POSEN FIRE ACADEMY

2440 Walter Zimny Drive
Posen, Illinois 60469

Office: (708) 385-3110 Fax: (708) 389-5293
Email: fireacademy@villageofposen.org

Enrollment Application

APPLICANT INFORMATION

Last Name		First		M.I.	DOB		
Street Address				Apartment/Unit #			
City		State		ZIP			
Cell Phone #		E-mail Address					
Driver's License #							
Emergency Contact		Relationship		Cell Phone			
Allergies?	YES ☐	NO ☐	List:				
Medical Physical Completed?	YES ☐	NO ☐	If No, Scheduled Appt. Date				
FIT Test Completed?	YES ☐	NO ☐	If No, Scheduled Appt. Date				

AFFILIATION

Currently Affiliated w/a Fire Department?	YES ☐	NO ☐	If **NO**, you are a **NON-ROSTERED** Applicant (Skip this section)		
Dept Name			Chief's Name		
Dept Phone #		FDID #	Years of Service		
Address			City		
Training Officer			Training Email:		
Training Officer Phone #					

MILITARY SERVICE

Branch	Dates To	From
Rank at Discharge	Type of Discharge	
If other than honorable, explain:		

ACADEMY ISSUED UNIFORM APPAREL

T-Shirt Size	Sweatshirt Size	Sweatpants Size

POSEN FIRE ACADEMY

HONOR-PRIDE-TRADITION

POSEN FIRE ACADEMY

DISCLAIMER AND SIGNATURE

I **CERTIFY** that my answers are true and complete to the best of my knowledge. If this application leads to acceptance in the Posen Fire Academy, I understand that false or misleading information in my application or interview may result in immediate dismissal.

Student Signature **Print Name** **Date**

_____ _____ _____

THIS IS A NON-REFUNDABLE CLASS. If at any time the Candidate becomes injured, falls below required **Academy Rules and Regulations**, or there is any other reason for dismissal, the Posen Fire Academy and Posen Fire Department, their agents or assignees, shall not be held liable for any injuries or loss of class fee. All the information given above in this application is strictly for Academy use and will not be sold or give to any unauthorized person(s) without permission of the Candidate. **Please sign below that you Understand the above statement and Agree with the above statement.**

Student Signature_____ **Date** _____

Required Documents to be submitted with Application:

- ☐ 1. Current Driver's License or State Issued ID (Photocopy is acceptable)
- ☐ 2. High School Diploma (Photocopy is acceptable)
- ☐ 3. Proof of Health Insurance or Major Medical Coverage (Photocopy is acceptable)
- ☐ 4. Physical Examination by Physician (Original Only)
- ☐ 5. Pulmonary Function Test* (PFT) *(Original or Sponsoring FD results)
- ☐ 6. Fit Test** SCBA facepiece fit test **(Academy personnel or Sponsoring FD results)

Posen Fire Academy Application

Requirements for all Applicants.

1). **Legibly** complete all information on the application form.

2). Supply copies of these documents:

- ✓ Valid Driver's License
- ✓ High School Diploma or GED
- ✓ Proof of Health Insurance or Major Medical Coverage (copy of insurance card)
- ✓ Physical Examination by a Physician
- ✓ Pulmonary Function Test * (PFT)
- ✓ FIT Test Results**

*PFT Test can be done by a physician
** FIT Test can be done by Academy personnel

If you're already affiliated/rostered with another fire department, submit the most recent **PFT & FIT** test results.

Application Process

All applicants are required to complete and return all the required documentation by the deadline date. Once submitted, all admission applications become the property of the Posen Fire Academy. The Posen Fire Academy reserves the right to deny and application for admission.

After receipt of the application, Posen Fire Academy personnel will schedule a personal interview between the applicant and the Academy staff. This meeting will be for the purpose of providing information about the academy's curriculum and learning more about the applicant's commitment to a career in the fire service.

Tuition Fee

Applicants who are selected for enrollment in the Academy are responsible for the tuition fee of $2,500. This includes course materials and 6 months of classroom study. Classroom is Tuesdays and Thursdays at 1800 to 2200 hours; Saturdays 0800-1600 hours. Tuition fee is due in FULL on the first day of class. Applicants not paid in full by the start date will forfeit their spot in the academy.

