

Coral Springs Fire Academy

Basic Firefighter Training Program

CATALOG



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History

The State Bureau of Fire Standards and Training certified the Coral Springs Fire Academy in late 1999. The first Academy operated on the grounds of Coral Springs Fire Station 71. The first class was graduated in May 2000, and consisted entirely of volunteer members of the department who were upgrading their skills and certifications. Two classes were graduated in 2001, and we now graduate ten classes of Minimum Standards for Firefighters each year. By student volume and number of classes, the Coral Springs Fire Academy is one of the largest in the State of Florida. Our graduates are employed throughout Florida and several other states.

In the fall of 2001, the Coral Springs Fire Academy graduated its first Minimum Standards Class with a 100% pass rate on the State exams. Then, when thought we had done our best, we graduated two more classes with 100% pass rate on the State exams, bringing the total to three. This was a state record for consecutive 100% pass rates on the State administered written and practical exam. That record stood until 2006, when the Academy began a consecutive run of nine 100% pass rate classes. That record still stands today. This could not have been accomplished without the dedication and commitment of our instructors, staff, and the City of Coral Springs' management philosophy of "Always Striving for Excellence". We continue to strive for 100% pass rate from all of our Minimum Standards classes.

Philosophy

The philosophy of the Coral Springs Fire Academy, which falls under the direction of the Training and Public Education Division, is to create both realistic basic and advanced training, basing them on the types of incidents that are (and can be) encountered by emergency services members on a daily basis. This training is delivered by a highly qualified staff of part-time instructors, who practice what they teach at their full-time jobs with a variety of South Florida agencies. The entire curriculum is developed and presented in compliance with all local, state, and federal standards. Regional and contemporary needs are addressed as well as incorporating real life experiences and learning.

Ownership

The Coral Springs Fire Academy is owned by the City of Coral Springs, a municipal corporation chartered under the laws of the State of Florida.

Accreditation

The Academy is fully accredited by the Florida Bureau of Fire Standards and Training, **Bureau of Fire Standards and Training, 11655 NW Gainesville Rd. Ocala, FL 34482-1486**

or call **(352) 369-2800**. http://www.fldfs.com/sfm/bfst/bfst_index.htm

Governing Body

City of Coral Springs

9501 Sample Road

Coral Springs, Florida 33065

Name and Address of School

Coral Springs Fire Academy

4180 NW 120 Avenue

Coral Springs, Florida 33065

Telephone # (954) 346-1774

Fax # (954) 340-4351

Administrative Staff

Chief of Training – Michael A. McNally, Division Chief

Assistant Chief Training Officer – Vincent J. Locurto, Battalion Chief

Description of School Facilities

The City of Coral Springs has developed 4 acres of property at 4180 NW 120 Avenue in Coral Springs. This property is the home of a new multi-million dollar training facility. This state-of-the-art facility houses 280 student work stations, four pieces of fire rescue apparatus, a five-story tower that is under construction, a two-story burn building, EMS training rooms, technical rescue props, flammable liquids training areas, and law enforcement training capability. The Academy has a wide variety of programs for new firefighters and those seeking a career in fire and emergency services. We also operate specialty academic and technical skill programs for the experienced firefighter seeking to advance their career.

The City of Coral Springs has built the Coral Springs Public Safety training and Technical Center for Fire, EMS, and Police training. This facility is a free-standing two story state-of-the-art building that contains 6 classrooms, 3 breakout lab rooms, and the Training Academy administrative offices. Each classroom comfortably sits 42 students. Male and female restrooms, with lockers and showers, are immediately available. Each classroom has complete audio/visual capabilities. The training center has a student lunchroom with microwave ovens, toaster ovens, refrigerators, and vending machines. Ample parking is available and the area is well lit at night.

Policy Statement

It is the policy of the Coral Springs Fire Academy not to discriminate against students on the basis of age, religion, disability, race, color, sex, or national origin to the extent of the law.

FIREFIGHTER I & II (FIREFIGHTER MINIMUM STANDARDS) (500 Hours)

This Minimum Standards Certification Course for firefighters is a mentally, physically, and emotionally challenging program that includes extensive classroom and practical elements. The 500-hour course runs for 13 consecutive weeks (full-time), meeting Monday-Friday, 8:00am until at least 5:30pm. Evening classes run for 27 weeks, meeting two weekday evenings from 5:30pm-10:30pm, every Saturday from 8:00am-5:00pm and one Friday evening each month from 5:30pm-10:30pm excluding holidays. All class sessions are presented regardless of weather conditions and no absences are permitted.

