



H. "BUTCH" BROWNING, JR.  
STATE FIRE MARSHAL

## LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS

### PUBLIC SAFETY SERVICES

# Louisiana Fire & Emergency Training Academy



DANIEL H. WALLIS  
SUPERINTENDENT

## CANDIDATE PACKAGE – RECRUIT FIRE ACADEMY

The Fire Emergency Training Academy (FETA) is pleased to welcome you to the Recruit Fire Academy. The fire service is unlike any other profession. Firefighters work with people at their worst times, when people or loved ones are hurt or sick, their property is on fire, or they are trapped in a fire or trapped in a damaged vehicle. Every day the news has stories of firefighters saving lives and property, often under very adverse conditions. Firefighting is internationally known as an honorable and trusted profession for its sense of selflessness and efforts to help other people. Because of the dangers involved in the profession, and even in the training for it, proper training, physical ability and discipline are paramount.

The FETA Recruit Fire 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 Fire Academy.

Most often students are already hired by a fire department, or in some cases they may be sponsored by a department. Individuals are allowed to take the training and certification process as "independents" on their own. (Please review "Non-Sponsored Student" section on page 3 if applicable). To enter the FETA Recruit Fire Academy, students must be prepared to successfully complete the FETA Physical Ability Test given on the Orientation Day that indicates the student's physical ability to complete the program. Each recruit will be put through a rigorous physical training program due to the demands of the fire service. Therefore, FETA recommends that the recruits start a training program before attending the course. On the orientation day (one week prior to the first day of class), recruits will be required to perform a one and one-half mile run in sixteen minutes or less. Any recruit completing this first attempt at the one and one-half mile run in 16:01 minutes or longer will be sent home for the day and given a second attempt roughly two days later. In the instance that the recruit(s) fails the second attempt, they will not be allowed to start the Academy and a 75% refund will be given. Please refer to page 7 for more information on the refund policy.

The material covered in this Academy fulfills the requirements for BLS/CPR, Emergency Medical Responder, Hazardous Materials Awareness (NFPA 1072), Hazardous Materials Operations (NFPA 1072), Fire Fighter I and II (NFPA 1001), Vehicle Extrication, and Fire Apparatus Driver/Operator – Pumper (NFPA 1002). The material is presented at an appropriate pace. Candidates need to be free of other activities so that they can apply themselves without any unnecessary distractions. Make-up work is almost impossible, so the candidate is expected to attend all class sessions. Certification testing will apply for certain areas listed above, please refer to page 12 for more details on the Testing Policy of the Recruit Academy.

Homework assignments are assigned each day. The candidates are responsible for reading each required assignment before the class. The instructor will administer a chapter quiz at the completion of each chapter. The instructors will also administer weekly written tests and practical skill evaluations, as deemed necessary.

All of the chapter quizzes and the three physical ability tests given during the academy are averaged together. If the candidate's average is below 70% after the first three quizzes, the candidate will be dismissed from the



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academy. All candidates must maintain an overall average of 70%. If the candidate's average falls below 70% at any time, the candidate is placed on probation. If the average does not rise to 70% after the next two quizzes, the candidate will be dismissed from class. A 70% GPA is required to graduate from the Recruit Fire Academy.

Due to extensive physical and mental aspects of the class, students must be in top physical and mental condition. Documentation of a physician's examination, meeting NFPA 1582 and utilizing the FETA form herein is required. The exam itself must be within the past three months. This includes a release to participate in strenuous physical activities, a copy of which is included at the end of this document. All physical fitness requirements must be met.

