

MONMOUTH COUNTY FIRE ACADEMY
1027 Highway 33
Freehold, NJ 07728
Telephone 732-683-8857
Fax 732-683-8978

Fred Migliaccio
Fire Marshal
fmigliaccio@mcfmnj.org

Vincent Adamkiewicz
Chief Instructor
vadamkiewicz@mcfmnj.org

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

ELIGIBILITY:

- Recruits must be at eighteen (18) years of age by course start date.
- Recruits must complete all requirements of the pre-course orientation (to be handed in on the night of orientation).
- Recruits must be a member of a Fire Department with proof of liability insurance.

INSTRUCTIONS

- This package must be completed by the Recruit and sponsoring Department in its entirety.
- **TYPE** or **LEGIBLY PRINT** all information.
- Include with this package a copy of the Recruit's photo documented identification as per page 4.
- Packages must be submitted via email as a PDF or in person. Completed applications should be emailed as PDF to MCFMRegistration@mcfmnj.org.
- Packages must be submitted prior to the stated deadline (5 days before the start of class).
- Recruits are accepted on a first come, first serve basis. Classes are limited to 32 recruits.
- All incomplete application packages will be rejected. No slots will be held for any Recruit or Department if an incomplete package is submitted.
- Departments have an option to have the student's physician complete the Medical Evaluation form in this package or complete the N.J. State Fireman's Association Membership Application. Medical Evaluation form will not be accepted unless the form is filled out in its entirety.
- Out-of-county agencies will be charged a fee to enroll. See the Academy website for fee information. No certificates will be issued without payment.

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

Class Number _____

Start Date: _____

RECRUIT INFORMATION

First Name _____

Middle Initial _____

Last Name _____

Date of Birth _____

Email _____

Home Phone # _____

Cell Phone # _____

Street Address _____

City / Town _____

State _____

Zip Code _____

DEPARTMENT INFORMATION / CONTACT

Fire Department Name _____

Company # _____

County _____

Fire Department Street Address _____

City / State / Zip _____

Chief of Department Name _____

Cell Phone # _____

Email _____

Training Officer Name _____

Cell Phone # _____

Email _____

FAMILY INFORMATION / CONTACT

Primary Emergency Contact Name _____

Cell Phone # _____

Secondary Emergency Contact Name _____

Cell Phone # _____

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ACADEMY USE ONLY

Date Rec'd _____

Rec'd by: _____

Enrolled? _____

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

MEDICAL EVALUATION

The Monmouth County Fire Academy requires all Firefighter 1 / Firefighter 2 candidates to be medically evaluated prior to enrollment. This form must be completed by a Physician.

Firefighter Candidate

First Name (print) M.I. Last Name

Physical Expectations

The above-named Firefighter Candidate will be attending an intense physically and psychologically demanding firefighter training course for the purpose of serving as a Firefighter in his or her community. Some of the activities the Candidate will participate in include but are not limited to:

- Wear approximately 50 pounds of personal protective equipment (PPE) including self-contained breathing apparatus (SCBA) while performing various physically and psychologically demanding firefighting tasks.
- Crawl on hands and knees for distances of several hundred feet in severe heat and smoke-filled environments while wearing full PPE and SCBA.
- Conduct fire suppression evolutions such as advancing and operating hose lines while wearing full PPE and SCBA in severe smoke and heat conditions.
- Climb and operate from ladders at heights of 3 stories and more and execute transfers into and out of windows and onto and off roofs.
- Operate with hand and power tools that can cause severe injury to the operator.
- Conduct operations in extremes of weather for extended periods of time.

Physician Review

I have carefully examined the information provided above. After performing a medical evaluation and consulting with the above-named Firefighter candidate, I declare the candidate medically cleared for participation in the Firefighter 1 course without limitations.

Physician first and last name (Print)

Physician Signature Exam Date

Please place office stamp / seal in this box

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

DEPARTMENT APPROVALS /ACKNOWLEDGEMENTS

Firefighter Recruit

First Name (print) M.I. Last Name

Sponsoring Agency Approval

- The above-named Firefighter Recruit is a member in good standing with the Fire Department / Company and has been approved to attend the Firefighter 1 course.
- This registration package is complete, has been reviewed and approved for submission to the Monmouth County Fire Academy.

