



## **Fire Academy Online**

### **Syllabus**

#### **Basic Fire Academy**

#### **On-Line Presentation**

#### **Welcome:**

It is our pleasure to welcome you to our on-line Basic Firefighter training academy. It is our goal to successfully prepare you to master all objectives as required by the Texas Commission on Fire Protection and all other regulatory agencies in order to prepare you to obtain your goal to become a certified firefighter.

#### **Required Textbooks:**

Each student is required to provide their textbooks for reference and assignments. These textbooks may be ordered directly from [www.fireacademyonline.com](http://www.fireacademyonline.com) bookstore. Use coupon code `abbtonl` for discount. Fire Academy Online offers the Jones and Bartlett text at a discount price of \$68.00 or each text is available directly from the publisher.

Jones and Bartlett: *Fundamentals of Firefighter Skills*, 2nd Edition

IFSTA: *Hazardous Materials for the First Responder*, 3<sup>rd</sup> Edition

#### **Recommended Textbook:**

IFSTA: *Essentials of Firefighting*, 4<sup>th</sup> Edition

Students may also purchase these textbooks from any other Bookstore or means available.

## Required Reading:

The student is required to read and become familiar with the entire textbook in order to complete the course requirements.

As the student prepares to begin a new chapter or module, that entire chapter shall be read in full prior to the student attempting to complete any portion of the chapter assignments.

## Instruction On-Line Portion

The initial portion of training will consist of the on-line portion.

The on-line portion will cover twelve (12) sessions consisting of (35) chapters. Each session will have its own individual requirements, which may include viewing power point presentations, downloadable practice tests, notebook assignments, on-line assessment tests, viewing video clips, or special assignments.

The course shall be presented and the student shall receive the training in order by subject matter. The student may need to skip ahead to future chapters in assigned sessions. Chapter 1 shall be the first chapter covered. Upon completion of the requirements of Chapter 1, the student shall begin Chapter 2 and so on. The presentation builds the terminology, procedures, and concepts as you progress through the program. If a student is asked to skip ahead, the material presented will be related in topic and subject matter. By not doing so, there may be confusion, due to an assumption that all previous materials had been covered.

Each student is allotted twelve weeks to complete the on-line portion of the course. As mentioned above, there are thirty-five chapters in (12) sessions in this course. It is our recommendation that the student work towards the goal of completing one session each week. If this schedule is followed, ample time will be allotted to complete the course in the twelve week period and time will be allowed for overall review prior to attendance at the hands on Skills Session.

**WARNING!** Do NOT get behind! If the student begins the program at a slower pace and the end date approaches, the material will not be studied and absorbed in a manner most beneficial to the student as the student accelerates to meet the deadline.

All on-line course work must be completed in full or the student will NOT be allowed to attend the hands on Skills Session as assigned.

## Assignments

Fast Track students: A Class compact disc (CD) containing; 12 assessments, answer sheets, NFPA 742 study material, TCFP curriculum, TCFP skills and Instructions for the skills session, will be mailed to each student after successful registration for the scheduled class.

After the student has read the upcoming chapter and has concluded viewing the power point presentations and any associated video clips for that session, the Class CD shall be utilized. Prior to moving forward to the next chapter, all assignments in the Class CD for that session shall be completed.

As you progress through the course the class CD shall be completed in a self-test format. Upon successful completion of the on-line portion of training the entire CD should be 100% complete. Each session contains practice exams ranging from 120 to 575 questions in each of the sessions.

When the student comes to the Skills Session, the answer sheets for the CD must be presented to our staff members on the first class day. The CD answer sheets will be graded and retained by FAO for 3 years. The student should print all tests for study purposes. The grade will be recorded and will make up a portion of your overall grade for the course. Minimum passing grade of 80% is required on CD and online tests.

