

**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER  
SPRING 2017 ADMISSIONS PACKET**

**FIRE ACADEMY PROGRAMS**

*No classes are scheduled on January 16, 2017 or May 29, 2017, for any of the programs listed below.*

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**MASTER FIREFIGHTER BASIC:**

- Includes Fire Portion and Basic EMT curriculum
- Thursday, January 5, 2017 to Thursday, June 15, 2017
- Monday / Friday – 8:30 a.m.- 4:30 p.m. for EMT Basic courses
- Tuesday / Wednesday / Thursday - 7:00 a.m. – 4:30 p.m. for Fire courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- EMT portion has a MANDATORY practical exam on Monday, June 5, 2017
- 918 clock hours (283 EMT classroom, 36 EMT clinicals, 533 Fire classroom & 66 PT)
- Eligible for Pell Grant and VA benefits

**NOTE:** The school charges listed below are paid directly to EOC Tech. The estimated out-of-pocket costs listed below are estimated costs purchased outside of EOC Tech by the student and paid directly to vendors other than EOC Tech.

**Master Firefighter Basic Total School Charges - \$4,440:**

- **Tuition - \$3,673**
- **EMT Books - \$170:**
  - E-Text\*: Pre-Hospital Emergency Care – 10<sup>th</sup> Edition {ISBN #0-13-43883-48} - \$170  
*\*Students are responsible for providing their own tablets or laptop computers. An information sheet is available of tablet system requirements and possible options of where to purchase and/or lease a tablet.*
- **Fire Books - \$170:**
  - “Fundamentals of Firefighter Skills”, 3<sup>rd</sup> Ed, Jones & Bartlett - {ISBN #978-1284348248} - \$145
  - EVO – Fire Operator Response Book – {ISBN #344448} - \$15
  - ERG – Guidebook - \$10
- **EMT Fees - \$37:**
  - CPR Certification Fee - \$5
  - FISDAP Fee - \$32
- **Fire Certification Fees - \$390:**
  - HazMat Awareness - \$35
  - HazMat Operations - \$40
  - Firefighter I - \$40
  - Firefighter II - \$40
  - NWSA (Wildland) - \$40
  - Live Fire - \$40
  - Basic Vehicle Extrication - \$40

- FLAG - \$40
- CPAT - \$75

**Estimated Pre-Admission, Out-of-Pocket Costs (for all FAC programs) - \$494:**

- OSBI Background Check original form - \$19
- Group One Federal Background Check Printed Receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - [SurScan.com](http://SurScan.com) - Enter client code: EOKC
- Paid directly to each respective agency

**Estimated Post-Admission, Out-of-Pocket Costs - \$436:**

- **Fire Academy Uniform Requirement - \$436**
  - Class Uniform T-Shirt/Physical Training - \$11 each (need 3 or more EOC ACADEMY)
  - Pants Navy blue pants “Dickies” (black not accepted) - \$40-\$60
  - Belt - black belt w/ plain silver buckle - \$20-\$30
  - Boots - solid black tactical-style boots w/ black laces (any brand) \$50-\$300
  - Shorts - \$13.00 and (sweats or hoodies optional)

**MASTER FIREFIGHTER ADVANCED:**

- Includes Fire Portion and Advanced EMT curriculum
- Thursday, January 5, 2017 to Thursday, June 15, 2017
- Monday, Friday - 7:00 a.m. - 4:30 p.m. for EMT Advanced courses
- Tuesday/Wednesday/Thursday - 7:00 a.m. - 4:30 p.m. for Fire courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- 994 clock hours (267 AEMT classroom, 128 clinicals, 533 Fire classroom & 66 PT)
- Eligible for Pell Grant and VA benefits.

**NOTE:** The school charges listed below are paid directly to EOC Tech. The estimated out-of-pocket costs listed below are estimated costs purchased outside of EOC Tech by the student and paid directly to vendors other than EOC Tech.

**Master Firefighter Advanced Total School Charges - \$4,920:**

- **Tuition - \$3,976**
- **EMT Books - \$275:**
  - Anatomy & Physiology for Emergency Care - 2<sup>nd</sup> Ed {ISBN #0-13-23429-87} - \$105
  - E-Text\*: Pre-Hospital Emergency Care - 10<sup>th</sup> Edition {ISBN #0-13-43883-48} - \$170
  - *\*Students are responsible for providing their own tablets or laptop computers. An information sheet is available of tablet system requirements and possible options of where to purchase and/or lease a tablet.*
- **Fire Books - \$170:**
  - “Fundamentals of Firefighter Skills”, 3<sup>rd</sup> Ed, Jones & Bartlett - {ISBN #978-1284348248} - \$145
  - EVO - Fire Operator Response Book - {ISBN #34448} - \$15
  - ERG - Guidebook - \$10

