



# 2023-2024

## *Academic Catalog*

# ALABAMA FIRE COLLEGE

## AND PERSONNEL STANDARDS & EDUCATION COMMISSION



### Alabama Fire College and Personnel Standards and Education Commission

2501 Phoenix Drive, Tuscaloosa, Alabama 35405

Information: 1(800)241-2467 | [www.alabamafirecollege.org](http://www.alabamafirecollege.org)

Bookstore: 1(866)984-3545 | [www.afcbookstore.com](http://www.afcbookstore.com)

Normal operational hours for the Alabama Fire College main campus are Monday through Friday, 7 am to 5 pm. The bookstore is open 7 am to 4 pm, but hours may vary as needed.

The Alabama Fire College is accredited by the National Board on Fire Service Professional Qualifications (ProBoard) and the International Fire Service Accreditation Congress (IFSAC).

For an interactive map and directions to our main campus, Regional Training Centers, and Extension Training Centers, visit us online at [www.alabamafirecollege.org/map](http://www.alabamafirecollege.org/map).

#### **Mission:**

Our continuing commitment is to facilitate excellence in education, training, certification, and support services for the emergency response community.

#### **Vision:**

We, the Alabama Fire College, will be the answer to the needs of the fire and emergency service community.

**Rev. December 2023**



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# Personnel Standards and Education Commission

*The Alabama Firefighters' Personnel Standards and Education Commission was established by Section 36-32-2 of the Code of Alabama 1975 and is made up of seven appointed members. As of April 17th, 2012, the Governor and Lieutenant Governor each appoint one member. The Alabama Firefighters' Association, The Professional Fire Fighters of Alabama, Alabama Association of Fire Chiefs, and the Alabama Association of Volunteer Fire Departments each appoint one member. The State Fire Marshal serves as a member by virtue of his position. All appointees must receive confirmation from the Alabama Senate. Among other duties established by law, the Commission certifies individual firefighters meeting the minimum standards established, as well as training and education programs for the fire service in Alabama.*

**Chairman Scott F. Pilgreen**, began his career in law enforcement at Montgomery Police Department in 1979. While at MPD he served in the patrol, investigative, and training divisions. He joined the State Fire Marshal's Office in 1989 as a Deputy State Fire Marshal and was promoted to Assistant State Fire Marshal in 2006. Pilgreen is a 2002 graduate of the FBI National Academy, Session 210; a 2009 graduate of the Certified Public Manager Program and a 2015 Columbia Southern University graduate with a B.S degree in Criminal Justice. Governor Bentley appointed him to the Alabama Energy and Residential Code Council in March 2016. State Fire Marshal appointed by State Legislation. *Current Term Expires: No Expiration Date.*

**Vice Chairman William (Billy) Doss** has been in the fire service with Duncanville Volunteer Fire Department since March of 1987, and has been chief since 2001. He's been involved with the Alabama Association of Volunteer Fire Departments since the early 90's serving in several different positions. Currently, he's a District 3 Director, member of Alabama Joint Fire Council, on the Board of Alabama Firefighters Annuity and Benefit Fund, member of the Alabama Forestry Steering Committee, President of District 3 Firefighters Association and President of Tuscaloosa County Fire Protection Association. Commissioner Doss was appointed by the Lt. Governor in 2016. *Current Term Expires: 4/20/2024*

**Commissioner Josh Bryant** was appointed to the Commission in 2022 by the Alabama Association of Volunteer Fire Departments. He began in the fire service as an Explorer, then Telecommunicator before serving 16 years at Fultondale Fire and Rescue and attaining the rank of Captain. Bryant currently serves on the Fultondale City Council, as an active board member of several fire service organizations and associations, and as the Fire Marshal at Glennwood Fire District. He served as an Adjunct Instructor for the Alabama Fire College from 2010 until his appointment to the Commission and was recognized as Instructor of the Year in 2014. Bryant holds Associate Degrees from Jefferson State in Fire Science and Health Science; a Bachelors Degree from Athens State University in Public Safety and Health Administration; and a Master of Business Administration from the University of North Alabama. *Current Term Expires: 7/13/2026*

**Commissioner Allan Rice** was appointed to the Commission in 2022 by the Alabama Firefighters Association. He has been the City Administrator of Hoover, Alabama since November 2016 and was previously the Executive Director of the Alabama Fire College & Personnel Standards & Education Commission from 2007 to 2016. His career includes previous service with the City of Hoover Fire Department from 1992 to 2007. He has been a college program coordinator for fire science and emergency medical services, a consultant to the U.S. Dept. of Homeland Security, and a trauma and flight nurse. He is a past president of the North American Fire Training Directors and was a founding member of the Fire Service Occupational Cancer Alliance Steering Committee. Allan received a paramedic certificate and Bachelor of Science in Nursing from the University of Alabama at Birmingham and a Master of Public-Private Management from Birmingham-Southern College. *Current Term Expires: 2/12/2023*

**Commissioner Derrick Swanson** was appointed by Governor Kay Ivey in 2023 as the first African American to hold the position. Commissioner Swanson began his career as a Fire Medic with the City of Tuskegee then was promoted through the ranks to Fire Chief. From December 2007 to March 2015, he served as Regional Coordinator, Director of Emergency Medical Services, and Training Group Supervisor for the Alabama Fire College. From March 2015 to December 2020, he worked with the Macon County Sheriff's Office serving as Captain over Emergency Services. From December 2020 to March 2023, Commissioner Swanson served as City Manager for the City of Tuskegee. Commissioner Swanson has a Master of Science in Management, a Bachelor of Science in Human Resources, an Associate of Applied Science in Emergency Medical Services-Paramedic, an Associate of Applied Science in Fire Science, a current National Registered Paramedic, has knowledge from 25 State and National Pro Board Fire Certifications and is a 2023 graduate of the Alabama Public Safety Leadership Academy (APSLA). *Current Term Expires: 6/6/2027*

**Commissioner Derek Toxey** was appointed to the Alabama Fire College and Personnel Standards and Education Commission in 2020 and represents the Professional Fire Fighters of Alabama. He began his fire service career in 1993 at McAdory Volunteer Fire Department. He served with Birmingham Fire and Rescue Service from 1998-2002. He rose to the rank of Deputy Chief at McAdory Area Fire District between 2004-2016. Commissioner Toxey holds an Associates of Science degree from Jefferson State Community College and has Paramedic training from the Alabama Fire College. He currently serves with the Mountain Brook Fire Department as an Apparatus Operator. *Current Term Expires: 7/1/2024*

**Commissioner Brandy Williams** represents the Alabama Association of Fire Chiefs. She began her fire service career in 1995 with Moore's Mill Volunteer Fire Department. She was then hired by Madison Fire & Rescue in 1998 where she has served as Deputy Chief since 2016. She has a Master's Degree in Public Administration/Emergency Services Management from Columbia Southern University and completed the Executive Fire Officer Program at the National Fire Academy in 2019. She has been a member of the North Alabama Fire Chief's Association since 2016 and currently serves as the President. *Current Term Expires: 2/11/2026*



## Executive Director Matt Russell

For more than 62 years, the Alabama Fire College has delivered fire fighter training. As service demands on fire departments have expanded, the Fire College has developed EMS, hazardous materials, rescue technician, and other programs to meet those changing needs. The Fire College's capacity to adapt to these changes is directly attributable to the dedication and commitment of the full and part-time staff and to the guidance and direction of the Fire College's governing body, the Alabama Firefighters' Personnel Standards and Education Commission. Because local, state, and federal fire fighters entrust us with their training, we are obligated to ensure they receive the most comprehensive educational experience possible and that the training also exceeds national standards.

Alabama Fire College employees are committed to ensuring the services we provide and our facilities are impeccable. In order to positively impact our consumers, we will continue to gauge our performance against five core strategies:

- To provide excellent education and training
- To provide excellent customer service
- To support the Alabama fire service
- To promote higher education
- To ensure stewardship of public resources

We understand that you have choices regarding where you receive your fire service training and very much appreciate your consideration of the Alabama Fire College to meet those needs. If we may be of service to you or your organization, please do not hesitate to contact us.

Regards,  
Matt Russell,  
Executive Director

## Organization History and Overview

The Alabama Fire College and Personnel Standards and Education Commission is an educational institution with a rich history. An organized program of instruction for fire fighters has existed in Alabama since 1936. The first session of the Alabama Fire College was held that year and the following three years as a component of the Alabama Firemen's Association annual conference. In 1940, the Fire College program was moved to the University of Alabama campus under the auspices of the State Department of Education's former Trade and Industrial Division, where it continued to operate for eighteen years.

In 1955, the Alabama Legislature enacted a law that established the Alabama State Fire College as a separate state agency operating under the direct supervision of the State Superintendent of Education. The Fire College continued to provide educational offerings both on-campus in Tuscaloosa and through statewide extension efforts for another twenty-five years under this arrangement. In 1980, the State Board of Education formally placed the Fire College under the administrative control of Shelton State Community College as part of its Technical Division. By directive of the State Board, Fire College employees were appointed to the staff of Shelton State and were given the same benefits as other Shelton State employees.

In 1975, the Alabama Firefighters Personnel Standards and Education Commission ("the Commission") was created by legislative act. The intended functions and duties of this agency are enumerated in §36-32-5 of the Code of Alabama. At the time of this legislation, there was no formal link between the Commission and the Alabama State Fire College, or between the Commission and any educational institution, entity, or system.

The Alabama State Fire College began offering fire science courses for college credit on a statewide basis through the community college system in 1985. This marked a pivotal transition from strictly technical offerings to a more definitive academic orientation for the institution. Because these courses were now transcribed for college credit and thus, subject to the standards and guidelines of the Southern Association of Colleges and Schools, the Alabama State Fire College more fully assumed the general nature and character of a postsecondary institution in terms of operations and structure.

In 1988, the Alabama Legislature formally merged the Personnel Standards and Education Commission and the Alabama Fire College, and then granted the organization full autonomy and independent status in 2012. Today, the Alabama Fire College and Personnel Standards and Education Commission functions primarily as an educational institution with the Commission as its board of trustees. Once the Commission approves specific certification standards, Alabama Fire College staff implements the educational programs necessary to support the needs of the fire service. Presently, Alabama Fire College has 44 full-time employees and over 170 part-time employees and adjunct faculty. In addition to the main campus in Tuscaloosa, Alabama Fire College operates a network of 19 regional training and extension centers. In fiscal year 2016-2017, the Fire College provided educational offerings and training experiences to over 30,000 attendees.







# Campus Map

1. The drill tower is a multi-function prop used to demonstrate many facets of fire service responses. These facets include but are not limited to: high rise, multi-story, confined space, hose advancement, and rope rescue.
2. The vertical tank is used to train fire fighters in confined space, as well as liquefied petroleum (LP) gas fire suppression.
3. The burn pit and tree are used to teach fire suppression where LP gas is involved.
4. The burn building is used to train fire fighters about operations in a superheated and low visibility environment. It is also the second point of attachment in a rope rescue class as well as being used to train fire fighters in self-rescue.
5. The confined space pipes are designed to teach the rescuer to operate in a narrowly confined and ever-changing environment. There are ten entry points, as well as other parts of the drill field that are useful, such as the drill tower and the vertical tank.
6. The conex system is another live fire site in our training complex. It is designed as the culmination point of the recruit fire fighter training as the place where they first encounter live fire. Its functionality allows for the Alabama Fire College to teach recruits how to attack fire at-grade level, below-grade level, and above-grade level.
7. The collapse city prop is designed to allow the class that is taught in individual stations at Prop 13 to manage a scenario that employs all tactics to meet testing standards.
8. The vehicle extrication pad is to allow for training in a real world atmosphere where the vehicles are brought to the Alabama Fire College in a wrecked condition. Newer models are typically provided to allow for technological advancement (air bags, front and side) demonstration.
9. The Fire Investigator II lab is designed to allow the student to be able to secure search warrants and search a residence, vehicles, out-buildings, mail boxes, etc.
10. The in-ground trench is designed to teach the rescuer the hazards and complexities of collapse situations and still maintain safety. The students must utilize techniques taught to demonstrate competency in removing victims from the trench

after the safety equipment has been put into place and soil has been removed.

11. The Fire Inspector sprinkler lab (wet lab) is used to teach the Inspector students about differing types of annunciator panels, valves, and pump systems and how they are set up and operated.
12. The Fire Investigator lab is used to demonstrate to the new investigator burn patterns, evidence collection, photography and scene management. The rooms are lined with wall coverings and furnished as residential or office space. The room is burned, and the investigators determine origin and cause and collect evidence to support the findings.
13. 13A is the area of the drill complex that allows the students in structural collapse to hone a skill to shore an unstable structure or ceiling. The ceiling in the shoring building can be manipulated so that scenarios can be changed between student groups.  
  
13B is designed to teach cutting and tunneling in a building collapse to look for voids where live victims may be trapped.  
  
13C is a component of the structural collapse class that teaches lifting and moving to the student and how to use mechanical advantages to lift extremely heavy objects in unstable environments.
14. Building B features four bays that house fire apparatus in 8,500 sq. ft. of floor space. It also has three classrooms, seating 24 students each that can be expanded into one larger classroom for meetings and seminars. The maintenance area has four drive-in doorways and a mezzanine for storage space. It has an area for SCBA air bottle refill and SCBA repairs along with a turnout gear washing machine. The maintenance area also houses a training prop consisting of a fire alarm system, sprinkler system, and vent hood system for class study and hands-on demonstration.
15. The Auditorium was converted from the former apparatus bay into a 300-seat, multi-purpose class/event space.
16. Front entrance to the main building which includes: administrative offices, bookstore, and classrooms.

# Facility Locations

## Main Campus

The Alabama Fire College main campus is located at 2501 Phoenix Drive, Tuscaloosa, Alabama 35405 and resides on a well-groomed and spacious 37 acres. The first floor of the main building (40,135 square feet) houses 6 classrooms that are well-equipped to serve our students' needs. This includes a computer lab, distance delivery and video-conferencing capabilities, EMS lab, 300-seat auditorium, and a full service bookstore, as well as the necessary equipment and supplies to fulfill the objectives of each course. The second floor of the building houses the administrative offices and support services for the college. The technological needs of the instructors and the students are met through the widespread access of a campus-wide network system.

The Station features four bays that house fire apparatus in 8,500 square feet of floor space. It also has three classrooms, seating 24 students each that can be expanded into one larger classroom for meetings and seminars. Equipment at our facility is typical of any fire department throughout the U.S. to mitigate all types of fire and emergency services.

The drill field, immediately behind the college and surrounding area, is home to many fixed training props that serve the needs of the various programs of instruction. The burn building encompasses 2,920 square feet of training space while the drill tower offers 4,310 square feet of space.

## Regional Training Centers

The intent of the Regional Training Center (RTC) concept is that with ever-shrinking training budgets and the need for creditable and certified training, more necessary now than ever, Alabama Fire College, as a public service agency, has to meet our constituency where they are located. We have Regional Training Centers located around the State of Alabama, all with varying capabilities. Each location has demonstrated intent, capability, and a desire to partner with Alabama Fire College in support of our mission to facilitate excellence in education, training, certification and support services to the emergency response community.

