

Municipal Fire School – Frequently Asked Questions (FAQs)

How do I register?

- **Online:** The preferred method is to register **Online!**
 - Click on the course you wish to take, and click register.
 - Complete the online registration (OLR)
 - On the payment page you can pay with credit card, echeck, or purchase order/TFS Voucher
 - Please indicate if you wish to have a TAMU dorm and/or extended meal plan upon registering.
 - If you're paying via a purchase order or TFS voucher, click on *purchase order* and put the number of the purchase order or TFS voucher number in the space provided.
 - **You must provide a copy of the purchase order or TFS Voucher to TEEX within 48 hours** (email to: annualschool@teex.tamu.edu or Fax (979) 847-9304).
 - No need to place course preferences with online registration. Register for what you wish to take.
 - We highly encourage those using TFS vouchers to receive an approval letter or the actual voucher from TFS before registering.
 - Enrollment is limited, so register early.

Is there a deadline for registration?

- Monday, July 8, 2019 is the deadline for pre-registration.
- After that date you will have to register at walk-in registration and fees increase by \$50.

When is registration/?

- Sunday, July 21, 2019
- Noon – 4:00 p.m.

Where is registration?

- Reed Arena, Texas A&M University

What if I can't be here until Monday morning?

- Late registration will be from 6:30 a.m. until 8:00 a.m., Monday, July 22, 2019
Brayton Fire Training Field
Building #25
- Registration Fees after July 8, 2019 and during on-site registration will be increased \$50
- Late check-in is discouraged due to lost class time.

Tuition

- See [announcement](#) for course fee.

What about lodging during the school?

- Contact the Bryan/College Station Convention and Visitor's Bureau at 979.260.9899 for information about area accommodations or visit experiencebcs.com
- Dorm rooms have been set up for Sunday – Thursday nights. There are a set number of rooms, so make reservations early.
- Rates are based on five nights, per person/ per bed, two occupants per suite.
- Rates
 1. \$40.00 per person / bed / per night (double occupancy)
 2. Total for five (5) nights plus dorm access card = \$200.00 per person
 3. Additional nights \$40.00 per person / bed / per night

Students will be allowed to pre-register for dorm rooms when they register for school. Only students registered for the Annual Municipal School will be allowed to pre-register for rooms.

- When registering for school, identify your need for a dorm room.
- Your name will be placed on a room assignment list
- Personal room request will be taken care of as allowed
- When picking up your student information at registration on Sunday, you will be given directions on location/rules of the dorm.
- Cut-off date for preregistration of dorms is July 8, 2019. After that date students wishing to rent a dorm room will have to wait until Walk-in registration and see if there are still rooms available. Again, there are a limited number of rooms and room assignments will be on a first come first serve basis.
- **There are a limited number of rooms, reservations will be on a first come first serve basis.**
- Lost, Stolen or Damaged Dorm Keys & Rooms
 1. Students will be responsible for paying any fee for any lost, stolen or damaged room keys.
 2. Students will be responsible for paying any damage charges to the room.
 3. Students will be responsible for paying any excessive cleaning charges to the room.

Will I need to bring linens?

- The following will be furnished by the Dorm
 1. (2) twin beds (one per bedroom)
 2. (2) flat sheets and (1) pillow case per bed and (1) blanket per bed
 3. (2) bath towels and (2) hand towels
 4. NOTE: Students are encouraged to bring extra towels and blankets

Are meals furnished with tuition?

- All student **noon** meals are provided with your tuition.
- Noon meals will be served at various class locations on campus, and Brayton Fire Training Field, Monday – Thursday
- Optional Meal Plan: \$95.00 for 5 breakfasts (Mon-Fri) and 4 dinners (Mon-Thurs) and will be served at an assigned Dining Hall

What if I have to cancel my registration?

- If you cannot attend a class, you must contact TEEX in advance to either transfer or cancel your registration, all request must be in writing.
- TEEX will provide a full refund if you cancel 15 or more calendar days before the start of the class, request must be in writing.
- Cancellations received 14 calendar days or less before the start of the class will be charged a fee of 10% of the class tuition, request must be in writing.
- If TEEX cancels a class, customers will be offered:
 1. A transfer to a scheduled class of the same course.
 2. A transfer to another class of a different course
 3. A full refund.
- Transfers to another scheduled class (or from one customer to another) are accepted at any time before the start of the class at no charge.
- NO SHOWS who do not contact TEEX in advance (and in writing) to cancel their registration and do not attend their scheduled class will be charged the entire class fee.

What if I have to miss a session or a day of class?

- Attendance is checked for each session or class.
- Students must wear their nametags at all times.
- To receive a **Successfully Completed** certificate, student must attend and participate in all class sessions and pass a written examination.

Are exams given on the course?

- Friday morning all students are required to take a final written examination, school is officially over at noon.
- Travel arrangements should be made to accommodate Friday's schedule.

How do I get to Brayton Fire Field?

- Students should provide their own transportation to and from class.
- Maps of the Bryan/College Station area and Brayton Fire Field are located on our website teex.org/esti

Where do I park?

- Student must park outside the fence at Brayton Fire Training Field.
- Parking is limited so carpooling is highly encouraged.
- A satellite parking area will be located at Reed Arena and a bus service provided.
- Students will receive parking permits to park on campus during registration.

What is PPE?

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

What are the PPE Levels?

- Go to teex.org/firesafety for the Student Safety Manual.
- This will list the level for each course.
- Each class will have a PPE level listed.

Where can I obtain course descriptions?

- Go to our website teex.org/annualschools and you will find the list of courses on the Municipal Fire School page. Click on the course you wish to see.