- **EMT Fees - \$109**
  - CPR Certification Fee - \$5
  - Fisdap Fee - \$84
  - Clinical Hub Fee - \$20 (subject to change)
- **Fire Certification Fees - \$390:**
  - HazMat Awareness - \$35
  - HazMat Operations - \$40
  - Firefighter I - \$40
  - Firefighter II - \$40
  - NWSA (Wildland) - \$40
  - Live Fire - \$40
  - Basic Vehicle Extrication - \$40
  - FLAG - \$40
  - CPAT - \$75

**Estimated Pre-Admission, Out-of-Pocket Costs - \$494:**

- OSBI Background Check original form - \$19
- Group One Federal Background Check Printed Receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - [SurScan.com](http://SurScan.com) - Enter client code: EOKC
- Paid directly to each respective agency

**Estimated Post-Admission, Out-of-Pocket Costs - \$436:**

- **Fire Academy Uniform Requirement - \$436**
  - Class Uniform T-Shirt/Physical Training - \$11 each (need 3 or more EOC ACADEMY)
  - Pants Navy blue pants "Dickies" (black not accepted) - \$40-\$60
  - Belt - black belt w/plain silver buckle - \$20-\$30
  - Boots - solid black tactical-style boots w/black laces (any brand) \$50-\$300
  - Shorts - \$13.00 and (sweats or hoodies optional)

**MASTER FIREFIGHTER FIRE PORTION:**

- Thursday, January 5, 2017 to Thursday, June 15, 2017
- Tuesday/Wednesday/Thursday - 7:00 a.m. - 4:30 p.m.
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- 562 clock hours (533 classroom, 29 PT)
- Not eligible for Pell Grant or VA benefits

**NOTE:** The school charges listed below are paid directly to EOC Tech. The estimated out-of-pocket costs listed below are estimated costs purchased outside of EOC Tech by the student and paid directly to vendors other than EOC Tech.

**Master Firefighter Fire Portion Total School Charges - \$2,808:**

- **Tuition - \$2,248**
- **Fire Books - \$170:**

- “Fundamentals of Firefighter Skills” - 3<sup>rd</sup> Ed, Jones & Bartlett - {ISBN #978-1284348248} - \$145
- EVO – Fire Operator Response Book – {ISBN #34448} - \$15
- ERG Guidebook - \$10
- **Fire Certification Fees - \$390:**
  - HazMat Awareness - \$35
  - HazMat Operations - \$40
  - Firefighter I - \$40
  - Firefighter II - \$40
  - NWSA (Wildland) - \$40
  - Live Fire - \$40
  - Basic Vehicle Extrication - \$40
  - FLAG - \$40
  - CPAT - \$75

**Estimated Pre-Admission, Out-of-Pocket Costs - \$494:**

- OSBI Background Check original form - \$19
- Group One Federal Background Check Printed Receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 – [SurScan.com](http://SurScan.com) – Enter client code: EOKC
- Paid directly to each respective agency

**Estimated Post-Admission, Out-of-Pocket Costs - \$436:**

- **Fire Academy Uniform Requirement - \$436**
  - Class Uniform T-Shirt/Physical Training - \$11 each (need 3 or more EOC ACADEMY)
  - Pants Navy blue pants “Dickies” (black not accepted) - \$40-\$60
  - Belt - black belt w/plain silver buckle - \$20-\$30
  - Boots - solid black tactical-style boots w/black laces (any brand) \$50-\$300
  - Shorts – \$13.00 and (sweats or hoodies optional)

**Housing** - EOC Tech does not offer any on-campus housing. Living arrangements are the responsibility of the applicant.

## ADMISSION PROCESS FOR FIRE ACADEMY PROGRAMS

**STEP 1:** **The ACCUPLACER assessment test will be accepted as the measuring instrument for academic eligibility along with a high school credential.** There is no charge for this test. Schedule one of the following dates to take the ACCUPLACER assessment test at EOC Tech:

- **Wednesday, October 5<sup>th</sup> (limited to 4)**
- **Tuesday, October 11<sup>th</sup> (limited to 4)**
- **Wednesday, October 12<sup>th</sup> (limited to 4)**
- **Wednesday, October 19<sup>th</sup>**
- **Thursday, October 27<sup>th</sup>**

There are a limited number of testers allowed each day. The test starts at 8:30 a.m. Students arriving late will have to reschedule the test. Students need to be courteous and let Mrs. Dawson know if you can't attend so you can be rescheduled. Contact Mrs. Dawson in the Public Services building at (405) 390-5315. See the "Academic Eligibility" section for more information.