\*Albertville

\*Anniston

Bay Minette

Birmingham

Daphne

\*Decatur

Dothan

Eufaula

Florence

\*Fort Payne

Fort Rucker

Huntsville

Mobile

\*Muscle Shoals

\*Opelika

Orange Beach/Columbia Southern University

\*Over-the-Mountain (Homewood, Hoover, Mountain Brook, Rocky Ridge, & Vestavia Hills)

Ozark

Prattville

Semmes

Shelby County (Calera)

Tallassee

Thorsby

\*VA Benefits are approved for these Regional Training Centers for Fire Fighter I/II and Fire Fighter Bridge Programs



## Certification Information

Alabama Fire College and the Personnel Standards and Education Commission are charged with the responsibility of certification of fire fighters and fire education programs in the State of Alabama and are guided by the Code of Alabama, the Administrative Rules and Regulations, and our certification policies and procedures. While our internal policies may not contradict either state law or the administrative code of Alabama, they serve to guide the staff on implementation of rules and ensure fairness in application. As part of the accreditation process, we disclose our practices to third-party accrediting agencies, who audit the organization periodically to assure compliance.

### Accreditation and Standards

The Alabama Fire College and Personnel Standards and Education Commission is accredited by the National Board on Fire Service Professional Qualifications (ProBoard) and the International Fire Service Accreditation Congress (IFSAC). Accreditation serves as an affirmation that the certification levels of the Alabama Fire College meet the standards of excellence as defined by the national accrediting body. The Alabama Fire College has been ProBoard accredited since 1983. In November 2005, AFC was successful in obtaining accreditation by IFSAC. In 2013, the International Code Council approved recognition of the Fire Inspector I and II courses. Alabama Fire College is not an academic degree-granting institution. The accreditation of Alabama Fire College's certification processes by ProBoard and IFSAC assures complete compliance with the procedures and criteria established by these accrediting entities. Alabama Fire College is proud to act as a certifying agent under their sponsorship. Currently, Alabama Fire College issues certification automatically and at no further charge to the individual upon successful completion of approved courses. Please visit [www.TheProBoard.org](http://www.TheProBoard.org) (individual accessible certification look-up); and [www.IFSAC.org](http://www.IFSAC.org) for more information.

### Academic Fraud and Dishonesty

Academic fraud or dishonesty will not be tolerated in any form during any type of evaluation. Students will be required to abide by the following Honor Statement:

*"I, understand that during any phase (academic or practical) of an Alabama Fire College course (coursework, evaluation, project, practical/skills exam, cognitive/written exam) cheating, in any form, is prohibited. Cheating, in any form, is acting dishonestly to gain an unfair advantage. Cheating includes: giving or receiving unauthorized aid on any assignment, quiz, or exam; plagiarism, using the ideas of another and declaring it as one's own; and stealing, taking without permission."*

During a certification exam, any of the following acts constitute academic fraud and could be subject to penalties, including but not limited to, dismissal from and failure of the examination: (a) Looking at another candidate's exam; (b) Talking to another candidate; (c) Possession of any device capable of recording or transmitting data, including but not limited to, photography and audio recordings; (d) Attempting to remove an exam from the room; or (e) Attempting to take an exam for someone else.

### Americans with Disabilities Act

Anyone needing special accommodations for certification programs and/or testing shall request such provision no less than seven (7) business days prior to the scheduled event. Requests must be submitted by the student along with the appropriate disability documentation on official letterhead and verified by an appropriate physician. Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

### Appeals/Rescore

Students may request an appeal in writing within 30 days of the testing event (written or skills). As a result of procedures in place to score and verify scores, students are not encouraged to request hand-scored answer sheets, as the equipment is checked for accuracy on a regular maintenance schedule.

### Audit

A student may choose to audit (no certification testing) a course at Alabama Fire College and receive a Certificate of Attendance. Once the declaration for audit has been filed and processed, the student will not be allowed to recant and test.

### Certification

Requirements for each certification course include specified Prerequisites, completion of course hours, and successful completion of the written and skills examinations. All certification paperwork must be completed and ALL required signatures, dates, hours, scores, topics, etc. received by the Certification Unit before certification can be awarded. Upon successful completion and receipt of the required paperwork, a certificate with the Alabama and applicable ProBoard seal and/or IFSAC seal will be emailed within a few weeks after testing. This certificate is automatically registered with these entities with no further application or fees needed for this recognition. Certifications cannot be issued to individuals with a felony conviction per Administrative Code 360-X-1.

### Course Delivery Designation

Courses are designated as Campus or Department delivery based on particular subject matter expertise or facilities required to teach the course. All delivery designations are approved in advance by AFC staff. For more information refer to our website under [Regional/Course Designation](#).

## Course Prerequisites

A student must meet all Prerequisites and forward the appropriate documentation to the Certification Unit prior to attendance. Prerequisites are listed on our website under the Training Program Course Description, Certification Course Information Chart, and syllabi. When a course requires certification as a prerequisite, accepted proof is a certificate from an agency accredited by either ProBoard or IFSAC. When the prerequisite is proof of training, a completion document signed by the agency that conducted the training or other verifiable documentation of that training is required. Certification candidates with incomplete prerequisite files, where certification testing has occurred, but the certifying agency certificate is pending, will be allowed to sit for the certification exam but will not be processed for certification until all documentation has been received by the Certification Unit.

## Privacy/Confidentiality

Alabama Fire College has established policies and procedures to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The examination scores are confidential. No actual scores will be given by telephone. Certificate information is deemed as a public record and can be conveyed to officials of a fire fighter's department unless the College is notified in writing on a yearly basis not to issue this information. A student desiring his/her grade to be released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be revealed. Please use the "[Transcript Release Form](#)" located on our website at [www.alabamafirecollege.org/transcript](http://www.alabamafirecollege.org/transcript) in order to receive transcript of training.

## Recertification

Any individual who was previously issued Fire Fighter I certification by the Commission, and whose Fire Fighter I has expired, may be re-certified by successfully completing a Fire Fighter Recertification Course as prescribed by the Commission. Visit our web page at [How Do I Reinstate My Fire Fighter I certification?](#)

## Reciprocity

The State of Alabama requires a minimum number of training hours to serve as a fire fighter. Individuals seeking employment in Alabama as a fire fighter who have prior training to the Fire Fighter I level may apply for Reciprocity. Visit [How do I transfer my certification training?](#) for more information.

## Retest Policy

Students have the opportunity for a retest to be taken after thirty (30) days from the original test date and within one year of the course completion date. Any student who fails to complete the required examinations within twelve (12) months of course completion must complete the course again to sit for another test. Students appearing to take a retest must show a driver's license or other acceptable photo identification. Open Testing (Initial and Retest) is conducted at the Alabama Fire College Campus, please see our web page [Schedule a Certification Exam](#) for test dates. Students should contact the Certification Unit to schedule a test at least one week prior to the desired test date. Department of Defense and Out-of-State students that need alternate testing arrangements should visit [Schedule a Certification Exam](#) for more information. Retests may be given in conjunction with other regularly scheduled certification tests and the request should be routed through the appropriate regional personnel. Please refer to our Regional Map section on our website at [www.alabamafirecollege.org/regional](http://www.alabamafirecollege.org/regional). EMS exams may be made up at the discretion of the instructor or the EMS Program Manager.

## Skills Examination

The skill component of a course is completed through skills testing or project completion. Skills evaluations are required for certification per course and administered by trained Alabama Fire College Regional Personnel/Proctors & Evaluators. Practical Exam Materials (Skills and Project packages) are available on our web page under the Training Section Course Description page per course. Cell phones and electronic communication devices are not allowed in the skills testing area. All certification courses meet and/or exceed the applicable NFPA requisite knowledge and requisite skills requirements. Candidates will be required to skills test a minimum of 25% of the total skills (JPRs) for the certification level in order to gain certification.

## Standard of Training

Alabama Fire College uses the Fire Service Professional Qualifications Standards of the National Fire Protection Association (NFPA) for the basis of all certification training. The complete current standards are on file in Alabama Fire College's Certification Unit. Visit [www.nfpa.org](http://www.nfpa.org) for current standards and updates.

## Test Administration

Written and skills examinations are routinely administered at the end of each certification course at the training location by an official Alabama Fire College Proctor and Evaluator(s). Written examinations are administered only to individuals that have met all course requirements, including all Prerequisites and course hours. Proctor procedures are followed in a uniform manner regardless of testing site.

## Test Development, Security, and Analysis

Every question on the written examination is cross-referenced in the appropriate teaching outline, reference text, and correlated to the national standard to ensure it is covered in-depth in the course. Test questions are purchased from nationally accredited test bank providers or developed in-house by subject matter experts. Multiple versions of the written examination are developed for each certification level. Security checks are in place to ensure the accuracy of the scoring process. Analysis of exam questions is completed routinely after test administration.



### **Test Eligibility**

A student must complete all portions of a certification course, both classroom and practical, to be eligible for certification. It is the responsibility of the host fire chief/course coordinator/instructor to ensure that every student meets ALL attendance and skill requirements for certification courses.

### **Test Preparation**

In order to avoid the need for a retest, students are urged to purchase the required textbooks and begin reading prior to the start of the course. Course syllabi should be used as a reference of topics and learning objectives that will be covered during the course. Additional study each night between classes further prepares students for the written exam. Students should also pay close attention to the instructor's teaching outline, slide presentation, and should take notes during class. Many courses have online components that provide further study materials.

### **Test Results**

GRADES ARE NOT RELEASED OVER THE PHONE. Results are released after processing in order, as received by the Unit (approximately 7-10 days after receipt) if all course paperwork is also received. Please note that final scores for project-based courses (Fire Department Safety Officer: HSO and ISO; Fire Inspector III; Fire Instructor I, II, III; Fire Officer I-IV); Hazardous Materials: Incident Commander; Public Fire and Life Safety Educator I, II) will take additional time to process due to the evaluation of the projects by the Certification Unit. Students will receive an email containing the certification eligibility results. This email is the first step in the notification process. If applicable, a certification certificate will be processed within approximately 30 days, if appropriate prerequisite, paperwork, and skills information have also been provided.

### **Written Examination**

The written examination is administered at the end of each certification course by an official Alabama Fire College Proctor. Written examinations allow one minute per question. Cell phones and electronic communication devices are not allowed in the testing room. Test items are multiple choice or matching type questions. Your test instructions will contain sample questions.

\*Refer to the Certification Manual for more information regarding specific policies. To obtain a copy, please contact us at [certification@alabamafirecollege.org](mailto:certification@alabamafirecollege.org) or visit us online at [www.alabamafirecollege.org](http://www.alabamafirecollege.org).

# Student Policies

Compliance with these rules and guidelines is the student's responsibility. We urge you to familiarize yourself with the content. If there is any part you do not understand, please request an explanation from a staff member.

## Absence Policies

Unless special permission is received from the Training Section Chief, students are not permitted to miss any portion of a course. Failure to comply will result in dismissal from the course. Reasonable emergency leave may be allowed for legitimate reasons. In a certification course, students must attend all classes to be certified.

**Fire Programs:** Unless special permission is received from the Training Section Chief, students are not permitted to miss any portion of a course. Failure to comply will result in dismissal from the course.

**EMS Programs:** Students cannot miss more than 10% of the total scheduled classroom hours. Students absent for more than 10% of those hours will be dropped from the program.

## Academic Fraud/Dishonesty

Students are expected to do original work for all assignments. Cheating is defined as "the giving or receiving of aid (whether written, oral, or otherwise) in order for a student to receive undeserved credit on classwork, homework, tests, or any other assignment that is his/her own responsibility." Plagiarism involves stealing another person's work and claiming it as one's own. It occurs whenever one directly copies another person's intellectual effort and integrates it into his/her classwork without giving proper credit to the author. Paraphrasing is defined as "a restatement of a text or passage giving the meaning in another form." When one paraphrases but intentionally omits authorship of the work, this, too, is a serious violation of academic dishonesty. Academic dishonesty will not be tolerated in any form during any type of evaluation. Candidates are held to the highest degree of conduct. The Alabama Fire College takes the issue of cheating and unethical conduct seriously and all incidents will be investigated.

## Accommodations for the Disabled

It is the policy of the Alabama Fire College to comply with the provisions of the Americans with Disabilities Act (ADA). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service, or activity offered by AFC. The ADA requires that all programs, services, and activities, when viewed in their entirety, be readily accessible to, and usable by, qualified individuals with disabilities. Students with disabilities who wish to request an accommodation under the ADA should contact the ADA Accommodations Coordinator at AFC, who serves as the disability coordinator.

## Admissions Criteria

To be admitted to any program or course at Alabama Fire College, a prospective student must contact Registration, complete an Alabama Fire College application, and submit payment for the course/program. In addition, all prerequisites for the course program must be met, and proof must be presented to the Certification Unit before certification testing can be administered.

For the Fire Fighter I/II, and EMS courses, students must contact Student Services, complete the application, submit payment, and submit all required paperwork to be officially enrolled. Applications are accepted on a first-come basis. Health records must be current during the full term for which the student will be enrolled.

In order to attend the Alabama Fire College, students must be either a U.S. citizen or a non-citizen U.S. national, native to U.S. territories. At this time, Alabama Fire College is not accepting non-immigrant students.

### The Alabama Fire College will accept:

**US citizens:** a person born in the contiguous US, the District of Columbia, Alaska, Hawaii, Puerto Rico, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands.

**Non-citizen:** US national (US non-citizen- a person who is born in an outlying possession of the U.S. including American Samoa or Swain's Island.)

### The Alabama Fire College cannot accept:

**Non-immigrant students:** (students who are not U.S. citizens or who are not non-citizen U.S. nationals.) Explanation: In order for an academic or vocational institution to accept non-immigrant students, the institution must apply through the Department of Homeland Security to be a Student and Exchange Visitor Program school (SEVP). This is cost prohibitive to Alabama Fire College due to the minimal number of non-immigrant students who apply for courses at the AFC.

**Alternative:** If a non-immigrant student wishes to receive IFSAC or ProBoard certification, the Alabama Fire College may be willing to travel outside the U.S. to deliver the training.

### All courses are subject to following the guidelines:

- Must be 18 to enter the course (Exceptions: Emergency Care Provider and Volunteer Firefighter through an approved Alabama Fire College and State Department of Education CTE Program)
- High school diploma or equivalent may be required for some courses
- Current valid driver's license



- Completed registration form and/or application packet
- Course Prerequisites

### **Additional admissions requirements for Fire Fighter I/II and EMS programs**

- AFC Physical Statement Form, from a licensed practicing physician, or such designee, within the last twelve (12) months. (Fire Fighter I/II, Bridge and Certified Volunteer Fire Fighter)
- Successful completion of CPAT (Certified Fire Fighter I/II and Bridge)
- Cleared criminal background check
- Negative drug screen check
- Healthcare Provider CPR Card (EMT, AEMT, and Paramedic students)
- Current/pending Alabama EMT license by Clinical Orientation (AEMT students)
- Proof of Tetanus/Booster vaccination cannot be over 10 years old (EMS students)
- Provide a copy of Mumps, Measles, Rubella (MMR) vaccination or titer (EMS students)
- Tuberculosis (TB) skin test within the past 12 months. If tested positive, the student must have a clear chest x-ray. (EMS students)
- Medical exam form within the past 12 months (EMS students)
- Current/pending Alabama AEMT license by Clinical Orientation (Paramedic students)
- Paramedic Entrance Exam (Paramedic students)

### **Additional Prerequisites for Bridge Program**

- Hazardous Materials/WMD: Awareness and Operations (to include Chapters 6.2 and 6.6 of NFPA 472/wo72), Certification from IFSAC or ProBoard
- Certified Volunteer Fire Fighter, IFSAC or ProBoard
- Successfully completed a Fire Fighter Proficiency Exam, conducted by Alabama Fire College
- Candidate shall produce an affidavit certifying 30 hours of continuing education per calendar year as indicated in 360-X-1(d)(2) General Regulations and Administrative Procedures of the Alabama Fire College and Personnel Standards Commission.