**PLEASE NOTE THIS DOCUMENT REFLECTS REVISIONS TO OUR PROGRAM and any previous versions should be considered obsolete. (Jan. 3, 2022)**

**Recruit Information:**

**Recruit full name:** \_\_\_\_\_

**Recruit Date of Birth:** \_\_\_\_\_ **Age at time of enrollment:** \_\_\_\_\_

**Recruit Home Address:** \_\_\_\_\_

**Sponsoring FD (if applicable):** \_\_\_\_\_

**Recruit Contact Phone:** \_\_\_\_\_

**Emergency Contact Name & Relation:** \_\_\_\_\_

**Emergency Contact Number:** \_\_\_\_\_

**Health/Hospitalization insurance provider:** \_\_\_\_\_

**\*\*Copy of insurance card must be provided with paperwork for recruits file\*\***



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## RECRUIT FIRE ACADEMY SUPPLIES & MATERIALS

### ITEMS REQUIRED BY THE CANDIDATE AT ORIENTATION

One week prior to the first day of class a mandatory Orientation session will be held at FETA. **During the Orientation, all Personal Protective Equipment (PPE) and SCBA will be inspected prior to the start of the program.** The candidate must have in his/her possession the following items when reporting for the Orientation: Appropriate clothing for the Physical Capability Evaluation (see below) and classroom attire (fire dept. uniform shirt and pants). Recruits are not allowed to start the Academy without PPE and SCBA inspected and deemed acceptable by FETA.

NOTE: Attire for the Physical Capability Evaluation and the Orientation session is navy blue physical fitness shorts, sponsoring fire department uniform T shirt (must have sleeves), (sponsoring fire department issued baseball cap suggested), socks and appropriate running shoes per fire department requirements. Recruits need to bring a spare dry uniform T shirt and department work pants, and work boots for the orientation.

### ITEMS REQUIRED BY THE CANDIDATE ON THE FIRST DAY OF CLASS (items 6 & 7 are provided by FETA)

1. **Five (5) navy blue long pants:** Uniform work pants to be worn on a daily basis. (Example: Dickies from Walmart)
2. **Navy blue sweat pants and sweatshirt or navy blue shorts:** Required for physical fitness sessions, depending on the weather (no muscle shirts to be worn during any physical fitness sessions).
3. **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 spare cylinder that meets NFPA 1981, Self-Contained Breathing Apparatus. These items shall be in good condition without apparent damage and must fit the recruit loosely. The SCBA cylinder must have a current hydrostatic test date. Testing five years for steel or aluminum bottles, three years for composite bottles.
4. **Note taking supplies:** Each student should have a two inch three ring binder with a minimum of 100 sheets of loose leaf paper, pencils, pens and highlighting markers.
5. **Bedding (regular twin size), towels, and toiletries need to be supplied and brought with the recruit.**
6. **Fundamentals of Fire Fighter Skills.** The textbook is included in the price of the course. Each student is required to have the textbook which will be issued at the Orientation.
7. FETA will issue each recruit five short-sleeved "Recruit" T-shirts, two long-sleeved T-shirts, and two caps as the uniform for each recruit.

**Non-sponsored Recruits**

**All Recruit Academy non-sponsored students can contact Cheri Mullenix regarding insurance, and information about obtaining uniform items, protective clothing and SCBA.**



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## RECRUIT FIRE ACADEMY - POLICIES

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

- National Fire Protection Association
- Occupational Safety and Health Administration
- Code of Federal Regulations
- American Heart Association
- National Registry of Emergency Medical Technicians
- U.S. Department of Transportation/National Highway Traffic Safety Administration

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:

Fire and Emergency Training Academy  
6868 Nicholson Drive  
Baton Rouge, LA 70820

Tel: (225) 334-6300

1-800-256-3473

Fax: (225) 334-6341

**Office Hours:** Official office hours are 8 a.m. to 4:30 p.m., Monday through Friday, with the exception of official holidays. All telephone calls regarding registration, class information, or students should be placed only during the listed times.

**Time Schedule:** Academy classes will be held Monday through Friday from approximately 8:00am – 4:30pm. Physical training will be held prior to classes at 6:30am each morning. Hours of class may vary each day and/or week due to the specific material being covered at that time; please check with the FETA Academy Chief for further details.

**Orientation:** Will be held one week prior to the first day of each Academy class. Orientation will begin in the recruit classroom at 8:00 a.m.

**Attendance:** Recruits are given a maximum of three absences. If sponsored, these absences must be approved by their Fire Chief.

**Continuing Education Unit (CEU):** An indicator used for documenting continuing education activities for those disciplines mandating a prescribed quantity of continuing education activity for continued credits; one CEU represents 10 contact hours of participation in an organized, continuing education experience under responsible sponsorship, capable direction, and qualified instruction.



