



# FIRE ACADEMY APPLICATION INFORMATION

- ❖ Please **read the entire information packet** before submitting your application. Changes have been made in the requirements and application process and are now implemented. All information pertaining to the application process and the current requirements are explained in this packet.

Should you have any questions, please attend an information meeting. All your questions will be answered at this meeting.

- ❖ For additional information about the Fire Academy, Fire Technology Program, and careers in Fire Service you must attend an information meeting.

Information meetings are held at the Rio Hondo College Public Safety Training Center / Fire Academy on the second Tuesday of each month starting at 6:30 p.m.

The address is: 11400 Greenstone Avenue  
Santa Fe Springs, California, 90670-4621



**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**Department of Public Safety – Fire Technology**  
 11400 Greenstone Avenue ♦ Santa Fe Springs ♦ California ♦ 90670-4621  
 Tracy E. Rickman, Fire Technology Coordinator  
 (562) 941-4082 ext. 21



To: Fire Academy Applicants  
 From: Tracy E. Rickman, Fire Academy Coordinator  
 Subject: **Class 78** Application Process

Firefighter I, Basic Fire Academy  
 Class 78  
 Full-Time Academy  
 January 9, 2012 – May 5, 2012

**IMPORTANT DATES & EVENTS**

EVENT	DAY	DATES & TIME
Applications Available	→ → →	September 15, 2011 through November 23, 2011
Application Due Date	Monday	November 28, 2011 at 1700
Notification Date	Monday	By December 5, 2011
On-Line Registration	Tuesday	December 6, 2011 (0800 – 1600)
Orientation	Tuesday	December 6, 2011 (1300)
Payment Deadline	Thursday	January 5, 2012 (Mandatory)
Physical Abilities Test	Saturday	December 10, 2011 at 1300 (Mandatory)
Family Day	Sunday	December 11, 2011 at 1300 (Mandatory)
Instruction Begins	Monday	January 9, 2011 at 0600
Graduation	Saturday	May 5, 2012 at 1000

**Class 78**  
**Full-Time Academy**

The physical abilities test and family day **are mandatory** for all who apply.

**No Exceptions!**

***Important!***

*The events, dates, and times listed above are subject to change.  
 Changes made will be listed on the acceptance letter and will override the above information.  
 Please make sure that you read and follow the instructions on the acceptance letter upon receiving it.*

The information provided in this packet covers the information you will need to apply for the Basic Fire Academy, full-time or part-time. The next academy, Class 78 is being offered in a Part-Time format. Please refer to the Rio Hondo College Fire Academy Application Packet for forms needed and important dates, events, and times. Class 79 will be offered in a Full-Time format.

Please ensure that you completely fill out all of the necessary forms and the supporting documents outlined on the Fire Academy application packet. **Application packets are due as indicated on the first page by 5:00 p.m. Incomplete and late packets will not be considered for further process. THIS INCLUDES SPONSORED APPLICANTS.** It is your responsibility to make sure that your application packet is complete. You will ***not*** be notified if your packet is incomplete.

The following are the prerequisites of the Basic Fire Academy:

- ◆ REQUIRED: National Registry or Certified EMT-1 Certificate
- ◆ Rio Hondo College Fire Technology Core Classes (FT101, FT103, FT104, FT105 & FT106), and
- ◆ Math 30, English 35 and Reading 23 or the appropriate placement through the Rio Hondo College Assessment Process.

It is mandatory that you make an appointment with Jennifer Fernandez (Counseling) to verify your course prerequisites ([JFernandez@riohondo.edu](mailto:JFernandez@riohondo.edu)). Please ensure that your application packet is complete. The academy staff will assess your prerequisites and application packet.

Physicals are a requirement of the academy and must be completed by the application due date. See attached information pertaining to physicals.

If you plan on being sponsored, you must submit a sponsorship form with your application. Please ensure that the "**Fire Chief's**" signature is on this form. Other fire department personnel (i.e. Division Chief, Assistant Chief, etc.) cannot sign in lieu of the Fire Chief. Being sponsored will **NOT** waive any of the necessary forms or requirements to process your application. It is your responsibility to make sure that your application packet is complete and turned in by the due date.

