



Monmouth County Fire Academy  
1027 Highway 33 East  
Freehold NJ 07728  
Office: 732-683-8857  
Fax: 732-683-8978  
E-Mail: firefighter2@mcfmnj.org

## Firefighter 2 Registration Application

Please read the entire application, follow all instructions, and complete all parts of this application prior to submitting

### Instructions:

- Provide all requested information and all signatures where required or the application will be rejected.
- Hand in (*do not fax*) enrollment packages to the Monmouth County Fire Academy at least 10 days prior to the FF2 program start date.
- There is a limited enrollment. This will be announced with each class based on Academy activities and instructor availability. Students will be accepted on a first come – first serve basis.
- No one will be granted enrollment without a completed enrollment package and no slots will be held or reserved for any department.
- Incomplete enrollment packages will be rejected. ALL requested information and documentation are required for enrollment.
- Departments have an option to have the student's physician complete the form on page 4 OR the department can attach a completed copy of the "N.J. State Fireman's Association Membership Application", both front and back pages. If completing page 4, the attending physician / practice must include a stamp indicating the name / address / phone number of the practice.
- Out-of-county fire department personnel seeking to enroll in the program are required to submit payment. See the Fire Academy web site for the latest fees and payment instructions. No certificates will be issued unless payment is received.
- **Deadline for the Summer 1 application is May 13, 2019**

Candidate name:

Candidate department name:

## Firefighter 2 Candidate Information

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Phone #:

\_\_\_\_\_  
Cell Phone #:

\_\_\_\_\_  
E:mail address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
State / Zip

## Fire Department Contacts / Family Contacts

\_\_\_\_\_  
Fire Department / Company Number  
(13-25-1 for example)

\_\_\_\_\_  
Fire Chief's Name

\_\_\_\_\_  
Primary Emergency Contact  
(Not Fire Chief)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fire Chief's Cell Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City /Town

\_\_\_\_\_  
Fire Chief's Home Number

\_\_\_\_\_  
Secondary Emergency Contact  
(Not Fire Chief)

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Fire Chief's E-mail address

\_\_\_\_\_  
Phone Number

## Requirements of Firefighter 2 Candidates

All candidates seeking to attend the Firefighter 2 basic training program at the Monmouth County Fire Academy must meet the following criteria:

- The candidate must be 18 years of age or older at the start of the program.
- This registration package must be completed fully. It must be submitted to the fire academy and each part must be legible, otherwise the enrollment package will be rejected.
- The applications are taken on a first come – first serve basis and county residents have priority over out of county residents.
- The program dates and hours will be run as syllabus found on the MCFA website.
- Students are required to secure a copy of the textbook. The Academy does not provide a text book for Firefighter 2. The required textbook is NFPA Fundamentals of Firefighter Skills, Evidence-based Practices, 3<sup>rd</sup> Edition (New Jersey edition)
- For further information:

Monmouth County Fire Academy  
1027 Highway 33 East  
Freehold, NJ 07728

Phone Number 732-683-8857

**Do not fax this enrollment package for reasons of information security; the original must be handed in. Please retain a copy for your records.**

## Medical Evaluation Section

This section must be completed in its entirety regardless of what other documentation the department submits  
A physician / practice stamp is required on this document

\_\_\_\_\_  
Firefighter Candidate Name

\_\_\_\_\_  
Course Start Date

This section is to be completed by a Physician or other Licensed Health Care Professional (PLHCP).

The above student will be attending a physically demanding and intensive training program for the purpose of serving as a Firefighter in his or her community. The activities that the above candidate will have to perform will include the following activities:

- The student will be required to wear approximately 50 pounds of personal protective equipment including self-contained breathing apparatus, and perform various physically demanding tasks such as advancing hoselines, crawling in smoke while executing a search, and climbing ladders, for up to 1 to 2 hours at a time (with breaks made available during that time frame).
- While wearing the above personal protective equipment and carrying various tools, the student will be required to crawl on hands and knees for distances of several hundred feet in a smoke filled environment while wearing protective breathing apparatus.
- The student will be required to perform fire suppression techniques while wearing personal protective equipment and self-contained breathing apparatus in environments that are Immediately Dangerous to Life and Health (IDLH), to include smoke and high heat.
- While wearing personal protective equipment, the student will be required to advance charged hose lines up and down several flights of stairs.
- The student while wearing personal protective equipment will be required to operate from ladders at heights of 3 stories and transfer from the ladder into and out of windows and onto or off of roofs.
- This program attempts to replicate real-world fireground conditions while providing for student safety. Nevertheless, it is imperative that the student be physically fit for this program and capable of wearing self-contained breathing apparatus under such settings. Heart attacks are a leading killer of firefighters, so a medical evaluation before such activities is a must.

After reading the above description of the required training, it is my opinion that the firefighter candidate listed on page 1 of this Medical Evaluation section is physically fit for participation in the Monmouth County Fire Academy's Firefighter-2 Basic Training Program that begins on the date specified above. A physician stamp is required.