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**Participant Dress Code:** Participants shall wear departmental uniforms or appropriate attire that reflects professionalism and pride in the service they represent and in accordance with the type of class. Black duty boots must be worn; no tennis shoes. The wearing of athletic clothing or shorts is not allowed except during physical training. FETA staff has the authority to determine whether the participant's attire is inappropriate.

**FETA Environmental Policy:** FETA continues to recognize and exercise its responsibilities to provide realistic, effective fire and emergency response training programs that have minimum effect on the environment and the community, and to assure that its facilities meet and support the regulations of federal state and local agencies. FETA is committed to preserving a clean and safe environment. Any recruit who destroys or tampers with FETA property will be dismissed from the Academy.

**Housing:** All recruit candidates will be provided lodging at FETA. Recruits will be allowed to move into the dorm on the evening prior to the start date of the Academy. Instructions will be given at Orientation as to the time and process of move in. At the start of the Academy, recruits will be separated into shift groups following a night duty schedule. All recruits are required to go home on the weekends unless approval is given by the FETA Senior Director. The facility gate will reopen from 5pm -9pm on Sunday. For the duration of the recruits stay in the FETA dorm, a strict curfew of 9:00pm will be put into place. This means that the gates of the facility will be locked at 9:00pm by on-site FETA personnel and access will be restricted, unless there is an emergency. In case of emergency please notify on-site FETA personnel immediately. The gates will reopen at 5:00am. Recruits are not to enter or leave the dormitory between the hours of 11:00 pm and 5:00 am unless there is an emergency. Any violation of this policy will not be tolerated. It is our responsibility to ensure the safety of the recruits on our property. No tolerance for a violation of the curfew policy means that a recruit can be dismissed from the academy if a violation has been found. Cameras are in place to provide valid coverage of the facility to ensure the safety of the candidates. Anyone needing approval to be offsite during these "after hours" must submit a request in writing to the Senior Director of FETA in a timely fashion. It is up to the Senior Director to determine if the request is approved or denied.

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

**Transportation:** FETA does not provide transportation for students.

**Automobiles:** Vehicles are to be parked in the student area only. Keep vehicles locked at all times. FETA is not responsible for theft of personal property.

**Telephone Calls:** Calls for students are not accepted, except in emergencies. In case of an emergency, the telephone number to call at the institute is (225) 334-6300 during regular office hours (8 a.m. – 4:30 p.m.).

**Lounges:** Students are required to assist in keeping classrooms and lounge areas clean.

**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 at any time.

**Tobacco Products:** Tobacco product(s) use is prohibited by Recruits on the FETA campus.

**Firearms, Alcohol, Drugs, and Gambling:** All firearms, alcohol, drugs, and gambling are prohibited at the Academy. A violation of this policy will not be tolerated and will be grounds for dismissal.

**Protective Clothing Requirements:** Students or their sponsoring agency are required to provide the necessary protective clothing (bunker coat, pants, boots, gloves, helmet, hoods, etc.) that meets the NFPA Standard



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1971: Protective Ensemble for Structural Fire Fighting. In addition, long-sleeve shirts and long pants are to be worn under the protective clothing at all times. Inspection of protective clothing will precede training to assure that equipment meets requirements. Students without appropriate protective clothing will not be allowed to participate in practical training. In addition, beards or other facial hair that would prevent or limit a positive seal of the mask is not permitted where SCBA are utilized. If eyeglasses are worn, the student shall use frames that do not pass through the seal area of the face piece. FETA has adopted the above from the current edition of the NFPA 1500: Fire Department Occupational Safety and Health Program.

**Physical Training:** Each recruit will be put through a rigorous physical training program due to the demands of the fire service. Therefore, FETA recommends that the recruits start a training program before attending the course. On the orientation day (one week prior to the first day of class), recruits will be required to perform a one and one-half mile run in sixteen minutes or less. Recruits will be given a physical ability test on weeks 4, 8, and 12. Refer to page 7 for more information on the physical ability tests. It is mandatory for recruits to keep up with the pace of the physical training. This affects the safety of themselves as well as the safety of those training with them. A recruit can be dismissed from the Academy if it is determined that they are unable to perform the mandatory physical training.