### **DoD Policy**

The Alabama Administrative Code limits federal fire fighters who are not Alabama residents or are not a volunteer at an Alabama fire department, from attending department or campus delivery courses without paying tuition.

The following is an excerpt from the Alabama Fire College and Personnel Standards and Education Commission Administrative Code Chapter 360-x-1: *Attendance of certification courses taught at locations other than the Alabama Fire College shall be restricted to members of Alabama state, county, and municipal agencies, except where courses are established through the AFC Industrial/DoD Programs Division or by an articulation agreement with a post-secondary institution.*

### **Appeal and Grievance Procedures**

- **Appeal Procedures:** If a student is dissatisfied with a decision or action of a member of the faculty or staff, he/she may appeal that decision using the procedures outlined in this section. Appeals fall into the following areas: grade appeals, academic termination (dismissal) appeals, and adverse action appeals. If, after attempting to follow the steps below, a student believes he/she did not receive the appropriate due process or if the matter in dispute does not fall into one of these three areas, the student may file a grievance or complaint in accordance with the provisions in the following section.
- **Grade Appeal Procedure:** A student who has a dispute with an instructor's grading on a test, assignment, or the final grade in a course must follow the steps outlined below:
  - The student must first try to resolve the difference with the instructor involved. If the instructor agrees to the student's request, the instructor will make the appropriate change in the grade book or submit a grade change through the Training Section Chief. If the student agrees with the instructor's decision, the matter is dropped.
  - If a satisfactory solution cannot be reached between the student and the instructor, the student may submit a written grade appeal to the Training Section Chief. A grade appeal must be made within two weeks for an exam and within 30 days of grade issuance for a course. The Training Section Chief will investigate the facts of the case and make a decision in writing regarding the grade within seven days of receiving the appeal.
  - Normally, the decision of the Training Section Chief regarding a grade appeal is final. However, if the student still feels a satisfactory solution has not been reached, the student may submit a further written appeal to the Executive Director. Appeals to the Executive Director must be submitted within 30 days of the Training Section Chief's decision. The Executive Director's decision will be made in writing within seven days of receiving the appeal and will be final.
- **Adverse Action Appeal Procedures:** Adverse actions are disciplinary actions due to a student violating student conduct policies or academic honesty standards. These can include termination, suspension, probation, or other academic penalty. An example of "other academic penalties" could be the awarding of a zero on a test or assignment or assignment of an "F" (failure) in a course. All adverse actions take effect immediately when imposed by the appropriate instructor or administrator, but they are subject to appeal. If the student disputes the basis for an adverse action, the student may appeal the action with the following procedure:
  - A student appealing an adverse action must submit a written statement with supporting evidence (if any) disputing the basis of the

adverse action to the Executive Director. The Executive Director will investigate the facts of the case and render a final decision in writing within seven days.

- If a suspension has already taken place and the course(s) is/are still ongoing and, upon appeal, reversed by the Executive Director, the Alabama Fire College will provide reasonable assistance and time for the student to make up missed material, tests, or projects, all of this being on the basis that such extra time or instruction is practical in the sole judgment of the AFC. In the event a student has already been terminated or suspended and the course(s) has/have ended, the student will be allowed to retake, at no cost, any courses that were interrupted by a termination or suspension that was reversed upon appeal.
- **Complaint Procedures:** Every student has the right to file a grievance/complaint about any procedure at the College, any action taken by an official of the Alabama Fire College, any failure by officials to properly follow the appeals procedures outlined above, or any perceived discrimination on the basis of sex, religion, color, creed, national origin, disability, age, marital status, or sexual orientation. Grievances or complaints may be filed orally or in writing to the Executive Director or in case of his absence, the procedure listed below.
- Grievances and complaints may be addressed to the senior person in the office to which the matter pertains (i.e., to the Training Section Chief, Certification Unit Leader, etc.), or they may be presented to the Executive Director.
- Grievances and complaints should be filed within 15 calendar days of the occurrence of the matter about which the grievance or complaint is being made. Grievances and complaints, whether oral or written, should describe briefly, but completely, the nature of the grievance or complaint and the solution sought.
- Grievances and complaints addressed to an official of the Alabama Fire College other than the Executive Director may be resubmitted to the Executive Director if the complainant is not satisfied with the resolution. In such cases, it must be in writing. The Executive Director will attempt to render a decision within seven days of receipt of the grievance/complaint, and the decision will be in writing.

### Attendance Policies

Attendance will be recorded at every class or lab meeting at the beginning of class and after long breaks for required hours. For a week long certification course, students are required to attend all sessions to obtain certification. For VA students, it is especially important because they will receive benefits only for those days in attendance.

- **Special Policy: Fire Fighter I/II:** Students are expected to attend all classes. Failure to appear in class for a scheduled activity will be considered an absence, unless prior permission is received from the instructor. For any absence to be excused and makeup work to be allowed, it must be accompanied by a written description of extenuating circumstances.
- **Department Delivery:** To qualify to attend department delivery courses, students must be Alabama residents or a member of an Alabama fire department.

### Background Check and Drug Testing

1. Rotational sites may require a background check and/or drug testing prior to the scheduled student visit.
2. Students may be subject to drug and/or alcohol screening in conjunction with the rotational classes. A positive result from a screening could result in dismissal from the program.
3. A student convicted of a felony or a misdemeanor other than a minor traffic violation for which a pardon has not been granted:
  - May not be able to work in rotational sites in the program (and thus would not be able to complete the program).
  - May not be able to obtain a license from the state, even if the program is completed.
  - May not be able to secure a job, even if licensed.

\*If there is an accident with an apparatus or an injury on campus, there is an automatic drug testing of the individuals in question.

### Campus Security

Any individual on campus may be required to show identification upon request.

- **Building Security:** The building is on a schedule to be locked down automatically at designated times. This schedule is set to secure all staff and students from exterior threats. The times can and will be changed randomly for security purposes. Students are expected to attend class per the established times because the hours of attendance must be documented for accountability.
- **Traffic/Parking:** Students are expected to observe ALL posted speed limits while driving. If the student is caught speeding, the student is not to use his/her participation in an Alabama Fire College course/event as an excuse. Students are expected to abide by the parking regulations of the Alabama Fire College and respective community. Students must park on the side of the building in the designated parking area at the Fire College and other respective host sites. Students will not park in front of the building at the Fire College.
- **Personal items:** The Fire College will not assume any responsibility for loss, theft, or damage of personal items.

### Cancellation Policy

The Alabama Fire College reserves the right to cancel or postpone any course. Courses that do not meet the minimum registration may be canceled two (2) weeks prior to the start date. When a course is scheduled and advertised, there is no guarantee that the course will be delivered. Courses canceled due to inclement weather or other situations may be rescheduled.



## **Cell phones**

Because cell phones can be used in class as an educational tool and resource, they are permitted to be on the student's person. They will be used in this capacity until ONLY the Instructor advises their use. Anytime a cell phone becomes a distraction in class, the use of the devices will be banned. The cell phone must be on vibrate or off at the Instructor's discretion. Cell phones will be OFF for all quizzes and exams. They will be left on the front table in the Computer Lab and retrieved afterwards. AFC and its instructors are not responsible for securing any items brought to class. If instructors notice anything valuable, they will have the student remove the item from the classroom and secure the item in the student's vehicle.

## **Changes to the Catalog**

Curriculum, policies, and other matters discussed herein are subject to change at the discretion of the Alabama Fire College.

## **Class Schedule**

Students will be advised of the schedule and class meeting times. Special night evolutions will be scheduled for some courses. Students should refer to their class syllabus for a daily schedule.

## **Classroom Demeanor**

Students are required to maintain classroom cleanliness. No tobacco products of any kind will be permitted in classrooms. Each student is responsible for the removal of trash from his/her area. Students are expected to be courteous to others while in class, show a willingness to respond to questions and participate in class discussions, and exhibit a lively interest in the subject matter. The Alabama Fire College has a "zero tolerance" policy for disruptive class behavior. Since enrollment in the Alabama Fire College is by choice, students who fail to demonstrate common courtesy and cooperation in the classroom are choosing, by their behavior, to cancel their enrollment.

## **Computing Resources**

This policy provides guidelines for the appropriate and inappropriate use of the computing resources at the Alabama Fire College. The computers, related equipment, software, data, and local area networks are intended to be used for its programs of instruction, research, and to conduct the legitimate business of the AFC.

Users should use these resources in an effective, ethical, and legal manner. Usage must be in accordance with applicable AFC procedures and applicable state and federal laws including the Federal Computer Abuse Amendment Act of 1994, the Federal Electronic Communications Privacy Act, and the U. S. Copyright Act.

Policy violations may include:

- Harass, threaten, or otherwise cause harm to specific individuals or classes of individuals
- Impede, interfere with, impair, or otherwise cause harm to the activities of others.
- Download, post, or install to computers or transport across networks material that is sexually explicit or offensive or material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of AFC contracts
- Recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information.

## **Conduct and Discipline**

The Alabama Fire College has a "zero-tolerance" policy for disruptive classroom behavior. Immoral or disorderly conduct will not be condoned. Profane, obscene, vulgar, or indecent language will not be tolerated. Minor infractions committed by students will be corrected by the Fire College Staff. Conduct detrimental to the Fire Service on or off campus will not be tolerated. We will investigate any complaints by motels, restaurants, or other persons. If the complaint is valid, the student will be dismissed and his/her agency will be notified. Student enrollment in the Alabama Fire College is by choice; therefore, students who fail to demonstrate common courtesy and cooperation in the classroom are choosing, by their behavior, to cancel their enrollment.

Restrictions include but are not limited to:

- Visitors, including children, are not allowed in the classroom.
- Cell phones will not be used during class, lab, or clinical.
- All phones, beepers, or other devices must be turned off while in class, lab, or rotations.
- No tobacco products of any kind, to include chewing tobacco, will be permitted inside the Alabama Fire College buildings or in front of the building.
- Continuously returning to class late from breaks.
- Disrespectful, vulgar, or disruptive language and other undesirable activity are prohibited.

## **Dress**

Students attending classes at the Alabama Fire College must choose their attire to be appropriate according to the circumstances. Students should refer to the course syllabus for guidance on what activities are planned for each instruction day and whether the activities are indoors or outdoors to determine student's choice of attire. Dressing for safety is the overriding concern. Comfort is a consideration. When dressing for the summer season, students are reminded that short shorts, tank tops, and open-toe shoes are not permitted in classrooms or on the drill field. T-shirts or other clothing with offensive wording or artwork are not permitted. Common courtesy to other students is expected in the choice of attire. Drill field activities will require clothing to be worn that is appropriate for the activity and the season.

## **Drop/Add Policies**

- A student cannot be added after the first day of class without special permission of the EMS Group Supervisor or the Training Section Chief.
- For an EMS course, the class cannot be dropped without withdrawing from the program.
- A student who wishes to withdraw from a must do so officially in the office of Registration and the paperwork will be forwarded to the EMS Group Supervisor or the Training Section Chief.

## **Emergencies**

Classes are not dismissed and will resume when notified that the danger has passed.

- Fire
  - Alarm will sound.
  - All faculty, staff, and students should proceed to the nearest exit and move to the grassy area by the lake.
  - The Instructor will take accountability by verifying all students on the class roster have left the building.
- Tornado/Weather
  - Notification will be given.
  - All faculty, staff, and students should proceed to the interior hall on the first floor away from any windows.
  - Everyone should stay in the interior halls until the "All Clear" is given by a representative of the Fire College.
  - DO NOT GET INTO A VEHICLE!
- Suspicious Package or Envelope, located on the interior or exterior of the building:
  - DO NOT touch, shake, or empty the contents of any suspicious package or envelope.
  - Contact faculty or staff and tell them the location; they will contact Campus Security.
  - Leave the room and close the door.
  - Instructors: Move class to the grassy area by the lake. Make a list of who was in the class or office with name and phone number. If a powder is present, DO NOT clean-up the powder.

## **Firearms**

Possession of firearms on Alabama Fire College property is limited to sworn local, state, or federal law enforcement officers. All others are expressly forbidden to possess firearms on AFC property unless specifically authorized to do so by the Executive Director.

## **General Admissions Criteria**

Compliance with these rules and guidelines is the student's responsibility. We urge you to familiarize yourself with the content; and if there is any part you do not understand, please request an explanation from a staff member.

To be admitted to any program or course at the Alabama Fire College, a prospective student must contact Registration, complete an Alabama Fire College application, and complete payment for the course/program. In addition, all pre-requisites for the course/program must be met and proof must be presented to the Certification Unit before certification testing can be administered. For resident and Regional Training Centers, Fire Fighter I/II, and Resident EMS courses, students must contact Student Services, complete the application, submit payment, and submit all required paperwork to be official enrolled. Applications are accepted on a first-come basis with payment to secure a spot in a course. Health records must be current during the full term for which the student will be enrolled.

All courses are subject to following the guidelines inherent to specific programs.

## **Privacy of Records**

Students who are seeking admission to Alabama Fire College are required to submit an application, academic, health, medical, and related information to the program's office.

All information submitted to the program/division office becomes the property of that office and is held in confidence.

Students are encouraged to maintain copies of the health, medical, or related information submitted for future reference (i.e. medical exam record, immunization record, CPR records, etc.).



## Grading Policy and Scale

**Fire Science Courses (FSC) Grade Scale:** The minimum passing grade is 70-100 in each course.

- A (90-100) Excellent
- B (80-89) Good
- C (70-79) Average
- F (FSC Courses: Anything below 70 or the minimum passing grade for the course)
- F (EMS Courses: Anything below 80 or the minimum passing grade for the course)
- I (Incomplete)
- WP (Withdrew from class Prior to start)
- WM (Withdrew from class mid-course)
- WA (Withdrew within two (2) weeks prior to the beginning of course)

**EMS Program:** To pass an EMS course, the student must make: (1) an 80-100 overall average in the class and (2) at least an 80 on the final exam. To be eligible to sit for the National Registry Certification Exam, the student must: (1) pass the class and final exam as stated above, (2) complete all assigned rotations by the required deadline and (3) pass the final skills testing. (Except for ECP 099, this will have a 70 as the minimum passing grade.)

**Satisfactory Progress:** For fire-related courses, if a student fails the certification test, he/she has one additional opportunity to pass the certification test. If a student fails to pass the second test attempt, the course will have to be repeated to be eligible to sit for the certification exam. In the EMS Programs, if a student fails a course, he/she must wait until the course is taught again to proceed with the program.

## College Credit

Alabama Fire College is not an academic degree-granting institution. Alabama Fire College is accredited through two national accrediting associations (ProBoard and IFSAC) to grant non-academic training certifications. **No transfer of College Credit:** As a non-degree granting institution, Alabama Fire College courses are based on national certification and licensure.

## Appeal and Grievance Procedures

**Appeal Procedures:** If a student is dissatisfied with a decision or action of a member of the faculty or staff, he/she may appeal that decision using the procedures outlined in this section. Appeals fall into the following areas: grade appeals, academic termination (dismissal) appeals, and adverse action appeals. If, after attempting to follow the steps below, a student believes he/she did not receive the appropriate due process or if the matter in dispute does not fall into one of these three areas, the student may file a grievance or complaint in accordance with the provisions in the following section.