Worker’s Compensation and Liability Insurance

- I attest that the above-named Firefighter Recruit is covered by Worker’s Compensation and Liability Insurance by this organization.

Recruit Firefighter NJAC Grade 1 and Grade 2 Qualification

- I attest that the Department / Company will comply with NJAC Chapter 73, Subchapter 4, Firefighter I and Firefighter II, Section 5:73-4.2 - Certification and Adopted Training Program guidelines in regard to Recruit Firefighter response and permitted fireground activities. (copy of guidelines attached - Academy will provide a form to department when completed)

Photo Documentation Checklist (Check applicable box and attach to Registration package)

- Copy of Driver’s License
- Copy of Passport ID Page
- Copy of Military / College / County / Government ID

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Signature Approval of Department Chief

Chief of Department Name (Print)

Chief of Department Signature Date

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

FIREFIGHTER RECRUIT ACKNOWLEDGEMENT

Firefighter Recruit Acknowledgement

- Upon successful enrollment in the Firefighter 1 / Firefighter 2 course, all Firefighter Recruits will receive and follow directions on the confirmation email from the Academy.
- Firefighter Recruits shall report to the mandatory Firefighter 1 Course Orientation session on the date specified in the confirmation email.
- Recruit Firefighters will be responsible to follow all Academy Rules and Regulations. Recruit Firefighters shall read the Academy Rules and Regulations prior to the Orientation session. **Rules and Regulations are available on the Academy website under the Firefighter 1 section.** Academy Rules and Regulations will be covered during the Orientation session.
- Students shall be always clean shaven at the Academy as per OSHA 29 CFR 1910.134 regulations. There shall be no beards. Mustaches and goatees will be evaluated for compliance during the Orientation session. Failure to follow these guidelines during the duration of the course will result in an infraction and may result in a recruit being sent home. In such an instance, the Recruit Firefighter will be given no credit for the day and will be required to make up the day in a subsequent course.
- Firefighter recruits shall wear all cotton clothing including long pants to the Academy. No tank tops, synthetic wear of any kind, or hats shall be worn at any time. Further clothing guidelines will be discussed at orientation.
- Firefighter Recruits shall report to all classes no later than 15 minutes prior to the scheduled start of class with adequate note-taking materials.
- Firefighter Recruits in violation of Academy Rules and Regulations will be issued progressive infractions which may result in termination from course.
- The 250-hour Firefighter 1 / Firefighter 2 course will be conducted on two weeknights and one weekend day each week.
- Firefighter Recruits who wish to opt out of Firefighter 2 will be required to do so **in writing** no later than Module 20 of the Firefighter 1 course.
- In the event of termination, dismissal, or opting out of the course, the student is responsible to return all issued materials to the Monmouth County Fire Academy (books, rope, etc.).
- Recruit Firefighters shall understand NJAC Chapter 73, Subchapter 4, Firefighter I and Firefighter II, Section 5:73-4.2 - Certification and Adopted Training Programs guidelines in regard to Recruit Firefighter response and permitted fireground activities. (copy of guidelines attached – Academy will provide a form to department when completed)

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Signature of Firefighter Recruit

First and Last Name (Print)

Signature

Date

NJAC CH. 73

COMMUNITY AFFAIRS

ADOPTIONS

1. Have been a member of a fire department who has been qualified and performed as a "structural firefighter" for at least three years prior to application. Proof of structural firefighting experience shall be verified in writing by the chief of department on fire department letterhead. Experience as a junior firefighter shall not count for structural firefighter verification;

2. Be at least 21 years of age;
3. Have obtained Firefighter I certification per N.J.A.C. 5:73-4; and
4. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-200 ICS for Single Resources and Initial Action Incidents."

