



RECRUIT FIRE ACADEMY

CANDIDATE APPLICATION

WELCOME

The Louisiana Fire and Emergency Training Academy welcomes you to the Recruit Fire Academy. This packet provides the policies, expectations, testing requirements, and forms necessary to participate in the program.

OUR VISION

We will meet the needs of our customers and create a destination fire academy. To achieve this, we will create sought-after and memorable student experiences with knowledgeable and professional instructors who deliver current and relevant curriculum, supplemented with modern, clean, functional, and safe on- and off-campus props. Committed to excellence, we continually embrace new technologies and techniques to adapt to the evolving needs of our customers. We will be known as a premier training agency across the country.

OUR MISSION

The mission of the Louisiana Fire and Emergency Training Academy is to train, certify, and support emergency responders to safely perform basic and advanced skills through the delivery of high-quality, relevant, and accredited training curriculum developed to meet the needs of the ever-changing Fire, Rescue, and Emergency Medical industries.

OUR VALUES - LAFETA

L	Loyal	to those we serve and are accountable to
A	Attention to detail	in everything we do - seen and unseen
F	Fine	in service, curriculum, instruction, and administrative processes
E	Excellence	in innovation, instruction, training, and certification of our students
T	Trust	open, honest, collaborative, and transparent actions with each other and those we serve
A	Accountability	to each other, our leaders, our students, and all we serve



REQUIRED DOCUMENTS CHECKLIST

Submit copies of the applicable documents with the Recruit Academy packet

REQUIRED DOCUMENTS

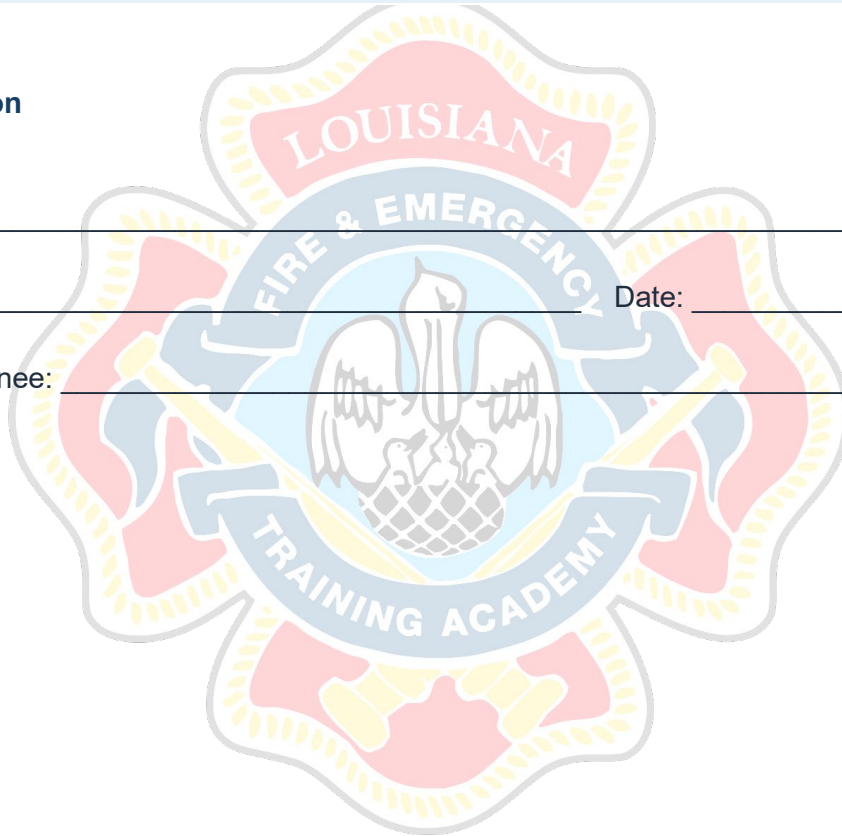
- | | |
|--------------------------|--|
| ☐ | Copy of Driver's License |
| ☐ | Copy of Health Insurance Card |
| ☐ | Copy of High School Diploma / GED or College Degree |
| ☐ | Physical Examination / Release Form or Copy of NFPA 1582 physical, completed 6 months or less from the start of the fire academy |
| ☐ | Accommodation Application — if applicable |

Recruit Information

Recruit Name: _____

Recruit Signature: _____ Date: _____

Fire Chief/or Designee: _____





RECRUIT REQUIRED ITEMS CHECKLIST

Items required by the recruit for Orientation and the first day of class

ITEMS REQUIRED AT ORIENTATION

- ☐ Physical fitness shorts and appropriate running shoes
- ☐ Sponsoring fire department uniform T-shirt with sleeves
- ☐ Spare dry uniform T-shirt
- ☐ Department work pants and work boots
- ☐ Personal Protective Equipment (PPE) compliant with NFPA 1971: helmet, protective hood, gloves, coat, pants, and boots
- ☐ Self-Contained Breathing Apparatus (SCBA) with integrated PASS device and spare cylinder; equipment must be in good condition and the cylinder must have a current hydrostatic test date

Orientation attire: Navy blue physical fitness shorts, sponsoring fire department uniform T-shirt with sleeves, socks, and appropriate running shoes. Bring a spare dry uniform T-shirt, department work pants, and work boots.