Refund Policy

Refunds will only be given to applicants that cancel enrollment prior to the first day of academy. After the first day of academy, there will be NO REFUNDS, NO EXCEPTIONS.

Equipment Rental - Turnout Gear and SCBA

The Posen Fire Academy DOES NOT RENT turnout gear or SCBA (Self Contained Breathing Apparatus). We'll provide you with a list of vendors that do lease this equipment. The vendor that you choose must have NFPA (National Fire Protection Assn.) compliant turnout gear and SCBA equipment. Your rental period should be for 6 (six) months. Rental payments and agreements are strictly between you and the vendor.

Frequently Asked Questions

Basic Operations Firefighter Academy
(Formerly Firefighter II)

Is Basic Operations Firefighter (BOF) different than Firefighter II?

No, it's the exact same course and certification; an entry-level firefighting certification. The Office of the State Fire Marshall (OSFM), who governs firefighter training in the state, has updated the Firefighter II curriculum. Simply - Basic Operations Firefighter has replaced Firefighter II as the entry-level certification in Illinois.

What is Basic Operations Firefighter?

This is the basic firefighter certification in Illinois designed specifically for entry-level firefighters. Just about every paid fire department in the state requires their personnel to be certified as BOF (or previously FFII) either prior to being hired, or soon after during their probationary period. If you are exploring a career as a firefighter in Illinois, this is a mandatory certification.

Do I need to be affiliated with a fire department to participate in the Basic Operations Firefighter Academy?

No. You may attend the course as a "non-affiliated" student. However, the Office of the State Fire Marshall will not certify you or allow you to take the state exam until you are a rostered member of a fire department.

If the OSFM doesn't allow me to become certified because I'm a non-affiliated civilian, will I be wasting my time attending the course?

No. Your attendance in the course as a civilian and all the hands-on skills you perform will still count. After Academy graduation, once you become a member of a fire department, you can then take the state exam and upon passing get certified. Many fire departments may consider you a more attractive recruit if they know you have completed a BOF academy and are simply waiting to take the state exam. Your course work and hands-on skills performed during the Academy will be valid for 5 years from the date of completed program; or until the current curriculum stays in place. If the 5 years have passed and/or updated curriculum is released by the OSFM and you haven't achieved certification, then the coursework and hands-on skills will expire and program will need to be repeated.
There is no set timeline when curriculums are updated. Generally they haven't been done less than 5 years from the previous date.

Can I be sponsored by a fire department to attend the course?

To be sponsored by a fire department means that you are on a department's personnel roster. Yes, you can have a department sponsorship; but seeking the sponsorship is your responsibility.

If you are not on a department's personnel roster you are considered "non-rostered" or "non-affiliated".

Who do I contact with questions about my application?

For a quick reply Email: Fireacademy@villageofposen.org or Call Posen Fire Dept. 708-385-3110.

Acknowledgement of Conditions & Release of Claims

The Posen Fire Department, through its Fire Academy, attempts to conduct its training programs in the safest and most efficient manner possible. However, it is not possible to eliminate all of the potential hazards to a student's safety. Before any student participates in a fire academy training program involving live fire instruction and teaching of emergency response skills, he/she should be familiar with the level of physical stress and other hazards involved.

Please read the following explanations of the physical and mental requirements of this course and sign the form to acknowledge that you have read and understand the information.
Students who cannot comply with these requirements will not be allowed to participate in parts of the training involving physical exertion, or use of protective equipment, so as to provide for their personal well-being and the safety of other students and instructors. They may attend lectures and observe evolutions from a safe distance.

1. Practical skills training of all disciplines can be a physically and mentally stressful activity, requiring physical exertion, exposure to high temperature and humidity levels, toxic atmospheres, working at heights and in confined spaces; the possibility of elevated body temperatures, increased pulse, respiration and blood pressures; and the ability to react quickly to emergency situations.