Admission Requirements

Addendum 1 contains all the required paperwork that must be completed and returned to the Public Safety Training and Technology Center located at 4180 NW 120th Avenue, Coral Springs, Florida, 33065, **prior** to being accepted in to the Coral Springs Fire Training Academy.

Please pay special attention to the following items:

1. Application for Firefighter Certification Examination, Bureau of Fire Standards & Training (**form DFS-K4-1016**) – **Please note, under REQUIRED ATTACHMENTS, You DO NOT need to bring in a check for \$30.00 with your application. This will be REQUIRED THE FIRST DAY OF CLASS.**
2. Medical Examination (**form DFS-K4-1022**) – completed
 - a. **Your examination must be completed at MedExpress Urgent Care, 1809 North University Drive, Coral Springs, FL 33071 (954) 510-1900. This is the only location currently available..**
 - b. Your doctor's signature, printed name, title, address, phone number and date of exam must be **legible**.
3. Hold Harmless Agreement – completed and notarized.
4. ONE copy of each of the following must be submitted with your application:
 - a. **United States** High School Diploma, Official Transcripts or the equivalent
 - b. Proof of Age (Florida Drivers' License, Birth Certificate or passport)
5. FC-DICE profile must be created and a printed copy submitted with application. **You must include the assigned ID on forms DFS-K4-1022 and DFS-K4-1016 on the Student ID line.** Instructions provided with this application.
6. Fingerprint Processing fee (**see form DFS-K4-1016**) – due first day of class with you Fire Marshall confirmation sheet.
7. Acceptable Forms of Payment:
 - a. **VISA/MC** – cardholder must be present in order to process this form of payment. **No Cash or personal checks.** **-OR-**
 - b. **Two (2) separate** cashier's checks or money orders, one for \$75.00 (Registration fee) and one for \$100.00 (PAT fee), both made payable to Coral Springs Fire Department, and **both non-refundable.** **Please PRINT your name, complete address and the last four of your SSN on all payments.**
8. Tuition of \$2,450.00 will be due in full by an assigned date following the PAT and prior to the first day of class. (Please refer to your checklist that you will receive upon submission of this application for your due date.)
9. Fingerprinting will be done digitally through PearsonVue. It is suggested that you wait until you pass the PAT to make an appointment to complete the digital fingerprints. The digital fingerprint confirmation, with a check for \$30.00 addressed to The Department of Financial Services, must be given to the Instructor on the **FIRST DAY OF CLASS.**
10. The PAT date is available on the website and will be assigned once you submit your completed application. We will accept your completed application along with **VISA/MC OR two cashier's checks or money orders** (\$75.00 and \$100.00) made payable to: **Coral Springs Fire Department.**

TRANSFER POLICY

A fire academy student who enrolls in a minimum standards class, and then wishes to transfer to another class before the start date, must pay a \$50.00 transfer fee.

Once a minimum standards class begins, a fire academy student, who is in good standing, may transfer to another class provided the following conditions are met:

1. The student has been in class 30 calendar days or less.
2. The class that the student wishes to enroll in starts within the following six months.
3. The student must sign the transfer form.
4. The student must pay a transfer fee equaling \$4.49 per hour times the number of hours the student was in class.

School Catalog

The school catalog will be available at the time the student enrolls, but not later than one week prior to the start of class.

Class Starting & Ending Dates

Students will be notified of the course starting and ending dates no later than 30 days prior to the beginning of the first class.

Office Hours

School office hours are Monday through Friday– 9:00am to 4:30pm

CLASS TIMES, CLASS SCHEDULES & ATTENDANCE INFORMATION

IT IS YOUR RESPONSIBILITY TO READ THIS DOCUMENT & FOLLOW THE RULES AS STATED.

Welcome to the Minimum Standard Training Program (500 hrs.) at the Coral Springs Fire Academy. Your training period will be enjoyable and informative if the following rules are observed.