**Grade Appeal Procedure:** A student who has a dispute with an instructor's grading on a test, assignment, or final grade in a course must follow the steps outlined below:

- The student must first try to resolve the difference with the instructor involved. If the instructor agrees to the student's request, the instructor will make the appropriate change in the grade book or submit a grade change through the Training Section Chief. If the student agrees with the instructor's decision, the matter is dropped.
- If a satisfactory solution cannot be reached between the student and the instructor, the student may submit a written grade appeal to the Training Section Chief. A grade appeal must be made within two (2) weeks of an exam and within thirty (30) days of grade issuance for a course. The Training Section Chief will investigate the facts of the case and make a decision in writing regarding the grade within seven (7) days of receiving the appeal.
- Normally, the decision of the Training Section Chief regarding a grade appeal is final. However, if the student still feels a satisfactory solution has not been reached, the student may submit a written appeal to the Executive Director. Appeals to the Executive Director must be submitted within thirty (30) days of the Training Section Chief's decision. The Executive Director's decision will be made in writing within seven days of receiving the appeal and will be final.

**Adverse Action Appeal Procedures:** Adverse actions are disciplinary actions due to a student violating student conduct policies or academic honesty standards. These can include termination, suspension, probation, or other academic penalties. An example of "other academic penalties" could be the awarding of a zero on a test or assignment or assignment of an "F" (failure) in a course. All adverse actions take effect immediately when imposed by the appropriate instructor or administrator, but they are subject to appeal. If the student disputes the basis for an adverse action, the student may appeal the action with the following procedure:

- A student appealing an adverse action must submit a written statement with supporting evidence (if any) disputing the basis of the adverse action to the Executive Director. The Executive Director will investigate the facts of the case and render a final decision in writing within seven (7) days.
- If a suspension has already taken place and the course(s) is/are still ongoing and, upon appeal, reversed by the Executive Director, Alabama Fire College will provide reasonable assistance and time for the student to make up missed material, tests or projects, all of this being on the basis that such extra time or instruction is practical in the sole judgement of AFC. In the event a student has already been terminated or suspended and the course(s) has/have ended, the student will be allowed to retake, at no cost, any courses that were interrupted by a termination or suspension that was reversed upon appeal.

**Complaint Procedures:** Every student has the right to file a grievance/complaint about any procedure at the College, any action taken by an official of Alabama Fire College, any failure by officials to properly follow the appeals procedures outlined above, or any perceived discrimination on the basis of sex, religion, color, creed, national origin, disability, age, marital status, or sexual orientation. Grievances or

complaints may be filed orally or in writing to the Executive Director, or in case of his absence, the procedure listed below.

- Grievances and complaints may be addressed to the senior person in the office to which the matter pertains (i.e., to the Training Section Chief, Certification Unit Leader, etc.), or they may be presented to the Executive Director.
- Grievances and complaints should be filed within fifteen (15) calendar days of the occurrence of the matter about which the grievance or complaint is being made. Grievances and complaints, whether oral or written, should describe briefly, but complete, the nature of the grievance or complaint and the solution sought.
- Grievances and complaints addressed to an official of Alabama Fire College other than the Executive Director may be resubmitted to the Executive Director if the complainant is not satisfied with the resolution. In such cases, it must be in writing. The Executive Director will attempt to render a decision within seven days of receipt of the grievance/complaint, and the decision will be in writing.

**Complaint Policy for Students Receiving VA Education Benefits:** Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

### **Withdrawal/Refund Policy**

Students who register for courses and fail to attend will be charged full tuition. To receive a full refund, withdrawals must be received in writing to Registration ([registration@alabamafirecollege.org](mailto:registration@alabamafirecollege.org)) at least two weeks prior to the beginning of class. Students will receive full refunds for courses canceled by the Alabama Fire College.

- Fire Fighter I/II/Bridge: Written withdrawal request must be received prior to Orientation in order to receive a full refund of tuition. An early withdrawal penalty of \$175 is charged for after Orientation has been held and before the first day of class. No refund will be given for uniform costs if garments have been worn or the tags have been removed. Prorated PPE rental fees, if applicable, will be refunded based on withdrawal date. Hotel accommodation (for on-campus students only) refunds will be prorated based on the date of withdrawal. Tuition will be refunded as follows:
  - Students, both FF I/II and Bridge, withdrawing during the first week of class, will receive a 75% tuition refund.
  - Students, both FF I/II and Bridge, withdrawing during the second week of class, will receive a 50% tuition refund.
  - Tuition refunds will not be granted to FF I/II or Bridge students withdrawing during or after the third week of class.
- EMS (EMT, Advanced EMT, or Paramedic): An early withdrawal penalty of \$175 is charged after Orientation has been held and before the first day of class. No refund will be given for uniform costs if garments have been worn or the tags have been removed. Tuition will be refunded as follows:
  - Students withdrawing during the first week of class will receive a 75% tuition refund.
  - Students withdrawing during the second week of class will receive a 50% tuition refund.
  - Tuition refunds will not be granted to students withdrawing during or after the third week of class.

## **Information for Veterans**

Alabama Fire College is committed to serving our veterans! Our VA Counselors will assist veterans and dependents of veterans with information concerning any education benefits for which they qualify. Alabama Fire College is a non-degree granting institution; as a result, veterans receive benefits according to the number of required clock hours they attend each week. Benefits are not calculated on semester hours.

Alabama Fire College is approved to accept VA benefits for selected fire science and EMS courses. It is an honor for us to provide this service to our veterans. These benefits include Post 9/11, VA Vocational Rehabilitation, the Montgomery GI Bill®, and the Dependents' Educational Assistance (DEA) program. Currently, we are not approved for the DOD Tuition Assistance Program.

The student must send all required documentation to Alabama Fire College 2501 Phoenix Drive, Tuscaloosa, AL 35405, email [varegistration@alabamafirecollege.org](mailto:varegistration@alabamafirecollege.org) or fax the information to (205)391-3757 in order to use his/her benefits at Alabama Fire College. For more information and office hours please call 1(800)241-2467 and ask for a VA Counselor.

### **Courses Approved for VA Benefits**

Fire Fighter Bridge, Fire Fighter I/II, Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic.

All official transcripts must be submitted prior to the student beginning their training. This includes the high school or GED transcript. In addition to transfer credit, all veteran students are required to submit a military transcript to be evaluated for transfer credit. If prior training has been completed at another facility or military, appropriate credit will be granted. The subsequent training hours and tuition will be shortened to reflect prior training.

### **Non-College Degree Institutions**

If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per-week vary, and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates of the course.

VA full-time pay occurs when a student completes eighteen (18) clock hours, if classroom instruction predominates and twenty (22) clock



hours, if shop practice predominates. The clock hour measurement for all approved programs measured and paid by clock hours, is listed on the WEAMS (Web-Enabled Approval Management System) website. <https://inquiry.vba.va.gov/weamspub/buildSearchCountryCriteria.do>

Currently Fire Fighter I/II and Fire Fighter Bridge programs are approved for courses attended at the AFC Main Campus and Regional Training Centers. Courses that are web-enhanced will not be covered under VA benefits.

For all VA students, it is the responsibility of the student to provide the following:

- Certificate of Eligibility
- Official transcripts (including military transcripts) from all previously attended high school/colleges
- Transfer of Training Program Form VA-22-1995 (if applicable)
- Alabama Fire College Registration Form
- Meet all course requirements before being certified for VA benefits

For VA Vocational Rehabilitation, the student's Vocational Rehabilitation counselor will need to call the School Certifying official to make arrangements prior to registration.

Send this information via email to [varegistration@alabamafirecollege.org](mailto:varegistration@alabamafirecollege.org) at the time of enrollment. Upon submission of the registration, please identify the method of payment on the registration form, or call 1(800) 241-2467 with payment information.

### Applying for Benefits

Please visit [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) to complete an electronic application for GI Bill® benefits, obtain information about VA education benefit programs, including the GI Bill®, Tuition Assistance, and Veterans Educational Assistance.

Students receiving Chapters 30, 35, & 1606 must verify their enrollment monthly by visiting the Web Automated Verification of Enrollment (WAVE) website. Verifications must be completed on the last calendar day of each month. Visit [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do) to complete the verification process.

Students can register and utilize eBenefits to assist with the following by visiting [www.ebenefits.va.gov](http://www.ebenefits.va.gov):

- Obtaining up-to-date information on your educational entitlement.
- Update your direct deposit and personal contact information.
- Download VA letters and personal documents.
- View the current status of your payments (both educational and disability). Student must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain either account type.

Student must indicate to SCO (School Certifying Official) what benefits will be used:

- Post 9/11 (Chapter 33): If the student has completed and submitted the required paperwork, tuition is not required up front.
- Montgomery GI Bill® (Chapter 30): Student is required to pay tuition in advance before the first day of class.
- Vocational Rehabilitation (VocRehab): Student must contact a VocRehab counselor at VA, and the counselor must contact the school's SCO to make arrangements prior to registration.
- Dependents' Educational Assistance (Chapter 35): Tuition must be paid in advance before the first day of class.

### Guidelines for using VA benefits to pay for courses at Alabama Fire College

Go to [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and apply for your Certificate of Eligibility (COE). Once you receive the COE, you will know which benefits you are eligible for, and that will determine what percentage you will be required to pay toward your tuition. In order to receive VA benefits in a timely manner, all paperwork must be submitted thirty (30) days prior to the start date of class for which you are applying. You will need to send your Alabama Fire College registration form with the following items: Certificate of Eligibility, Official high school diploma and/or transcripts (to include military transcripts) from all previously attended colleges/schools and Transfer of Training Program Form (if applicable).

**Alabama Fire College-VA Registration Policy:** If student does not have all required paperwork by start date, student must pay full tuition before starting class. For all other benefits, the student must pay full tuition up front and VA will reimburse the student for the tuition percentage allowed. In some cases, if you are close to your delimited time you may not have enough left in Post 9/11 benefits to pay the full tuition. In this case, the students will be responsible for the tuition balance owed. VA students are not charged any tuition if they no-show a course or withdraw on the first day. If tuition has been paid in advance the student will receive a 100% refund.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

## Fire Science Curricula

The mission of the Training Section is to deliver programs which promote safety, enhance competence, and develop professionalism of emergency responders. The Alabama Fire College offers ProBoard certifications, International Fire Service Accreditation Congress (IFSAC) certifications, and numerous other State of Alabama certification courses which meet or exceed National Fire Protection Association Standards (NFPA). Fire programs cater to the needs of all emergency responders, from entry level personnel to seasoned executive officers. Students engage in a wide variety of mentally and/or physically challenging training, simulations, and exercises which promote and reinforce positive behavior. Established evaluation processes ensure comprehension and understanding of requisite knowledge. Through experimentation and reflection of requisite skills, students are conditioned to choose outcomes which demonstrate learning has occurred. Successful completion of certification courses results in training which accomplishes the mission of the Training Section.

**\*Campus delivery only:** Courses marked with a \* are available for campus delivery only, either at the Alabama Fire College or a Regional Training Center or other area as approved by the Regional Coordinator and Training Staff at the Alabama Fire College.

**FSC 102: FIRE FIGHTER I/II:** This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications* and may lead to IFSAC and ProBoard certifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. The Fire Fighter I/II course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the fire fighter to perform most fire ground functions under the supervision of an officer or experienced fire fighter. Successful completion of all written exams, practical exercises, and a passing score on the state certification exam is required for certification.

**Prerequisites:** 18 years of age; driver's license, high school diploma/GED; AFC Physical Statement; health insurance card; successful completion of Candidate Physical Ability Test (CPAT).

**Corequisites:** Hazardous Materials Awareness and Operations (to include Chapters 6.2 & 6.6 of NFPA 472) certification (IFSAC or ProBoard)

**Clock hours:** 400 (Additional requirements listed in application packet)

**FSC 103: FIRE FIGHTER II:** This course is designed for the Fire Fighter I who is ready to assume a leadership role in a department. This course consists of topics designed to give the student more knowledge of fire ground situations so that he/she can make basic evaluations of safety problems and assume leadership roles in carrying out interior attack and search operations.

**Prerequisites:** 18 years of age; high school diploma/GED; IFSAC or ProBoard Certified Fire Fighter I or Certified Volunteer Fire Fighter

**Corequisites:** Hazardous Materials Awareness and Operations (to include Chapters 6.2 & 6.6 of NFPA 472) certification (IFSAC or ProBoard)

**Clock hours:** 40

**FSC 104: FIRE FIGHTER BRIDGE:** This is an entry-level bridge course for certified Volunteer Fire Fighters who seek Fire Fighter I/II certification. This five-week course consists of a combination of classroom study, drill field practice, and training evolutions that prepare the fire fighters to perform most fire ground functions under the supervision of an officer or experienced fire fighter. Successful completion of all written exams, practical exercises, and a passing score on the state certification exam is required for certification.

**Prerequisites:** 18 years of age; driver's license, high school diploma/GED; AFC Physical Statement; health insurance card; successful completion of Candidate Physical Ability Test (CPAT); Certified Volunteer Fire Fighter (IFSAC or ProBoard); successful completion of the Fire Fighter Proficiency Exam Level I, conducted by the Alabama Fire College; affidavit certifying 30 hours of continuing education per calendar year as indicated in: 360-X-1(d)(2) General Regulations: Administrative Procedures.

**Corequisite:** Hazardous Materials: Awareness and Operations (IFSAC or ProBoard)

**Clock hours:** 240 (Additional requirements listed in application packet)

**FSC 106: CERTIFIED VOLUNTEER FIRE FIGHTER:** This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications*. The Volunteer Fire Fighter Certification course prepares the student for the Volunteer Fire Fighter State Certification Examination. The course is highly structured to provide academic information through a series of lectures and demonstrations augmented with visual aids. Practical skills are developed with a specified degree of proficiency through selected manipulative evolutions. Specific subject topics are building construction, emergency medical care, fire behavior, fire department communications, fire control, fire hose, fire preventions and public fire education, fire streams, forcible entry, ladders, loss control, hazardous materials, orientation and safety, personal protective equipment, portable extinguishers, rescue and extrication, sprinkler and alarm systems, water supply, and ventilation. This course is formatted into four individual blocks. Block 1, Block 2, Block 3, and Block 4 must be completed in sequence. A certification exam will be administered following completion of each block. When all blocks are satisfactorily completed within 24 months, the Alabama Fire College will issue an IFSAC and ProBoard Certificate. This course is recommended for all Volunteer Fire Fighters.

**Prerequisites:** 18 years of age; AFC Physical Statement

**Corequisite:** Hazardous Materials: Awareness and Operations (to include Chapters 6.2 and 6.6 of NFPA 472) certification (IFSAC or ProBoard)

**Clock hours:** 160

**FSC 106A: CERTIFIED VOLUNTEER FIRE FIGHTER: Module 1:** This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications*. The Certified Volunteer Fire Fighter Block courses prepare the student for the Volunteer Fire Fighter State Certification Examination. The course is highly structured to provide academic information through a series of lectures and demonstrations augmented with visual aids. Practical skills are developed with a specified degree of proficiency through selected manipulative evolutions. Specific subject topics covered in Volunteer Fire Fighter Block 1 include Orientation and Fire Service, Fire Department Communications, The National Incident Management System (NIMS), Fire Behavior, Fire Fighter Safety and Health, Personal Protective Equipment, Self-Contained Breathing Apparatus (SCBA), Portable Fire Extinguishers, Water Supply, Fire Hose, and Fire Streams. This course is recommended for all Volunteer Fire Fighters.