NOTE: If the student arrives at the hands on Skills Session, presents their CD answers for evaluation and grading and it is discovered that the work is incomplete. The student will NOT be allowed to participate in the hands on Skill Session and will be sent home immediately. The CD questions MUST be completed in full.

## On-Line Assessment Tests

Periodically through the course there will be on-line assessment tests in addition to the 35 chapter test. The student will take these tests where listed and shall not proceed to the next chapter until the on-line assessment test is completed for that section.

The on-line assessment tests are located as follows:

- Conclusion of session 1 (covers chapter 1-4)
- Conclusion of session 2 (covers chapter 5-7)
- Conclusion of session 3 (covers chapter 8-11)
- Conclusion of session 4 (covers chapter 12,13 &17)
- Conclusion of session 5 (covers chapter 14, 25 & 26)
- Conclusion of session 6 (covers chapter 15 and 16)
- Conclusion of session 7 (covers chapter 18 and 20)
- Conclusion of session 8 (covers chapter 27-33)
- Conclusion of session 9 (covers chapter 22, 35 & 36)
- Conclusion of session 10 (covers chapter 21, 34 &37)
- Conclusion of session 11 (covers chapter 19)
- Conclusion of session 12 ( final On-line exam)

These individual tests will be graded and those grades will be averaged. The grade average of these twelve on-line assessment tests will make up a portion of your overall grade for the course. Minimum passing average score of 80% is required.

### **On-site Test**

There will also be eight (8) to twelve (12) on-site test that will be graded, recorded, and will also make up a portion of your overall grade for this course. The on-site test will be taken after the student CD assignments have been graded and he/she has started the skills portion to assist in understanding the didactic portion completed online.

Seven (7) on-site tests will be a comprehensive test covering all materials that have been covered in sessions 1-7 and 9-12. Two (2) on-site tests will be comprehensive test covering all material that has been covered in session 8 (Hazardous Materials). Final exam and or Mid-term exam are inclusive of ALL material and require a minimum passing score of 75% is required.

### **Final Test**

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.

### **Overall Grading**

**The students overall grade will be comprised of the following:**

**Student CD Study Guide: 25%**

**On-Line Assessment Tests: 25%**

**On-site Test: 25%**

**Final Test: 10%**

**Skills Participation: 15%**

These grades will be averaged and a 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.

## **COURSE POLICY**

**Attendance:** Attendance is mandatory for all skills. Failure to attend may result in incompleteness of the class. Fire Academy Online will work with students to make up the 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.

**Refund:** 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.

**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 additional duties to make up the lost time.

**Transfer Fee:** Fire Academy online will not charge a fee to transfer students from one class schedule to another for the first transfer. Any additional transfer will be assessed a \$100.00 transfer fee.

## **Instructor**

The primary instructor for this program is Captain Eric Abbt. Eric Abbt has been involved with the Fire Service essentially his entire life and holds Master Certifications from the Texas Commission on Fire Protection in Suppression and Instructor. During his career he has promoted to Sr. Captain with the Houston Fire Department and previously served positions as Assistant Chief through Firefighter for other Texas cities, instructed the Associate Degree program for Houston Community College where he instructed Houston Firefighters for more than 12 years. He holds numerous fire and rescue certifications and memberships in Fire and Safety Organizations throughout the US and Canada. Eric Abbt obtained an associate degree in Fire Protection Technology and is currently pursuing a bachelor's degree in Fire Science at Columbia Southern University.

During your on-line portion of training Fire Academy Online Staff will be available to answer your questions, or assist you with any difficulties, which you may encounter. FAO staff may be contacted at the following email address: [fireacademyonline@yahoo.com](mailto:fireacademyonline@yahoo.com)

**Fast-Track:** After your completion of the on-line and CD portion, you will attend a twelve-day Skill Session and one (1) additional day for TCFP state exams, in which you will demonstrate mastery of the skills and objectives covered in the on-line and skills portion of this course.