1) Class Hours

- a) Day Class
 - i) Roll call 08:00
 - ii) Breaks: One 15 min. break
 - iii) Lunch 12:00 – 13:00
 - iv) Breaks: One 15 min. break
 - v) Physical training
 - vi) Class dismissal (NO EARLIER THAN 1730)
- b) Evening Classes
 - i) Roll Call 17:30
 - ii) Breaks: One 15 min. break in the evening.
 - iii) Refer to day class hours above for Saturday lunch breaks.
 - iv) Physical training
 - v) Class dismissal (NO EARLIER THAN 2230)

2) CLASS SCHEDULE

- a) Posted in the classroom is a day-by-day schedule of the instructional activities that will take place in the Minimum Standards Training Program. This schedule is subject to change at the instructor's discretion. Every effort will be made to inform the student of changes in advance.

3) **ABSENTEEISM & TARDINESS**

Any absences will be grounds for dismissal from the course. Illness of the recruit or death of immediate family member are the only legitimate reasons for excused absences. Any medical absence shall require a doctor's note to be considered an excused absence.

The second tardy to the start of class, from breaks, or lunch will be grounds for dismissal.

If you are ill or will be late (emergency only) call: 954-346-1774 and leave a message for the instructor. **Failure to call and report that you will miss or be late to class will be grounds for dismissal from the course.**

All City of Coral Springs and Bureau of Fire Standards & Training requirements, quizzes, test, and exams shall be completed **regardless of excused absences** in order to sit for the state exam.

STUDENT MATERIALS, TESTING PROCEDURES & COUNSELING

1. **Student Materials:** It is the responsibility of each recruit to provide their own pencils, pens, paper and notebooks.
2. **GRADING SYSTEM: TESTS: WRITTEN TESTING PROCEDURES:** Each section of the state outline will be the subject of a test. Students must pass all sections with a minimum of 80%. Failure to achieve a minimum score of 80% on any written test will require the recruit to take a make-up test within one week. Retakes will be given at a time convenient to the instructor. Test, quizzes, and/or exams may be given from any chapter of the book, instructor presentation, and any video shown during class.

The following shall result in dismissal from the program:

- ▶ Failing score on any make-up test, or
- ▶ Failing any two tests not including a make-up exam as referenced above. Test includes oral participation, written examinations, and performance objectives.

Regardless of passing score achieved on retest, an 80% will be recorded.

A mid-term exam and final written and practical exam will be given to each student. Failure of the mid-term exam or final written and/or practical exam will be considered grounds for dismissal from the course.

3. **CPR & FIRST RESPONDER TESTING PROCEDURES:** A recruit must pass CPR with an 84% (American Heart Association Standards), and First Responder with an 80%. Only one retake will be allowed. Regardless of passing score achieved on CPR retest, an 84% will be recorded, and on First Responder, an 80% will be recorded.

- a. **METHODS OF TESTING:**
 - i. Oral Participation
 - ii. Written Examination
 - iii. Practical Demonstration (manual dexterity)
- b. **SUBJECT MATTER TESTED:**
 - i. All written and lecture materials
 - ii. Skill competencies
 - iii. Safety Procedures
 - iv. Recruit code and discipline

The recruit's ability to adapt to the fire department semi-military style of life will be observed and evaluated. Dishonesty on examinations will be considered grounds for immediate dismissal from the course.

The recruit must be willing to comply with the rules and regulations as set forth by the Coral Springs Fire Academy of the Coral Springs Fire Department.

c. **APPEALS:** Counseling is available to each recruit enrolled in the training program and may be requested by the recruit at anytime by contacting the Chief of Training and Public Education Division at: 954-346-1774.

GENERAL ACADEMY RULES

1. STUDENT DRESS CODE:

Uniform dress code shall be enforced at all times, Male members of the class shall be clean shaven with mustache, trimmed to the edge of the mouth, sideburns will be trimmed to the center of the ear, hair to their collar. All recruits will be required to have their hair neatly combed, excessive length of hair will have to be pinned up at all times. No earrings or jewelry hanging from neck or wrists or the wearing of sunglasses will be permitted at anytime during class. The uniform in the classroom will be: Coral Springs Fire Academy T-shirt and navy blue uniform pants, black belt, and black steel toed shoes/boots. The uniform for Physical Training will be a CSFD-FA T-shirt and shorts, white socks and sneakers. The uniform outside will be approved Bunker Gear with fire helmet and gloves. The instructor will indicate the appropriate uniform for the activity to be performed.

*****When not actively participating in evolutions, recruits will wear approved fire helmet with face shield down and safety shoes at all times for minimum level of safety.**

2. PERSONAL BELONGINGS:

Personal gear will be the responsibility of each recruit including all Bunker Gear.