**Prerequisites:** 18 years of age; AFC physical statement, Emergency Care Provider or equivalent.

**Clock hours:** 40

**FSC 106B: CERTIFIED VOLUNTEER FIRE FIGHTER: Module 2:** This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications*. The Certified Volunteer Fire Fighter Block courses prepare the student for the Volunteer Fire Fighter State Certification Examination. The course is highly structured to provide academic information through a series of lectures and demonstrations augmented with visual aids. Practical skills are developed with a specified degree of proficiency through selected manipulative evolutions. Specific subject topics covered in Volunteer Fire Fighter Block 2 include Fire and Life Safety initiatives, Building Construction, Ground Ladders, Ropes, Webbing, and Knots, Structural Search, and Victim Removal. This course is recommended for all Volunteer Fire Fighters.

**Prerequisites:** 18 years of age; Emergency Care Provider or equivalent; physical statement.

**Clock hours:** 40

**FSC 106C: CERTIFIED VOLUNTEER FIRE FIGHTER: Module 3:** This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications*. The Certified Volunteer Fire Fighter Block courses prepare the student for the Volunteer Fire Fighter State Certification Examination. The course is highly structured to provide academic information through a series of lectures and demonstrations augmented with visual aids. Practical skills are developed with a specified degree of proficiency through selected manipulative evolutions. Specific subject topics covered in Volunteer Fire Fighter Block 3 include Forcible Entry, Tactical Ventilation, Fire Control, Loss Control, Fire Origin and Cause Determination, and Fire Fighter Survival. This course is recommended for all Volunteer Fire Fighters.

**Prerequisites:** 18 years of age; Emergency Care Provider or equivalent; physical statement.

**Clock hours:** 40

**FSC 106D: HAZARDOUS MATERIALS/WMD: AWARENESS & OPERATIONS:** This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications*. The Certified Volunteer Fire Fighter Block courses prepare the student for the Volunteer Fire Fighter State Certification Examination. The course is highly structured to provide academic information through a series of lectures and demonstrations augmented with visual aids. Practical skills are developed with a specified degree of proficiency through selected manipulative evolutions. Specific subject topics covered in Volunteer Fire Fighter Block 4 include Hazardous Materials Awareness and Operations. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III-Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472: *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. This course is recommended for all Volunteer Fire Fighters.

**Prerequisites:** 18 years of age

**Clock hours:** 40

**\*FSC 107: INCIPIENT INDUSTRIAL FIRE BRIGADE MEMBER:** This course is based on NFPA 1081: *Standard for Industrial Fire Brigade Member Professional Qualifications* and may lead to ProBoard certification. It is designed for the person who seeks the knowledge and skills to function as a member of an organized industrial fire brigade providing services at a specific facility or site. This level is specifically designed for individuals that will be fighting a fire inside or outside of an enclosed structure or building when the fire has not progressed beyond incipient stage. This course does not meet the NFPA 1001: *Standard for Fire Fighter Professional Qualifications*.

**Prerequisites:** 18 years of age; Hazardous Materials Awareness; candidate must be physically able to perform the tasks associated with fire brigade training. Prior to certification, the candidate shall meet the general knowledge, skill, performance, and additional requirement as set out in Chapter 4 of NFPA 472.

**\*FSC 108: ADVANCED EXTERIOR INDUSTRIAL FIRE BRIGADE MEMBER:** This course is based on NFPA 1081: *Standard for Industrial Fire Brigade Member Professional Qualifications* and may lead to ProBoard certification. It is designed for the person who seeks the knowledge and skills to function as a member of an organized industrial fire brigade providing services at a specific facility or site. This level is specifically designed for individuals that will be fighting fire offensively outside of an enclosed structure when the fire is beyond the incipient stage. This course does not meet the NFPA 1001: *Standard for Fire Fighter Professional Qualifications*.

**Prerequisites:** 18 years of age; FSC 107: Incipient Industrial Fire Brigade Member

**\*FSC 109: INTERIOR STRUCTURAL INDUSTRIAL FIRE BRIGADE MEMBER:** This course is based on NFPA 1081: *Standard for Industrial Fire Brigade Member Professional Qualifications* and may lead to ProBoard certification. It is designed for the person who seeks the knowledge and skills to function as a member of an organized industrial fire brigade providing services at a specific facility or site. This level is specifically designed for individuals that will be performing the physical activity of fire suppression, rescue, or both, inside of buildings or enclosed structures that are involved in a fire beyond the incipient stage. This course does not meet the NFPA 1001: *Standard for Fire Fighter Professional Qualifications*.

**Prerequisites:** 18 years of age; FSC 107: Incipient Industrial Fire Brigade Member

**\*FSC 110: INDUSTRIAL FIRE BRIGADE LEADER:** This course is based on NFPA 1081: *Standard for Industrial Fire Brigade Member Professional Qualifications* and may lead to ProBoard certification. It is designed for the person who seeks the knowledge and skills to function as a member of an organized industrial fire brigade providing services at a specific facility or site. This level is specifically designed for an individual responsible for overseeing the performance or activity of other members. This course does not meet the NFPA 1001: *Standard for Fire Fighter Professional Qualifications*.

**Prerequisites:** 18 years of age; Candidate must be certified as an Incipient Industrial Fire Brigade Member, Advanced Exterior Industrial Fire Brigade Member, or Interior Structural Fire Brigade Member.

**FSC 115: FIRE FIGHTER I RECERTIFICATION:** The Fire Fighter I Recertification course is designed for Fire Fighters whose certification has lapsed (expired). This recertification course enables the fire fighter to test to the level of Fire Fighter I according to the current edition of NFPA 1001: *Standard for Fire Fighter Professional Qualifications*. After successfully completing the certification written and skills tests, all previous certifications held by the fire fighter will become active. This course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the firefighter to reenter the fire service.

**Prerequisites:** Physical statement; certified Firefighter I in Alabama; CPAT; HMAO Certification based on initial firefighter requirements.

**Clock hours:** 80



**\*FSC 298: PUBLIC SAFETY TELECOMMUNICATOR I/II:** This course meets the Level I and II requirements of NFPA 1061: *Standard for Professional Qualifications for Public Safety Telecommunications Personnel*. It is designed for the individual whose primary responsibility is to receive, process, or disseminate information of a public safety nature via telecommunication devices. Successful completion of this may lead to ProBoard and IFSAC certifications.

**Prerequisites:** 18 years of age; certified in CPR

**Clock hours:** 24

**\*FSC 255: PUBLIC FIRE and LIFE SAFETY EDUCATOR I:** This course is based on NFPA 1035: *Standard on Fire and Life Safety Educator, Public Information Officer, Youth Fire-setter Intervention Specialist, and Youth Fire-setter Program Manager Professional Qualifications* and may lead to ProBoard Certification. The course is designed for the individual who will coordinate and deliver comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, or the environment.

**Prerequisites:** 18 years of age, high school diploma/GED

**Clock hours:** 24

**\*FSC 142: PUBLIC FIRE and LIFE SAFETY EDUCATOR II:**

This course is based on NFPA 1035: *Standard on Fire and Life Safety Educator, Public Information Officer, Youth Fire-setter Intervention Specialist, and Youth Fire-setter Program Manager Professional Qualifications* and may lead to ProBoard Certification. The course is designed for the individual who will manage and provide a leadership role in community risk reduction programs through strategic planning and preparation of education material.

**Prerequisites:** Public Fire and Life Safety Educator I

**Clock hours:** 24

**\*FSC 143: MARINE FIRE FIGHTER I:** This course is based on NFPA 1005: *Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighter* and may lead to IFSAC and ProBoard certifications. The course is designed for individuals who respond to an incident and operate on a vessel while performing defensive and offensive functions inside the cold, warm, and hot zone aboard a vessel. Emergency responders will learn how to identify and mitigate the many hazards associated with maritime domain. In addition, students will learn how to conduct emergency response planning at marine facilities, identify key vessel personnel, conduct a vessel inspection, and discuss the many strategies and tactics fire fighters will use to control fires at marine facilities and aboard vessels.

**Prerequisites:** (IFSAC or ProBoard) Certified Fire Fighter II; high school diploma/GED

**Clock hours:** 40

**FSC 161: HAZARDOUS MATERIALS/WMD AWARENESS AND OPERATIONS:** This course is based on NFPA 472: *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. Successful completion of this course may lead to IFSAC and ProBoard certifications. This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operations training in hazardous materials required by Title III- Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472: *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.

**Prerequisites:** 18 years old

**Clock hours:** 40

**FSC 201: FIRE INSTRUCTOR I:** This course is based on NFPA 1041: *Standard for Fire Service Instructor Professional Qualifications* and may lead to IFSAC and ProBoard certifications. The course is designed for individuals who want to develop the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and the authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of the authority having jurisdiction.

**Prerequisites:** 18 years old; high school diploma/GED; (IFSAC or ProBoard) Certified Fire Fighter I or Certified Volunteer Fire Fighter

**Alternative Certification:** Individuals not certified to the Fire Fighter I or Certified Volunteer Fire Fighter level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions: Alabama State licensed Emergency Medical Technician may be certified as EMS Instructor I. Individuals able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Instructor.

**Clock hours:** 40

**FSC 202: FIRE INSTRUCTOR II:** This course is based on NFPA 1041: *Standard for Fire Service Instructor Professional Qualifications* and may lead to IFSAC and ProBoard certifications. The course is designed for the Fire Service Instructor who, in addition to meeting Instructor I qualifications, wants to develop the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of the authority having jurisdiction and supervise and coordinate the activities of other instructors.

**Prerequisites:** 18 years old; high school diploma/GED; (IFSAC or ProBoard) Fire Instructor I

**Alternative Certification:** Individuals not certified to the Fire Fighter I or Volunteer Firefighter I level completing equivalent coursework as approved by the commission are eligible for alternative certification under the following conditions: Alabama State Licensed Emergency Medical Technician may be certified as EMS Instructor II. Individuals able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Instructor II.

**Clock hours:** 40

**FSC 203: FIRE INSTRUCTOR III:** This course is based on NFPA 1041: *Standard for Fire Service Instructor Professional Qualifications*, and may lead to IFSAC and ProBoard certifications. This course is intended for the instructor who is ready to assume a leadership role by moving into the upper management level of his/her department and wants to develop the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations, conduct organization needs analysis, and develop training goals and implementation strategies.

**Prerequisites:** 18 years old; high school diploma/GED; (IFSAC or ProBoard) Fire Instructor II

**Alternative Certification:** Individuals not certified to the Fire Fighter I or Certified Volunteer Firefighter level completing equivalent coursework as approved by the commission are eligible for alternative certification under the following conditions: Alabama State Licensed Emergency Medical Technician may be certified as EMS Instructor III. Individuals able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Instructor III.

**Clock hours:** 40

**\*FSC 212: ALABAMA SMOKE DIVER:** The Alabama Smoke Diver course is designed for Fire Fighters wishing to sharpen their current skills with realistic training and to learn new skills and techniques that will assist them throughout their career. This is a challenging course involving multiple facets of the firefighting profession. Students will participate in physically and mentally taxing exercises in multiple environments. Each day will begin with a fitness event and is followed by drill field evolutions and scenarios that include heat, smoke and live fire training. The student should recognize that the majority of the course will take place on the drill field in full PPE. Each student is expected to have a basic understanding of Fire Fighter Survival and RIC prior to attending this course.

**Prerequisites:** High school diploma/GED; (IFSAC or ProBoard) Certified Fire Fighter I or Certified Volunteer Fire Fighter

**Clock hours:** 40

**\*FSC 218: RESCUE TECHNICIAN: CAVE RESCUE I/II:** This course meets the NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications*, Chapter 18. The course is designed for those persons who respond to incidents involving the application of special knowledge, skills, and equipment to safely resolve unique or complex rescue situations.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope II

**Clock hours:** 40

**\*FSC 235: RESCUE TECHNICIAN: DIVE RESCUE I:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This course is designed for those persons who respond to incidents involving the search, rescue, or recovery of a victim that has submerged beneath the surface of a body of water.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I; (IFSAC or ProBoard) Certified Rescue Technician: Surface Water Rescue; Valid open water certification from an accredited training agency.

**Clock hours:** 48

**FSC 230: RESCUE TECHNICIAN: ROPE I:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This course begins with an introduction to technical rescue and goes into rope rescue techniques. The classroom portion includes a review of equipment, knots, and rope safety. Instruction events include establishing need for rope rescue, uses and limitations of equipment, knot craft, safety aspects, anchoring systems, rescue rappelling, third man rescue, lowering systems, and other aspects of rope rescue.

**Prerequisites:** Certified Volunteer Fire Fighter or Certified Fire Fighter I or documented proof of Hazardous Materials First Responder training at the Awareness and Operations levels; Proof of course of instruction equivalent to or exceeding the DOT Medical First Responder.

**Clock hours:** 40

**\*FSC 222: RESCUE TECHNICIAN: ROPE II:** This is a 3-day course that is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to a IFSAC and ProBoard certifications. The course is designed for those persons who respond to incidents involving the application of special knowledge, skills, and equipment to safely resolve unique or complex rescue situations. The course covers operations in a high-angle environment including the rescue of a suspended victim, serving as a litter tender, and construction/operation of a high line system.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I

**Clock hours:** 24

**\*FSC 231: RESCUE TECHNICIAN: CONFINED SPACE I/II:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. Designed for both fire department personnel and private industry, this course provides responders with a comprehensive understanding of accidents involving a confined space. This course teaches the responder how to recognize the hazard, access the victim, stabilize the victim, and the proper procedures for retrieval. Practical and classroom sessions focus on the three primary hazards associated with confined space rescue: physical, atmospheric, and physiological. Realistic training evolutions using the latest in equipment and techniques ensure student retention of this material.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I

**Clock hours:** 40

**\*FSC 232: RESCUE TECHNICIAN: TRENCH I/II:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. The course is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to make open trenches and excavations safe for victim access and removal. The class is made realistic by actual sheeting and shoring operations of "unsafe" trenches by using shoring equipment and practice in developing skills in lifting practices within the trench environment.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I

**Clock hours:** 40

**\*FSC 234: RESCUE TECHNICIAN: SURFACE WATER I/II:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This course is designed for individuals who will perform or direct a technical rescue by identifying hazards, using equipment, and applying advanced techniques to rescue a victim who is afloat on the surface of a body of water.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I

**Clock hours:** 24

**\*FSC 231: RESCUE TECHNICIAN: SWIFT WATER I/II:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This course is designed for individuals who will perform or direct a technical rescue by identifying hazards, using equipment, and applying advanced techniques to rescue a victim from water moving at a rate greater than 1.15mph.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope II; IFSAC or ProBoard Certified Rescue Technician: Surface Water I

**Clock hours:** 20

**\*FSC 233: RESCUE TECHNICIAN: STRUCTURAL COLLAPSE I/II:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This program is designed for those persons who respond to incidents involving the application of special knowledge, skills, and equipment to safely resolve unique or complex rescue situations. This program is an intense course which addresses light frame construction collapse and emphasizes the following discipline areas: shoring, breaching and breaking, lifting and moving, and cutting and burning.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I

**Clock hours:** 80

**FSC 239: RAPID INTERVENTION CREW MEMBERS:** This course is based on NFPA 1407: *Standard for Training Fire Service Rapid Intervention Crews*. The course familiarizes students with the rapid intervention crew concept and gives them the tools to develop or enhance rapid intervention crew programs. Rapid intervention should be considered by any emergency response organization whose personnel enter environments that can place their lives and health in immediate danger. All emergency responders and personnel who may act as incident commanders at emergency incidents should be familiar with rapid intervention concepts, so they can effectively use this risk management tool.