ITEMS REQUIRED ON THE FIRST DAY OF CLASS

- ☐ Five (5) navy blue BDU-style uniform pants with side pockets
- ☐ Black duty belt
- ☐ Shine-able duty boots, 6–8 inches; side zipper preferred
- ☐ Tennis shoes
- ☐ Solid navy blue sweatpants or navy blue shorts for physical training; no insignia
- ☐ Fire department jacket or solid navy blue jacket
- ☐ Personal Protective Equipment (PPE) compliant with NFPA 1971: helmet, protective hood, gloves, coat, pants, and boots
- ☐ Self-Contained Breathing Apparatus (SCBA) with integrated PASS device and spare cylinder; equipment must be in good condition and the cylinder must have a current hydrostatic test date
- ☐ Two-inch three ring binder with loose-leaf paper/notebook
- ☐ Pens, pencils, and blue/highlighting markers
- ☐ Twin-size bedding, towels, and toiletries

*****Important*****

PPE and SCBA will be inspected during Orientation day. Recruits may only begin the Academy with equipment inspected and deemed acceptable by FETA.



RECRUIT ACADEMY CHECKLIST- SUPPLIES & MATERIALS

ITEMS REQUIRED BY THE CANDIDATE AT ORIENTATION

These items should be with the recruit on Orientation day and for the first day of class

ITEMS 1-9 MUST BE PURCHASED BY THE SPONSORING FIRE DEPARTMENT

1. Five (5) navy long blue pants: Uniform work pants to be worn daily. (Example: Dickies from Walmart) Pants Required: Navy Blue BDU style pants with pockets on the side of each leg. They can be purchased online at www.galls.com, Amazon.com, and other websites. They can also be purchased locally at Baton Rouge police supply (9530 Cortana PI, Baton Rouge, LA 70815) or Academy Sports. See the pictures below for reference. At least three pairs of pants will be needed due to the frequency of laundering.



2. Boots Required: The boots must be shine-able duty boots. A boot with a side zipper is preferred for two-minute drills but is not mandatory. Boot height is desired to be between 6" and 8". A steel toe is not required. Boots can be purchased online at www.galls.com, Amazon.com, and other websites, and can also be purchased locally at Baton Rouge police supply (9530 Cortana PI, Baton Rouge, LA 70815) or Academy Sports. See the pictures below for reference.



3. Duty Belt Required: Each recruit must wear a black duty belt. These duty belts can be purchased online at www.galls.com and Amazon.com, as well as other websites. They can also be purchased locally at Baton Rouge police supply (9530 Cortana PI, Baton Rouge, LA 70815) or Academy Sports. See the pictures below for reference.



4. Navy blue sweat pants and sweatshirt or navy blue shorts: Depending on the weather, these are required for physical fitness sessions (no muscle shirts to be worn during physical fitness sessions).

5. Personal Protective Equipment (PPE): Bunker pants, coat, boots, gloves, helmet, and protective hood that meets NFPA 1971, Protective Ensemble for Structural Fire Fighting, and a Self-Contained Breathing Apparatus with an integrated PASS device and a spare cylinder that meets NFPA 1981, Self-Contained Breathing Apparatus. These items shall be in good condition without apparent damage and



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must fit the recruit loosely. The SCBA cylinder must have a current hydrostatic test date; Testing is five years for steel or aluminum bottles and three years for composite bottles.

6. Note-taking supplies: Each student should have a two-inch three-ring binder with 100 sheets of loose-leaf paper, pencils, pens, and highlighting markers.

7. Bedding (regular twin size), towels, and toiletries: Bedding items must be purchased and brought with the recruit. (Hyperlink for purchasing water bottle listed below)

8. Water Bottle: This items must be supplied and brought with the recruit
(Hyperlink for purchasing water bottle listed below)

IMPORTANT

REQUIRED BEDDING AND WATER BOTTLE MUST BE THE EXACT ITEMS / COLORS LISTED BELOW.

