



I. Texas Commission on Fire

Protection (TCFP) Requirements:

Fire Academy Online is regulated by the TCFP. TCFP is accredited by IFSAC (International Fire Service Accreditation Congress). 12 week program that consist of Online Coursework and 12 days of hands-on skills and variety of written tests will satisfy 490 Hours of Training and Performance Requirements of Firefighter I & II as defined in NFPA 1001. And demonstrated mastery of all the knowledge, skills and ability requirements of the approved training components that identify the IFSAC Seal categories set by

Texas Commission on Fire Protection:

- Chapter I, Sec.101 - 5 Basic Firefighter I
- Chapter I, Sec.101 - 6 Basic Firefighter II
- Chapter 6, Sec.601- 4 Hazardous Materials Awareness
- Chapter 6, Sec.601- 5 Hazardous Materials Operations
- Competencies – Using Personal Protective Equipment
- Chapter 6, Sec. 603 -6.6 Hazardous Materials Operations – Mission Specific
- Competencies – Product Control

A. **Basic Structural Fire Certification Exam** – FAO will schedule the TCFP Verification Skills Test and TCFP Written Exam for your class. Those who pass the course with 70% or above overall average and are *paid in full* will be eligible to challenge the TCFP written exam.

B. **Testing for Certification** – TCFP Basic Structural Exam is 2 parts. Verification Skills and TCFP Written.

1. **Verification Skills Test** -TCFP will randomly pick out 6 skills out of the “testing skills” for each category. The categories are: Communication, General, Preparedness, Hazardous Materials, Fireground and Rescue. FAO will schedule these random skills on FAO desired day during your skills session days. These skills will not be given all in one day. Students will be taught the proper skills category before the students is tested on them. Students will be informed on their Skills day scheduled when they will be tested. If a student misses a Verification Skills day, the student may have to re-test with the next class. Please contact our office for details.



2. **TCFP Written Exam** – FAO will schedule for TCFP to give 100-150 question multiple choice written exam. TCFP proctor will promptly start the written exam on the given time. FAO advises all students to arrive at least 30 minutes prior to test time to allow for check-in. The written exam will be at the Richmond Fire Field location.

3. **IFSAC Seals** – IFSAC Seals are important for those who plan on working as a firefighter outside of the state of Texas or United States. FAO recommends to check with the department you plan on applying to if they accept the IFSAC Seals.

The written exam questions are broken down into the 4 categories: FF1, FF2, HazMat Awareness and HazMat Operations. Each section of questions you must obtain a 70% or higher to be eligible for IFSAC Seal. Failure on that section will not allow you to receive an IFSAC Seal in that section only. You may retake the section failed at a later time. Contact TCFP failure occurs for re-testing options.

4. **Texas Firefighters** – IFSAC Seals are not a requirement, this is an added option if you pass the section of questions with a 70% or higher. Passing the TCFP exam with overall average 70% or higher allows you to apply for certification.

5. **CERTIFICATION PROCESS** – After you obtain you're passing test results, generally takes 5 to 7 business days after exam day. It will be your responsibility to apply for certification on your own. FAO will have already confirmed with TCFP that you are eligible to take the written exam after you completed all requirements of our course. FAO will confirm approval of certificate of completion confirmation via FIDO. On the day of the written exam, you will receive FAO Certificate Envelope that contains following documents: FAO Certificate of Completion, TCFP Hour Breakdown and Grade Report.



- ❖ Please keep up with this FAO Certificate envelope documents, FAO is not obligated to keep a record of your FAO Envelope documents after 3 years from your completion date per TCFP. If you are unable to take the written exam on our scheduled date we will mail your FAO Certificate Envelope to you.

For further details in regards to IFSAC Seals and Basic Fire Certification application process please go to TCFP website: www.tcfp.texas.gov or call (512)936-3838

II. FAO PROGRAM - Getting Started:

- A. **Registration** – There are 3 steps to our registration process. The first step is registering with FAO. This allows us to receive payment and place you in proper class. Secondly, is the FIDO pin created from TCFP and finally after you purchase textbook register on JB Learning.

B. **Requirements for FAO Program**

1. **TCFP FIDO Pin Number-**

(TCFP) Texas Commission on Fire Protection has rolled out a new public website and FIDO (Firefighters: Individuals and Departments Online) application effective 1 July 2011.