**Prerequisites:** High school diploma/GED; (IFSAC or ProBoard) Fire Fighter I or Certified Volunteer Fire Fighter

**Clock hours:** 32

**FSC 240: RESCUE TECHNICIAN: WILDERNESS RESCUE I/II:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This course will equip the student with the skills and knowledge to be able to prepare and operate in a search and rescue environment, evaluate lost person behavior, determine the need for specialty resources, apply appropriate search patterns, locate and process evidence, navigate in a wilderness environment, and manage certain aspects of search and rescue.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I; high school diploma/GED

**Clock hours:** 40

**\*FSC 241: FIRE INVESTIGATOR I:** This course is based on NFPA 1033: *Standard for Professional Qualifications for Fire Investigator* and may lead to IFSAC and ProBoard certifications. This course targets fire investigators, police officers, company-level officers and private cause and origin investigators with a desire to learn more about determining the origin and cause of fire. Students wishing to attend this course should be prepared for an intense week of training and practical skills application. Topics covered include: Determining the Point of Origin, Burn Patterns, Evidence Collection and Analysis, Interviewing Techniques, and Court Procedure and Testifying.

**Prerequisites:** 18 years old; high school diploma/GED

**Clock hours:** 40

**\*FSC 242: FIRE INVESTIGATOR II:** This course targets fire investigators, fire marshals and law enforcement officers with a need to go beyond “what” caused the fire and “where” it started. The course instructs the attendees on how to continue the investigation and discover “who” caused the fire. Students will obtain the skills and knowledge to continue and complete an investigation. Students planning to attend this course should be prepared for an intense week of training and practical skills application. Topics covered include Investigative Techniques, Crime Scene Photography, Evidence Collection and Analysis, Interviewing Techniques and Court Procedure and Testifying.

**Prerequisites:** 18 years of age; high school diploma/GED; (IFSAC or ProBoard) Certified Fire Investigator I

**Clock hours:** 40

**FSC 237: RESCUE TECHNICIAN: VEHICLE EXTRICATION I and MACHINERY EXTRICATION I:** This course is based on NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications* and may lead to IFSAC and ProBoard certifications. Participants may receive certification for Rescue Technician: Vehicle Extrication I and certification for Rescue Technician: Machinery Extrication I. This course is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to plan for a vehicle/machinery incident, establish fire protection, stabilize a vehicle or machine, isolate potential harmful energy sources, determine vehicle access and egress points, create access and egress openings for rescue, disentangle victims, remove a packaged victim to a designated safe area, and terminate a vehicle/machinery incident.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Rope I

**Clock hours:** 40



**FSC 247: RESCUE TECHNICIAN: VEHICLE EXTRICATION II and MACHINERY EXTRICATION II:** This course is based on NFPA 1006: *Standard for Technical Rescuer Professional Qualifications* and may lead to IFSAC and ProBoard certifications. Participants may receive certification for Rescue Technician: Vehicle Extrication II and certification for Rescue Technician: Machinery Extrication II. Vehicle Extrication II is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to plan for a commercial/heavy vehicle incident, stabilize commercial/heavy vehicles, determine the heavy vehicle access and egress points, create access and egress openings, disentangle victim(s), isolate and manage potentially harmful energy sources. Machinery Extrication II is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to plan for a large machinery incident, stabilize large machinery, determine large machinery access and egress points, create access and egress openings, and disentangle victim(s), given a Level II extrication incident.

**Prerequisites:** (IFSAC or ProBoard) Certified Rescue Technician: Vehicle Extrication I and Machinery Extrication I

**Clock hours:** 40

**FSC 251: FIRE INSPECTOR I:** This course is based on NFPA 1031: *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* and may lead to ProBoard, IFSAC and ICC certifications. A beginning level course for fire fighters and other interested parties wishing to become more involved in the aspect of fire prevention and inspections. This course is primarily designed for those entering into fire service inspections and would be extremely useful to city inspectors and company level officers. Some of the topics covered in this course include Building Construction, Decorative Materials and Furnishings, Fire Frills, Inspection Procedure, Code Enforcement, and Fire Alarm and Communications.

**Prerequisites:** 18 years of age; high school diploma/GED

**Clock hours:** 40

**FSC 252: FIRE INSPECTOR II:** This course is based on NFPA 1031: *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* and may lead to ProBoard, IFSAC and ICC certifications. This course delves deeper into the interpretation of applicable codes and standards, covers the procedure involved in various types of inspections, and prepares the inspector for the plans review process. It is an advanced level course which covers a wide range of topics some of which are: Inspection Procedure, Building Construction, Occupancy Classification and Means of Egress, Fire Protection and Water Supply Systems, Plans Review, and the Storage of Hazardous Materials.

**Prerequisites:** 18 years of age; high school diploma/GED; (IFSAC or ProBoard) Fire Inspector I

**Clock hours:** 40

**FSC 253: FIRE INSPECTOR III:** This course is based on NFPA 1031: *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* and may lead to IFSAC and ProBoard certifications. This course provides the participant with an in-depth view of the skills and duties required of the Fire Inspector III. The Fire Inspector III is an individual at the third and most advanced level of progression, who has met the job performance requirements specified in NFPA 1031: *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues.

**Prerequisites:** 18 years of age; high school diploma/GED; (IFSAC or ProBoard) Fire Inspector II

**Clock hours:** 40

**FSC 295: FIRE DEPARTMENT SAFETY OFFICER: INCIDENT SAFETY OFFICER:** This course is based on NFPA 1521: *Standard for Fire Department Safety Officer* and may lead to ProBoard and IFSAC certifications. The course is intended for the member within a fire department or emergency service organization who performs the functions of an Incident Safety Officer or who serves as an assistant to the Incident Safety Officer.

**Prerequisites:** 18 years of age; high school diploma/GED; (IFSAC or ProBoard) Certified Fire Officer I

**Alternative Certification:** Individuals not certified to the Fire Officer I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions: Alabama State Licensed Emergency Medical Technicians certified to the EMS or Rescue Officer I level may be certified as EMS Safety Officer I. Individuals certified to the EMS or Rescue Officer I level and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Safety Officer I.

**Clock hours:** 40

**FSC 257: PUBLIC INFORMATION OFFICER:** This course is based on NFPA 1035: *Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications* and may lead to ProBoard and IFSAC certifications. This course is designed for the individual who wants to obtain the knowledge and skills to conduct media interviews, prepare news releases, and media advisories.

**Prerequisites:** 18 years of age; high school diploma/GED

**Clock hours:** 24

**FSC 261: HAZARDOUS MATERIALS TECHNICIAN:** This course is based on NFPA 472: *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents* and may lead to IFSAC and ProBoard certifications. Designed for the student already trained at the Hazardous Materials Awareness and Operations level, this course develops the skills already learned and provides in-depth training in the mitigation of hazardous materials incidents. Through both classroom and practical training, the student becomes familiar with health and safety issues, incident management, hazard and risk analysis, personal protective clothing, and decontamination.

**Prerequisites:** 18 years of age; proof of Hazardous Materials: Awareness and Operations as specified by the current edition of NFPA 472 OR Certified Fire Fighter I/II or Certified Volunteer Fire Fighter (IFSAC or ProBoard)

**Clock hours:** 50

**FSC 262: HAZARDOUS MATERIALS INCIDENT COMMANDER:** This course is based on NFPA 472: *Standard for Competence of First Responders to Hazardous Materials/Weapons of Mass Destruction Incidents* and may lead to IFSAC and ProBoard certifications. This course supplies the incident commander with the knowledge and skills to perform his/her role as the person responsible for all decisions relating to the management of the incident at releases or potential releases of hazardous materials. The candidate will learn about personal protective clothing, decontamination, branch functions with the Incident Management System, and the overall tactics to properly mitigate a hazardous materials incident.

**Prerequisites:** Proof of Hazardous Materials: Awareness and Operations as specified by the current edition of NFPA 472 or Certified Fire Fighter I/II or Certified Volunteer Fire Fighter (IFSAC or ProBoard)

**Clock hours:** 40

**FSC 264: AIRPORT FIRE FIGHTER:** Designed for fire departments, both civilian and military, whose primary mission is aircraft fire and rescue. This course meets the training requirements of both NFPA 1003: *Standard for Airport Fire Fighter Professional Qualifications* and FAA FAR Part 139.319 and may lead to IFSAC and ProBoard certifications. The course covers such topics as Airport Familiarization, Aircraft Rescue and Fire Fighting Apparatus, Aircraft Types, Engines and Systems, and Aircraft Rescue and Fire Fighting Procedures. These classroom sessions are followed by practical exercises in turret operations, extinguishment of wheel/brake, engine, interior cabin, and fuel spill fires through the use of hand lines. This course will be held at a facility where various aircraft and apparatus are available.

**Prerequisites:** 18 years of age; high school diploma/GED; (IFSAC or ProBoard) Certified Fire Fighter II

**Clock hours:** 44

**FSC 271: LIVE FIRE INSTRUCTOR:** The course is designed to bring Live Fire Instructors in compliance with the Alabama Administrative Code Chapter 360-X-1-.01(10)(a)(b) and NFPA 1403: *Standard on Live Fire Training Evolutions*. It is intended for those persons who are qualified as an instructor and could be designated by an authority having jurisdiction to be in charge of the live fire training evolution.

**Prerequisites:** (IFSAC or ProBoard) Fire Fighter II; (IFSAC or ProBoard) Fire Instructor I

**Clock hours:** 24

**FSC 272: EMERGENCY VEHICLE DRIVER:** This course and the exams are based on NFPA 1002: *Standard for Fire Apparatus Driver/Operator Professional Qualifications* and may lead to a State of Alabama certification. This course is designed for the fire fighter who wishes to advance to the next level of his/her career. This course consists of four modules: Types of Apparatus, Apparatus Inspection and Maintenance, Apparatus Safety, and Operating Emergency Vehicles.

**Prerequisites:** 18 years of age; valid driver's license

**Clock hours:** 16

**FSC 281: FIRE APPARATUS OPERATOR: PUMPER:** This course and the exams are based on NFPA 1002: *Standard for Fire Apparatus Driver/Operator Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This course is designed for the fire fighter who wishes to advance to the next level of his/her career. This course consists of six modules: Preventative Maintenance, Tests and Inspections, Driving/Operating, Water Supply, Sprinklers and Standpipes, and Operations.

**Prerequisites:** valid driver's license; (IFSAC or ProBoard) Fire Fighter I or Certified Volunteer Fire Fighter; successful completion of the Emergency Vehicle Driver course

**Clock hours:** 40

**FSC 274: FIRE APPARATUS OPERATOR: MOBILE WATER SUPPLY:** This course and the exams are based on NFPA 1002: *Standard for Fire Apparatus Driver/Operator Professional Qualifications* and may lead to IFSAC and ProBoard certifications. This course is designed for fire apparatus drivers who will be operating a vehicle designed primarily for transporting (pickup, transporting, delivering) water to fire emergency scenes to be applied by other vehicles or pumping equipment.

**Prerequisites:** 18 years of age; valid driver's license; (IFSAC or ProBoard) Certified Fire Fighter I or Certified Volunteer Fire Fighter; successful completion of the Emergency Vehicle Driver course

**Clock hours:** 16

**FSC 282: FIRE APPARATUS OPERATOR: AERIAL:** This course is based on NFPA 1002: *Standard on Fire Apparatus Driver/Operator Professional Qualifications* and may lead to IFSAC and ProBoard certifications. A course designed to provide the structural fire fighter with the needed knowledge and skills to successfully operate aerial apparatus. A must for departments using aerial apparatus, this course covers such topics as: Types and Construction of Aerial Apparatus, Positioning Aerial Apparatus, and Stabilizing Systems and Maintenance and Testing.

**Prerequisites:** valid driver's license; (IFSAC or ProBoard) Certified Fire Apparatus Operator: Pumper; successful completion of the Emergency Vehicle Driver course

**Clock hours:** 40

**FSC 277: FIRE APPARATUS OPERATOR: AIRCRAFT RESCUE FIRE FIGHTING:** This course is based on NFPA 1002: *Standard for Fire Apparatus Driver/Operator Professional Qualifications* and may lead to IFSAC and ProBoard certifications. The course is designed for fire apparatus drivers who will be operating a fire department emergency vehicle intended to carry rescue and fire fighting equipment for rescuing occupants and combating fires in aircraft at, or in the vicinity of, an airport.

**Prerequisites:** valid driver's license; (IFSAC or ProBoard) Certified Fire Fighter II and Certified Airport Fire Fighter, successful completion of Emergency Vehicle Driver Course

**Clock hours:** 16

**FSC 291: FIRE OFFICER I:** This course is based on NFPA 1021: *Standard for Fire Officer Professional Qualifications* (Chapter 4) and may lead to IFSAC and ProBoard certifications. The course identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety.

**Prerequisites:** (IFSAC or ProBoard) Fire Fighter II; (IFSAC or ProBoard) Fire Instructor I

**Alternative Certification:** Individuals not certified to the Fire Fighter II or Fire Instructor I level completing equivalent coursework as approved by the commission are eligible for alternative certification under the following conditions: Alabama State Licensed Emergency Medical Technicians certified as EMS or Rescue Instructors may be certified as EMS Officer I. Individuals certified as EMS or Rescue Instructors and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Officer I.

**Clock hours:** 40

**FSC 292: FIRE OFFICER II:** This course is based on NFPA 1021: *Standard for Fire Officer Professional Qualifications* (Chapter 5) and may lead to IFSAC and ProBoard certifications. The course is designed for the Fire Officer who is ready to assume more of a leadership role by moving into the middle management level of his/her department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material including Management, Government Structure, and Departmental Budget Planning and Management.

**Prerequisites:** (IFSAC or ProBoard) Fire Officer I; (IFSAC or ProBoard) Fire Instructor I

**Alternative Certification:** Individuals not certified to the Fire Officer I or Fire Instructor I level completing equivalent coursework as approved by the commission are eligible for alternative certification under the following conditions: Alabama State Licensed Emergency Medical Technicians certified as EMS or Rescue Instructors may be certified as EMS Officer II. Individuals certified as EMS or Rescue Instructors and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Officer II.

**Clock hours:** 40

**FSC 293: FIRE OFFICER III:** This course is based on NFPA 1021: *Standard for Fire Officer Professional Qualifications* (Chapter 6) and may lead to IFSAC and ProBoard certifications. This course is specialized for the Chief Officer who is ready to advance to the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in his/ her department. This is a projects-based class.

**Prerequisites:** (IFSAC or ProBoard) Fire Officer II

**Alternative Certification:** Individuals not certified to the Fire Officer II or Fire Instructor II level completing equivalent coursework as approved by the commission are eligible for alternative certification under the following conditions: Alabama State Licensed Emergency Medical Technicians certified as EMS or Rescue Instructors may be certified as EMS Officer III. Individuals certified as EMS, or Rescue Instructors and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Officer III.

**Clock hours:** 40

**FSC 294: FIRE OFFICER IV:** This course meets executive management level needs. The course is designed to meet the elements of NFPA 1021: *Standard for Fire Officer Professional Qualifications* and may lead to IFSAC and ProBoard certifications. Fire Officer IV will emphasize management of fire protection services to include Human Resource Management, Multi-Agency Emergency Service Delivery with Horizontal/ Vertical Communication Requirements, and Risk Management. There will be group interactive exercises, which will reinforce class lectures.