PLEASE USE THE HYPERLINKS FOR PURCHASING ITEMS:

- **Amazon Basics Lightweight Super Soft Easy Care Microfiber Sheet Set with 16" Deep Pockets - Twin, Dark Grey**
https://www.amazon.com/dp/B00Q7OAKV2/ref=cm_sw_r_oth_api_i_GsQdFbBPPKP3T
- **Bedsure Fleece Blanket Twin Size Dark Grey Lightweight Blanket Super Soft Cozy Microfiber Blanket**
https://www.amazon.com/dp/B06XHWP3BH/ref=cm_sw_r_oth_api_i_7nOQhFbPTZWE38
- **CamelBak Chute Mag Vacuum Insulated Stainless Steel Water Bottle, Magnetic Leak-Resistant Cap for Everyday Hydration (Black Color)**
https://www.amazon.com/dp/B07XRXFD4?ref=cm_sw_r_cp_ud_dp_NWNNRSDRD3S2GGKNDDWE&ref=cm_sw_r_cp_ud_dp_NWNNRSDRD3S2GGKNDDWE&social_share=cm_sw_r_cp_ud_dp_NWNNRSDRD3S2GGKNDDWE&th=1

9. Textbooks must be purchased by the sponsoring fire department. FETA Does Not sell text books
The information for the (3) required textbooks as well as the QR Codes to purchase them are listed below:

Emergency Medical Responder: Your first response in emergency care, 8th Edition (ISBN# 9781284325769)



Fundamentals of Firefighting Skills and Hazardous Materials Response 5th Edition (ISBN# 9781284283051)





LOUISIANA FIRE & EMERGENCY TRAINING ACADEMY

Fire Apparatus Driver Operator, 4th Edition (ISBN# 978-1-284-28651-9)



You may also go to the www.psglearning.com and type the USBN# in the search bar.

ITEMS 10 & 11 ARE SUPPLIED BY FETA AND WILL BE ISSUED ON THE FIRST DAY OF CLASS

10. FETA will issue each recruit five short-sleeved “Recruit” T-shirts as the uniform for each recruit.

11. FETA will issue each recruit a computer. The computer will be used in addition to the textbook during lectures. The computer will be returned at the conclusion of the academy. All recruits must follow the computer policy, and all computers must remain on the FETA property.





RECRUIT ACADEMY ITEM CHECKLIST

Use this page as the recruit's final pre-arrival checklist. Check each item as it is obtained.

PERSONAL PROTECTIVE EQUIPMENT (ALL PPE MUST BE COMPLIANT WITH NFPA 1971)

- ☐ Helmet, Nomex Hood, and gloves
- ☐ Coat, pants, and boots
- ☐ Self-Contained Breathing Apparatus (SCBA)
- ☐ SCBA Face Piece
- ☐ Batteries for SCBA
- ☐ Extra SCBA Cylinder (Spare)

CLOTHING FOR THE RECRUIT ACADEMY

- ☐ Five navy long blue pants with duty belt
- ☐ Boots (boots must be shine-able, boot height 6" to 8 "inches, and boots with a zipper are preferred.)
- ☐ Tennis shoes
- ☐ Solid Navy blue sweat pants/Navy blue shorts (for PT shorts should not have any insignia on the shorts or sweat pants)
- ☐ Fire department jacket or solid navy blue jacket

SUPPLIES FOR RECRUIT ACADEMY

- ☐ Pens
- ☐ Pencils
- ☐ Blue Highlighter
- ☐ Note-taking binder with loose-leaf paper/notebook

BEDDING FOR THE RECRUIT ACADEMY

- ☐ Amazon basic lightweight super soft easy care microfiber sheet set ([please used hyperlink provided on page 5](#))
- ☐ Bedsure fleece blanket, twin size, dark grey, lightweight blanket, super cozy microfiber blanket (if the blanket cannot be found, a gray fleece blanket will suffice) ([please used hyperlink provided on page 5](#))
- ☐ Towels
- ☐ Toiletries (must include deodorant, razors, toothpaste, etc.)



1. CANDIDATE PACKAGE - RECRUIT FIRE ACADEMY

The fire service is unlike any other profession. Firefighters work with people at their most vulnerable times when loved ones are hurt or sick, their property is on fire, or they are trapped in a fire or a damaged vehicle. Firefighting is internationally recognized as an honorable and trusted profession, renowned for its selflessness and dedication to helping others. Proper training, physical ability, and discipline are paramount due to the dangers involved in the profession and even during training.

The FETA Recruit Academy course is designed for entry-level firefighters and is taught under the same paramilitary chain of command used in today's fire departments. Rules and regulations are implemented in the class, and discipline will be imposed. Failure to follow these rules may result in a reprimand up to and including dismissal from the FETA Recruit Academy.

PHYSICAL READINESS REQUIREMENT

To enter the FETA Recruit Academy, candidates must be prepared to complete the FETA Physical Ability Test administered on Orientation Day. Candidates must complete a 1.5-mile run in 16:00 minutes or less. One second attempt is provided the following day. Candidates who do not meet the requirement on the second attempt will not be allowed to start the Academy and may apply for the next available academy.

The material covered in this Academy fulfills the requirements for BLS/CPR, Emergency Medical Responder, Hazardous Materials Awareness (NFPA 470), Hazardous Materials Operations (NFPA 470), Firefighter I and II (NFPA 1010), Vehicle Extrication Awareness, and Fire Apparatus Driver/Operator - Pumper (NFPA 1002). The EMT course is offered immediately after completion of the Recruit Academy under a separate registration packet.