In addition, you will be required to take a Physical Abilities Test (Biddle). For date and time, refer to the first page of the Fire Academy Application Packet. This Biddle Test is **MANDATORY** for all applicants, even if you have taken the "Biddle" before.

There is no need to make an appointment. This is a **mandatory** test, you are required to take the Physical Abilities Test on these assigned dates even if have taken this test in the past. If you do not take this Physical Abilities Test as scheduled, your application is **void**.

Lastly, please be patient. Please **DO NOT** call our office asking if you have been selected or if you can know where you ended up on the waiting list.

Applicants for Class 78 will be notified by December 5, 2011 whether or not you have been accepted into the fire academy. If you do not hear from the college by dates mentioned in this paragraph, please call (562) 941-4082 extension 21.

Good luck to all that applies!



**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**Department of Public Safety – Fire Technology**  
11400 Greenstone Avenue ♦ Santa Fe Springs ♦ California ♦ 90670-4621  
(562) 941-4082 ♦ Extension 21



## **About the Rio Hondo College Basic Firefighter I Academy**

The Rio Hondo Basic Fire Academy has been designated by the California State Board of Fire Services as a Basic Firefighter I Academy. It provides the hands-on training required by most Fire agencies for entry level employment as an apprentice firefighter.

The Fire Academy provides 917 hours of expert instruction in two formats. The Full-Time Fire Academy is 17 weeks in length and is held July through November each year. The Extended Format (Part-Time) Fire Academy is 34 weeks in length and is held January through July. In the past we have offered a third academy. Normally this academy will be offered as a Full-Time Fire Academy. This additional academy is held January/February through May/June.

This fiscal year class 78 will be offered in a "Full Time" format, starting on January 9, 2012.

**IMPORTANT!** The next Extended Part-Time Academy will start in January **2013** and the next Full-Time Academy will start in July of 2012.

In the Full-Time Academy, classes start at 0600 hours and end at 1730 hours Monday through Friday. Some sessions may be scheduled on Saturdays and Sundays. The Extended Academy meets from 1850 hours through 2230 hours Thursday and Friday evenings and 0730 hours through 1730 hours on Saturdays and Sundays.

**National Registry or EMT – 1 Certificate is a prerequisite for entry into the fire academy.** This includes sponsored applicants.

Priority for up to 80 percent of all positions are assigned to individuals sponsored by fire agencies and 20 percent of the positions are allocated to pre-service students based on the number of fire technology units they have completed with a "B" grade or better.

All coursework is referenced to, complies with, and in most cases exceeds, the California State Board of Fire Services Firefighter I Curriculum, leading to certification as a Firefighter I. Graduates of the Rio Hondo Fire Academy are awarded a Rio Hondo College "Certificate of Proficiency" and receive the following certifications and/or certificates:

### **Rio Hondo College Certificate of Achievement**

- CSFM Basic Firefighter I Academy Training Certificate
- CSFM EMT I Certification (includes mandatory Blood borne Pathogens & SIDS Instruction)
- CSFM Vehicle Extrication Certificate
- CSFM Fire Control I-III & VI Certificates
- CSFM Rescue Systems I Certification
- CSFM Confined Space Awareness Certification
- CSFM ICS 200
- CSFM Trench Rescue (when applicable)
- CSFM Rapid Intervention Crew Tactics

CSTI	Hazardous Materials 1 <sup>st</sup> Responder Operational Certification
CSFM	Low Angle Rescue
NWCG	S-110 Basic Fire Suppression Orientation – Wildland (Self-Study)
NWCG	S-130 Firefighter Training – Wildland
NWCG	S-190 Introduction to Wildland Fire Behavior
AHA	AED Certification

In addition to the certification and/or certificates listed, a rigorous physical fitness program is included in the academy. Students desiring to enter the academy are required to have a complete physical examination. See attached information pertaining to physicals.

### **Cost**

Students will be required to pay the enrollment fee, buy their own books, purchase uniforms and turnouts. The start up cost for entrance into the academy is approximately \$3,500.00.