**Prerequisites:** (IFSAC or ProBoard) Fire Officer III

**Alternative Certification:** Individuals not certified to the Fire Officer III completing equivalent coursework as approved by the commission are eligible for alternative certification under the following conditions: Alabama State Licensed Emergency Medical Technicians certified as EMS or Rescue Instructors may be certified as EMS Officer IV. Individuals certified as EMS or Rescue Instructors and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Officer IV.

**Clock hours:** 40

**FSC 296: FIRE DEPARTMENT SAFETY OFFICER: HEALTH and SAFETY OFFICER:** This course is based on NFPA 1521: *Standard for Fire Department Safety Officer Professional Qualifications* and may lead to IFSAC and ProBoard certifications. The course is intended for the member within a fire department or emergency service organization who performs the functions of a health and safety officer or who serves as an assistant to the Health and Safety Officer.

**Prerequisites:** (IFSAC or ProBoard) Certified Fire Officer I

**Alternative Certification:** Individuals not certified to the Fire Officer I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions: Alabama state licensed Emergency Medical Technician certified to the EMS or Rescue Officer I level may be certified as EMS Safety Officer I. Individuals certified to the EMS or Rescue Officer I level and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Safety Officer I.

**Clock hours:** 40

**FSC 298: PLAN EXAMINER I:** This course is based on NFPA 1031: *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* and may lead to ProBoard certification. The course targets fire marshals, building officials, city inspectors and fire inspectors who possess a desire to learn the fundamentals of conducting plan reviews for compliance with applicable building and fire codes.

**Prerequisites:** (IFSAC or ProBoard) Certified Fire Inspector I

**Clock hours:** 40

**FSC 299: HONOR GUARD:** This course is designed for both current and potential Honor Guard members. The course will include classroom instruction on subjects such as flag etiquette and line of duty funeral procedures, as well as hands on training with emphasis on close order drill. The course is 40 hours and will conclude with participation in the Alabama Fire College Firefighter I/II recruit graduation ceremony.

**Prerequisites:** 18 years of age; high school diploma/GED

**Clock hours:** 40



## FAQ: Self-Sponsored Fire Fighter

**How do I become a fire fighter?** Self-sponsored students (those students not working as paid suppression employees of a fire department) become certified Alabama Fire fighters by attending FF I/II (recruit school) at the Alabama Fire College in Tuscaloosa or attending an Alabama Fire College Regional Recruit School (RTC) at an approved RTC and passing the Alabama State Fire fighter certification test given at the end of the recruit school.

### What are the prerequisites?

- Must be 18 years of age
- Must provide a copy of your high school diploma or GED
- Must provide clear copy of driver's license
- Must provide successful completion of the current CPAT exam (AFC CPAT Form)
- Must provide proof of medical insurance
- Must have an AFC Physical Form (included in the FF I/II registration packet)
- Must have clear background check and drug screen (processed on the first day of class)

**How long is FF I/II School?** FF I/II (recruit school) is given over the course of nine (9) weeks and encompasses 400 hours of training. The class schedule is Monday through Friday, 8 am-5 pm.

**What is the cost and how do I sign up?** Please download the Fire Fighter Registration Packet for price and registration information or call 1(800)241-2467 or email [registration@alabamafirecollege.org](mailto:registration@alabamafirecollege.org). For books and uniforms, contact AFC bookstore for prices 1(866)984-3545 or email [bookstore@alabamafirecollege.org](mailto:bookstore@alabamafirecollege.org).

**Is lodging provided?** Yes, we can provide lodging for the 9 weeks. Please contact Registration for more information at 1(800)241-2467 or email [registration@alabamafirecollege.org](mailto:registration@alabamafirecollege.org).

**Do you have financial aid?** The Alabama Fire College is not a credit-granting institution and therefore, at this time, does not qualify to participate in financial aid programs.

**Can I use VA benefits to pay for tuition?** Yes. You must first contact your VA representative for approval. Once you receive your Certificate of Eligibility and a copy of your high school diploma you can then register for the FF I/II school. Your VA representative will be able to determine the amount of benefits that you have available to use and NOT the Alabama Fire College.

**What is CPAT?** CPAT stands for Candidate Physical Ability Test. The CPAT is a sequence of events requiring the candidate to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments a means for obtaining pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

**When does the CPAT exam expire?** It will expire one (1) year from the date that you took the exam and passed.

## Emergency Medicine Curricula

The Alabama Fire College Program in Emergency Medicine strives to meet the needs of the emergency medical services of the state through excellent education and training. The EMT, AEMT, and Paramedic courses meet the highest standard, incorporating scenario based learning and new technology to offer challenging curricula at all levels. Additional classes such as TCCC (Tactical Combat Casualty Care), EVOC (Emergency Vehicle Operators Course), ITLS (International Trauma Life Support), as well as numerous American Heart Association classes are offered to enhance education for both new students and experienced providers.



*The Alabama Fire College Program in Emergency Medicine is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).*

To Contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763— [www.caahep.org](http://www.caahep.org)

To Contact CoAEMSP: Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088, [www.coaemsp.org](http://www.coaemsp.org)

**EMS 099: EMERGENCY CARE PROVIDER:** This course is geared toward learning advanced first-aid techniques and CPR Certification. Emergency Care Provider goes beyond simple bleeding control and bandaging minor wounds. It is an excellent course for fire fighters, law enforcement personnel, ambulance drivers, anyone working with children (coaches, teachers, day care workers), and the general public. The course is taught in a classroom environment with specific practical exercises required. The course is an introduction to the roles, responsibilities, and functions of an ECP, overview of anatomy, shock, splinting, head and spinal injuries, chest injuries, heart attack and stroke, burns, pediatric emergencies, and childbirth. Upon successful completion of this class students WILL NOT be eligible to take the National Registry exam for licensure.

**Prerequisites:** 16 years of age

**Clock hours:** 24

**EMS 105: EMERGENCY MEDICAL RESPONDER:** This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder are required for successful course completion. Students are eligible to take the National Registry Exam.

**Prerequisites:** 18 years of age, high school diploma/GED, valid driver's license, valid CPR card

**Clock hours:** 58

**EMS 118: EMERGENCY MEDICAL TECHNICIAN:** This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

**Prerequisites:** Student may enter course at 17 but must be 18 years of age before end of course, high school diploma/GED, current valid driver's license, and must meet the essential functions for the EMT program.

**Clock hours:** 180

**EMS 119: EMERGENCY MEDICAL TECHNICIAN CLINICAL:** This course is required to apply for certification as an Emergency Management Technician (EMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory, and Lab. This course helps students prepare for the National Registry Exam.

**Prerequisites:** 18 years of age, high school diploma/GED, current driver's license, and must meet the essential functions for the EMT program.

**Clock hours:** 48

**EMS 155: ADVANCED EMERGENCY MEDICAL TECHNICIAN:** This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a corequisite.

**Prerequisites:** 18 years of age, high school diploma/GED, valid driver's license, Alabama EMT license and must meet the essential functions for the AEMT program.

**Corequisite:** EMS 156

**Clock hours:** 202

**EMS 156: ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL:** This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a corequisite.

**Prerequisites:** 18 years of age; high school diploma/GED, valid driver's license, Alabama EMT Basic license and must meet the essential functions for the AEMT program.

**Corequisite:** EMS 155

**Clock hours:** 96

**EMS 189: APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC:** This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

**Prerequisites:** AEMT, successfully passing the current entrance exam, completed registration form, and admission to the Paramedic Program.

**Clock hours:** 60

**EMS 210: PARAMEDIC SKILLS LAB I:** This course is directed toward developing skills in the laboratory setting to prepare the student for experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the lab setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, IV/IO initiation and medication administration.

**Prerequisites:** Paramedic Entrance Exam, EMS 189. Students are required to complete prerequisites for this course. Students who enroll without completing prerequisites for this course may be withdrawn by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are completed and documented at the College.

**Corequisites:** EMS 243, EMS 244, EMS 245, and EMS 247

**Clock hours:** 16

**EMS 220: PARAMEDIC SKILLS LAB II:** This course is directed toward developing skills in the laboratory setting to prepare the student for experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the lab setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, IV/IO initiation and medication administration.

**Prerequisites:** EMS 189, EMS 243, EMS 244, EMS 245, and EMS 247

Students are required to complete prerequisites for this course. Students who enroll without completing prerequisites for this course may be withdrawn by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are completed and documented at the College.

**Corequisites:** EMS 241, EMS 242, and EMS 246

**Clock hours:** 16

**EMS 240: PARAMEDIC OPERATIONS:** This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

**Prerequisites:** EMS 189, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247, EMS 248

**Corequisites:** EMS 253, EMS 254, EMS 255, EMS 256

**Clock hours:** 48

#### **EMS 241: PARAMEDIC CARDIOLOGY:**

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions.

Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and pre-hospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy. Advanced Cardiac Life Support (ACLS) Provider certification will be obtained.

**Prerequisites:** EMS 189, EMS 243, EMS 244, EMS 245, EMS 247

**Corequisites:** EMS 242, EMS 246, EMS 248

**Clock hours:** 128

**EMS 242: PARAMEDIC PATIENT ASSESSMENT:** This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include airway management, history taking, techniques of the physical examination, patient assessment, clinical decision-making, communications, documentation, and assessment based management.

**Prerequisites:** EMS 189, EMS 243, EMS 244, EMS 245, EMS 247

**Corequisites:** EMS 241, EMS 246, EMS 248.

**Clock hours:** 60



**EMS 243: PARAMEDIC PHARMACOLOGY:** This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

**Prerequisites:** EMS 189

**Corequisites:** EMS 244, EMS 245, EMS 247

**Clock hours:** 68

**EMS 244: PARAMEDIC CLINICAL I:** This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation, and medication administration.

**Prerequisites:** EMS 189

**Corequisites:** EMS 243, EMS 245, EMS 247

**Clock hours:** 112

**EMS 245: PARAMEDIC MEDICAL EMERGENCIES:** This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**Prerequisites:** EMS 189

**Corequisites:** EMS 243, EMS 244, EMS 247

**Clock hours:** 60

**EMS 246: PARAMEDIC TRAUMA MANAGEMENT:** This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. To improve the student's awareness and knowledge, rescue by rope has been included for familiarization of techniques and equipment if they are ever involved in an incident.

**Prerequisites:** EMS 189, EMS 243, EMS 244, EMS 245, EMS 247

**Corequisites:** EMS 241, EMS 242, and EMS 248

**Clock hours:** 60

**EMS 247: PARAMEDIC SPECIAL POPULATIONS:** This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Prerequisites:** EMS 189

**Corequisites:** EMS 243, EMS 244, EMS 245

**Clock hours:** 48

**EMS 248: PARAMEDIC CLINICAL II:** This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Prerequisites:** EMS 189, EMS 243, EMS 244, EMS 245, EMS 247

**Corequisites:** EMS 241, EMS 242, and EMS 246

**Clock hours:** 128

**EMS 253: PARAMEDIC TRANSITION TO THE WORKFORCE:** This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: pre-hospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement. International Trauma Life Support (ITLS) provider certification will be obtained in this course as well as Basic Extrication exposure. Combat Medic exposure, Terrorism Response exposure, and NIMS entry level courses (100 and 200) to allow the aspiring paramedics to understand the communication and knowledge of what takes place from a command and accountability standpoint. Advanced Life Support (PALS) Provider certification will be obtained.

**Prerequisites:** EMS 189, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247, EMS 248

**Corequisites:** EMS 240, EMS 254, EMS 255, EMS 256

**Clock hours:** 76

**EMS 254: ADVANCED COMPETENCIES FOR PARAMEDIC:** This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing.

**Prerequisites:** EMS 189, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247, EMS 248

**Corequisites:** EMS 240, EMS 253, EMS 255, EMS 256

**Clock hours:** 68

**EMS 255: PARAMEDIC FIELD PRECEPTORSHIP:** This course provides field experiences in the pre-hospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the pre-hospital environment.

**Prerequisites:** EMS 189, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247, EMS 248

**Corequisites:** EMS 240, EMS 253, EMS 254, EMS 256

**Clock hours:** 192

**EMS 256: PARAMEDIC TEAM LEADERSHIP/CAPSTONE EXPERIENCE:** This course is designed to evaluate the student's ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the pre-hospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making, and team leadership abilities to effectively function as a competent entry-level paramedic.

**Prerequisites:** EMS 189, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247, EMS 248

**Corequisites:** EMS 240, EMS 253, EMS 254, EMS 255

**Clock hours:** 64

**EMS 258: PARAMEDIC SPECIAL SKILLS:** This course is designed to meet additional state and local educational requirements for paramedic practice. International Trauma Life Support (ITLS) provider certification will be obtained in this course as well as Basic Extrication exposure, Combat Medic exposure, and entry level rope course.

**Prerequisites:** EMS 189, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247, and EMS 248. Students are required to complete prerequisites for this course. Students who enroll without completing prerequisites for this course may be withdrawn by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are completed and documented at the College.

**Corequisites:** EMS 240, EMS 253, EMS 254, EMS 255, and EMS 256

**Clock hours:** 48

## EMS Program Description and Goal

Upon successful completion of the program, the student will:

- Be prepared to take the National Registry of Emergency Medical Technicians examination.
- Develop a working relationship with other health care professionals and become an integral part of the emergency medical team.
- Develop educational skills and study habits which will enable the student to achieve and maintain a high level of competency.
- Become proficient in the required pre-hospital emergency skills that include, but are not limited to primary assessment for all patient situations; knowledge of the medications EMTs are able to assist patients with; knowledge of additional upper airway management; knowledge to provide basic emergency care and transportation based on assessment findings for an acutely ill patient; knowledge to provide basic emergency care and transportation based on assessment findings for a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient; assessment and management of chest trauma; and knowledge to assist the Advanced Level EMTs to perform their duties in order to function as a team more effectively. All graduates of the program will exhibit professionalism by conforming to the standards of care as established by national, state, and local agencies for emergency medicine.

### Curriculum Policy

The Emergency Medical Technician (EMT) Program is taught in accordance with the latest National Highway Traffic and Safety Administration Department of Transportation (DOT) National Emergency Medical Services Education Standards, which has been approved by the Alabama Department of Public Health (ADPH). Students can find the DOT National Emergency Medical Services Education Standards at [www.nhtsa.gov](http://www.nhtsa.gov) for the Emergency Medical Technician.

### Health Policy

**HIV Reporting Policy:** The law requires that an HIV or HBV infected health care worker report to the State Health Officer his/her condition within 30 days of the time he/she is aware of his/her infection. The infected health care worker must realize that any physician providing care to any infected health care worker must notify the State Health Officer of the infected status within seven days of the time he/she is diagnosed. All students must comply with this law.

### Accident and Injury Policy:

Clinical agencies, by contractual agreement, must provide access to emergency care in the event of an injury to a student. Students who are injured should immediately notify the instructor and a report will be forwarded to the EMS Group Supervisor. Emergency care will be handled according to clinical agency policy. A written summary of the occurrence and care rendered will be submitted by the clinical preceptor to the EMS Group Supervisor. In the event of an exposure incident, specified forms will be completed and submitted. Follow-up medical reports will also be submitted to the EMS Group Supervisor. Expenses for emergency treatment and/or medical intervention will be the responsibility of the student. The college or the clinical agency is not responsible for any claims or expenses that result from actions of a student in the clinical rotation situation. Students must purchase personal medical insurance.