Candidates must be free of other activities so they can apply themselves without unnecessary distractions. Make-up work is almost impossible; candidates must attend all class sessions. Certification testing will apply to the areas listed above. See the Recruit Academy Testing Policy in this packet for additional details.

- Homework assignments are assigned each day. Candidates are responsible for completing each required reading before class. Instructors will administer chapter quizzes at the end of each chapter, along with applicable skills evaluations.
- Chapter quizzes, physical ability tests, and applicable IFSAC certification exams are averaged together as described in the testing policy.
- Recruits must maintain an overall average of 70%. If the average falls below 70%, the recruit is placed on probation. If the average does not return to 70% after the following two quizzes, the recruit will be dismissed. Only one probation period is allowed.
- Due to the physical and mental demands of the Academy, recruits must be in top physical and mental condition. A physician examination meeting NFPA 1582 and the FETA release form are required.



2. POLICIES AND STANDARDS

FETA provides instruction using the current editions of standards and guidelines set forth by the following organizations, where applicable:

- National Fire Protection Association (NFPA)
- Occupational Safety and Health Administration (OSHA)
- Code of Federal Regulations (CFR)
- American Heart Association (AHA)
- National Registry of Emergency Medical Technicians (NREMT)
- U.S. Department of Transportation / National Highway Traffic Safety Administration (USDOT/NHTSA)

Training materials are adapted from the National Fire Academy, National Fire Protection Association, Fire Protection Publications, and other fire safety and emergency response publications.

All correspondence, applications, and requests for information should be addressed to the Fire and Emergency Training Academy, 6868 Nicholson Drive, Baton Rouge, LA 70820. Telephone: (225) 372-6944 or (225) 251-6414. Fax: (225) 765-5050.

POLICY	REQUIREMENT
Office Hours	8:00 a.m. to 4:30 p.m., Monday through Friday, excluding official holidays.
Daily Schedule	Recruits report at 6:00 a.m. Monday through Friday. Physical training begins at 6:30 a.m. Academy classes are approximately 8:00 a.m. to 4:30 p.m.; times may vary based on the material being covered.
Orientation	Orientation begins at 7:00 a.m. in the recruit classroom. Recruits should arrive no later than 6:30 a.m.
Attendance	Maximum of three excused absences. Sponsored recruits must have absences approved by their Fire Chief.
Dress Code	Navy blue BDU pants, black duty belt, black duty boots, and the Recruit Academy-issued shirt. Athletic clothing or shorts are not permitted except during physical training.
CEU	One CEU represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
Environmental Policy	FETA is committed to realistic and practical training with minimal environmental and community impact while maintaining compliance with federal, state, and local requirements. Destruction or tampering with FETA property may result in dismissal.



3. CAMPUS LIVING, SAFETY, AND PARTICIPANT REQUIREMENTS

Housing: Lodging at the Louisiana Fire & Emergency Training Academy (FETA) will be assigned based on the recruit's distance from the Academy and the travel distance required to attend training. Priority for lodging will be given to recruits who live 50 miles or more from FETA.

Once all eligible recruits have been identified, available lodging will be assigned in order of distance, with recruits who live the farthest from the Academy receiving priority first. Recruits who live closer to the Academy will be assigned lodging after those traveling greater distances. Lodging assignments are subject to availability and are not guaranteed. Distance will be determined based on the recruit's listed residence and the applicable travel route to FETA.

Recruits will move into the dorm on Orientation Day. Recruits must return home on weekends unless the FETA Deputy Superintendent approves their stay on campus. The facility gate will reopen from 5:00 p.m. to 9:00 p.m. on Sunday.

Curfew: A strict 9:00 p.m. curfew is implemented for recruits staying in the FETA dorm. Gates are locked at 9:00 p.m. and reopen at 5:00 a.m. Recruits may not enter or leave the dormitory between 10:00 p.m. and 5:00 a.m. except in an emergency. Violations may result in dismissal.

Food Service: Breakfast and lunch are provided Monday through Friday.

Transportation: FETA does not provide transportation for students.

Automobiles: Vehicles must be parked in the student area and kept locked. FETA is not responsible for theft of personal property.

Telephone Calls: Student calls are not accepted except in emergencies. During regular office hours, the emergency contact number is (225) 372-6944.

Lounges: Students are required to help maintain the cleanliness of classrooms and lounge areas.

Visitors: All visitors must check in at the Administration Building. Tours of FETA must be arranged in advance. No guests are allowed in the dorm.

Tobacco Products: Tobacco products, including vaping and nicotine products, are prohibited on the FETA campus.

Firearms, Alcohol, Drugs, and Gambling: All firearms, alcohol, drugs, and gambling are prohibited at the Academy. Violations may result in dismissal.

Protective Clothing: Students or sponsoring agencies must provide protective clothing meeting the applicable NFPA standard for structural firefighting. Long-sleeved shirts and long pants must be worn under protective clothing. Protective clothing will be inspected before training. Students without appropriate PPE may not participate in practical training. Facial hair or eyewear that prevents a proper SCBA facepiece seal is prohibited during SCBA use.