**STEP 2:** **Friday, November 4, 2016 - BACKGROUND CHECK DEADLINE!!**  
The "Group One Federal Background Check" request must be submitted online no later than this date in order to have it processed in time to be meet the admission packet deadline!

**STEP 3:** **Friday, November 4, 2016 - FINANCIAL AID PAPERWORK DEADLINE!!**  
See the "Financial Aid" section in the back of this packet for more information.

**STEP 4:** **Monday, November 7, 2016 - ADMISSION PACKET DEADLINE!!**  
All students wanting to attend the spring programs must be prepared to come to the Public Services building at 8:30 a.m. and be prepared to stay all day. **Students should also come prepared to perform the PFE after approval of their packet. This means bringing proper clothes and shoes.**

- a. Students will wait in the Public Services classroom to be called by Mrs. Dawson to have their Admission Packet be reviewed for completeness. Due to limited seating, we ask for students only.
- b. Students who have a complete Admissions Packet will then wait in the FAC Classroom to take the Physical Fitness Evaluation (PFE).
- c. Students will break for lunch and will wait for a phone call from Cathy Dawson, EMT/Fire Secretary. She will call to notify those students who have been selected. The remaining applicants will be placed on a Waiting List.
- d. Students who are selected to attend the fall programs will be invited back to campus after the lunch break to attend the **Pre-Academy Fire Orientation** that afternoon which will be held in the Public Services classroom.
- e. The Pre-Academy Orientation is designed to inform students of all requirements and expectations of the programs, and to allow for any questions to be answered before students begin the enrollment and payment process.

**STEP 5: Monday, December 5, 2016 - PAYMENT DEADLINE!!**

Students will be able to begin making payments to the Bursar in the Business Office beginning the day after the Pre-Academy Orientation, **Tuesday, November 8, 2016, through Monday, December 5, 2016.**

Students must pay in full no later than Monday, December 5, 2016, or you could lose your spot in the program, and the next person on the waiting list will be notified.

Students who wish to pay by cash, check or credit card may do the following:

- **In Person:** Go to the Bursar's window across from Student Services
- **By Mail:** Send check or money order made payable to "EOC TECH" to:  
EOC Tech  
Attn: Kelly Myrick, Bursar  
4601 N. Choctaw Rd.  
Choctaw, OK, 73020
- **By Phone:** Call Kelly Myrick, Bursar, at (405) 390-6641 to pay by credit card\*

**\*IMPORTANT CREDIT CARD PAYMENT INFORMATION:** Students who plan to use a credit card should contact the bank or credit card company before contacting the Bursar to make sure that any daily credit card transaction limits (which are usually \$400) are high enough to allow for your payment. Otherwise, your credit card payment will be denied.

**FINANCIAL AID STUDENTS:** Students who have been approved for financial aid will be allowed to defer all or part of the charges depending on their eligibility. This deferment should be discussed and finalized with the Financial Aid Coordinator no later than **November 4, 2016.**

**PAYMENT PLAN:** Students must complete an application by **November 4, 2016**, if the student wants an **EOC Tech Payment Plan** for any of these programs. See the "Financial Aid" section for more information.

**STEP 6: Thursday, January 5, 2017 - START DATE!**

Programs begin at 8:00 a.m. BE EARLY!

## **ADMISSION PACKET CHECKLIST FOR FIRE ACADEMY PROGRAMS**

All of the following items must be completed and returned to Mrs. Dawson in the Public Services building on **MONDAY, NOVEMBER 7, 2016**, in order to be considered for admission to the spring fire academy.

### **FIRE ACADEMY PROGRAMS:**

- \_\_\_\_\_ Packet Application
  
- \_\_\_\_\_ Copy of your high school diploma, high school transcript, or GED; and ACCUPLACER test - All applicants are required to provide a ACCUPLACER Test with a Reading score of 11<sup>th</sup> grade or higher and a combined Math score of 9<sup>th</sup> grade or higher and a Language score 9<sup>th</sup> grade or higher (on file at EOC Tech.) **THE ACCUPLACER TEST WILL BE ACCEPTED AS THE MEASURING INSTRUMENT FOR ACADEMIC ELIGIBILITY.**
  
- \_\_\_\_\_ Copy of EMT Basic National Registry certification (if taking Master Firefighter Advanced)
  
- \_\_\_\_\_ Substance Abuse Policy Statement
  
- \_\_\_\_\_ Oklahoma State Bureau of Investigation (OSBI) Background check
  - Criminal History Record Information Request original form
  