**Other Activities:** Appropriate protective clothing, as noted in course descriptions or as designated by the FETA instructor, must be worn.

**Climate Changes:** Each recruit should expect changes in the weather and should prepare accordingly.

**Personal Injury & Illness:** All injuries/illnesses shall be reported to the lead instructor immediately. This includes, but is not limited to, a scrape on the knee or a bump on the head. It is very important for the Recruit staff and Medical staff to know about every illness/injury so that the proper accommodations can be made. FETA is not a Doctor's office, therefore it is up to the recruit to bring any and all medicines with them and keep them secured with their possessions. For the safety of the recruit and others, it is important than any and all prescription medications be reported to the medical staff prior to starting the class.

**Refund Policy:** Before orientation and the first day of class, the Center-Based Municipal program incurs expenses for the preparation of the coming recruit academy. Once the recruits arrive, we issue shirts and books, provide meals and lodging, and perform a medical exam to make sure they are fit for duty. Based on these costs, we are establishing a refund schedule for any recruit leaving our academy before the end of the fourteen weeks.

- Day 5 by 4:30 PM    50% of total cost paid
- Day 10 by 4:30 PM    25% of total cost paid
- Day 15 by 4:30 PM    10% of total cost paid
- Day 16                    Refund no longer available

In the instance that a recruit is either dismissed by the Academy or their department, or chooses to not participate within two weeks prior to the first day of the current Recruit Academy class, a 75% refund of total cost paid will be given. This includes, but is not limited to, the dismissal of a recruit for not meeting the physical and/or medical requirements measured on Orientation day. (Effective 01.01.2022)



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## RECRUIT FIRE ACADEMY – PHYSICAL ABILITY TESTS

- Recruits will be given a physical ability test on weeks 4, 8, and 12 of the Academy. By not starting until week 4, this allows the recruit to develop stamina before the first test.
- The grading scale for the physical ability tests is based on the expected progress of the recruit throughout the Academy. The weighted grading scale for each area will slightly increase from week 4 to 8 and from week 8 to 12. The only area that will not increase will be the 1.5 mile run. The 1.5 mile run grading scale will remain the same through the Academy.
- **This physical ability test will measure four main areas of physical fitness.**
  1. **1.5 mile run in under 16 minutes (same as orientation day)**
  2. **Push Ups completed in a 2 min time period**
  3. **Sit Ups completed in a 2 min time period**
  4. **Pull Ups completed in a 2 min time period**
- For each of the three tests given throughout the Academy, the recruit will receive a final score. This final score will be an average of the 4 scores given for each area tested. Any recruit that does not complete the minimum requirement for each area, will be given a 60% for that specific area.
- The final score for each of the three physical ability tests given will be treated in the same regard as a normal Chapter quiz would be. This means that the grade given on the physical ability test can influence the recruits overall grade in the Academy. As mentioned previously, all of the chapter quizzes and the three physical ability tests given during the academy are averaged together. All candidates must maintain an overall average of 70%. If the candidate's average falls below 70% at any time, the candidate is placed on probation. If the average does not rise to 70% after the next two quizzes, the candidate will be dismissed from class. A 70% GPA is required to graduate from the Recruit Fire Academy.
- The goal of implementing a physical ability testing component is to allow, not only the Fire Chief and Academy staff, but also the recruit to monitor his/her progress throughout the Academy. It will encourage the recruit to strive to perform at a higher level during the physical training. The incentive being; if the recruit strives to perform at a high level, it can benefit his/her academic grade.

To give you an idea of how a specific area will be measured, the recruit will be tested on their ability to complete the following amount of Sit-Ups in a 2 minute period:

- **Week 4 – minimum of 35 (70%), 65 or more (100%)**
- **Week 8 – minimum of 45 (70%), 75 or more (100%)**
- **Week 12 – minimum of 55 (70%), 85 or more (100%)**

The percentage earned increases for every Sit-Up completed over the required minimum. For example, in week 4, 36 Sit-Ups is a 71% and 64 Sit-Ups is a 99%



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### **VIOLENCE/HARRASSMENT/HORSEPLAY POLICY – NO TOLERANCE**

**Violence:** Any threat or act of physical violence against anyone on FETA property is prohibited. If a recruit is involved in or affected by any act of violence, it needs to be reported to the Academy Chief as soon as possible. If the Academy Chief is unavailable, it can be reported to a Captain of the Academy, the Senior Director of FETA, or any other administrative personnel.