Physical Training: Recruits undergo a rigorous physical training program. Physical ability tests are given at Orientation and during the Academy. Recruits must maintain the required training pace; failure to perform mandatory training may result in dismissal.

Personal Injury & Illness: All injuries and illnesses must be reported immediately to the lead instructor. Prescription medications must be reported to medical staff before class begins and must be secured by the recruit.



PROGRAM COSTS

Departments have the option to register recruits for the **Fire Recruit Academy only** or for **both the Fire Recruit Academy and the EMT course**.

- **Fire Recruit Academy Only - \$0:**

There is no registration fee/tuition for the Fire Recruit Academy. Recruits will receive **CPR and EMR training** as part of the recruit academy. The purchase of the EMR book is the responsibility of the fire department, as well as (2) additional text books. QR codes to purchase all (3) books are listed on page 5 & 6 of this registration packet, as well as page 3 of the process map for registration into the fire academy.

- **Fire Recruit Academy + EMT Course - \$450:**

Departments that choose to enroll a recruit in both the Fire Recruit Academy and the EMT course will be responsible for the **\$450 EMT course fee**. The EMT course will begin on the **Monday following recruit graduation**.

Departments are **not required to enroll recruits in the EMT course**. They may register the recruit for the Fire Recruit Academy only and elect not to participate in the EMT course.





4. PHYSICAL ABILITY TESTS

Recruits will be given a physical ability test on weeks 4, 8, and 12 of the Academy. The weighted grading scale increases slightly from week 4 to week 8, week 12, and from week 12 to week 16. The 1.5-mile run grading scale remains the same throughout the Academy.

The physical ability test measures four primary areas:

- 1.5-mile run in under 16 minutes
- Push-ups completed in 2 minutes
- Planks maintained for 2 minutes
- Pull-ups completed in 2 minutes

The final score for the physical ability tests is an average of the four exercise scores. Any recruit who does not complete the minimum requirement for an exercise receives a 60% for that exercise. The physical ability test score is treated like a regular chapter quiz and influences the recruit's overall Academy grade.

Scoring is based on improvement from the previous retest, not Orientation. Maximum improvement/decrease points are capped as described below:

- Run - Every 1% faster or slower adds or subtracts 5 points, up to 3% improvement or decline (15 points). Example: 11:00 at Orientation and 10:45 at the first retest earns 20 points (10 points for equaling the prior run plus 10 points for the 15-second improvement). 1% = 6.6 seconds.
- Push-ups - Every two push-ups of improvement or decline adds or subtracts 5 points; maximum 15 points.
- Pull-ups - Every pull-up of improvement or decline adds or subtracts 5 points.
- Plank - Two minutes earns 25 points. Every 10% improvement or decline adds or subtracts 5 points.
- Grades are based on the previous retest, not Orientation. Maximum is 25 points for each skill.



5. VIOLENCE / HARASSMENT / HORSEPLAY POLICY

“ZERO” TOLERANCE POLICY

Violence, harassment, and horseplay are prohibited on FETA property. Any recruit affected by or witnessing conduct covered by this policy should report it immediately to the Recruit Academy Chief, a Captain, the Deputy Superintendent, or other administrative personnel.

Violence: Any threat or act of physical violence against anyone on FETA property is prohibited.

Harassment: Profane, racist, sexist, age-based, disability-based, gender-based, religious, national-origin, physical-attribute, or other derogatory statements directed at individuals or groups will not be tolerated.

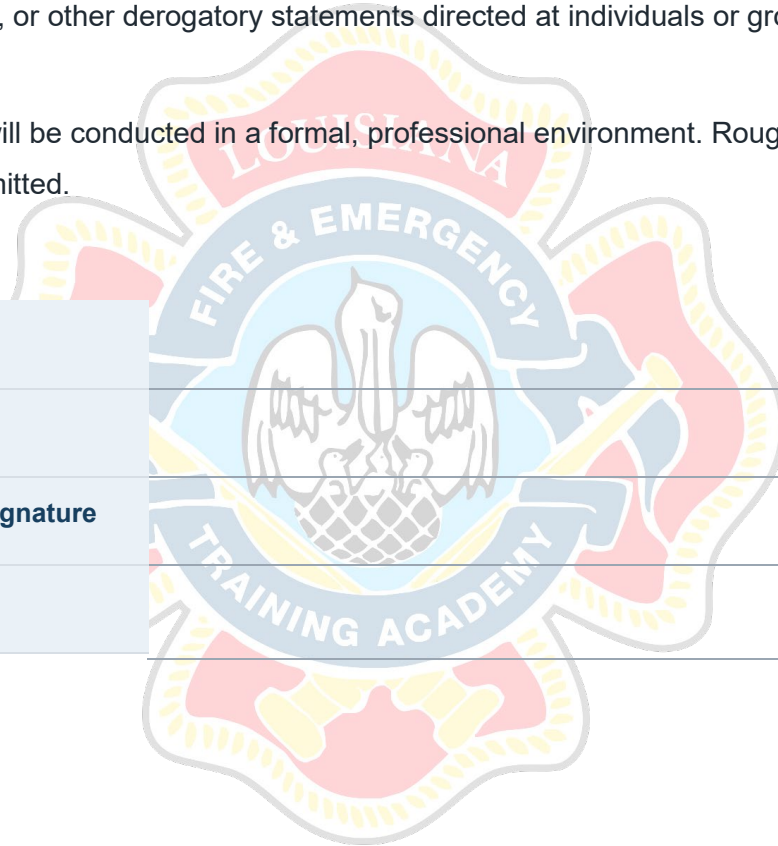
Horseplay: The class will be conducted in a formal, professional environment. Rough or boisterous play and pranks are not permitted.