3. PHYSICAL TRAINING (P.T.):

Recruits will be required to perform daily physical training exercises. Exercises will increase each week in number in order to reach the desired proficiency level. Each recruit will be involved in the exercises as a part of the instructional program. Failure

to participate in physical training and/or meet the desired proficiency level will be considered grounds for dismissal from the course.

Each student shall be required to successfully complete the CSFD Fire Academy entrance physical agility test in six (6) minutes or less as part of the final exam in order to complete the program. Failure to meet the desired proficiency level will be considered grounds for dismissal from the course.

4. STUDENT CONDUCT CODE:

Recruits violating this code will be dealt with according to the provisions provided.

Failure to comply with any lawful order given by any CSFD fire academy instructor will be grounds for dismissal from the course.

No smoking or use of tobacco products in or on City of Coral Springs property or at anytime the recruit is in a CSFD fire academy uniform.

Recruits shall refrain from the use of profanity anytime the recruit is in a CSFD fire academy uniform.

Incoming calls of a non-emergency nature will not be put through to the student. Messages will be taken and given to the recruit during break time.

In case of an emergency, recruit will be notified immediately.

5. REPORTING OF AN ACCIDENT:

It is IMPERATIVE that all accidents be reported immediately to the class instructor and the proper forms completed. **It is your responsibility to report any injury that occurs to you during training. Failure to do so may lead to dismissal from Academy.**

6. OUTSIDE INSTRUCTIONAL AREAS, EQUIPMENT & APPARATUS:

It is the recruit's responsibility to assist in maintaining the outside areas and the equipment and apparatus used. Cleanliness is vital to safety and preventive maintenance.

Fire apparatus and equipment will be returned to their proper place after an activity. Any damages will be reported immediately to an instructor.

7. CLEANING DUTIES:

All recruits will be required to perform the following cleanup duties:

- i) Men and women's bathroom: Clean mirrors; wipe down shower area and wet mop floors.
- ii) Classroom: Wipe down all desks and counter tops. Clean boards and erasers, straighten all desks and chairs, and wipe any AV equipment located in classroom. Sweep/vacuum floor area.
- iii) Break room: Wipe down and straighten all tables and chairs. Sweep/vacuum floor area.

- iv) Outside area: Police grounds, sweep walkways, and straighten outside drill area putting away equipment that is left out. Wash down concrete areas around tower as needed.
- v) Tower: Police entire tower, all floors. Straighten equipment room, hose area, equipment on shelves, and portable extinguishers. Close all windows and secure all tower doors.

Note: SQUADS ARE RESPONSIBLE FOR THEIR DETAILS FOR THE ENTIRE DAY.

ALL SQUADS WILL SECURE APPARATUS AND EQUIPMENT ON THE APPARATUS WHEN FINISHED WITH THEIR DETAILS AT THE END OF THE DAY.

UPON COMPLETION OF THE CLEANUP DUTIES, RECRUITS WILL LINE UP & BE DISMISSED AS A GROUP BY THE INSTRUCTOR.

8. CHAIN OF COMMAND:

The Coral Springs Fire Academy operates along with the Coral Springs Fire Department – Chain of Command for the Minimum Standards Training Course is: Squad Leader- Class Leader- Instructor of the day, who reports to the Lead Instructor. Squad leaders are chosen by lead instructor and can and will be changed at anytime by the lead instructor.

As a recruit, you shall address your instructor by their appropriate title. (Mr. Mrs. or Ms.) or by duty rank.

Recruits are required to stand at attention whenever Instructors, Officers, Firefighters or anyone who is not a recruit enters the classroom, except when another Instructor is in the classroom or as directed by the instructor of the day.

Recruits are required to gangway for all non-students.

9. DEMERIT SYSTEM:

This program incorporates a demerit system. Any Recruit who receives a total of 20 demerits during the program shall be dismissed from the program. Demerits are received for violations of rules and regulations, improper conduct, or failure to successfully complete assigned work, etc.