(c) A certification for Incident Management Level 2 shall be granted to a member of the fire service who meets the following requirements, he or she shall:

1. Have obtained Incident Management Level 1 certification under (b) above; and
2. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-300 Intermediate ICS for Expanding Incidents."

(d) A certification for Incident Management Level 3 shall be granted to a member of the fire service who meets the following requirements, he or she shall:

1. Have obtained Incident Management Level 2 certification under (c) above; and
2. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-400 Advanced ICS for Command and General Staff."

(e) A classroom instructor-led program of instruction that is considered by the applicant to be substantially the same as the training program may be submitted for review and approval by the Office of Training and Certification. The Office of Training and Certification shall maintain a list of reviewed and approved substitute courses.

(f) Incident management system certification is permitted for Emergency Medical Service (EMS) response personnel who meet the following criteria: Personnel whose role and duty is exclusively limited to emergency medical services response may substitute a current valid Emergency Medical Technician-Basic (EMT-B) certificate or Emergency Medical Technician-Paramedic (EMT-P) license issued by the New Jersey Department of Health, Office of Emergency Medical Services in lieu of the Firefighter I certification as specified in (b)3 above. Proof of three years experience as a credentialed EMT-B or EMT-P shall be verified in writing by the EMS chief/captain on organizational/department letterhead, which shall substitute for the firefighter experience requirement established in (b)1 above.

SUBCHAPTER 4. FIREFIGHTER I AND II

5:73-4.1 General provisions

(a) It is the purpose of this subchapter to establish criteria for certifying various levels of Firefighter. For purposes of this subchapter, credentialing shall not apply to wildland firefighters in the State of New Jersey Forest Fire Service.

1. Duties and responsibilities of Firefighter I and II are as follows:

- i. A certified Firefighter I and II shall work under direct supervision.

(b) Copies of National Fire Protection Association (NFPA) standards, incorporated herein by reference, may be obtained by writing to: NFPA, 1 Batterymarch Park, Quincy, MA 02169.

(c) Copies of the N.J.A.C. 5:73 Appendix, incorporated herein by reference, may be obtained by writing to: New Jersey Division of Fire Safety, Office of Training and Certification, PO Box 809, Trenton, NJ 08625-0809.

(d) Copies of the Developmental Disabilities Awareness Act (N.J.S.A. 26:2-189), incorporated herein by reference, may be obtained by writing to: New Jersey Division of Developmental Disabilities, PO Box 726, Trenton, NJ 08625-0726.

(e) Copies of the adopted training program may be purchased through the specific publisher. Contact information may be obtained by writing to: New Jersey Division of Fire Safety, Office of Training and Certification, PO Box 809, Trenton, NJ 08625-0809.

(f) Copies of the Pro Board accreditation policies and procedures, incorporated herein by reference, may be obtained by writing to: The Pro Board, PO Box 690632, Quincy, MA 02269.

(g) Copies of the IFSAC accreditation policies and procedures, incorporated herein by reference, may be obtained by writing to: IFSAC, 1812 West Tyler Avenue, Stillwater, OK 74078.

5:73-4.2 Certification and adopted training programs

(a) An individual who has submitted an application for certification to the Office of Training and Certification; is at least 18 years of age; has successfully completed the adopted State instructional program for the certification title applied; and successfully passed the State exams that evaluate the Job Performance Requirements (JPRs) and components of requisite knowledge and skills contained in the NFPA 1001, 2013 Edition, Standard for Fire Fighter Professional Qualifications, and NFPA 472, *2013* *2018* Edition, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, incorporated herein by reference, as amended and supplemented.

1. Upon successful completion of the adopted training program, or a program recognized as equivalent by the Office of Training and Certification, an individual shall be eligible to apply for State certification and may perform interior structural firefighting under direct supervision.

(b) The following firefighter titles, which are associated with the adopted standard, shall be issued by the Office of Training and Certification:

1. Firefighter I; and
2. Firefighter II

(c) Prior to receiving a certification as Firefighter I, firefighter candidates grade 1 and grade 2 may perform the designated functions after completing training topics within the adopted training program.