Financial aid for those who qualify is available in the form of a “guaranteed student loan” which takes about eight weeks to receive. If you intend to apply for financial aid, contact the Financial Aid Office at Rio Hondo College to make application and arrangements. **Financial aid assistance must be approved by (before) the scheduled registration date.** Individuals registering with financial aid will be asked to show proof of approval.

### **Priority List**

The fire academy is OPEN TO ALL STUDENTS; however, due to the large number of people who wish to enroll, it has been necessary to establish a priority system for entrance. The priority system established is as follows:

1. **In-Service and Sponsored Students:** In-Service and Sponsored students will receive priority over Pre-Service students for up to 80% of the total class enrollment. In-Service and Sponsored students are defined as follows and will be given priority in the order listed:
  - A. In-Service Students: Fully paid member of a governmental or industrial fire protection agency. Plus, have completed the required EMT certification at an accredited institution.
  - B. Sponsored Students: Auxiliary members of departments sponsoring Rio Hondo Fire Academy Graduates. Auxiliary members must have completed at least 1 year of service with the agency OR must have completed the required pre-requisites at an accredited institution. Agencies may only sponsor two of these individuals per class.

Individuals filing application as an In-Service or Sponsored student must intend to return to the sponsoring organization upon completion of the academy training. It must also be the intent of the department sponsoring such a student to utilize the skills and knowledge acquired by the member in the day-to-day operation of the department.

2. **Pre-Service Students:** Pre-Service students will be given priority over In-Service and Sponsored students for a minimum of 20% of the total class enrollment. A Pre-Service student is one who does not qualify as an In-Service student.

3. Priority for enrollment in the academy will be based on the number of units completed with a grade "C" or above in fire technology courses at accredited colleges or institutions. However, students who withdrew from Rio Hondo Fire Academy Class 76 & 77 due to **verified injury or extended illness** will be given priority over new applicants. Fire technology courses are those having an accredited fire technology or fire science number.
4. Students with the same number of fire technology units will be prioritized based on the grade point average of those fire technology classes.
5. In the event that two or more students have an equal grade point average and have completed the same number of fire technology units, priority will be based upon the total number of units completed at accredited colleges or institutions.
6. Students with the same number of completed fire technology units, the same grade point average in those fire technology units, and the same number of total units completed at accredited colleges or institutions will be prioritized based on the grade point average of all college units completed.
7. Those students who have not satisfactorily completed any college units will be prioritized based upon test scores in the College English Placement Test.
8. Students registering for their third or additional time will be placed last on the priority list.

### **Filing Applications**

Applications for Fire Academy Class 78 will be available online or available for pickup at the Rio Hondo Fire Academy on September 15, 2011. To download an application packet go to [www.riohondofire.com](http://www.riohondofire.com) . Completed applications, all supporting documentation, including sponsorship forms, must be received in the **Rio Hondo College Public Safety Training Center / Fire Academy** no later than 5:00 p.m. on dates indicated on the first page of this section of the application packet. Post Office time stamps will **NOT** be accepted. **DO NOT** leave your application packet at the Administration of Justice Center / Police Academy, Counseling Office, any Counselor, or with any of your instructors. It is your responsibility to ensure delivery to the Rio Hondo College Public Safety Training Center / Fire Academy by the due date and time. Completed application packets are to be turned in to Ms. Reyes. Ms. Reyes office is located at the Rio Hondo Fire Academy.

Applications may be submitted without transcripts verifying college units completed; however, to receive credit for completed courses, official transcripts **MUST BE** received in the Rio Hondo College Public Safety Training Center / Fire Academy by the application deadline (Allow at least 10 working/mailling days to meet the deadline.) Students should request transcripts from every college attended as soon as possible. **Have the college(s) send the OFFICIAL TRANSCRIPT to Rio Hondo College, Admissions & Records Office. We cannot accept sealed transcripts. They must be sent to the main college in the City of Whittier.**

**STUDENTS NEED NOT CONCERN THEMSELVES WITH FORWARDING TRANSCRIPTS FOR ANY COURSE WORK "COMPLETED" AT RIO HONDO COLLEGE.** Our office will obtain your Rio Hondo course records.