- \_\_\_\_\_ Group One Federal Background check
  - Printed Receipt from online payment
  
- \_\_\_\_\_ Copies of all required vaccination records
  
- \_\_\_\_\_ Vaccination Declination Form
  
- \_\_\_\_\_ Physical Fitness Evaluation (PFE) Affidavit
  
- \_\_\_\_\_ "Sports Physical" from Family Physician
  
- \_\_\_\_\_ Department of Public Safety (DPS)
  - Motor Vehicle Report (MVR) original form
  
- \_\_\_\_\_ SurScan Random Drug Testing Fee receipt
  
- \_\_\_\_\_ Financial Aid Documentation (all funding sources including EOC Payment Plan)





## ACADEMIC ELIGIBILITY

A copy of your high school diploma, high school transcript, or GED; and your ACCUPLACER assessment test results is required for all Fire Academy programs.

You may take the **ACCUPLACER** assessment test at EOC Tech:

- Call Mrs. Dawson in the Public Services building at (405) 390-5315, **as soon as possible** and schedule to take the ACCUPLACER assessment test.
- Limited test dates are listed in the “Step 1” section above.
- The test is free of charge if taken at EOC Tech.
- Report to the Academic Center located in the Main building on the date and time you were scheduled. **DON'T BE LATE. If you report for the ACCUPLACER test late, your test time and date will be re-scheduled.**
- If you miss the EOC Tech test date, the ACCUPLACER may also be taken at another technology center or community college, but there is usually a charge.
- Your ACCUPLACER test results will be kept on file at EOC Tech and added to your packet.
- You may submit a copy of your ACCUPLACER test results taken at another school if taken within the year before the FAC/MAC class start date (sent directly to EOC Tech).
- **You must achieve a score of 11<sup>th</sup> grade or higher on the Reading assessment, 9<sup>th</sup> grade or higher on the Math assessment, and 9<sup>th</sup> grade or higher on the Language assessment.**

## EMT BASIC NATIONAL REGISTRY (Master Firefighter Advanced Only)

If you are a certified EMT Basic and provide us a copy of your certification, you will be eligible to enroll in Master Firefighter Advanced and be eligible to begin clinicals at the designated time.

If you have taken the EMT Basic program but are not a certified EMT Basic at the time of enrollment, you will be allowed to enroll in Master Firefighter Advanced with the understanding that you must have completed the National Registry exam successfully before you can schedule any clinicals. If you are unable to pass the exam after 2 attempts, you will have to withdraw from the program.

Please include a **COPY** of your National Registry for EMT Basic certification as part of your admission packet. **DO NOT SEND ORIGINALS!!!**

**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER  
SUBSTANCE ABUSE POLICY**

***READ THE SUBSTANCE ABUSE POLICY ON THE NEXT TWO PAGES. SIGN & DATE IT. TURN IT IN WITH YOUR APPLICATION PACKET.***

All FAC/MAC/EMT students will have at least **one (1) “no-notice” drug screen** conducted during the class. Any student absent for drug screen will have twenty-four (24) hours to appear and submit for testing. Any deviation from this policy must be approved by the Fire Training Coordinator and Director of Business and Industry Services. Any evidence of illegal or illicit drug use will result in immediate dismissal from the program. Please see Drug Policy (below) for further information.

**SUBSTANCE ABUSE POLICY**

The safety of participants in the FAC/MAC/EMT programs is of paramount concern to Eastern Oklahoma County Technology Center (EOCTC). Students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of EOCTC and the clinical facilities at which the students engage in clinical practice rotations. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual’s ability to perform beyond the time period of immediate consumption or use.

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees of Eastern Oklahoma County Technology Center (EOCTC) and various clinical facilities at which FAC/MAC/EMT students may perform clinical practice rotations, EOCTC will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of alcohol and/or illegal chemical substances.

All students will be tested for drugs and alcohol, at the school’s expense, prior to their participation in clinical rotations. Additionally, students may be tested for drugs and alcohol, at the school’s expense, at any time on a random selection basis while enrolled in the FAC/MAC/EMT program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the Fire Training Coordinator, at the student’s expense. All drug and alcohol testing will be conducted in compliance with applicable law.

Testing positive for the presence of drugs and/or alcohol, or refusing or failing to participate in, or cooperate with any part of the testing process is a direct violation of EOCTC policy. This violation is taken very seriously.

**Any student who tests positive for the presence of drugs and/or alcohol, or refuses or fails to participate in, or cooperate with any part of the testing process will be immediately dismissed from the FAC/MAC/EMT Program with no refund of any monies paid.**

All FAC/MAC/EMT students must present themselves for drug testing upon receiving notification from the staff of EOCTC. Any student who tests positive for drugs and/or alcohol may ask for a review by scheduling a one-on-one appointment with the Fire Training Coordinator.