**Saturday:** Complete online assignments prior to Saturday sessions. Each Saturday session will correspond to weekly assignments. TCFP exam will follow the last Saturday skills session in which you will demonstrate mastery of the skills and objectives covered in the on-line and skills portion of this course.

Fire Academy staff consists of veteran Houston Firefighters who are dedicated to student success. Mike Gibson and Chief Kelly Fisher are our Skills Session Instructors and will spend/oversee most days with students during the hands-on portion of training as well.

If you have a problem with the course content please contact Eric Abbt at the email address above and he will respond to your questions as quickly as possible.

If you have a question or problem concerning the registration or Skills Session attendance please contact Melinda Menchaca Abbt. Melinda can be reached at (281) 489-9221 or email address: [mel@fireacademyonline.com](mailto:mel@fireacademyonline.com)

## **Skills Session**

After successful completion of the on-line portion of training, the student shall attend a thirteen (13) day hands on Skills Session. It is the student's responsibility to arrive at the designated location by the designated time. Arrangements for airport pick-up are on the instruction sheet of the student CD.

Fire Academy Online will transportation to and from airports two (2) times during the skills session. Accommodations are available at drastically discounted prices at a local extended stay hotel. (19.00 per night)

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. By the end of the skills session many lifelong friendships will have been formed and you will have received but a small taste of the atmosphere around a fire station where your fellow fire fighters are your family and team.

### **State Examination.**

Skills test will be administered by FAO evaluators. They will establish various skill stations and each student will progress through these stations demonstrating proficiency. Failure of any skill could result in failure of the class.

On the last day of the skills session, a representative from the Texas Commission on Fire Protection will be present to administer the state examination. The state examination consists of up to 175 questions, starts at 1300hrs and last 3 hours. The representative from the Texas Commission on Fire Protection will monitor the overall activities.

The representative from the Commission will explain the process for looking up your test results and the certification process.

### **Requirements Physical / Physicians Exam**

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.

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

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 (0800). Exercise is recommended but optional. 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 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.

## **Room and Board**

During your attendance at the hands-on Skills Session, accommodations and transportation will be the responsibility of the student. If you have a personal vehicle, you will be allowed to utilize it to assist other students. Fire Academy Online will not be held responsible for any liability, damages, or expenses associated with the use of your personal vehicle.

Some meals will be provided at Fire Training Facility and hotel including breakfast and two (2) dinners at the hotel and a graduation dinner at the fire field. Students will be required to bring or supply their own food / snacks or any items they wish for their personal use. There are microwaves, stove, refrigerator and BBQ pits on the fire training grounds. In most cases, students will not leave the training grounds for lunch. If you have special needs or are allergic to any certain foods, please make sure that Melinda is made aware of these issues.

We recommend Extended Stay Hotels in Stafford Texas (281)240-0025 or [HSF@extendedstay.com](mailto:HSF@extendedstay.com) tell them you are with FAO for huge discount. (19.00 a night for shared room) use student forum to find room-mate.

## **Evaluations**

At the conclusion of the Fire Academy Online Basic Firefighter course, each student will have an opportunity to evaluate the entire program. During the hands on Skills Session, on the twelfth day, the Fire Academy final examination will be administered to all students. Upon completion of this final examination, each student will have an opportunity, utilizing Fire Academy Course Evaluation forms, to evaluate this entire program, including course content, instructors, materials, etc.

This evaluation process is very important to us in order for us to maintain the quality of program that we strive to provide.

## Equipment

### **Protective Clothing: Available through Rescate Resources**

Students may rent structural firefighting protective clothing utilizing any vendor they choose. Fire Academy Online has discounted prices of \$225.00 for the thirteen day academy. If a student brings his/her own gear, a letter from a authorized agent stating its current compliance must be on file with Fire Academy Online. Upon arrival at the Skills Session, a staff instructor will inspect each piece of equipment to verify that it complies with all NFPA standards and is permissible to use in training. This includes helmet with neck protection, hood, jacket, pants, gloves, boots, and eye protection (eye shield or goggles).