If you are currently taking classes and your grades are not reflected on your transcripts, please submit a Course Work in Progress form. This will ensure credit for classes you are taking. Students filing an application for in-service status shall file an "In-Service Verification Report" together with the application. This form must be signed by the sponsoring Fire Chief.

## College Placement Tests

In addition to the required fire technology core classes, English 35, Math 30, and Reading 23 are required to enter into the Basic Firefighter 1 Academy. Students who have not met the English, Math, and Reading requirement(s) must take the placement test(s) and score at these levels or better to be considered into the Basic Firefighter 1 Academy.

Should you require placement testing, please call the Rio Hondo College Assessment Center and schedule the needed "Placement Test(s)" at (562) 463-7226. Students submitting an application for Class 78 must take any placement test(s) no later than November 18, 2011.

Placement testing from other colleges are **NOT** accepted.

## Registration

Registration for Class #78 will be held on Tuesday, December 6, 2011 between the hours of 0800 – 1700 (**On-Line Only**). The Academy Indoctrination will be on **Tuesday, December 6, 2011**. All those filing applications will be notified of the time and location of the indoctrination (Orientation and Payment) regardless of whether they are accepted into an academy or placed on the standby list.

## Transcripts

Please request official transcripts to be mailed to Rio Hondo College, Admissions & Records Office. **We cannot accept sealed transcripts. They must be sent to the college.**

Students need not concern themselves with forwarding transcripts for any course work completed at Rio Hondo College. Our office will obtain your Rio Hondo course records. Open or unofficial transcripts cannot be accepted.

## EMT Certification

Please provide a copy of your current EMT Certification Card and National Registry. You must have at least the National Registry Certification.

## For Additional Information

For additional information and to answer any questions you may have on the Fire Technology Program, the Basic Fire Academy and the fire academy application process, you should attend an information meeting. These meetings are held at the Rio Hondo College Public Safety Training Center / Fire Academy every second Tuesday of each month at 1830 hours. The meeting room location will be posted at the main entry of the building.

Rio Hondo College Public Safety Training Center is located at 11400 Greenstone Avenue in the City of Santa Fe Springs. The RHC Public Safety Training Center is located **next** to the Santa Fe Springs Fire Department – Station 1 Headquarters.



RIO HONDO COMMUNITY COLLEGE DISTRICT  
**Department of Public Safety – Fire Technology**  
**RIO HONDO COLLEGE FIRE ACADEMY**  
11400 Greenstone Avenue ♦ Santa Fe Springs ♦ California ♦ 90670-4621  
Tracy E. Rickman, Fire Technology Coordinator  
(562) 941-4082 Extension 21



## PHYSICAL EXAMINATIONS

Physicals are a requirement of the fire academy and must be completed prior to the Fire Academy application deadline. It is important that you start the process of the physical as soon as possible so that you may have the results at the time of the application due date.

You may have your physical done through Rio Hondo College – Student Health Services for the below listed fees.

- If you are not currently a registered student at Rio Hondo College the cost for the physical and associated blood work is \$80.00 (\$60.00 Physical / \$20.00 Lab)
- Current registered students will pay \$45.00 (\$25.00 Physical / \$20.00 Lab) for the physical and associated blood work.

Should you decide to have your physical at the Rio Hondo College Student Health Center, be prepared to take your “Child Disease Immunization Records” on your first of three visits. If you do not have your immunization records, the Student Health Center can run an Unusual Child Disease Blood Panel for an additional \$70.00.

Prices listed above are subject to change. When you make your appointment, ask for a current price quote.

You may of course visit your own physician, but all the paperwork and test results must be received with your completed academy application package.

If you choose to have the physical done at Rio Hondo College, please call (562) 692-0921 extension 3438 to set up an appointment. Plan and start the process early as appointment fill fast.

