (OSHA) 10-Hour Outreach	12	
6	First Aid/Cardiopulmonary Resuscitation (CPR)/ Automated External Defibrillator (AED)	6	2
7	Lightning, Grounding, and Cadweld	5	
8	Fundamentals of Radio Frequency (RF) Radiation	4	
9	Fall Protection and Rescue	8	11
10	Basic Rigging Principles	8	8
11	Capstan Hoist Awareness	4	
12	Closeout Guidelines	4	
13	Introduction to Long-Term Evolution (LTE)	8	
	Total	86	34

REQUIREMENTS FOR SUCCESSFUL COMPLETION

Attendance

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

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

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

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

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

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

Grading

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

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

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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

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

PROGRAM CONTACT INFORMATION

Len Jenicek Utilities Training Manager

Office phone: 979-845-6562

Email: Len.Jenicek@teex.tamu.edu

Christy Van Winkle

Office phone: 979-845-0974

Email: Christy.VanWinkle@teex.tamu.edu

CENTRAL TEXAS POLICE ACADEMY (CTPA)

PROGRAM OVERVIEW

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

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

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

COURSE CALENDAR

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

Start Date	End Date	Application Period
January 31, 2022	June 10, 2022	October 4, 2021–December 3, 2021

COURSE COST

For participants hired or employed by an agency/department:

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

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

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

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

REQUIRED SUPPLIES

Participants must provide the following items:

- Notebook paper (8½ × 11")
- Notebook dividers (minimum 42)
- Blue ink pens, red ink pens, highlighters, and #2 pencils
- Handcuffs and key (Smith & Wesson, Peerless, Hiatts, etc.) and handcuff case
- Handgun and secure holster (duty-style holster)
- Minimum of 2 speed loaders or 3 magazines
- Straight flashlight and flashlight holder
- Duty belt
- Belt keepers (Minimum 4)
- Speed loader pouch or double magazine pouch
- Black shoes or boots that can be polished
- Athletic gear consisting of navy-colored shorts, athletic shoes, and towel
- Dickies brand #874 Khaki pants (at least 3 pair)

The following items are recommended:

- Gear bag
- Small dictionary
- Law dictionary

ENROLLMENT REQUIREMENTS AND PROCESS

Applicants for the CTPA must meet the TCOLE requirements:

- Be a high school graduate, or have passed a GED test indicating high school graduation level or have an honorable discharge from the armed forces of the United States after at least 24 months of active duty service
- Be at least twenty-one years of age or become twenty-one years of age before course completion; or be eighteen years of age and have received an associate's degree or 60 semester hours of credit from an accredited college or university
- Either be hired by a Texas law enforcement agency or complete a background check prescribed by TCOLE
- Possess a valid Texas driver's license
- Not have been terminated from a Basic Peace Officer Course (BPOC) for any reason other than academic failure
Note: In the event of academic failure from another provider's BPOC, the applicant must wait a minimum of one year before being eligible for admission to the Central Texas Police Academy.
- Be a citizen of the United States

Applicants must meet the following TCOLE physical requirements:

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

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

- **All applicants** must complete the following forms:
 - [CTPA Participant Enrollment Agreement for employed participants](#) or the [CTPA Participant Enrollment Agreement for non-employed participants](#)
 - [TCOLE PID Assignment \(G-1\)](#)
 - [TEEX Basic Police Officer registration form](#)
- Applicant **hired** by Texas law enforcement agency must provide the following forms:
 - [TCOLE Declaration of Licensing Course Enrollment Eligibility Form](#)
 - [TCOLE Law Enforcement Agency Audit Checklist](#)
- Independent applicant (**not employed** by Texas law enforcement agency) must provide the following forms:
 - [TEEX Declaration of Eligibility](#)
 - [TCOLE Licensee Medical Condition Declaration \(L-2\)](#)
Note: Contact Integrity Urgent Care to schedule your appointment (phone number: 979-703-1832).
 - [TCOLE Licensee Psychological and Emotional Health Declaration \(L-3\)](#)
Note: You will receive doctors' information once you register online and pay the \$75 app fee.
 - [TCOLE Fast Form Background Check](#)
 - Bacterial meningitis immunization record ([additional information about meningitis](#))
 - [TEEX Personal History Statement](#)
 - [Copy of Texas Department of Public Safety Driver Record \(Type AR\)](#)

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

LICENSING REQUIREMENTS

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

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

CURRICULUM MODULES AND APPROXIMATE HOURS

MODULE	TOPIC	LECTURE HOURS	SKILLS/LAB HOURS
	Orientation/Rules Review	8	
0	Administrative/Departmental Overview	0	
1	Professionalism and Ethics	12	
2	Professional Policing	12	
3	Fitness, Wellness, and Stress Management	16	
4	TCOLE Rules	4	
5	Multiculturalism and Human Relations	8	
6	Racial Profiling (TCOLE 3256)	4	
7	U.S., Texas Constitution, and Rights	10	
8	Penal Code	50	
9	Code of Criminal Procedure	8	
10	Arrest, Search, and Seizure	40	
11	Asset Forfeiture (TCOLE 3255)	4	
12	Identity Crimes (TCOLE 3277)	4	
13	Consular Notification	1	
14	Civil Process	4	
15	Health and Safety Code and Controlled Substance Act	8	
16	Alcoholic Beverage Code	4	
17	Family Violence, Child Victims, and Related Assaultive Offenses	4	
18	Missing and Exploited Children (TCOLE 3275)	4	
19	Child Alert Checklist	1	
20	Victims of Crime	10	
21	Human Trafficking (TCOLE 3270)	4	
22	Traffic Code/Crash Investigation (TIM)	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	
27	De-Escalation Strategies (TCOLE 1849)	8	
28	Force Options Theory	24	
29	Crisis Intervention Training (CIT) (1850)	32	8