1. Firefighter Candidate Grade I.

i. Successful completion of the Firefighter I adopted training program content: Orientation/Fire Department Organization; Self-contained Breathing Apparatus; Self-contained Breathing Apparatus Drill; Fire Hose, Appliances and Adapters; Fire Hose, Appliances and Adapters Drill; Ladders; Ladders Drill; Safety; Safety Drill; and Fire Behavior.

ii. Fire departments shall be authorized to permit the firefighter candidate grade I to respond to fire alarms, and under direct supervision, assist in exterior firefighting involving laying and connecting hose lines and raising ladders.

2. Firefighter Candidate Grade II.

i. Successful completion of the Firefighter I adopted training program content as established for firefighter candidate grade I; and additional instruction in: Forcible Entry; Forcible Entry Drill; Ropes and Knots; Ropes and Knots Drill; Salvage and Overhaul; Salvage and Overhaul Drill; Sprinklers; Sprinkler Drill; Fire Alarms and Communications; Portable Fire Extinguishers; and Fire Extinguisher Drill.

ii. Fire departments shall be authorized to permit the firefighter candidate grade II to respond to fire alarms, and under direct supervision, assist in all exterior firefighting operations.

(d) The Office of Training and Certification within the Division of Fire Safety shall be permitted to adopt a training program, establish training policies, procedures, and forms, establish and administer exams, establish instructor qualifications and train-the-trainer programs, and evaluate educational programs submitted by applicants to determine equivalency towards issuance of certifications.

1. The adopted training program and equivalency determination shall comply with the current edition of the adopted NFPA 1001 standard. Upon an NFPA standard edition change, the Office of Training and Certification shall have two years from the NFPA adoption date to modify existing training programs, or adopt new training programs to comply with the new NFPA standard edition.

2. Additional instruction shall be incorporated into the adopted training program utilizing:

- i. The N.J.A.C. 5:73 Appendix, which includes topics in fire service organization, pertinent Federal and State standards, rules, and regulations, overview of public utilities, propane, and carbon monoxide hazards;

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

PRE-COURSE ORIENTATION

Firefighter Recruit – Hand this page in on Orientation Night

First Name (print) M.I. Last Name

The Candidate has received and completed training delivered by an approved and qualified member of the Department / Company in the following areas:

- A review of the history and organizational structure of the Department / Company.
- A review of the recruit’s role in the Department /Company’s organizational structure.
- A review of local and county numbering systems (Stations and Radio ID’s).
- A review of the response area that the Department / Company is responsible for protecting.
- A review of NJAC Chapter 73, Subchapter 4, Firefighter I and Firefighter II, Section 5:73-4.2 - Certification and Adopted Training Programs guidelines in regard to Recruit Firefighter response and permitted fireground activites. (copy of guidelines attached – Academy will provide a form to department when completed).
- A review of the Department / Company Bylaws, Rules and Regulations, Guidelines and Procedures.
- A review of the Department Exposure Control Policy.
- A review of the Department Respiratory Protection Plan including the Department Mandatory Mask Rule.
- Participated in a “Right to Know” station walkthrough to identify hazards.
- Participated in a Department equipment familiarization covering apparatus and inventory to which the Candidate will be assigned.
- A review of the Candidate’s duties and responsibilities as a member of the Department / Company
- The Candidate has been issued OSHA and NFPA-compliant Personal Protective Equipment for use during the Firefighter 1 / Firefighter 2 course.
 - PPE includes the following:
 - SCBA, facepiece, spare cylinder, and PASS device
 - Turn-out Coat and Turn-out pants
 - Structtural Firefighting Boots or other approved footwear
 - Helmet, eye protection
 - Protective Hood
 - Structural Firefighting Gloves compatible with issued Turn-out Coat

PRE-COURSE ORIENTATION APPROVAL

****THIS FORM MUST ACCOMPANY THE RECRUIT TO ORIENTATION****

By signing below, I hereby acknowledge that all of the orientation requirements have been met by the Department to the above named Firefighter Candidate.

Dept. / Company Rep (Print)

Title

Dept. / Company Rep Signature

Date