If you plan on having your physical at the Rio Hondo Student Health Services Office, you must schedule your appointment by **October 31, 2011** for class 78. Request for physicals after October 31st can be denied. Physicals provided by Rio Hondo are normally scheduled as a two-part appointment. It is important that you keep your appointments and try not to re-schedule so that all test results are back by the scheduled application deadline. Incomplete physicals, test results or medical forms not being filled out correctly or completely can result in your application being denied.

The necessary physical examination form (Record of Medical History and Physical Examination) has been provided for your convenience. Please take this form to your medical facility or the Rio Hondo College Student Health Services office when you start your physical.

\* Physical Examination prices are subject to change.

RIO HONDO COMMUNITY COLLEGE DISTRICT  
**Department of Public Safety – Fire Technology**  
**RIO HONDO COLLEGE FIRE ACADEMY**

**UNIFORM, TURNOUTS, AND GEAR LISTING**

The following is a list of uniforms, physical fitness gear, safety gear and equipment needed for the Rio Hondo Basic Fire Academy. These costs reflect current quotes and may vary depending on where these items are purchased and how many are purchased.

**ITEM**

**UNIFORM**

- Tact Squad # 7012N Navy Pant (65% Polyester / 35% Cotton)
- Tact Squad # 8013N Navy, Short Sleeve Shirt (100% Polyester)
- Topps Navy Jacket (Note: no other jacket or sweater may be worn)
- Topps Jacket Liner
- White, Crew Neck, Heavy Weight Undershirt (last name on front & back in two-inch black, block letters on upper third of shirt) Price includes lettering.
- Black Socks
- Plain (non-weave) black uniform belt (1½ wide or greater) with a squared Silver buckle
- Black, plain-toe, high-top (6" or greater) boot with safety toe & sole  
Boot must be capable of taking a high shine.
- 1 Grey Sweat Top (last name on front & back in two-inch black, block letters on upper third of shirt) Price includes lettering.
- 1 Grey Sweat Pant
- White, Crew Neck, Heavy Weight T-Shirt (last name on front & back in two-inch black, block letters on upper third of shirt) Price includes lettering.
- Jogging Shoes (Comfortable, running)
- \* At least 1 Rio Hondo College Fire Academy Sweatshirt and Sweatpants
- \* At least 1 Rio Hondo College Fire Academy T-Shirt
- \* At least 1 Rio Hondo College Fire Academy Black Shorts
- Helmet w/ Goggles & Bracket
- One Helmet Shield (Rio Hondo College Fire Academy, Class 78)

**SAFETY GEAR AND EQUIPMENT**

- Leather Firefighting Gloves with Gauntlet
- Leather General Utility Work Gloves (Fire Structure Gloves)
- Nomex or P.B.I. Firefighting Hood
- Goggles (Over the Glasses Type)
- Academy Patches
- Duffel Bag (Gear Bag)

## TURNOUTS

It is important that you understand that the following purchasing guidelines be met. Should you purchase turnout that do not meet the guidelines listed below; you will not be able to wear what you purchased and/or participate during the specialized training where the turnouts are needed. This will result in you being dropped from the academy and/or you having to purchase the correct turnouts.

The turnouts must be: **NFPA Compliance** and the **same color** (Yellow)

<u>ITEM</u>	<u>NUMBER</u>	<u>COLOR</u>
• <b>Jacket</b>	# 35MJ732	yellow
• <b>Pants</b>	# 35MP732	yellow
• <b>Helmet</b>	911	yellow
• <b>Helmet shield</b>	76 (class number)	black w/ red lettering
• <b>Goggles</b>		black
• <b>Boots</b>	DF65	

**\*IMPORTANT - Please *DO NOT* wait for the last minute to purchase your uniforms and workout gear. Vendors need time to fit you, make alterations, and stencil your uniforms &/or workout gear.**

\* Rio Hondo College does not require that you purchase from any specific vendor and/or agent. The vendors listed on the attachment are aware of the needs of the academy and carries the correct turnouts.

We encourage you to shop around for the best price.

Be careful, it is your responsibility to ensure that the correct turnouts are purchased.