**Harassment:** The use of profane, racist, sexist, or derogatory statements directed at individuals or groups will not be tolerated whatsoever. Any recruit that is affected by any form of harassment, whether directed at them or someone else, should report it to the Academy Chief as soon as possible. If the Academy Chief is unavailable, it can be reported to a Captain of the Academy, the Senior Director of FETA, or any other administrative personnel.

**Horseplay:** Class will be conducted in a formal, professional environment; no horseplay shall be tolerated. Horseplay can be defined as any rough or boisterous play or pranks. Any recruit is affected by any form of harassment should report it to the Academy Chief as soon as possible. If the Academy Chief is unavailable, it can be reported to a Captain of the Academy, the Senior Director of FETA, or any other administrative personnel.





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## RECRUIT FIRE ACADEMY - REGULATIONS

**Any action that the Recruit Academy crew deems a violation of any of the below regulations will be documented. These actions will be deemed "demerits." Three documented demerits constitutes a disciplinary action. FETA reserves the right to escalate a demerit directly to a disciplinary action as needed. Disciplinary actions are not only given for three demerits, they will be directly given for harassment, violence, horseplay, curfew violations, or anything else deemed eligible by the Director. Any recruit receiving either three disciplinary actions or one escalated disciplinary action will be dismissed from the Academy. Disciplinary notices as well as demerits shall become part of the recruit's file and a copy shall 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 dressed in proper uniform at the time of roll call. If the recruit is late reporting to roll call it will be documented, reported and result in disciplinary action.
- It is the responsibility of the recruit to maintain their PPE in serviceable condition. This includes cleaning SCBA after use, hosing and brushing off pants, coats, boots, gloves and helmet when dirty.
- Recruits shall have appropriate PPE during all practical exercises.
- No caps or glasses other than prescription glasses are allowed in the classroom. No badges, metal or collar insignia will be worn.
- Recruits shall be clean-shaven for morning roll call. In no case shall beards or facial hair, which may impair the safety of the recruit or the proper operation of their SCBA, be permitted.
- Designated classrooms shall be kept clean and orderly at all times. Chairs will be placed on top of tables at the end of each day. Recruits shall be responsible for the cleaning of these areas on a daily basis.
- Upon completion of class or training exercise, all recruits shall assist in picking up the tools and equipment and returning them to their proper location.
- At times, recruits shall be given special work details such as washing apparatus, washing and storing hose, loading hose onto fire apparatus, and other jobs deemed necessary by the instructors.
- Recruits shall conduct themselves in a professional manner at all times, both at FETA as well as traveling to and from the center. Recruits shall drive all vehicles in a safe manner and obey all post signs while at FETA.
- Recruits shall be respectful and courteous to classmates, the staff and all other visitors. Respect for authority shall be demonstrated at all times.
- Recruits shall greet whomever they meet as "sir" and "ma'am" or by their rank or title.



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- Recruits shall not sit or lay down during practical exercises or while demonstrations are being performed unless granted permission by the lead instructor.
- No electronic devices are allowed during class without approval of the instructor.
- The lead instructor shall set lunch and break times on a daily basis. Recruits shall report to class on time.
- Recruits may not be allowed to leave FETA during work hours without permission from the lead instructor. Any recruit leaving without permission will be considered Absent Without Leave (AWOL) and will be subject to disciplinary action or dismissal.
- Recruits will be considered late if they are not in their proper place in the classroom or at the training field according to the time specified by the lead instructor.
- PPE shall NOT be worn in any classroom or office building at FETA at any time.
- Recruits shall report any illness or absence and notify FETA by 8:00 a.m.
- No food is allowed in the classroom during instructional periods.
- The recruit shall successfully complete all practical requirements as outlined in the applicable NFPA standards.