This new roll out is done to make finding information on TCFP websites/applications easier and to implement the state directive of being part of the texas.gov domain. When you register for any fire school, you will need to provide a TCFP Pin Number. The TCFP Pin number will be your login for your FIDO account with TCFP. To create a FIDO Pin:

- Go to www.tcfp.texas.gov Click on FIDO link.
- Then click on " Create a New Pin"



2. Online Registration JB Learning - Required Textbook with Access Code -

We have updated our online program to JB Learning Navigate 2: Advantage Access. This new program requires an access code found in the required Textbook:

Fundamentals of Firefighting Skills Textbook 3rd Edition “Enhanced Book”

a. If you are using a “used” textbook, or purchased a textbook from another merchant like Amazon or EBay, be advised that you’re textbook although the 3rd edition may not have the accurate 10- digit Access Code. If this happens please purchase E-Book from our Bookstore Link.

E-book: \$47 – will be your access to JB Learning that will allow you to create an account.

Contact: Mel@fireacademyonline.com for 20% discount coupon code if not automatically discounted.

JB Learning Navigate 2 Advantage ACCESS:

- Create Account on JB Learning Navigate 2 – Enter 10 Digit Access Code or Purchase e-book.
 - Enter Course Code
 - On your “Product List” look for your Class Code.
 - When you find your Code hit “Launch”.
 - Go to “Lesson Pathways” to begin your Chapters

6. Physical Form -

A Physician’s exam is required for each student prior to participation in the skills session of the Fire Academy. Each student **MUST** have a physical exam on file with FAO or the student will not be allowed to participate in the class during that session. Students being treated by any doctor for an existing injury or medical condition (asthma, diabetes, cardiac, etc.) must seek approval by treating doctor. Otherwise any legal physician can fill out FAO physical form. FAO will accept a copy of a past physical that has been done 12 months from the Skills day start date of your class.



7. Personal Protective Equipment (PPE) –

“Bunker” Gear or PPE is required for fire training.

There are 2 rental gear companies we recommend. Both should be able to deliver to fire field. Please make arrangements at least 2 weeks before skills.

***Rescate Resources Gear**

Cost: \$275

EMAIL: rescate@rescateresources.com

Please include the following:

- Name
- Company or School Attending
- Contact Number

***PPE Care- Texas Fire**

Cost: \$200

EMAIL: www.ppecare.com

(832)668-0488

Please include the following:

- Normal pant, shoe size.
- Height, weight

VOLUNTEERS with ISSUED PPE or THOSE WHO OWN THEIR OWN PPE:

If you have issued gear from your Volunteer Fire Department please make sure you have the following documentation in order to use it for your burn days. All PPE should be inspected monthly. Advanced Inspection is done with PPE that is 3 years or older and every year thereafter.

Gear Rental Company Rescate Resources can clean and inspect PPE for volunteers for \$60.

Texas Commission on Fire Protection is enforcing that any student who chooses to use issued PPE from their Volunteer Fire Departments must provide the following documentation....

1. Annual PPE Advanced Inspection/ Cleaning Record provided by certified PPE Inspection Personnel.



- IF you need Advanced Inspection Contact:
Paul Portis (832) 668-0488 with Texas Gear, they
offer this service for \$75.

2. PPE Inventory Records that comply with NFPA 1851 for selection,
care and maintenance of PPE

3. Letter on VFD Letterhead from Superior Officer or Fire Chief that
issued PPE, states that you have permission use issued PPE for fire
training. Please do not email this letter, we need this in person along
with other inspection and cleaning documents.

Any bunker gear over 2 years old needs to be advanced inspected and
all helmets must have NFPA sticker. **If you do not have the proper
documentation you will not be allowed to use gear for the burn days
and that will prevent you.**

III. COURSE WORK:

A. Online Assignments –

1. **Online Chapters** - Each Chapter will have a variety of study tools to
assist you with the chapters. You will be given a Quiz that is graded.
CHAPTER 24 and 25 are not required for our course.

a. Online FAO Chapter Quiz – You will be given 2 attempts, and the
highest grade of the 2 attempts will be recorded. This will be
the only grade you will receive online. . “LESSON PATHWAY”:

1.) Chapters to complete. There are various study tools to assist you
with the chapter. We advise you to read the chapter first then complete
online study tools and Quiz. All your online grades will come from
Online Quizzes that 100 or less multiple choice questions.

2.) You have 2 attempts for each Quiz, the program will take the
highest grade. At any time if you have questions or identify a question
that may be keyed wrong, contact us. This is a new program that may
have a few errors.



3.) There are no timers on any of the quizzes.

- **Fast Track Students**- complete all Online Lesson Pathway Chapters before your scheduled Skills Session.
- **Saturday Class Students** – You will be given a Coursework Schedule to inform you when each Lesson Pathway Chapter is due.