Recruit Name (Print)

Recruit Signature

Fire Chief or Designee Signature

Date





6. RECRUIT FIRE ACADEMY REGULATIONS

Disciplinary actions may be taken for harassment, violence, horseplay, curfew violations, or any other behavior deemed unacceptable by the Deputy Superintendent. FETA maintains a no-tolerance policy for workplace harassment, violence, and horseplay. Any recruit who violates FETA policy may be immediately dismissed. Any recruit receiving three disciplinary actions will be dismissed from the Academy. Disciplinary notices become part of the recruit's file and may be sent to the Fire Chief or Training Officer. Progress reports are issued to the recruit's Fire Chief every three weeks.

- Roll call will be held each day. Recruits must be in the proper uniform. Tardiness will be documented and reported.
- Recruits are responsible for maintaining PPE in serviceable condition, including cleaning SCBA and cleaning hose, coats, pants, boots, gloves, and helmets after use.
- Appropriate PPE is required during all practical exercises.
- No caps or glasses other than prescription glasses are allowed in the classroom. No Meta glasses are allowed.
- No badges, metal, or collar insignia will be worn.
- Recruits shall be clean-shaven for morning roll call when facial hair could impair safe SCBA operation.
- Classrooms must be kept clean and orderly. Chairs will be placed on tables at the end of each day.
- Recruits shall help return tools and equipment to their proper locations and complete assigned work details.
- Professional conduct is required at FETA and while traveling to and from the center. Recruits shall safely operate vehicles and obey posted signs.
- Recruits shall be respectful and courteous to classmates, staff, and visitors and shall demonstrate respect for authority.
- Recruits shall greet others as sir, ma'am, or by rank/title.
- Recruits may not sit or lie down during practical exercises or demonstrations unless permitted by the lead instructor.
- Electronic devices are prohibited during class without instructor approval.
- Lunch and break times are established by the lead instructor; recruits shall return on time.
- Recruits may leave FETA during work hours only with permission from the lead instructor. Unauthorized departure is AWOL and may result in discipline or dismissal.
- Recruits are late when they are not in the required location at the time specified by the lead instructor.
- PPE shall not be worn in classroom or office buildings at FETA.
- Illness, tardiness, or absence must be reported to recruit staff before 6:00 a.m.
- Food is not allowed in classrooms during instructional periods, unless the instructor allows it.
- All practical requirements established by applicable NFPA standards must be completed.
- Cheating, plagiarism, and all forms of academic dishonesty are prohibited. Cheating on an academic or physical fitness test results in zero credit and may result in further disciplinary action.



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ACKNOWLEDGMENT OF POLICIES AND REGULATIONS

I have read the Recruit Academy policies and regulations and fully understand the FETA requirements, including mandatory physical training. Recruits who do not meet the requirements will be dismissed and will not be allowed to graduate. Credit hours earned before dismissal will be retained, and IFSAC certifications may continue outside the Academy if all applicable Certification Office guidelines are met.

Recruit Name (Print)

Recruit - Signature

Fire Chief or Designee Signature

Date





7. DISMISSAL & APPEAL PROCESS

DISMISSAL

A recruit may be dismissed for receiving three disciplinary actions or for any single disciplinary action that violates Recruit Academy policies and regulations, failing to perform required activities, or failing to achieve required certifications.

- The Recruit Academy Chief shall notify the Deputy Superintendent and investigate the cause for dismissal.
- The investigation shall be documented in writing with a recommendation for dismissal or remediation.
- The Academy Chief may recommend dismissal to the Deputy Superintendent in writing and shall notify the recruit's Fire Chief.
- The Deputy Superintendent shall inform the recruit of the decision in writing within three working days after completing the investigation. A copy shall be forwarded to the recruit's department chief.