I have read the Recruit Academy policies and regulations on Pages 4-10 and fully understand the FETA policies and regulations pertaining to the Recruit Fire Academy, including the mandatory physical training requirements. Recruits not meeting the above requirements will be dismissed and not allowed to graduate from the academy. They will, however, receive all credit hours obtained prior to dismissal. They will also be allowed to continue with all IFSAC Certifications outside of the Academy, assuming they meet all applicable guidelines set forth by the FETA Certification Office. I have read and agree to comply with all of the above.

Recruit: (Print name) \_\_\_\_\_

Recruit: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_

**If Sponsored:**

Chief: (Print name) \_\_\_\_\_

Chief: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_



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**DISMISSAL & APPEAL PROCESS—RECRUIT FIRE ACADEMY**

**DISMISSAL:**

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

Based on the above, the Center Based Manager (Academy Chief) shall notify the Director and conduct a thorough investigation of the cause for dismissal. Said investigation shall be reduced to writing with the recommendation for dismissal or remediation. The Center Based Manager may recommend a dismissal in writing to the Director of FETA. The Center Based Manager shall notify the recruit’s respective Fire Chief.

The Director shall inform the recruit of their decision in writing within three working days after the investigation has been completed. A copy of the Director’s decision shall be forwarded to the recruit’s respective department chief.

**APPEAL:**

If the recruit feels that they were treated unfairly, they may appeal the decision to the Director in writing within five working days. If the recruit is sponsored, this appeal must come with a letter from the Fire Chief supporting the decision to appeal the dismissal. The Director shall arrange for a hearing within ten working days after receipt of the appeal. The Hearing Board shall consist of the Director, one representative from the LA Firemen’s Association, and one representative from the LA Fire Chiefs Association, who is not part of the training staff for the recruit in question. The Director 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 the Director’s ruling is not justified for dismissal, the recruit will be allowed to continue the program. A copy of the Hearing Board’s decision shall be forwarded to the recruit’s respective department chief.

Recruit: (Print name) \_\_\_\_\_

Recruit: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_

**If Sponsored:**

Chief: (Print name) \_\_\_\_\_

Chief: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_



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## RECRUIT FIRE ACADEMY TESTING POLICY

Tests and measurements are a necessary element of the learning process. Any recruit failing to complete the required testing components will be dismissed from the Academy. Prior to graduation from the Recruit Academy, these standards must be successfully completed:

- *Academic Chapter Quizzes*
- *Practical Skill Evaluations*
- *Physical Ability Tests*
- *AHA BLS CPR and Emergency Medical Responder (EMR)*
- *Hazardous Materials Awareness, Hazardous Materials Operations, Fire Fighter I, and Fire Fighter II IFSAC Certifications are required.*
- *Driver/Operator – Pumper IFSAC Certifications are optional.*

**Academic Chapter Quizzes:** The candidate must maintain an average of 70%. If the candidate's average is below 70% after the first 3 quizzes given, the candidate will be dismissed from the academy. After the first 3 quizzes, if the candidate's average falls below a 70%, they will have one week to raise their average to 70% or they will be dismissed from the Academy. The chapter quizzes are given by the Academy instructors and follow guidelines set internally by the Academy Chief.

**Practical Skills Evaluations:** Periodic Practical (drill ground) Skill Evaluations will be held throughout the academy to test the essential functions of firefighting. If, at any time, a recruit is unable to perform the essential functions of firefighting, pursuant to NFPA 1001 Standards, the recruit may be dismissed. These skills evaluations are a requirement for IFSAC certifications, therefore making them mandatory to successfully complete.

**Physical Fitness Tests:** At orientation, all recruits must pass the one and one-half mile run within 16 minutes as a condition of the Recruit Academy. One retest will be offered. If the minimum time is not met at the second retest, the recruit will not be allowed to start the Academy and a 75% refund will be given. Recruits will be given a physical ability test on weeks 4, 8, and 12 of the Academy. All of the chapter quizzes and the three physical ability tests given during the academy are averaged together. All candidates must maintain an overall average of 70%. If the candidate's average falls below 70% at any time, the candidate is placed on probation. If the average does not rise to 70% after the next two chapter quizzes, the candidate will be dismissed from class. A 70% GPA is required to graduate from the Recruit Fire Academy.