2. Persons with known heart or lung disease, hypertension, who are pregnant, have other medical or mental conditions which may affect their health and safety under live training conditions, are advised to check with their personal physician before participating in the activity. (**Warning:** spontaneous abortion or will occur with pregnant females when core temperature elevates). (**Sponsored Candidates:** The ability to meet the Illinois Department of Labor Respirator Wearers physical evaluation is the responsibility of the sponsoring department/agency and is a requirement for any course requiring the use of a self-contained breathing apparatus.)

3. Protective clothing and self-contained breathing apparatus meeting the appropriate NFPA standards must be worn during most practical exercises and live fire training as directed by the instructor in charge. Protective equipment must be in serviceable condition.

4. Individuals with facial hair, jewelry or other impediment to the proper seal of the face-piece on self-contained breathing apparatus will not be allowed to participate in training evolutions where the atmosphere is toxic or may become so.

5. The use of alcohol, and other drugs, which affect mental or physical reactions, immediately preceding, or during training, is prohibited.

6. For the purposes of promotion, I agree to allow Posen Fire Academy to use the image or likeness of any participant, as contained in a photograph or digital format, in advertising, promotional, or instructional material without compensation.

Student Signature_____ Print Name_____ Date_____

Sponsored applicants: by the signature of the Chief/Training Officer, the department acknowledges extension of its Worker's Compensation coverage to the student. In the event of injury during training, the student is responsible for notifying his or her department to initiate the process. Posen Fire Department does not provide insurance coverage for students. Any and all injuries, no matter how minor, will be reported to the PFA staff that will have the final say in selecting the treatment disposition for the student. This may range from on-site treatment to ambulance transportation to a local emergency department or occupational medicine agency. If a student or department does not accept these terms, or refused to comply with PFA treatment decision and disposition, the student will be dropped from the remainder of the class (or program) and will not be eligible for any refund.

Fire Chief/Training Officer_____ Dept. Name _____

Print Name Eligibly Evening Phone#

Acknowledgement of Ineligibility for State Exam By Non-Rostered Persons

Pursuant to guidelines that govern the Office of the Illinois State Fire Marshall, a candidate for State examination must be engaged in firefighting in an organized Illinois fire department as a fire protection person or trainee as attested to by the employing Illinois fire chief of the individual seeking firefighter certification.

Therefore, non-rostered persons who successfully complete the 6 month Posen Fire Academy are NOT eligible as candidates for State examination.

However, non-rostered persons will receive the following:

- An academy ***Certificate of Completion*** issued by the Posen Fire Academy.
- Documentation of successful completion of practical skill exercises completed at the Posen Fire Academy.
- An ***Illinois Request for Examination*** form signed by Posen Fire Academy instructors & staff.
- An ***Illinois Application for Certification/Validation-Attestation*** form signed by the Posen Fire Academy instructors and staff.

These documents listed above will enable a non-rostered person who subsequently becomes engaged in firefighting in an organized Illinois fire department, as to by the employing Illinois fire chief, to seek firefighter certification, pursuant to the guidelines that govern the Office of the Illinois State Fire Marshall.

Certification

I certify that I have read and understand this Acknowledgement of Ineligibility for State Exam by Non-Rostered Persons. Furthermore, I understand that my status as a non-rostered person who successfully completes the Posen Fire Academy does not make me eligible as a candidate for State examination.

Signature_____ Date _____

Legibly Print Name _____

Posen Fire Academy

Dress Code Policy

Full Protective Clothing shall consist of:

1. **Fire Helmet:** Helmet must be an approved helmet currently worn by the recruit's fire department and or issued by PFA. Helmet must have earflaps, and be in serviceable condition. The helmet must also have a chinstrap and be worn at all times.

2. **Nomex Hood:** The recruit will have an approved hood if worn by the recruit's fire department.

3. **Eye Protection/Face Shield:** The helmet must be fitted with either an approved full-face shield or Bourke Eye shields or candidate must have other approved safety goggles. Lenses must be clean and serviceable.

4. **Turnout Coat:** Turnout coat must be an approved coat. Reflective tape should be intact. Coat can have no holes or tears. All snaps and fasteners must be in place and functional. Coat must fit the recruit. If a traditional coat is used, it must be a long coat and the bottom hem of the coat must end no more than 4 inches above the recruit's knees. Discoloration due to heat exposure is acceptable; provide the integrity of the coat is intact.