On a case-by-case basis, after conferring with the Medical Review Officer (MRO) of the Drug Testing Company and the FAC/MAC/EMT student, the Fire Training Coordinator may allow the FAC/MAC/EMT student to take another drug test at the student’s expense.

**DEFINITIONS:**

**Alcohol** means ethyl alcohol or ethanol.

**Drug or alcohol test** means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substance or their metabolites in a person’s blood, bodily tissue, fluids, products, urine, breath or hair.

**Drug or illegal chemical substance** means any substance, which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By the way of example only, the drugs which can be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

**Positive, when referring to an alcohol or drug test**, means a toxicological test result which is considered to indicate the presence of alcohol or an illegal chemical substance or the metabolites thereof, using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol/drug test.

**Random Selection Basis** means a mechanism for selecting students for alcohol and drug testing that:

- Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and
- Does not give EOCTC the discretion to waive any student selected under the mechanism.

**Reasonable Suspicion** means a belief that a student is using or has used alcohol or drugs, drawn from a specific objective and articulate facts, and reasonable inferences are drawn from those facts in light of experience, and may be based upon, among other things:

- Observable phenomena, such as the physical symptoms or manifestations of being under the influence of alcohol or a drug; or the direct observation of alcohol or drug use;
- A report of drug or alcohol use, provided by reliable and credible sources, and which has been independently corroborated; or
- Evidence that a student has tampered with an alcohol or drug test; or
- Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on EOCTC’s premises participating in or representing any EOCTC program.

By signing below, I certify that I have read and understand the **FAC/MAC/EMT** program Substance Abuse Policy.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI) BACKGROUND CHECK

Go to <http://www.ok.gov/osbi/documents/RecordCheckForm.pdf> and complete the form online and print it. Either mail or fax it to the OSBI for processing following the instructions on the form.

**ALL THREE BOXES** must be checked (Name Based search, Mary Rippy Violent Offender, and Sex Offender). If done correctly, this background check will cost \$19.00.

Enclose the **original** form in your packet. If the form is not the original, the paperwork in your packet will be considered incomplete and you will **NOT** be considered in this application process.

If this background check reflects a felony, you will no longer be considered in this application process.

## GROUP ONE FEDERAL BACKGROUND CHECK

Go to the following link and follow the instructions:

[https://gp1.acciodata.com/cgibin/pub/unsolicited\\_portal?guid=Zun\]7iCqbUfsMAIIDBIwoCcTV769RmYQ](https://gp1.acciodata.com/cgibin/pub/unsolicited_portal?guid=Zun]7iCqbUfsMAIIDBIwoCcTV769RmYQ).

Continue through the prompts until request is complete. You will pay by credit card online. **Print your receipt and turn it in with your packet!!!** You **MUST** include a copy of your receipt in your packet!!!!

You **MUST** submit this request no later than **Friday, November 4, 2016**. If you have not completed this process by the packet deadline, your packet will be **considered incomplete and you will be removed from the application process**.

If this background check reflects a felony, you will no longer be considered in this application process.

**PLEASE NOTE:** You will NOT receive the results of this background check. They will be sent directly to EOC Technology Center.

## SURSCAN RANDOM DRUG TESTING FEE

### **Instructions:**

This is a CUSTOM website that has been created for [EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER](#) for prepayment of your drug screen testing. The fee is \$40.00. This step has to be completed before the first day of class so that you will be in their system as PAID. Go to [SurScan.com](http://SurScan.com) – Enter client code: EOKC

Follow the directions carefully. You must only input the STUDENT'S information in the Billing Information. It must be the student's NAME, CURRENT ADDRESS, PHONE # AND EMAIL ADDRESS even if someone else's credit card is being used to pay. The student's information is how the drug testing will be tracked. Program Selection is [EMS](#).