**AHA BLS CPR & EMR:** All recruits shall successfully complete the American Heart Association Basic Life Support CPR course and a 48-hour EMR (Emergency Medical Responder) course during this academy. Any recruit not meeting these requirements will be dismissed from the Academy.

**FETA Course Completion Certificates:** All recruits are required to meet the requirements of current NFPA Standards to receive the FETA Course Completion Certificates. Recruits shall complete all



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course assignments with a minimum score of 80%. Any recruit not meeting those standards shall not receive the course completion certificates.

**Hazardous Materials Awareness, Hazardous Materials Operations, Firefighter I, Fire Fighter II**

**Certifications:** All candidates are required to successfully pass the Certification exams listed above. A minimum score of 70% constitutes successful completion. One retest shall be offered for each test level during the academy. Candidates failing to achieve passing scores after the retest shall be dismissed from the Academy. The FETA Certification Office has a strict certification testing policy that must be following by the Recruit Academy. For more information regarding this policy, the Certification Office can be reached at 225-334-6282.

**Requests for accommodations for disabilities will be considered on a case by case basis once adequate contemporary documentation of the disability and of the need for the specific accommodations requested have been provided. Accommodations which would alter essential elements of a particular program will not be granted. Requests for accommodations must be received by FETA at least 30 days prior to a certification exam or the start of a course. For more information, please contact Cheri Mullenix at 225-334-6158.**

Any recruit with a prior IFSAC/ProBoard, BLS, and/or EMR Certification may substitute those in the place of FETA's requirements given that they meet the requirements of the FETA Medical Program and the FETA Certification Office. Any recruit that is granted a substitution will still be required to attend all training, it will only excuse them from the written examinations. **If the recruit is sponsored, it will be up to the Fire Chief to determine if the substitution is allowed.** I have read and understand the FETA Institute Recruit Academy Testing Policy.

Recruit: (Print name) \_\_\_\_\_

Recruit: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_

**If Sponsored:**

Chief: (Print name) \_\_\_\_\_

Chief: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_



H. "BUTCH" BROWNING, JR.  
STATE FIRE MARSHAL

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
PUBLIC SAFETY SERVICES

Louisiana Fire & Emergency  
Training Academy



DANIEL H. WALLIS  
SUPERINTENDENT

**RECRUIT FIRE ACADEMY- RECRUIT/AGENCY COMPLIANCE**  
**(If Recruit is not sponsored disregard this page)**

I have read and fully understand the FETA policies and all regulations pertaining to the Recruit Fire Academy, including the mandatory physical training requirements, the testing policy, and the refund policy schedule. Recruits not meeting the above requirements will be dismissed from the Academy and not allowed to graduate. They will, however, receive all credit hours obtained prior to dismissal. They will be allowed to continue with all IFSAC Certifications, outside of the Academy, assuming they meet all applicable guidelines set forth by the FETA Certification Office. Any further information regarding Certification can be obtained by contacting the FETA Certification Office at 225-334-6282.

I do not object to having my grades posted. I understand that the fire department is sponsoring me in this class and that at any time the fire chief of the sponsoring department can review my progress including, but not limited to, any documented demerits and/or disciplinary actions.

I understand that all grades and evaluations are discussed with the fire chief of the sponsoring fire department.

I understand, and do not object, that the chief of the sponsoring fire department is sent a copy of all grades and evaluations including, but not limited to, any demerits and/or documented disciplinary actions.

**Recruit Name (print):** \_\_\_\_\_

**Recruit Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Fire Department:** \_\_\_\_\_

I certify that the information recorded on this document is correct. The above student is a volunteer or career firefighter of this agency and protected by Worker's Compensation and health insurance. I agree with all the above policies and regulations of Fire and Emergency Training Academy.