## Liability Insurance

All students enrolled in the EMT class are required to have liability insurance (Medical Malpractice) at their expense. The Liability Insurance covers for one calendar year from January to January. The Alabama Fire College enrolls each student in a blanket school insurance policy for liability and accidents. Insurance fees are attached to the EMT class to facilitate the process. The policy insures students while they are participating in clinical/field activities which are a course requirement. Eligibility for insurance coverage is made through annual and/or interval premiums to the company used by the Alabama Fire College. Students employed in other health care roles (while in the EMT class) are not covered by the Alabama Fire College insurance when assuming these roles. Students must not identify themselves as an Alabama Fire College EMT student when working as an employee in a clinical/field agency.

## Background Check Policy

All students who enroll in the Emergency Medical Services Program are required to submit to a background check by the agency chosen by an Alabama Fire College. If the student(s) work for an agency that uses a third party to perform them for their city or town, the student must sign the Drug Screen and Background Check Disclosure Form also signed by the Fire Chief or designee. The Fire Chief must also send a letter on city or town letterhead assuming liability with all students' names included that apply. This must have been performed within the last 6 months to be considered. Students will be required to have a background check if requested by the clinical/field agency for which the student is assigned for clinical/field rotations even if the student has already taken one for the Alabama Fire College. All students must sign a release form for permission to perform a background check as required by federal law pursuant to the Fair Credit Reporting Act. The student must abide by the background check policy of the AFC Program in Emergency Medicine and the policy at the agency to which the student is assigned for clinical/field practice. Every effort will be made to provide students with the required clinical/field experience to meet program objectives. Any student denied access by a clinical/field affiliate will be subject to dismissal from the program.

## Substance Abuse Policy

The student presenting to class with the smell, presence, sale, consumption, use, and/or being under the influence of alcoholic beverage or illegal drugs are forbidden on campus, at campus-sponsored functions, or clinical laboratory experiences. The Program in Emergency Medicine and the Alabama Fire College assumes that entering students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. Violations of the chemical abuse policy of the college will render a student subject to disciplinary action, under specific procedures, which provides for adequate notice and a fair hearing. Penalties for violation include reprimand, probation, suspension, or expulsion. Referrals for substance abuse assistance are made at the student's request only. The College reserves the right to dismiss a student whose on/off campus behavior as stated above is considered undesirable or harmful to the Fire College.

## Drug Screen Policy

Any student who enrolls in the EMT Program through the AFC Program in Emergency Medicine and desires to participate in courses which have a clinical component is required to submit to an initial pre-clinical drug screening. If the student(s) work for an agency that uses a third party to perform them for their city or town, the student must sign the Drug Screen (DS) and Background Check (BC) Disclosure Form also signed by the Fire Chief or designee. The Fire Chief must also send a letter on city or town letterhead assuming liability with all students' names included that apply. The BC and DS must have taken place within the last six (6) months. The initial pre-clinical drug screen will be conducted upon entering the program. The student must abide by the program's drug screen policy and clinical agency policy for which the student is assigned clinical practice. This includes pre-clinical and random drug screenings should the student exhibit behaviors indicative of substance abuse at any time while enrolled in the EMT Program at the AFC Program in Emergency Medicine, they will be subject to random drug screens. These will be at the student's expense. The Alabama Fire College is not required to provide a copy of any drug or alcohol tests to any individual student. Such results may be used by the Alabama Fire College as a reason to refuse or terminate a particular student's continuation in the program.

## Communications Policies

- **Written Communication:** The faculty and clinical/field instructors encourage open communication with EMT students. Written communication and documentation in the form of memos, letters, emails, facsimiles, and anecdotal notes are utilized throughout the curriculum. Students are required to update and keep current a viable mailing address, e-mail, and phone number.
- **Lines of Communication:** Students are encouraged to seek guidance when a classroom, clinical or field rotation, or general problem or concern arises. If the concern is directly related to the EMT class, a resolution should be sought through conference with the course instructor. If the concern is not resolved at that level, the subsequent steps include a conference with the EMS Group Supervisor with documentation of complaint or concern in writing. If the instructor and EMS Group Supervisor cannot successfully resolve the issue, then a meeting with the Training Section Chief should be requested.
- **Electronic Communication:** EMS faculty and staff have access to electronic communication. Students may log on the web page at [www.alabamafirecollege.org](http://www.alabamafirecollege.org) for information about the College. Information specific to the EMS Program is posted and updates are made on a regular basis. E-mail messages are not private or confidential. Students and faculty are encouraged to be selective in information sent via this method. It is the policy of the Alabama Fire College and the Program in Emergency Medicine that grades shall be emailed therefore, students should keep a current e-mail address with Registration. Students are encouraged to use e-mail to communicate with faculty and staff.

## **Student Code of Conduct**

The Alabama Fire College Program in Emergency Medicine expects the conduct of each EMT student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. An EMT student may be disciplined if found to be in violation of, but not limited to the following:

- There is zero tolerance for the student to report to class, lab or rotations with the smell of alcohol on the student's breath or clothing, possession, sale, and/or consumption of alcoholic beverages or non-prescribed controlled drugs on the Alabama Fire College property, in a Alabama Fire College vehicle of any type or at a student or Alabama Fire College sponsored function.
- Academic fraud and dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College. Refer to catalog page ten (10) for this policy.
- Forgery, alteration, or misuse of Alabama Fire College documents, records, or identification
- Failure to comply with the authority of college officials acting within the capacity and performance of their positions
- Violation of written Alabama Fire College rules, policies, and regulations
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, and other Alabama Fire College activities, or other activities on the premises by either Fire College or non Fire College affiliated persons or groups
- Destruction, damage, or misuse of Alabama Fire College public, or private property (the student is responsible for any damage done to the property)
- Lewd, obscene, immoral, or indecent conduct or the verbal or written threat of such action against another person
- Lewd, obscene, immoral, indecent, or inappropriate dress
- Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law
- Underage students smoking on campus, rotations, or at a Fire College sponsored event
- Theft, accessory to theft, and/or possession of stolen property to include taking EMS supplies without permission

Violations of the above Student Conduct Code will render an EMT student subject to disciplinary action and/or up to dismissal from the program.

## **Clinical Misconduct**

Guidelines used for evaluating clinical misconduct includes, Policies of the Ambulance, Policies of the Clinical Agency, Policies of the Fire Service Agencies, and the Program in Emergency Medicine.

**Clinical misconduct behaviors include, but are not limited to:**

- Including patient information, pictures or videos in social media to include Twitter, Facebook, Glide, YouTube, or any other medium is prohibited and will result in dismissal from the program.
- Breach of confidentiality, legality, or accountability
- Non-adherence to policies of the ambulance, clinical agency, fire service agency, or the program in Emergency Medicine
- Any act in violation of safe EMS practices
- Falsifying records or failure to document or report accurate patient information
- Unprofessional attitudes and/or behaviors such as disrespect for the dignity, rights, and individuality of the patient and others
- Lack of personal and professional integrity
- Demonstrating behavior that reflects impairment of judgment and/or ability to provide safe and competent patient care (such as the smell of alcohol on their breath or clothing, being under the influence of alcohol, drugs or being mentally or physically ill)
- Holding completed rotations and not turning them in per established guidelines. Students receiving VA benefits must pay close attention to this.
- Any EMT student who unduly compromises the safety of a patient and/or displays clinical misconduct behaviors will receive a clinical grade of unsatisfactory for the semester and cannot return to the clinical area.
- The student must achieve a clinical grade of satisfactory in order to progress in the program. A grade of unsatisfactory will result in a grade of "F" for the course.

## **Clinical Misconduct Policy**

- An EMT student whose conduct is judged to be clinically unsafe can be dismissed at any time from the clinical unit.
- Unsafe clinical performance is defined as that behavior that is actually or potentially injurious to patients, staff, or the reputation of the agency.
- The preceptor observes the behavior or verifies the report of another who was present at clinicals.
- The preceptor seeks consultation with the instructor initially. The instructor notifies the Fire College Clinical Coordinator, describes the situation in writing, and gives a copy to them. The Clinical Coordinator will advise the EMS Program Manager and a copy will be forwarded to the appropriate Section Chief, Medical Director, and the Executive Director.



**Clinical Misconduct Dismissal Policy (Applies to any student meeting any of the above criteria.)**

- The preceptor observes the behavior or verifies the report of another who was actually present.
- The preceptor determines that the behavior was unsafe or injurious.
- The judgment is based on the professional knowledge of the preceptor and does not require further confirmation.
- The preceptor informs the EMT student and dismisses the student from the clinical area.
- The preceptor then follows the procedure as listed under Clinical Misconduct Policy.
- The student will be prohibited from further clinical/field rotations pending any appeal.
- The student has the right to appeal all penalties imposed for clinical/field misconduct and is assured a fair and impartial hearing and due process.

**Clinical Probation Policy**

- Clinical Probation results from failure to accomplish one or more of the clinical behaviors as listed on the clinical/field rotation tool.
- The instructor or designee will counsel the student, document the situation, and place documentation in the student's file. A copy will be forwarded to the AFC Clinical Coordinator.
- The student is provided guidance and recommendations on ways to improve performance and placed on probation for a specified time.
- During the probation period, the student is closely observed and must demonstrate competency.
- Failure to demonstrate competency will result in failure of the clinical component of the course and thus receive a failure for the course.
- Probationary status will be reviewed at the end of the specified time period.
- Students who display clinical misconduct are not placed on probation but are dismissed from the program.

**Clinical/Field Rotation Progression**

Clinical/Field Rotation grades are either satisfactory or unsatisfactory. Progress in the clinical/field component of the EMT class is determined by informal and formal evaluations. Informal evaluations are ongoing throughout the semester. Clinical Rotation evaluation tools are used for formal evaluations and are documented summations of the student's performance of clinical behaviors.

**Automated External Defibrillators (AEDs):**

The Alabama Fire College has strategically placed wall-mounted AEDs for purposes of medical intervention when a visitor, citizen, staff member, student, etc., is determined to be in cardiac arrest. The instructors and students are trained in the AED's use and will be expected to function as a team. If the AED is to be used, the extraction method is to get the person out of sight of all visitors, citizens, staff members, and students as quickly as possible so that normal operations resume. In other words, the incident will be handled behind closed doors. All equipment and accessories are included for operation if needed.

## EMS Curriculum Class Hours

### EMT Curriculum

### Class Hours

EMS 118	EMT	180
EMS 119	Clinical & Field Rotations	48

### AEMT Curriculum

EMS 155	AEMT	202
EMS 156	Clinical & Field Rotations	96

### Paramedic Curriculum

<b>EMS 189*</b>	Applied Anatomy & Physiology	60
Total		60

\*This course is required, however, students having previously taken this course can test-out of the course through the placement exam.

### P3-Third Semester

EMS 240	Paramedic Operations	48
EMS 253	Paramedic Transition to the Workforce	76
EMS 254	Advanced Competencies for Paramedic	68
EMS 255	Paramedic Field Preceptorship	192
EMS 256	Paramedic Team Leadership/Capstone Experience	64
EMS 258	Paramedic Special Skills	48
Total		496

### P1-First Semester

EMS 210	Paramedic Skills Lab I	16
EMS 243	Paramedic Pharmacology	68
EMS 244	Paramedic Clinical I	112
EMS 245	Paramedic Medical Emergencies	60
EMS 247	Paramedic Special Populations	48
Total		304

### P2-Second Semester

EMS 220	Paramedic Skills Lab II	16
EMS 241	Paramedic Cardiology	128
EMS 242	Paramedic Patient Assessment	60
EMS 246	Paramedic Trauma Management	60
EMS 248	Paramedic Clinical II	128
Total		392

# ALABAMA FIRE COLLEGE

## TUITION & FEES

9/6/2022

Fire Service Courses	In-State	Out-of-State
Airport Fire Fighter	\$350	\$590
Alabama Smoke Diver	\$350	\$590
Emergency Vehicle Driver	\$120	\$120
Fire Apparatus Operator: Aircraft Rescue & Firefighter	\$240	\$480
Fire Apparatus Operator: Aerial	\$350	\$590
Fire Apparatus Operator: Mobile Water Supply	\$240	\$480
Fire Apparatus Operator: Pumper	\$350	\$590
Fire Department Safety Officer: Health & Safety Officer	\$265	\$510
Fire Department Safety Officer: Incident Safety Officer	\$265	\$510
Fire Fighter Bridge	\$725	
Fire Fighter I/II	\$1,085	\$2,295
Fire Fighter II	\$265	\$510
Fire Fighter Recertification	\$540	
Fire Inspector I	\$280	\$520
Fire Inspector II	\$280	\$520
Fire Inspector III	\$330	\$570
Fire Instructor I	\$265	\$510
Fire Instructor II	\$265	\$510
Fire Instructor III	\$265	\$510
Fire Investigator I	\$330	\$570
Fire Investigator II	\$330	\$570
Fire Officer I	\$265	\$510
Fire Officer II	\$265	\$510
Fire Officer III	\$265	\$510
Fire Officer IV	\$265	\$510
Hazardous Materials Technician	\$420	\$665
Hazardous Materials: Awareness & Operations	\$265	\$510
Hazardous Materials Incident Commander	\$265	\$510
Honor Guard	\$180	\$360
Live Fire Instructor	\$180	\$360
Marine Fire Fighter I	\$350	\$590
Plans Examiner I/II	\$265	\$510
Public Fire & Life Safety Educator I	\$180	\$360
Public Fire & Life Safety Educator II	\$180	\$360
Public Information Officer	\$180	\$360
Public Safety Telecommunicator I/II	\$180	\$360
Rapid Intervention Crews	\$240	\$480
RT: Cave I/II	\$350	\$590
RT: Confined Space I/II	\$350	\$590
RT: Dive I	\$350	\$590
RT: Rope I	\$350	\$590
RT: Rope II	\$240	\$480
RT: Structural Collapse I/II	\$1,170	\$1,415
RT: Surface Water I/II	\$240	\$480
RT: Swift Water I/II	\$180	\$360

<b>Fire Service Courses</b>	<b>In-State</b>	<b>Out-of-State</b>
<b>RT: Trench I/II</b>	\$350	\$590
<b>RT: Vehicle Extrication I &amp; Machinery Extrication I</b>	\$350	\$590
<b>RT: Wilderness I/II</b>	\$350	\$590
<b>Strategy &amp; Tactics 16 hrs.</b>	\$120	\$120
<b>Strategy &amp; Tactics 24 hrs.</b>	\$180	\$180
<b>Strategy &amp; Tactics 40 hrs.</b>	\$330	\$330

<b>EMS Courses</b>	<b>In-State</b>	<b>Out-of-State</b>	<b>Fees, Insurance, Drug Screen, Background Check, EMS Skills Tracking Sheet</b>
<b>Applied Anatomy &amp; Physiology for the Paramedic</b>	\$300	\$560	
<b>Emergency Care Provider</b>	\$120	\$360	
<b>Emergency First Responder</b>	\$300		
<b>Emergency Medical Technician</b>	\$835	\$1,670	\$86 + \$85 for EMS skills sheet
<b>Advanced Emergency Medical Technician</b>	\$1,005	\$2,010	\$86 + \$85 for EMS skills sheet
<b>Paramedic 1st Term</b>	\$1,355	\$2,545	\$86 + \$85 for EMS skills sheet
<b>Paramedic 2nd Term</b>	\$1,655	\$3,105	\$86 + \$85 for EMS skills sheet
<b>Paramedic 3rd Term</b>	\$1,655	\$3,105	\$86 + \$85 for EMS skills sheet
<b>Law Enforcement First Responder Tactical Casualty Care</b>	\$120	\$120	
<b>Tactical Emergency Casualty Care</b>	\$265	\$510	