INFRACTION:

Out of Uniform	2
Use of Foul Language	5
Failure to Successfully Complete Assigned Work	3
Violations of Rules, Regulations, Safety Standards, Etc.	5

Tardiness of Any Type 5

Disrespectful to Instructors, Fire Dept. Members, Visitors, Classmates 5

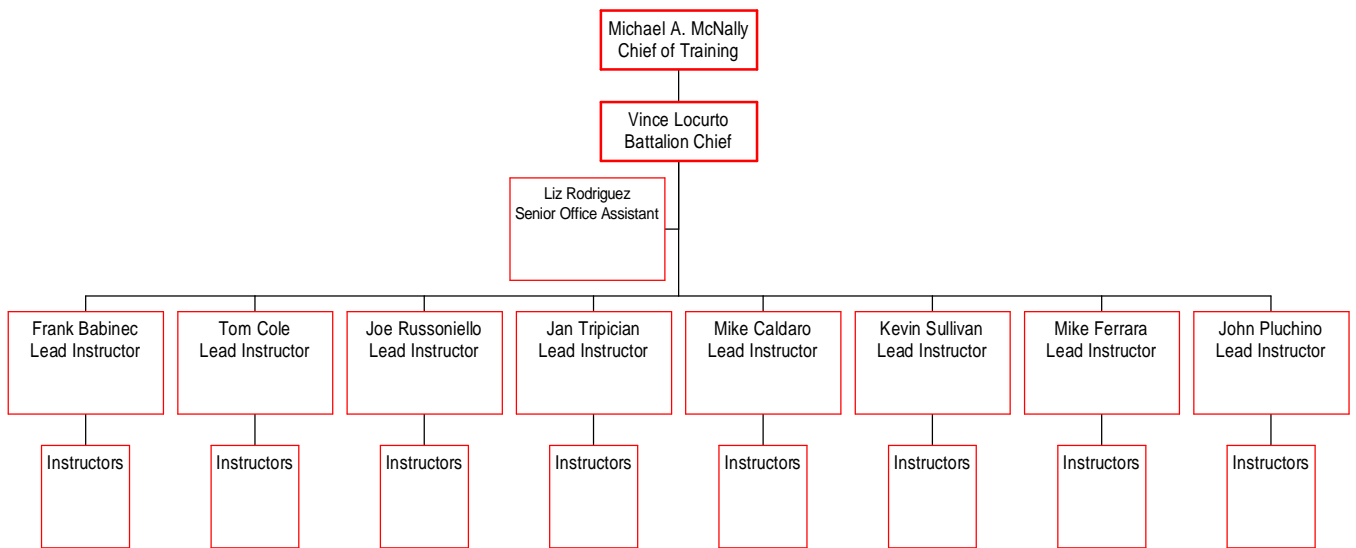
Use of tobacco products in or on City of Coral Springs property or
at anytime the recruit is in a CSFD fire academy uniform. 5

The demerit system is utilized for minor disciplinary action, however, this does not exclude instructors from imposing major disciplinary action or dismissal when appropriate.



CSFA CHAIN OF COMMAND

4180 NW 120th Avenue
Coral Springs, FL 33065
(954) 346-1774
(954) 340-4351 fax



Holidays

School will not be held on the following holidays. Additional cancelled class days may be declared due to departmental requirements. This information will be provided to students in advance.

Holidays Observed

New Year's Day	Martin Luther King, Jr.	President's Day	Memorial Day
Independence Day	Labor Day	Veteran's Day	Thanksgiving Day
Day After Thanksgiving		Christmas Day	

Student Services

1. The Coral Springs Fire Department Training Academy does not maintain housing for students.
2. A Regional Library is available to all students and faculty, which is located at 3151 University Drive, Coral Springs. Hours of operations are:

Monday to Wednesday 7:30 am to 8 pm

Thursday to Saturday 10 am to 6pm

3. Student records are permanently retained by the school and are available to students upon individual request. Student records may be provided to a potential employer only after the student has made written request. For those students who are denied entry or dismissed from the academy, records will be on file for at least one year.
4. Academic and Personal Advisement will be provided. Students seeking academic or personal advisement should first see their lead instructor. If further assistance is needed, students should make an appointment with the Chief of Training.
5. Placement services or assistance is available to all students without an additional charge. The Coral Springs Fire Academy does not directly or indirectly imply any guarantee of employment.
6. No financial aid is available.
7. A student cafeteria is provided on campus. There are vending machines containing food, drinks and snack item. Microwaves, toaster ovens, and refrigerators are provided.

Student Records Policy

The General Education Provisions Act, Section 438, as amended, and the regulations promulgated for the enforcement of the act, found at 45 Federal Register 30911, as amended at 45 Federal Register 86296, provide all students enrolled or previously enrolled at the Coral Springs Fire Academy (CSFA) have the following rights in relation to their educational records:

I. General Policy

No information from records, files, or other data directly related to a student, other than public information defined below, shall be disclosed to individuals or agencies outside the university without the written consent of the student, except those disclosures set forth in paragraph IX.