### ***IMPORTANT !!!***

You have approximately one month to purchase your uniforms and gear. Please do not wait to make your purchases. Uniform vendors need additional time to make the necessary fittings, alterations, and stenciling to have your uniforms and gear on time. In addition, November/December is the start of the Winter Holidays and some uniform suppliers close down for two or more weeks for the Holidays.

**“ *IMPORTANT ! ! !* ”**

**Full-Time Applicants – Please NOTE!**

**Your application packet MUST be complete.  
DO NOT ask fire academy staff members or the counselor to waive any part of your application. You are responsible to assure that all required forms and information are complete and correct.**

**Physicals – If you plan on having the RHC Student Health Services do your physical, please make an appointment immediately. They are moving to another building/location and will be closed a couple of weeks for packing and moving. Physicals provided by RHC Student Health Services take two days to complete your medical.**

**DO NOT ask the fire academy staff or the counselor to hold your packet while you gather the items needed to complete your packet**

**DO NOT turn in your application packet in pieces / parts.  
Turn it incomplete and correct.**

**If you are notified that you have been accepted into Basic Fire Academy – Class 78, please go to the uniform vendor *immediately*. Vendors need time to fit, make alterations, and stencil your uniforms and gear.**

**Ordering and purchasing your uniforms and gear late may result in not having your required wear on time.**

**DO NOT wait for the last minute to turn in your application packet.**

**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**Department of Public Safety – Fire Technology**

**UNIFORM DEALERS**

Rio Hondo Community College does not recommend or suggest that you purchase your uniforms and/or equipment from any particular company. It is recommended that you shop for the best price.

The three uniform companies listed below are familiar with the academy uniform needs and carry most of the clothing, gear and equipment that you will need to purchase. Some have provided flyers with a listing of items that can be purchased at a reduced price.

Again, Rio Hondo Community College / Fire Academy does not recommend any particular vender.

**Firefighters' Safety Center**

14565 Valley View Avenue, Suite W  
Santa Fe Springs, CA 90670  
**(562) 921-8686**  
(562) 921-0789 FAX

**Galls**

**(888) 424-3938**

2789 Long Beach Boulevard  
Long Beach, CA 90806  
**(562) 424-0220**

1249 West Katella Avenue  
Orange, CA 92867  
**(714) 633-3880**

2225 Kansas Avenue  
Riverside, CA 92507  
**(909) 781-6366**

**Quartermaster Uniforms**

**(800) 444-8643**

750 Long Beach Boulevard  
Long Beach, CA 90813  
**(562) 424-0220**

2543 West Sixth Street  
Los Angeles, CA 90057  
**(714) 633-3880**

623 West Seventeenth Street  
Santa Ana, CA 92706  
**(714) 285-0300**

**Rio Hondo Community College District  
Department of Public Safety – Fire Technology**

**BOOK AND OTHER STUDY MATERIALS**

The following is a list of books and other study materials needed for the Basic Fire Academy. These costs reflect current quotes and may vary depending on the purchase of a new or used book.

<b>Approx Price(s)</b>
----------------------------

Bookstore Purchase

- |  |          |
|--|----------|
| • Essentials 5 <sup>th</sup> Edition                                 | \$ 75.00 |
| • DOT “Emergency Response Guidebook”                                 | \$ 5.00  |
| • Fire Academy Books at Book Store                                   | \$175.00 |
| • Fire Practices & Procedures, Mahoney, Rickman, & Wallace “Bradley” | \$ 65.00 |

In addition, you will also need an adequate supply of:

- 3-Ring Binders
- Notebook Index Dividers
- Notebook Paper
- Pens & Pencils
- Etc.

# **Important !!!**

Time is important during this application process.

***DO NOT*** wait until the last minute to turn in your application packet.

***DO NOT*** turn in your application incomplete.

Applications submitted must be complete and on time.

Deadlines will NOT be changed for your personal needs.

***DO NOT*** ask the staff of counselor for favors pertaining to your application or the deadlines, dates, etc. applied to Class 78.

Deadline(s) and scheduled dates are important.

Please note all dates listed on cover sheet.