## VACCINATION RECORDS

**COPIES (NO ORIGINALS!)** of all required vaccination records must be included in packet to be returned to EOC Tech. **We are not responsible for any original vaccination records you include in this packet.**

If any required vaccination record is not included, the paperwork in your packet **will be considered incomplete and you will be removed from the application process.**

### **Required Vaccinations:**

- **TWO (2) TB tests** within six months of the EMT Class start date. If you test positive for TB, you must have a chest X-Ray and you must bring a letter from your county health department clearing you for public contact.
- **MMR vaccine or Titer** (2 vaccines if administered under age 18; only 1 vaccine or Titer if over age 18)
- **Flu shot** – must be current year vaccine (spring enrollment must provide documentation of having had the current fall/winter season flu vaccine; fall enrollment will be required to receive and provide documentation once current season flu vaccine become available in the fall.)
- Must have a **Varicella Titer**. A history alone of Varicella (Chicken Pox) is **NOT** acceptable.
- Must have **Tetanus booster** within the last 5 years.
- Must provide a record of **THREE (3) Hepatitis B shot series OR Titer OR sign a Hepatitis B Waiver**. **NOTE: Sign the following waiver ONLY if you are unable to provide proof of having Hepatitis B Vaccinations or a Titer.**

Contact the Public Services at (405) 390-5315 if you have any questions about the vaccination requirements listed above.

**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER  
VACCINATION DECLINATION FORM**

**Sign this waiver only if you have not completed the three shot series or do not desire to take the Hepatitis B vaccine.**

The Hepatitis B Virus (HBV) is a serious and dangerous disease and may be contracted through the contact of blood, blood products, and other potentially infectious material.

EOCTC strongly encourages me to take the three shot series or the titer for the Hepatitis B virus. However, I **DECLINE** to be vaccinated at this time. I understand that by declining to be vaccinated I am at risk of acquiring the Hepatitis B virus.

EOCTC strongly suggests that if I going to have occupational exposure to blood, blood products, and other potentially infectious material in the future, that I should consider being vaccinated with the Hepatitis B vaccine.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER  
PHYSICAL FITNESS EVALUATION (PFE)**

Applicants choosing to participate in the Physical Fitness Evaluations (PFE) must sign a waiver (next page) before being allowed to test. **Suitable clothing should be selected in regards to the time of year as well as the weather conditions and the activities expected.**

Applicants will be required to pass the mandatory 1-mile run within 10 minutes, and at least two of the following strength components:

- Applicants shall perform 25 push-ups within 1½ minutes.
- Applicants shall perform 25 bent-knee sit-ups within 1½ minutes.
- Applicants shall perform 5 full extension, chin above the bar pull-ups (palms away) within 1½ minutes.

Rest periods will be allowed between each station. In the event an applicant is unable to complete the 1-mile run and at least 2 of the 3 strength components, a “**Did Not Pass**” of the PFE will be noted.

**Sign the following affidavit & include it in your application packet.**

**EASTERN OKLAHOMA COUNTY TECHNOLOGY  
PHYSICAL FITNESS EVALUATION (PFE) AFFIDAVIT**

I understand, in making my application to enroll in the Eastern Oklahoma County Technology Fire Academy or EMT Specialist program, that it is a very intense physical program that will require me to be in good physical condition.

I attest, by my signature below, that I currently have a workout regimen that will enable me to safely participate in the program without danger to myself or others. I further state my understanding that I must pass a basic physical fitness examination in order to be considered for the Fire Academy program.

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Witness Signature

\_\_\_\_\_ Date \_\_\_\_\_



## **“SPORTS PHYSICAL” BY FAMILY PHYSICIAN**

Schedule a physical with your family physician. This physical must be a **MINIMUM** of a “Sports Physical”.

EOC Tech **DOES NOT** provide a form for the physician to use when administering the physical. Your physician must use their own form or letterhead. This form must be signed by the doctor and have their contact information listed.

Include this form in your packet to be returned to EOC Tech. This form **MUST** be the original (NO COPIES!!!).

## **MOTOR VEHICLE REPORT (MVR)**

Go to <http://www.dps.state.ok.us/recm/rrctfill.pdf>, complete the form online and print it. The Department of Public Safety (DPS) form instructions are included below:

- Enclose the **ORIGINAL** record in your packet.
- If the form enclosed in the packet is not the original, or if the MVR shows a bad driving record, the paperwork in your packet **will be considered incomplete and you will be removed from the application process.**

### **What Constitutes a Bad Driving Record:**

- 2 or more moving violations within the last 2 years
- ANY DUI or DWI within the last 5 years
- More than 3 points on record (related to tags, insurance, etc.)

If your application process is disqualified because of the content in your driving record, please be aware there is **NOTHING** we can do to make it qualify. We are happy to answer questions about the application process. However, you will need to visit with an attorney or an official from the DPS for matters concerning your driving record.

**STATE OF OKLAHOMA DEPARTMENT OF PUBLIC SAFETY  
RECORDS REQUEST and CONSENT TO RELEASE FORM**

Please fill out completely all applicable portions of the Records Request and Consent to Release form. Mail the form and all applicable fees, using one of the forms of payment listed at the bottom of the form, to:

Department of Public Safety  
Records Management Division  
P. O. Box 11415  
Oklahoma City, OK 73136-0415

You may include a stamped self-addressed envelope with your request, but it is not required. For quicker delivery, you may provide the Department of Public Safety with an appropriate prepaid United States Postal Service (USPS) or Federal Express (FedEx) return envelope. The Department cannot process and will not use a United Parcel Service (UPS) return envelopes. The Department will not mail documents C.O.D.