II. Definition of Educational Record: Student educational records are defined as those records, files, documents, and other material which contain information directly related to students and which are maintained by CSFA or a party acting for CSFA. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by physicians, psychiatrists, psychologists, or other professionals or paraprofessionals and which are maintained in connection with treatment and are not available to anyone else are also excluded from a student's educational record, but such records are available to another physician or appropriate professional of the student's choice if requested. Records which only contain information relating to a person after that person is no longer a student are not considered part of the student's educational record.

III. Definition of Student: For the purpose of this policy a student is defined as any individual currently or previously enrolled in any academic offering of the CSFA. It does not include prospective students.

IV. Public Information: The following is a list of public information which may be made available by the CSFA without prior consent of the student and which is considered part of the public record of the student's attendance: Name, address (local and permanent), telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, schedule of classes, and institution most recently previously attended. The information will not be made available if a student directs a written instruction to the appropriate records official prior to the end of the registration period for any given term.

V. Types and Location of Records

Each program maintains a file on each student enrolled, containing applications, grade reports or other performance evaluations, and correspondence. CSFA registrar's office may maintain similar files. The counseling service, placement service, and financial aid office maintain a file on students who use those services. The CSFA has designated the following officials as responsible for student records; Coral Springs Fire Department, Training and Public Education Division; Chief of Training. The above shall hereinafter be referred to as "records officials." The records official is responsible for maintaining a listing of student records within the records official's area of responsibility, indicating the location and general content of the records. Any student request concerning records or files, including requests that public information not be disclosed, requests for disclosure to third parties, and requests for access by the student should be directed to this official. Forms for all such requests may be obtained from these officials. These persons will also act as hearing officers when the content of a record is challenged as provided below.

VI. Disclosure of Student Records to the Student

The student is accorded the right to inspect, in the presence of a CSFA staff member, records, files, and data primarily and directly related to the student. To inspect a file a student should go to the office of the records official and initiate a request in writing. If a student desires to obtain copies of the items in the educational record rather than personally reviewing the record, the written request to the records official for copies must be signed and notarized to prevent disclosure to persons other than the student. A time for inspection shall be granted within 45 days of the date of the request, and copies will be mailed within the same time period. Copies shall be made and provided to the student at a cost to the student equal to actual cost of reproduction and payable in advance.

The right of inspection does not include financial statements of parents, confidential recommendations placed in the file prior to January 1, 1975, provided that such recommendations were solicited with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited, and other confidential recommendations, access to which has been waived by the student in accordance with paragraph VIII.

VII. Challenging the Contents of the Record

CSFA will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the appropriate records official.

If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his or her privacy, the student may request that the record be amended by presenting such request in writing to the

appropriate records official. A request that the record be amended shall be answered by the records official within 15 days of its receipt with information that the record has been amended as requested or that the record has not been amended and that the student has a right to a hearing on the matter. A written request for a hearing should be addressed to the appropriate records official as listed in V, who will set a date and time for hearing with reasonable notice of same to the student within 45 days of receiving the request.

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate, and shall examine any documents or hear any testimony the student wishes to present. A student may be assisted or represented by individuals of his or her choice, including an attorney, at his or her own expense. The records official may decide that the item should be retained or that it should be deleted or altered. The records official shall issue a written decision, based solely on the evidence presented at the hearing, within 10 days of the conclusion of the hearing. If the decision is adverse to the student, the notice of decision shall include a statement that the student has the right to place a statement in the record commenting on the information and/or setting forth reasons for disagreeing with the decision.

VIII. Waiver of Access

CSFA may request that a student waive the student's right to inspect confidential recommendations respecting that student's application for admission, provided that the student be notified, upon request, of the names of all those providing the recommendations, the recommendations are used only for the purpose solicited, and the waiver is not a condition of admission or any other benefit. Confidential recommendations respecting application for employment or the receipt of an honor or other recognition may also be waived.

A waiver may be revoked with respect to actions occurring after revocation by so notifying the records official in writing.