MODULE	TOPIC	LECTURE HOURS	SKILLS/LAB HOURS
30	Traumatic Brain Injury (TCOLE 4066)	2	
31	Arrest and Control	8	32
32	Criminal Investigations	24	16
33	Juvenile Offenders	10	
34	Professional Police Driving	8	24
35	Patrol Skills/Traffic Stops	10	36
36	Radio Communications/AMBER-Silver Alert/ Texas Crime Information Center (TCIC)-Texas Law Enforcement Telecommunications System (TLETS)	14	2
37	Civilian Interaction Training (TCOLE 30418)	2	
38	Interacting with Deaf and Hard of Hearing (TCOLE 7887)	4	
39	Canine Encounters (TCOLE 4065)	4	
40	Emergency Medical Assistance	8	8
41	Firearms	8	40
42	Hazardous Materials (HazMat) Awareness/Incident Command System (ICS)	4	
	Booking		4
	Courtroom Demeanor	4	4
	Additional Firearms		16
	Physical Training		68

REQUIREMENTS FOR SUCCESSFUL COMPLETION

Attendance

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

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

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

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

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

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

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

Grading

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

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

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

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

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

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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

PROGRAM CONTACT INFORMATION

Lee Santo, Training Manager

Office phone: 979-458-0457

Email: Miles.Santo@teex.tamu.edu

Joe Klinkovsky, Agency Instructor II

Cell phone: 832-858-0669

Email: Joe.Klinkovsky@teex.tamu.edu

Valerie Albarado, Senior Administrative Coordinator

Office phone: 979-845-3324

Email: Valerie.Albarado@teex.tamu.edu

UNEXPLODED ORDNANCE (UXO) TECHNICIAN LEVEL 1

PROGRAM OVERVIEW

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

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

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

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

COURSE CALENDAR

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

Start Date	End Date	Application Due Date
January 24, 2022	February 18, 2022	January 3, 2022
April 11, 2022	May 6, 2022	March 21, 2022

COURSE COST

Tuition: \$6,850

Non-refundable application fee: \$75

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

REQUIRED SUPPLIES

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)

The following items are recommended:

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

ENROLLMENT REQUIREMENTS AND PROCESS

Applicants for the UXO course must meet the following requirements:

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

Applicants must meet the following physical requirements:

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

- Have stamina and tolerance sufficient to remain physically and mentally alert for extended periods of physical and/or mental inactivity

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

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

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

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

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

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

CURRICULUM MODULES AND APPROXIMATE HOURS

MODULE	TOPIC	LECTURE HOURS	PRACTICAL HOURS
0	Introduction	1	
1	UXO Environmental Remediation Overview	1	
2	Metric Conversions	1	
3	Electricity	1	
4	Physics	1	
5	Explosives and Explosive Effects	5	
6	Ordnance Safety Precautions	4	
7	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	Projectiles and Mortars	7	
15	Rockets	3	
16	Guided Missiles	2	
17	Bomb Fuses	2	
18	Aircraft Bombs	3	
19	Dispensers	2	

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

REQUIREMENTS FOR SUCCESSFUL COMPLETION

Attendance

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

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

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

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

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

Grading

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

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

CERTIFICATES RECEIVED UPON SUCCESSFUL COMPLETION

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

PROGRAM CONTACT INFORMATION

Ed Fritz, Training Manager

Office phone: 979-862-3410

Email: Ed.Fritz@teex.tamu.edu

Customer Service Representative

Office phone: 979-845-6677

Toll-free: 800-423-8433

Email: ilepse@teex.tamu.edu

ADDITIONAL INFORMATION

REFERENCE DOCUMENTS

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

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

REGISTRATION PROCESS

Step 1 - Participant

- Please review the course description and TEEX Vocational Catalog 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 fee if you cannot be approved in time (takes at least 30 days). Contact the TEEX rep listed below 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 within required timeline as found in confirmation.
- 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 do not upload the correct documentation.

- Once all documentation is approved, a TEEX rep will send you your signed copy of the 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!

PARTICIPANT SERVICES

Participants Requesting Accommodations (ADA)

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

International Participants

The TEEX Recruit Fire Academy is the only vocational programs that TEEX is authorized to provide I-20M for use in obtaining an M-1 visa at this time. TEEX is not authorized to provide an I-20 or any visa assistance for other programs. Contact the TEEX International Student Services Representative at 979-209-0859 or InternationalStudents@teex.tamu.edu.

Veterans Services

From service with the Army, Marine Corps, Navy, Air Force or Coast Guard, the path for veterans looking for a new career begins with training in one of the many certificate programs approved for Veteran Affairs (VA) education benefits at TEEX. These include courses focused on firefighting, law enforcement, Emergency Medical Technician (EMT) and paramedic training, and additional courses that we strive to expand every year.

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.

Career Services

TEEX provides a Career Services department that can assist participants by providing assistance 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.

Third Party Financial Assistance

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/.

SATISFACTORY ACADEMIC PROGRESS

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

Qualitative Progress

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

Quantitative Progress

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

Maximum Time Frames

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

Consequences of Failure to Meet Qualitative and Quantitative Measures

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

Appeals Process

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

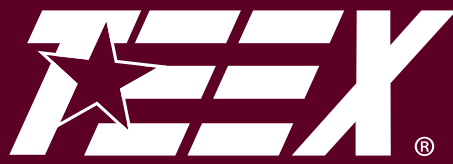
PARTICIPANT APPEAL AND COMPLAINT PROCESS

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

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



TEXAS A&M ENGINEERING



EXTENSION SERVICE