You may also present the completed form and fees at the Department of Public Safety, 3600 North Martin Luther King Avenue (southeast corner of Northeast 36th and Martin Luther King Avenue), in Oklahoma City.

To obtain a regular driving record summary (Motor Vehicle Report, or MVR), you may present the completed form and the \$25 fee at any motor license agency in the state.

The Department of Public Safety does not issue National Driving Records.

The Department of Public Safety is not affiliated with Doc Views.

To preserve your rights and privacy under the **Driver's Privacy Protection Act, 18 U.S.C., Sections 2721 through 2725**:

- Requests for records cannot be made by telephone or e-mail
- Records cannot be faxed or e-mailed

NOTE: Effective August 26, 2011, the cost of collision reports will increase to:

- \$15 for a non-certified collision report
- \$18 for a certified collision report

## FINANCIAL AID INFORMATION

Students must have the required documentation to the Financial Aid Coordinator, who is located in Student Services in the Main building, no later than **Friday, November 4, 2016**.

**Do not wait until the last minute to start on your financial aid paperwork! If your financial aid eligibility hasn't been established by this deadline, you will have to complete an EOC Payment Plan and pay 50% of the school charges in order to be enrolled, and you will continue to pay according to the payment plan until your financial aid has been completed.**

**THERE ARE NO LOANS OF ANY KIND THAT A STUDENT CAN APPLY FOR THAT WILL PAY FOR ANY PROGRAM OFFERED AT EOC TECH.** EOC Tech does not participate in the federal loan programs, direct loans or alternative loans. You cannot go to any lender and receive a "direct loan" through them for any program taken at EOC Tech because that is still considered as a federal student loan.

For more information, please email [jprior@eocotech.edu](mailto:jprior@eocotech.edu), or call Janie Prior, Financial Aid Coordinator, at (405) 390-5344. Please leave a message if you call and get voicemail.

### **Federal Pell Grant (FAFSA)**

1. Go to [www.fafsa.gov](http://www.fafsa.gov). This is the website to apply for financial aid. You will be asked for income information from 2015. Be sure you (and your parents) choose to use the Data Retrieval Tool when completing the taxable income sections. This will save time and will ensure the information is correct.
2. Use <http://www.fafsa.ed.gov/help.htm> to get answers to general questions to completing the FAFSA online. If you have any technical issues while completing the FAFSA online, call 1-800-4-FED-AID.
3. Go to <https://fsaid.ed.gov/npas/index.htm> to request an FSA USER ID which will be used as your electronic signature. If you answer "No" to every question in Step 3 of the FAFSA, you are considered to be "Dependent" for financial aid purposes and your parent will need an FSA USER ID to sign the FAFSA also.
4. If you have any technical issues with the online FAFSA application or User ID, please call 1-8004FED-AID for assistance.
5. Once you have your FSA USER ID(s), complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Once you click on "Submit", print the confirmation page and keep it for your records.
6. The federal school ID for EOC Tech is **015861**.
7. You will receive an email from the federal processors when your FAFSA has been processed. The Financial Aid Coordinator will receive your FAFSA electronically.
8. If your FAFSA is chosen for Verification, the Financial Aid Coordinator will need the following information to complete the Verification process:
  - a. **Data Retrieval Tool (DRT)** – Use the DRT when completing your FAFSA. The income tax information will be downloaded onto your FAFSA automatically from the IRS. Allow at least 3 weeks between filing your federal income tax return electronically and using the DRT on your FAFSA.
  - b. **Tax Return Transcript** – If you didn't choose to use the Data Retrieval Tool (DRT) or if the FAFSA tells you that you are not eligible to use the DRT, then go to [www.irs.gov](http://www.irs.gov) and click on