5. **Coat Liners:** Liners of protective clothing coats and pants must be of the approved type. Liners and vapor barriers must be intact. There cannot be any holes or tears in either the liner or vapor barrier. Recruits may not remove liners from coats or pants at any time while the gear is being worn.

6. **Gloves:** Approved firefighting gloves ***must*** be worn during evolutions involving live fire. Gloves cannot have any holes, rips or tears. Gloves that develop any holes during Academy must be replaced immediately. Two pairs of the firefighting gloves are required. Leather or industrial cotton work gloves may be used in place of firefighting gloves in certain evolutions such as loading hose and clean up. Use of work gloves instead of firefighting gloves is at the Instructor's discretion.

7. **SCBA:** Self-Contained Breathing Apparatus with minimum of two (2) **FULL** air bottles, all within hydrostatic dates.

8. **Pants:** Approved firefighting bunker pants. Suspenders must be worn and all suspender hardware must be in place and functional. There can be no holes or tears in the bunker pants. Recruits utilizing % boots shall wear blue cotton work trousers or blue FR station trousers. Recruits will not be allowed to wear sweat pants, any type of polyester trousers or shorts.

9. Bunker boots must meet the current NFPA standard. Boots cannot have any holes, rips, or tears. Boots must be watertight and have adequate tread on the soles. Leather firefighting boots are not recommended for use during Academy. They may be worn, but by the end of the school the leather will be worn off the toes of the boots; ruining them. Three quarter boots must meet the current OSHA standard.
   Boots must have steel toes and shank. Boots cannot have any holes, rips, or tears. Boots must be watertight and have adequate tread on the soles. The steel toe may not be visible through the toe covering.

10. Recruits are required to wear all protective clothing during all practical exercises and as directed by instructors. The Program Director or Lead Instructor may at times allow recruits to remove protective clothing. All recruits are expected to be in full protective clothing at all times unless specifically instructed otherwise.

11. It is the responsibility of the recruit to keep his/her protective clothing in clean and serviceable condition. This includes cleaning or breathing apparatus after use, hosing and drying of turnout clothes and cleaning of face shields. Gear *Identification Labels* shall be replaced at the end of the day if they are not readable.

12. The PASS device for the department, with spare battery, will be utilized as part of the donning procedure.

13. Recruits may leave gear in a designated location prior to class.

14. Knee pads with straps are preferable over the "volleyball style" knee

Recruit Uniforms shall consist of:

1. Shoes: Recruits should wear the same shoe (or Boot) worn while on duty at their department. Shoe should be black in color. No sneakers are permitted expect for PT activities where full gear is not being worn. Stocking fee are not permitted outside of the locker room.

2. Sweatshirts: are recommended even during hot weather. The primary sweatshirt to be worn will be issued by PFA.

3. Pants: The recruit will wear dark uniform trousers. No sweatpants are permitted unless for PT.

4. Duty shirt: The primary shirt during class will be the PFA issued class "B" light blue shirt. This shirt is to be worn at all time with the exception of PT.

5. Recruits will keep a change of clothing available.

6. Only prescription glasses or clean, clear safety glasses are to be worn. Sunglasses are not to be worn by recruits on the drill ground.

7. No shirt badges, collar brass or metal insignias ear rings, studs or jewelry other than wedding rings and wristwatches shall be worn.

8. No ankle length socks.

9. All duty socks are to be black.

10. All recruits shall carry a pen in the class "B" pocket along with a wristwatch.

Class A Uniform

The Class A uniform is designated as the dress uniform for the Recruit's home department. This is recommended attire for the graduation ceremony, and students should have a Class A uniform available (if issued prior).

Exercise Clothing

Exercise clothing shall consist of sweatpants, t-shirt, or sweatshirt, white sox, and athletic shoes. This attire is acceptable for morning PT evolutions.

General Grooming and Hygiene

1. Candidates shall be in full compliance with the hair and grooming standards of their respective department.

2. Male candidates shall be clean-shaven each morning. There will be no growth of new facial hair during the program.