



Incident Qualification Student Policies and Handbook

Class Intro: This intensive course is designed to provide the student with all of the necessary certificates to gain employment with a governmental, local, or private wildland firefighting crew. The course consists of a mixture of 5 online, self-directed classes and a “field day”. The field day completes the second half of a blended course. The classes are determined by the National Wildfire Coordinating Group (NWCG) and are universally accepted as the industry standard. The student will spend approximately 100-120 hours to complete this course.

Students must be affiliated with a licensed wildland firefighting unit to secure their official Incident Qualification card. **NOTE: Students have one year from the completion of the course to meet the affiliation requirement to be certified.**

Entrance Requirements:

- Student must be at least 17 years old by the start of class and 18 years old to attend the Field Day.
- Prospective student must complete and pass all 5 online courses before attending the field day.
- Application

First-In Responder Technical Academy encourages diversity and accepts applications from all minorities. First-In Responder Technical Academy does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. First-In Responder Technical Academy acknowledges that information pertaining to an applicant’s disability is voluntary and confidential and will be made on an individual basis. If this information is presented, First-In Responder Technical Academy will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.

Addendum D

Tuition and Additional Costs

Incident Qualification Class Tuition: \$400

Registration fee -\$0

Textbooks and workbooks-n/a

Online Course Fee- \$0

Licensing/testing fees-Field day evaluation included

Location: The student completes the 5 online courses at a location of their choosing. The field day is located in a rural setting where wildland firefighting skills can be taught, practiced, and evaluated.

Course Schedule and Time Commitment

- Class hours:
 - Online courses-Variable time
 - Field day- 9AM-4PM
- Students must complete and pass all 5 online courses prior to the Field Day.

Grading System/Standards of Progress

Incident Qualification Class-Online courses have a 70% minimum score.

-Field Day will be evaluated by industry-accepted evaluators.

Student Evaluation Techniques:

1. Instructors will evaluate student performance both in practical evolutions and online.
2. Every effort will be made to help students meet and exceed the minimum requirements.
3. The instructors will be available to students if they feel they need extra help. They need only to ask. The burden is on the student to request help. Do not rely on an instructor to take the initiative to arrange for specialized sessions.
4. Instructors will give periodic updates to gauge progress on certifications.

Incomplete Grades: The Field Day is a single-day event. This takes tremendous coordination and staffing to accomplish effectively. Because of the scope of the Field Day, this cannot be replicated. Whatever certificates the students earn are theirs to keep and use at a later date, but no incomplete grades will be given.

Attendance Requirements: All students are required to attend the Field Day.

Make-up Work: Due to the nature of the Field Day, no make-up work is accepted.

Withdrawing from School: Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

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Code of Conduct: The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

Conditions for Dismissal: Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Not finishing the online requirements prior to the Field Day.
3. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy: Due to the nature of the Field Day being a single-day event, there is no possibility of re-entry.

Credit for Previous Training: FIRE Tech is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we require students to proceed through our program in its entirety to ensure that they meet the standards set by our director and member board.

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Student Grievance-Complaint/Appeal Process: Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should either the student cancel the contract or the school, the date the letter is delivered to the director will be used as the date to calculate any refund in accordance with the school's refund policy.

Cancellation and Refund Policy (Compliance with WAC 490-105-130):

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) before the first day of on-line training begins.
3. If training is terminated after the student enters classes, the school may retain the registration fee.
4. All refunds must be paid within thirty calendar days of the student's official termination date.

Student must notify the director in writing of the intention to drop the class within the 5 day period leading up to the start of online courses to be eligible for a complete refund.

Student Records: Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript and earned certificates. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Placement Assistance: FIRE Tech does not currently offer official placement assistance. FIRE Tech does have industry professionals at the Field Day to offer help with applications and to scout out potential employees.