IX. Providing Records to Third Parties

The general policy of CSFA is to refuse access to or disclosure of information from student records to third parties without the written consent of the student. Should a student wish to have such records released, a signed and dated written request must be directed to the proper records official, specifying the records to be released, the reason for release, the party or class of parties to whom records are to be released, and a request for copies to the student, if desired. CSFA will then transfer or grant access to the information. The transferred information shall contain a statement that the information may be used by the receiving party or, if an organization, by its officers, agents, and employees for the purpose requested, but that the party shall not transfer

the information to any other party except with the written consent of the student. A charge not to exceed the actual cost of reproduction will be assessed against the student when copies are made for the party or the student.

Student records are available to the following persons with the accompanying conditions without written consent of the student: Instructional or administrative personnel whose duties include responsibilities to students which in the institution reasonably require access to student records.

1. Officials of other schools in which a student seeks to enroll. CSFA will make a reasonable attempt to notify the student of the transfer, as well as the student's right to a copy, upon request, and the right to a hearing to challenge the contents if desired.
2. Certain representatives of federal departments or agencies or state educational authorities as provided by the law. In absence of consent or specific authorization by federal law of the collection of personally identifiable data, data collected by excepted officials shall be protected in a manner which will not permit personal identification of students and parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed.
3. Financial aid officers or their assistants in connection with the application for or receipt of financial aid, provided that personally identifiable information may only be disclosed for the purpose of determining eligibility, amount, and conditions and to enforce terms and conditions.
4. Organizations conducting studies for administrative evaluation, tests, etc., provided that studies are not conducted in a manner which will permit personal identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.
5. Accrediting organizations.
6. Other appropriate persons in an emergency to protect health or safety of students or others. In determining appropriateness of disclosure, consideration will be given to the seriousness of the threat to health or safety of the student and others, the need for information to meet the emergency, whether the parties requesting information are in a position to deal with the emergency, and the extent to which time is of the essence.
7. In response to lawful subpoena or court order.

CSFA will keep a record, indicating the name and legitimate interest, of all disclosures except those made to a student, those made pursuant to written consent, those designated as public information, and those made to persons at CSFA with a legitimate educational interest.

This record of disclosure will become a part of the educational record, subject to inspection and review.

X. The CSFA Student Records Policy shall be published in the catalog of each school,

and a copy shall be displayed prominently on a bulletin board in each school. In order to comply with the requirement that CSFA give annual notice of this policy to enrolled students, a short notice of the policy shall be included in the Class Schedule for each term.

XI. Any student who believes that CSFA has violated his or her right to access or privacy of educational records as established by the Family Education Rights and Privacy Act of 1974, as amended, the accompanying regulations published at 45 Federal Register 30911, as amended at 45 Federal Register 86296, and this policy may address a complaint to:

The Family Educational Rights and
Privacy Act Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Academic Probation Policy

A student may be placed on Academic Probation for violating any of the academy's rules and regulations. The Lead Instructor will fill out a Record of Discussion form, discuss the violation(s) with the student, and forward the form to the Chief of Training. The Chief of Training, or his designee, will meet with the student and advise him/her of the academic probation period. Academic probation may last for the duration of the program, depending on the violation.

Re-Entry

A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Chief of Training and show cause why he/she should be re-instated. The decision of the Chief of Training is final.

Refund Policy

A student who withdraws from the program must do so prior to the first day of class or within 24 hours of the class starting date in order to receive a refund of tuition. The refund will be tuition only. All other fees are non-refundable. A student who suffers a traumatic injury during the program, which precludes him/her from continuing the program, will be allowed to enter the next available class at no charge. A physician must give the student full medical clearance for firefighter training prior to registering for the next class.

Program Completion

Students who complete all requirements of the program successfully will receive a Certificate of Completion. However to be employed as a firefighter in Florida, students must pass a written and practical exam given by the State of Florida Bureau of Firefighter Standards and Training.

Veteran's Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one absence.

Students exceeding one unexcused absence in the program will be terminated from their VA benefits for unsatisfactory attendance.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average CGPA of 80% throughout the program.

A VA student whose CGPA falls below 80% at any point in the program will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

Veterans' Transfer of Credits

Students **must** report all education and training. The school **must** evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. This will be done only if approved by State rules and guidelines.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Signature: _____

Title: Chief of Training

Date: _____

School Name: Coral Springs Fire Academy

Address: 4180 NW 120 Avenue

City, State, ZIP Code: Coral Springs, FL 33065

ADDENDUM 1

**SCHOOL APPLICATION & STATE
PAPERWORK**

10 PAGES