### **Clothing:**

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.

Classroom 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. 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.

### **Personal Items:**

Students are responsible to supply their own individual items for personal needs. If there are any questions pertaining to this matter, please contact Melinda at mel@fireacademyonline.com.

## On-Line Computer Access

To access the course please follow the following instructions. Our online program is a very advanced elearning program, which contains many capabilities that will make your progress through the course more enjoyable.

1. **Sign In:** The student shall go to: [www.fireacademyonline.com](http://www.fireacademyonline.com) and click “Log-in”

**After you log –in, you will be directed back to the homepage where you click “member”**

**This will take the student to the on-line learning page and will display:**

**ON-LINE ASSESSMENT ACTIVITIES AND TESTS:** At the conclusion of every Chapter there will be an icon indicating that there is an On-Line Assessment Test for that Chapter.

These tests are taken on-line, recorded, graded, and make up a portion of your overall grade. When you click on this prompt a page will display showing all of the on-line assessment tests. The student will locate and click on the appropriate one that they are prepared for at the time.

Tests involved in the on-line assessment tests will display the test question all at one time. When the student clicks on an answer selection for all questions, you should click the **Submit** button.

On the left side of the student screen a section response is displayed which shows that section has been completed. A green check mark will appear when you have completed each section clicked on the **Submit** button.

If for whatever reason it is necessary to log off before you have completed the entire test. When you return to that on-line assessment test, it will have registered that grade as if you submitted it. Contact Melinda so she can reset the exam.

If however, at any point in time you click the **Submit** button. A window will popup advising that you have failed to answer certain questions, or if all questions are answered it will ask if you are certain that you wish to submit. If you indicate that you are sure, it will record your responses, grade your test and you do not get a chance to change your answers or to take the test over. If you feel that something occurred and you are entitled to a retest, you should email Capt. Abbt at Fire Academy Online explaining the situation and he will make that decision.

There are a total of twelve on-line session tests covering the assessment of materials covered during the course presentation. There will also be occasional homework and extra credit e-mailed to the students. Short 5-10 sentence descriptions or opinion of current fire service related topic. Extra credit will only be at the request of the student.

Some chapters do not have any video clips, and some chapters have several. The subject matter and number of skills involved determines the amount of videos.

So, in summing up this explanation of the on-line portion, if you sign on, click on **Member/Student** and then click on the session that you are currently working on, you will move right through the course. NOTE: Start at session 1 and go through the sessions in order! **Self Tests** are for your benefit. **On-Line Assessment tests** must be completed and you only get one chance at them, so make it count.

Fast Track: Answer the CD questions on the answer sheets provided from the CD. All test will be graded in class and kept on file with FAO. The student should print ALL test for study/reference during the 2 week session.

**E-Mail:** The student may e-mail other students or use the forums and discussion in the member/student section of the classroom.

**Discussions:** You may use the student forum for any questions or comments you may have for other students. Or, perhaps while you are involved with the on-line portion, contact is made with the individuals you will be attending Hands on Skills Session and your friendships can begin prior to the hands on portion. Use this feature to develop relationships so students can make arrangements to share rooms and transportation. All questions concerning student/instructor relations should be sent to the instructors e-mail address, not student forum.

Each student will be able to utilize these various functions to make their participation in our program more effective and enjoyable.

We suggest that each student spend some time with these options and see what can assist in your course work.

If you have any questions, please contact us at [fireacademyonline@yahoo.com](mailto:fireacademyonline@yahoo.com) or at any of the above contact information.

[FireAcademyOnline.com](http://FireAcademyOnline.com)

**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. (As much as 24 hrs)**

**Fire Academy Online and Columbia Southern University have an agreement to offer students college credit for hours earned through the FAO Fire programs and 10% savings on tuition and registration. Contact FAO or CSU for details.**