APPEAL

- A recruit who feels mistreated may appeal the decision to the Superintendent in writing within five working days. Sponsored recruits must include a supporting letter from the Fire Chief.
- The Superintendent shall arrange a hearing within ten working days of receiving the appeal.
- The Hearing Board shall consist of the FETA Deputy Superintendent, FETA Superintendent, one representative from the Louisiana Firemen's Association, and one representative from the Louisiana Fire Chiefs Association who is not part of the training staff for the recruit in question.
- The Deputy Superintendent shall notify the recruit of the Hearing Board's decision in writing within three working days of the hearing.
- If the Hearing Board rules that dismissal is unjustified, the recruit will be allowed to continue in the program. A copy of the decision shall be forwarded to the department chief.

Recruit Name (Print)

Recruit Signature

Fire Chief or Designee Signature

Date:



8. RECRUIT FIRE ACADEMY TESTING POLICY

Testing and measurements are essential elements of the learning process. Any recruit who fails to complete required testing components may be dismissed from the Academy. Before graduation, the following requirements must be met:

- Academic Chapter Quizzes
- Practical Skill Evaluations
- Physical Ability Tests
- AHA BLS CPR and Emergency Medical Responder (EMR)
- Hazardous Materials Awareness, Hazardous Materials Operations, Firefighter I, and Firefighter II IFSAC Certifications
- Driver/Operator - Pumper IFSAC Certification (optional)

Academic Chapter Quizzes: The candidate must maintain an average of 70%. If the average is below 70% after the first three quizzes, the candidate is placed on academic probation. After the first three quizzes, if the average remains below 70%, the candidate has one week to raise the average to 70% or will be dismissed.

Practical Skills Evaluations: Periodic drill-ground skill evaluations test essential firefighting functions. If a recruit cannot perform critical tasks at any time, the recruit may be dismissed. These evaluations are required for IFSAC certifications.

Physical Fitness Tests: At Orientation, all recruits must complete the 1.5-mile run within 16 minutes. One retest is offered. Physical ability tests are also conducted in weeks 4, 8, and 12. Chapter quizzes and the three physical ability tests are averaged together. A 70% overall average is required.

AHA BLS CPR & EMR: All recruits shall complete AHA BLS CPR and the 48-hour EMR course during the Academy. Failure to meet these requirements may result in dismissal.

FETA Course Completion Certificates: Recruits must meet current NFPA requirements and complete all course assignments with a minimum score of 80% to receive FETA Course Completion Certificates.

IFSAC Certifications: Candidates must pass Hazardous Materials Awareness, Hazardous Materials Operations, Firefighter I, and Firefighter II certification exams with a minimum score of 70%. One retest is offered for each test level during the Academy. Failure after the retest may result in dismissal. The FETA Certification Office policy governs certification testing.



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REQUEST FOR ACCOMMODATIONS

Requests for accommodations due to disabilities will be considered case by case when adequate, current documentation and the requested accommodations are submitted. Accommodations that would alter essential elements of a program will not be granted. Requests **MUST** be received at least 30 days before the course start date. Contact the Certification Office at (225) 251-6417. The accommodations application is the last page of this packet.

A recruit with a prior IFSAC/ProBoard, BLS, or EMR certification may substitute that certification for the corresponding FETA requirement when it meets the requirements of the FETA Medical Program and Certification Office. Substitutions excuse written examinations only; the recruit must still attend all training. For sponsored recruits, the Fire Chief determines whether a substitution is allowed.

Recruit Name (Print)

Recruit Signature

Fire Chief or Designee Signature

Date





9. RECRUIT / AGENCY COMPLIANCE

I have read and fully understand the FETA policies and regulations of the Recruit Fire Academy, including mandatory physical training requirements, the testing policy, and the refund policy schedule. Recruits who do not meet the requirements will be dismissed and will not be allowed to graduate. Credit hours obtained before dismissal will be retained, and IFSAC certifications may continue outside the Academy if applicable Certification Office requirements are met.

I do not object to having my grades posted. I understand that the fire department is sponsoring me and that the Fire Chief may review my progress, including documented demerits and disciplinary actions.

I understand that all grades and evaluations are discussed with the Fire Chief of the sponsoring department. I also understand and do not object to the Fire Chief receiving copies of grades and evaluations, including documented demerits and disciplinary actions.

Recruit Name (Print)

Recruit Signature

Fire Chief or Designee Signature

Date





10. PHYSICAL EXAMINATION RELEASE TO PARTICIPATE FORM

Recruit Name

Last 4 Digits of SS#

Sponsoring Fire Department
(if applicable)

Name of Physician (Printed)

Name of Physician (Signature)

Examination Date

Physician Office Address

Physician Phone

Physician Fax

PHYSICIAN REQUIREMENT

This document must be signed by a Medical Doctor or designee (e.g., Nurse Practitioner) or a Doctor of Osteopathy, as required by NFPA 1582, Section 4.4.1. The practitioner shall consider the occupation's physical, physiological, intellectual, and psychological demands when evaluating the student's ability to perform essential job tasks.

PHYSICIAN GUIDANCE

The following essential job tasks from NFPA 1582, Chapter 5, are provided to assist the physician in evaluating a prospective firefighter and medically clearing the individual to attend training. More information is available at www.nfpa.org.