Signed,

\_\_\_\_\_  
Physician or other Licensed Health Care Professional (PLHCP) Signature and Date

\_\_\_\_\_  
Office Address and Phone Number

Place Physician stamp here

**Responsibilities to be completed by Department / Company  
prior to the start of the Firefighter 2 Program**

\_\_\_\_\_  
**Firefighter 2 Candidate Name:**

The candidate must have successfully completed Firefighter 1.

**COPIES OF THE NJ DFS FF1 CERTIFICATION  
SHALL BE ATTACHED TO THIS APPLICATION:**

**Firefighter 1 Certification (State Certification only).**

**The Academy will not accept a FF1 certificate from any Fire Academy. In order for the state to recognize a FF2 certification, the student MUST have his FF1 certification registered with the NJ DFS and MUST submit an official NJ DFS transcript to the Academy documenting same.**

**NOTE: You may attach the I-200 certification to allow the candidate to opt out of that part of the course.**

Students who complete this course will get the following certifications:

- Firefighter 2
- ICS 200

NOTE: The I-200 cert along with FF1 and 3 years' service qualifies student for IMS Level 1 Certification

**NOTE:** As with FF1, once the course has been successfully completed, it is the responsibility of the student to submit the proper documentation to the NJ DFS to be credited with Firefighter 2 at the State level

The candidate has been issued OSHA and NFPA compliant Personal Protective Equipment for structural firefighting for use during the Firefighter 2 Basic Training Program. This includes the following:

- SCBA, spare cylinder, and PASS device
- Turn-out Coat and Turn-out Pants
- Structural firefighting boots or other appropriate footwear
- Helmet / Eye protection
- Protective Hood
- Structural Firefighting Gloves

**ANNUAL SCBA RE-CERTIFICATION (to be signed by current Chief of Department or Training Officer)**

**I certify that the candidate has successfully completed their annual SCBA re-certification and is qualified on the proper use of SCBA. I further certify that records are available upon request.**

**Authorized Signature:** \_\_\_\_\_ **Print Name and Rank:** \_\_\_\_\_

**Date of re-certification:** \_\_\_\_\_

**ANNUAL MASK FIT CERTIFICATION (to be signed by current Chief of Department or Training Officer)**

**I certify that the candidate has had an annual Mask Fit test. I further certify that records are available upon request.**

**Authorized Signature:** \_\_\_\_\_ **Print Name and Rank:** \_\_\_\_\_

**Date of mask fit test:** \_\_\_\_\_

# Fire Academy Rules and Regulations

**TOPIC:** Rules and regulations for Firefighter 2 candidates

**PURPOSE:** To increase and enhance student safety and success

**PUNCTUALITY:**

- Firefighter 2 students SHALL report to the Training Academy 10 minutes prior to the start of class.
- Firefighter 2 Students who arrive late will report to the FF2 Coordinator on duty or Lead Instructor upon arrival to the Training Academy and will be ordered to complete a C3 Student Report.

**CONDUCT:**

- Firefighter 2 students will carry themselves in a professional manner at all times.
- Firefighter 2 students will treat their classmates with the highest level of respect.
- Firefighter 2 students will treat all training Academy staff with the highest level of respect. Firefighter recruits will address the Training Academy staff by rank or with the title "Instructor", "Mr.", or "Ms.".
- When encountering Academy staff, Marshal's office staff, or the general public when on Academy grounds firefighter 2 students will "make way" until the individual(s) has passed.

**DISCIPLINARY PROCEDURES:**

- A. The 4 tiered disciplinary protocol listed below are for any of the following infractions:
- Lateness to class / tardiness**
  - Sleeping or inattentive behavior in class**
  - Food or drink or spit bottles for tobacco juice during the lecture part of any class**
  - Cell phone, pager, or other electronic device disturbance during class**
  - Text messaging from a cell phone or other electronic device during the lecture**
  - Wearing of hats (other than for religious reasons) or hoods or sun glasses during class**
  - Failure to wear approved clothing:**
    - See attached addendum entitled Dress Code Policy for specific details
  - No beards or facial hair that violates 29 CFR 1910.134**
  - Acts of insubordination**
  - Failure to complete 3 homework assignments will result in a 1st offense. Every missed homework assignment after the third will result in an additional offense.**
  - ALL HOMEWORK MUST BE COMPLETE AND SUBMITTED IN ORDER TO RECEIVE A FIREFIGHTER 2 CERTIFICATION FROM THIS ACADEMY**
- B. **1<sup>st</sup> offense** requires written documentation of the offense for fire academy records and a review with the student concerning fire academy rules and regulations.
- C. **2<sup>nd</sup> offense** requires written documentation of the offense for fire academy records and a letter to the student reiterating fire academy guidelines.
- D. **3<sup>rd</sup> offense** requires written documentation of the offense for fire academy records, a counseling session with the student, and a letter to the department from which the student represents.
- E. **4<sup>th</sup> offense** requires dismissal from the program with the intention that the student may return to take the program (starting from the beginning) at a time that is more suited to their time constraints, so long as there are openings for a course that is being run.