**Signature of Employer/Chief of Department:**

\_\_\_\_\_  
**Signature** **Position** **Date**



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SUPERINTENDENT

MEMORANDUM

From: Louisiana Fire and Emergency Training Academy (FETA)

To: FETA Recruit Academy Applicants

Subject: FIREFIGHTER RECRUIT ACADEMY MEDICAL SCREENING

Enclosed is the only medical document needed to admit Candidates to the Recruit Academy.

The **Physical Examination Release to Participate Form** is to be completed by the Physician, **original returned to FETA**, and a copy kept by the employer/Fire Chief (if applicable) and the applicant.

All applicants/candidates for the FETA Recruit Academy are required to complete a medical screening within three (3) months prior to participation in this course with **Physical Examination Release to Participate Form received by FETA no later than two (2) weeks prior to the Academy start date. For exact due date please refer to the FETA Recruit Academy Calendar or contact the registration personnel at 225-334-6158.**

If the Physician determines a candidate is not physically qualified (NPQ), the employer will notify the candidate recruit and the Physical Examination Release Form should not be submitted to FETA.

Candidates cannot attend or participate in the Orientation or the program without the Physical Examination Release Form that indicates the Candidate is physically able to perform the duties received one week before the Orientation day.

At the Orientation, Medical Monitoring will be initiated with a more basic information set. For the duration of training, any change in your medical condition must be brought to the attention of the FETA EMS Manager. The Candidate must bring a sufficient supply of medications (prescribed or OTC) for current medical conditions. These will not be provided by FETA.



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SUPERINTENDENT

### Physical Examination Release to Participate Form

Recruit Name: \_\_\_\_\_ Last 4 Digits of SS#: \_\_\_\_\_

Sponsoring Fire Department (if applicable): \_\_\_\_\_

Name of Doctor (printed): \_\_\_\_\_ Examination Date: \_\_\_\_\_

Dr's Office Address: \_\_\_\_\_

Dr's Phone Number: \_\_\_\_\_ Dr's Fax Number: \_\_\_\_\_

**This document must be signed on page two (2) by either a Medical Doctor or Doctor of Osteopathy per NFPA 1582 4.4.1.** The Practitioner shall consider the physical, physiological, intellectual, and psychological demands of the occupation when evaluating the student's ability to perform the essential job tasks listed below. Incomplete documentation may interfere with the individuals' ability to attend training and may affect their training and employment.

Physician Guidance: Below is a list of essential job tasks from NFPA Standard 1582, Chapter 5 and is meant to be provided to the physician to assist in evaluating a prospective firefighter to medically clear the person, in this case to attend training. More information is available at [www.nfpa.org](http://www.nfpa.org).

1. Wearing personal protective ensemble and Self-Contained Breathing Apparatus (SCBA), performing fire-fighting tasks (hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods.
2. Wearing an SCBA, which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and no biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg).
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).
6. Wearing personal protective ensemble and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility.





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7. Wearing personal protective ensemble and SCBA, advancing water-filled hose lines up to 2 ½ in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft. (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. Wearing personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, which is further aggravated by fatigue, flashing lights, sirens, and other distractions.
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
14. Candidate is up to date on all Childhood Immunizations: including but not limited to MMR (full series), Tetanus, DTaP, Tdap, OPV/IPV, Hib, Varicella, Meningococcal, HPV, and a negative TB skin test or chest x-ray within the last 6 months.
15. It is recommended that the candidate has received the Hepatitis A and/or Hepatitis B vaccine.

Recruit candidate will provide shot records or lab reports of vaccinations upon request.

I hereby certify that I completed a physical examination of the above named student on the date identified on the preceding page.  
 After reviewing all the information on these two pages, to include the list of firefighting duties and conditions, it is my medical opinion that:

\_\_\_\_\_ (Recruit name) (check one) \_\_\_ IS \_\_\_ IS NOT physically able to perform the duties of a fire fighter and participate in the Firefighter Recruit Academy.

**Physician's Name (typed or printed clearly):** \_\_\_\_\_

This document must be signed by either a **Medical Doctor** or **Doctor of Osteopathy** per NFPA 1582 4.4.1.

**Physician's Signature:** \_\_\_\_\_

(Signature of M. D. or D. O.) (Date)