- Wearing personal protective ensemble and SCBA while performing firefighting tasks, rescue operations, and emergency response actions under stressful conditions and in extreme temperatures.
- Wearing SCBA and tolerating increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological hazards, and heated gases despite PPE and SCBA.
- Depending on the local jurisdiction, climbing six or more flights of stairs while wearing protective ensemble weighing at least 50 lb. and carrying equipment/tools weighing 20 to 40 lb.



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- Wearing encapsulating and insulating protective ensemble resulting in significant fluid loss and elevated core temperature.
- Searching for, locating, and rescue-dragging or carrying victims from newborns to adults weighing over 200 lb. under hazardous and low-visibility conditions.
- Advancing water-filled hose lines up to 2.5 in. in diameter for approximately 150 ft., including negotiating stairs, ladders, and obstacles.
- Climbing ladders, operating from heights, walking or crawling in dark narrow or uneven areas, and operating near electrical power lines and other hazards.
- Meeting unpredictable emergency requirements for prolonged extreme physical exertion without scheduled rest, meals, medication access, or hydration.

ADDITIONAL ESSENTIAL JOB TASKS

- Operating fire apparatus or other vehicles in emergency mode with lights and sirens.
- Performing critical, time-sensitive, complex problem-solving during physical exertion in stressful and hazardous environments.
- Communicating and comprehending verbal orders while wearing PPE and SCBA under high background noise and poor visibility.
- Functioning as an integral team member where sudden incapacitation could result in mission failure or risk to civilians or other team members.
- The candidate is up to date on listed childhood immunizations and has a negative TB skin test or chest x-ray within the last six months.
- Hepatitis A and Hepatitis B vaccines are recommended.
- Recruit candidates will provide shot records or laboratory reports of vaccinations upon request.

*******PHYSICIAN SIGNATURE REQUIRED BELOW*******

Physician Name (Print)

Physician Signature

Date



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TO: ADAA Testing Accommodation Requestors

FROM: Tracey N. Normand, Superintendent

Louisiana Fire & Emergency Training
Academy Office of State Fire Marshal

DATE: February 4, 2026

RE: Request for Testing Accommodation Guidelines

The Louisiana Office of State Fire Marshal, Fire Emergency Training Academy (OSFM-FETA) recognizes that individuals with disabilities may have different types of limitations that affect their abilities to take tests. The Americans with Disabilities Act (as amended) (ADAA) and the Rehabilitation Act of 1973 ensure that individuals with disabilities or specified medical conditions have the opportunity to have equal and fair access to exams and testing through the provision of reasonable, appropriate, and effective testing accommodations to qualified candidates.

At this time, in order to make a request for a testing accommodation to the OSFM-FETA, please submit the following information to dpsadaaccommodationrequest@la.gov:

1. Name.
2. Email.
3. Phone Number.
4. Class/Course/Exam/Certification for which you are seeking the accommodation
5. Description of the nature of the disability and functional limitations.
6. Description of how the functional limitations will interfere with your ability take the Class/Course/Exam/Certification.
7. Date of the Class/Course/Exam/Certification you are seeking to take through OSFM-FETA.
8. Describe the requested accommodation.
9. Attach all supporting documentation supporting your request. This may include: any evidence of the disability or medical condition; history of diagnosis; nature/extent of diagnosis; recommendations of qualified professionals (healthcare, educational, or psycho-educational) with provider's signature; proof of past testing accommodations; copies of any Individual Education Plans (IEPs) from educational institutions, etc.
10. Your professional evaluator's information: Name, title, telephone number, employer, and professional license number (if applicable)



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Requests for accommodation should be submitted at least thirty (30) days prior to the class/course/examination/certification for which the accommodation is being requested to allow for a full review. If your class/course/examination/certification is within thirty (30) days, you may still submit your request for accommodation. However, be advised that due to the short notice, you may not be able to be accommodated.

Once received, your request will be reviewed. Within 14 days of the receipt of your request for accommodation, the ADA Coordinator will issue to you a "Letter of Accommodation" outlining the denial, approval, or modified accommodation. If you disagree, you may appeal the decision by filing your request within 14 days from the date of the "Letter of Accommodation." Appeals shall be made in writing and addressed to Lt. Col. Robert Burns, Chief Administrative Officer, by writing to: P.O. Box 66614, Baton Rouge, LA 70896; or calling (225) 925-6032.

Any questions regarding the procedures for requesting a testing accommodation, the denial of a testing accommodation, the approval of a specific testing accommodation, or any other inquiry should be directed to Ms. Laura Patterson, ADA Coordinator, at Laura.Patterson@la.gov.

All documentation obtained as part of an accommodation request, including medical and other relevant information, shall be maintained as confidential records, separate from the any other file maintained on the applicant, and subject to disclosure only as allowed by law or with the individual's permission.