**IMMEDIATE TERMINATION** for acts of cruelty and bullying, intentional harm or threats of harm to students or staff, and / or intentional damage to property or equipment.

**TERMINATION DUE TO MISSED CLASSES:** Attendance will be based on a point system. A weeknight class carries a weight of 1 point. A weekend or full day class carries the weight of 2 points. There are 24 points in total for this course. Any student accumulating 8 points of missed classes will be dismissed from the course.

**SUMMARY:** It is the instructor cadre's responsibility to protect our students from potential harm. To do this, we must have a series of guidelines in place that will govern the actions of our students, provide them with an environment conducive to learning, and keep them safe.

**MAKE-UP POLICY:**

- Firefighter 2 students must complete all modules in order to receive a Monmouth County Fire Academy Firefighter 2 certification.
- No student shall receive a Firefighter 2 certification from the Monmouth County Fire Academy unless all modules are complete.
- As per NJ DFS guidelines, the student has 18 months to make up any missed modules.
- Hands-on sessions that are missed require the student to show proficiency in those skills in order to get a "pass" on that module.
- It is the responsibility of the student to ascertain make-up dates and to inform the academy when he/she will be attending a make-up session.
- Once all modules are successfully completed, the Academy will notify the NJ DFS and issue FF2 certifications to the student.
- The student is then responsible to send a copy of the Firefighter 2 certification to the NJ DFS using the proper form to be awarded a State Firefighter 2 certification.

## Fire Academy Rules and Regulations

### Dress Code Policy

In the interest of student safety, all Firefighter 1 students are required to wear clothing that will enhance their safety and well-being for the duration of their training. This clothing guideline is to be in effect for each and every Firefighter 1 training session regardless of what lecture or practical activity is listed for that day.

For the safety of our students, all Firefighter 1 candidates are prohibited from wearing synthetic clothing. Synthetic clothing degrades rapidly upon exposure to extreme heat conditions. While all of our students are required to wear complete personal protective equipment (PPE), this additional requirement will further protect our students.

No student (or their department), are to be subjected to the hardship of purchasing additional safety equipment such as uniforms, but students are required to be in non-synthetic clothing. Jeans, crewneck T-shirts, and / or sweatshirts are to be worn while at the fire academy. These are typical everyday items that are **cotton**.

These items wear well and offer a higher degree of safety to our students without subjecting our students to financial hardships.

Non-cotton (synthetic) items made of polyester such as spandex or Under Armour are not to be worn. Shorts, tank tops, or sleeveless shirts of any kind shall not be worn. Hats shall not be worn in the classroom.

Obviously, the departments that we serve on a daily basis would most readily agree that the safety and well being of their members is of the utmost importance. *NFPA Standard 1500 Fire Department Occupational Safety and Health Program, 2007 Edition*, section 7.1.6 reflects such a concern for our students.

Students found in violation of this safety guideline may be sent home immediately and required to make up the training day. If the student is sent home, that day will have to be repeated and counts as an absence, in addition to the disciplinary action taken.

#### Rules and Regulations Signature Block

**I have received and read the Rules & Regulations and the Dress Code Policy for the Monmouth County Fire Academy, Firefighter 2 Course. These Rules & Regulations and Dress Code Policy are understood by me and by signing below I hereby acknowledge that I fully understand and will adhere to all of the Rules & Regulations and Dress Code Policy. Furthermore I understand that violation of these Rules and Regulations and Dress Code Policy shall be documented by the Fire Academy and is grounds for disciplinary action as identified above.**

\_\_\_\_\_  
Firefighter 2 Candidate's Signature:



**Workers Compensation and Liability Insurance, Medical Clearance,  
Department Responsibilities, and Rules and Regulations Signature Block**

I attest that the above activities and department responsibilities on page 5 of this application have been covered with the Firefighter candidate.

I attest that the candidate identified on this application, is a member of the fire department / company and is 18 or older at the start of the program.

I attest that the student is covered by Workers Compensation and Liability Insurance.

I attest that the medical section on page 4 has been completed fully in addition to any additional documents that may be attached. (The Monmouth County Fire Academy strongly recommends that any medical exam be in compliance with relevant NFPA Standards).

I have read the rules and regulations and dress code policy and understand that the candidate is required to follow these rules for his or her safety.

I understand that if this application is not completed in its entirety, the student will be denied admission into the program.

\_\_\_\_\_  
Department / Company Chief signature

\_\_\_\_\_  
Print or enter name of above, clearly

\_\_\_\_\_  
Print name of Fire Department or Company

\_\_\_\_\_  
Chief's Cell Number

\_\_\_\_\_  
Chief's Home Number

\_\_\_\_\_  
Department / Company Chief's E-Mail address