2. **Study Tools “Learning Pathways”** – we encourage you to utilize all the given study tools for each chapter such as: Learning Objectives, Flashcards, and Skill practice. These are not graded, and you will not be penalized if you choose not to use them. They are simply to help you retain the material. You will find these under:

LEARNING PATHWAY: You will find the study tools you need for each chapter. These are not graded, but are available for you to reinforce the chapters you have read and completed.

We recommend looking around and getting familiar with the program, and at any time please contact us with any questions about the course material. Any technical difficulty you may have contact JB Tech Support.

3. **HOMEWORK**: We be assigned online.

- **Fast Track Students** – Print and mark you’re answer on the Homework Test. All Homework Test due before your Skills Session.
- **Saturday Session Students**– Print and mark you’re answers on the Homework Test. You will be given a Coursework Schedule for due dates of each Homework Test. Like the online Chapters, you may complete as many as you like ahead of time and go back and review.

B. On-site Test -Both Fast Track and Saturday Students, there will 10 on-site tests that will be graded, recorded, and will also make up a portion of your overall grade for this course.



C. Final Exam - At the conclusion of the hands on Skills Session, a Final Test will be administered. This will be a comprehensive test covering all materials presented during the entire program including both on-line and hands on training.

This test will be graded, recorded, and will make up a portion of your overall grade for this course. A minimum passing score of 75% is required.

D. College Credit - Fire Academy Online does not provide transferable college credits. Most Community Colleges that offer a degree in Fire Protection/Science will accept TCFP Fire certification as a portion of an Associate Degree. Options after you become certified firefighter:

CSU - Fire Academy Online and Columbia Southern University (CSU) have an Articulation Agreement, this means that after you become Certified Firefighter, you can be awarded college credit towards a Fire Science Bachelor's Degree and receive 10% of tuition savings with Columbia Southern University because you attended FAO.

Lone Star College – Montgomery County, TX

Certified Firefighters can be awarded 26 College Hours towards Fire Science Associates Degree or 32 Hours if you also have EMT Basic Certification with Firefighter Certification.

These college hours go towards degrees, not stand-alone college hours.

E. FAO Overall grading –

The students overall grade will be comprised of the following:

- Homework: 25%
- On-Line Assessment Quizzes: 25%
- On-site Test: 25%
- Final Test: 10%
- Skills Participation: 15%



These grades will be averaged. You must have an 80% overall grade is required to successfully complete the course. Student dishonesty will NOT be allowed or tolerated. All work completed during this course must be completed by the student signed up for the course. Any acts of dishonesty and/or cheating will be addressed and the student may be dismissed from the course immediately.

IV. SKILL SESSION DAYS -

After successful completion of the on-line portion of training, the student shall attend a thirteen (13) day hands on Skills Session

- **Fast Track Students** – meet for 12 consecutive days including weekends. The 13th day is Scheduled TCFP Written exam PM Test time.
- **Saturday Session Students** – meet for 12 Saturdays, follow Coursework Schedule for date skills details. TCFP Written Exam is scheduled during a weekday following your last Saturday Session AM Test time.

1. What to expect during Skills Session days-

The physical demands of the skills training is general adequate exercise. Upon your successful completion of all course requirements and certification standards, you will be applying for positions at fire departments. Although it is a local option, the majority of these fire departments will have a physical agility test utilized to screen the applicants.

Therefore, it would be in the student's best interest to be in top physical shape when involved in these processes.

If you are not currently active in a physical workout program, we would recommend that you begin one as soon as possible. We would recommend that you begin slowly and work up to your best over a period of time. If at any point in time the exercise program appears to be causing harm in any form or fashion, we strongly recommend that you stop the program and seek medical advice to verify that there are no medical problems.

We do NOT recommend that you initially start an aggressive workout program without starting slow and gradually building up your endurance and cardio vascular system. Always be under a Doctor's care or guidance when beginning any new physical workout program or if any problems are detected.

Please keep in mind that the hands-on Skills Session is exactly what it implies. The majority of each day will be spent outside demonstrating mastery of the skills that have been covered in the on-line portion of training. A lot of the time you will not only be



outside but will also be in full protective clothing, which is required by our training objectives. This is why it is vital that each student individually prepare physically for these conditions.

A Physician's exam is required for each student prior to participation in the skills session of the Fire Academy. Each student **MUST** have a physical exam on file with FAO or the student will not be allowed to participate in the class during that session.

It is the student's responsibility to arrive at the designated location by the designated time.

The student will participate in demonstrating mastery of all the skills required during the entirety of the course. Fire Academy Staff instructors will be present to demonstrate, instruct, and critique the activities of the students.

The days will be long and full of strenuous physical activities. It is strongly recommended that while involved with the on-line portion of training, each student become involved in a physical training program to prepare you for the activities and heat conditions involved in this training.

A brief overview of the subjects addressed during this skills session:

- Orientation and Safety
- Protective Personal Equipment
- Ropes and Knots
- Self-Contained Breathing Apparatus (SCBA)
- Fire Hose
- Hose Streams
- Forcible Entry



- Salvage and Overhaul
- Ladders
- Rescue
- Fire Cause & Determination
- Ventilation
- Rescue (Vehicle)
- Hazardous Materials
- Portable Fire Extinguishers
- Woodland Suppression
- Fire Protection Systems
- Live Fires (Training Field)
- Firefighter survival skills
- Smoke reading
- Pump operations

During the Skills Session each student will be assigned to an Engine Company. During the entire skills session you will learn the skills and importance of teamwork.

- a. **Weather** – South-East portion of Texas. If you currently reside in Texas, you may be familiar with the extreme temperature and humidity conditions that we encounter. If you are not from this portion of the country, we strongly recommend that you prepare yourself as much as possible for these conditions. Personal Items:

Students must keep in mind, we are working outdoors the majority of the time. Be prepared with baseball caps, sweatshirts, Sunblock, mosquito repellent or any other personal item you may need during training. If there are any questions pertaining to this matter, please contact FAO.

- b. **Clothing / Uniform Guideline** - Students will be responsible for providing their clothing to be worn during the hands on Skills Session. It is recommended that a pair of work pants or shorts and comfortable shoes be available for use during skills sessions.



- 1.) Skill session attire will be navy blue pants, black boots or shoes, black belt and a Fire Academy or sponsoring department T-Shirt. It is recommended that each student have a change of clothes to change into. Fire Academy Online will provide one (1) free T-Shirt to each student. Additional shirts will be available to purchase after firsts day. The student will find that many drills are timed and may find it to their benefit to have footwear that can easily and quickly be removed.
- 2.) FAO Instructors have the right to ask for a change in your attire if they feel your attire is not appropriate for training, and/or offensive, or hinders your safety during fire training. Any questions about attire, please contact FAO.
- 3.) **Liability Form** - Each student will be required to have a signed release of liability and physical examination form on file with Fire Academy Online prior to being allowed to attend the hands on Skills Session. If you have questions regarding these requirements please contact Melinda at the Fire Academy Online at (281) 489-9221 or e-mail address: mel@fireacademyonline.com
- 4.) There will be no organized physical training or morning workout built into our daily activities while in attendance at the hands on Skill Session. Students may work out together before class (08:00). Exercise is recommended but optional.

V. COURSE POLICY

- A. **Attendance**: Attendance is mandatory for all skills. Failure to attend may result in incompleteness of the class. Please contact your Instructor or notify FAO Staff member if you are not going to attend your skills session. Failure to notify will be considered withdrawal from the FAO Course. Fire Academy Online will work with students to make missed time by one or more of the following: 1) staying over with student, 2) assigning extra work, 3) offering make- up schedule with another class that is at the same point as the students missed class, or 4) allowing the student to return with another class.



VERIFICATION SKILLS DAY – under no circumstance can a student miss a verification skill day. If this occurs contact FAO immediately for options. We understand that there are unforeseen emergencies that arise. We are restricted by TCFP. Failure to notify FAO will indicate automatic withdraw.

- B. **Refunds:** Once the student has online access, full tuition is expected. There will be no refunds after the student has accessed the on-line assignments. In the event of a schedule conflict or unforeseen emergency, the student may complete the class at the student next opportunity. Contact FAO for options.
- C. **Tardiness:** Fire Academy Online staff will determine the definition of excessive tardiness to be more than 2 occurrences in the twelve day session. The student will have the occurrences marked on his/her permanent file and be required to stay after class for addition duties to make up the lost time.
- D. **Transfer “roll over” fee:** Notice is given with in the first week of the start date of class, student will not be charged transfer fee. Any day after may be subject to transfer fee up to \$100 per transfer. Coursework completed and date of notice will determine transfer fee cost.
1. Deactivating account to re-register is advised if work or family conflict occurs with unforeseen time of return. Spaces are limited and we cannot hold a spot for those uncertain of their return to the course. Contact FAO for options.
 2. No student will be allowed to roll over or transfer more than 2 times without “starting over online.” Course ID may change in that time, we need to be assured that you are up to date on current material.
 3. FAO will honor tuition payment up to 1 year of the original registration date. We encourage that you complete the course you are assigned to. Failure to communicate with FAO of circumstances or “no show” to skills session will automatically with draw you from the program.



Fire Academy Online a division of Fire Training Specialist LLC

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Fire Field Location:

FBCFFA “Richmond Fire Field”

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