- “Get a Tax Transcript by Mail” and submit the request for a paper copy of your tax return transcript. This transcript is required for both the student and parents if a federal income tax return was filed. **This may take up to 10 business days.** This must be submitted to the Financial Aid Coordinator.
- c. **Verification Worksheet** - You may request this form from [jprior@eoctech.edu](mailto:jprior@eoctech.edu). The Financial Aid Coordinator will indicate which section(s) of this worksheet you are required to complete.
9. Bring a copy of one of the following to document your High School credential:
    - **High School Diploma or High School Transcript**
    - **GED**
    - **Home School Certificate or Letter**
  10. The maximum amount of the Federal Pell Grant that can be paid to any student for the EOC Tech Fire Academy in 2016-2017 is **\$5,368.00 based on an EFC of “0”**. **The minimum amount is \$552.**
    - a. If the amount of Pell you qualify for doesn’t cover the entire cost of the FAC, you will be required self-pay for any remaining charges between **November 8<sup>th</sup> and December 5<sup>th</sup>**.
    - b. The Pell Grant will be applied to your student account in 2 equal disbursements. The first disbursement will be processed no later than end of August.
    - c. The second disbursement will depend upon if you have maintained “satisfactory academic progress” according to federal regulations.
    - d. A progress report will be completed by your instructors and returned to the Financial Aid Office in late October. You must be in compliance with the attendance policy, be maintaining at least a cumulative GPA of 2.0, and have completed the curriculum satisfactorily up to the midway point of the program. If all of these SAP requirements have been met, the second disbursement will be processed by **late-April**.
  11. If you don’t qualify for enough of the Pell Grant to cover the cost of the Fire Academy, you may apply for the **EOC Tech Payment Plan**. See the “EOC Tech Payment Plan” section below.
  12. If you need to withdraw, please contact Janie Prior, Financial Aid Coordinator, first in an effort to let you know the possible financial ramifications of an early withdrawal.
  13. You do not have to repay the Pell Grant unless you withdraw from the Fire Academy before a certain completion point. A calculation will be done to determine how much of the Pell Grant has been “earned” up to the withdrawal date.
  14. You will be held liable for any unpaid balance on your account plus any amount that has to be returned to the Federal Pell Grant program by EOC Tech due to early withdrawal.

### **Montgomery GI Bill (Chapter 30/35) or Ch. 1606**

1. If you have never used your Montgomery GI Bill benefits, you will need to go to [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and complete the online application at [https://www.ebenefits.va.gov/ebenefitsportal/ebenefits.portal?\\_nfpb=true&\\_nfxr=false&\\_pageLabel=Vonapp](https://www.ebenefits.va.gov/ebenefitsportal/ebenefits.portal?_nfpb=true&_nfxr=false&_pageLabel=Vonapp).
2. You will receive a letter from the VA known as the **Certificate of Eligibility**. It will verify the benefits you are eligible for, how many months of benefits you have, and when they will expire.
3. If you have used your benefits previously, then you need to complete the **Request for Change of Place of Training or Program** online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995ARE.pdf> and give a copy of it to the Financial Aid Coordinator.
4. In lieu of the **Certificate of Eligibility** letter, you may print off your benefit information if you have set up an account at E-Benefits.org.
5. Provide official copies of all **college transcripts**.

6. Provide a copy of your DD-214.
7. Provide a copy of your **Joint Services Transcript (JST)**. Request a JST at <https://jst.doded.mil/official.html>. The only exception is if you were in the Air Force. Go to <http://www.au.af.mil/au/ccaf/transcripts.asp> to request a CCAF.
8. Payments from the VA will be sent directly to you. The Financial Aid Office receives a notice of these payments.
9. **Tuition** charges may either be paid in full between **November 8<sup>th</sup> and December 5<sup>th</sup>**, or you must complete an **EOC Tech Payment Plan** application for the Tuition charges and turn it in with your VA paperwork no later than the **November 4<sup>th</sup> financial aid deadline**.
10. A "**VA Student Payment Plan Contract**" will be prepared for you to sign. The Financial Aid Coordinator will be available in Public Services on **November 7<sup>th</sup>**. The Bursar will keep the original contract and a copy will be given to you.
11. Failure to pay your account balance by the due date according to the VA Student Payment Contract will result in disciplinary action and may result in immediate withdrawal from your program.
12. **You will have to self-pay for all Books and Fees School Charges between November 8<sup>th</sup> and the December 5<sup>th</sup> deadline, as follows: \$767 for Master Firefighter Basic, or \$944 for Master Firefighter Advanced.**
13. To maintain eligibility for your VA benefits, you will be expected to maintain at least a 2.0 GPA, be on target with scheduled curriculum completion, and be in compliance with the attendance policy.
14. If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal.
15. You will be held responsible for any account balance remaining on your EOC account, and **beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.**
16. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. **No certificates or transcripts will be issued as long as there is an outstanding obligation.**

#### Post 9/11 GI Bill (Ch. 33/TOE)

1. If you have never used your Post 9/11 GI Bill benefits, you will need to go to [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and complete the online application at [https://www.ebenefits.va.gov/ebenefitsportal/ebenefits.portal?\\_nfpb=true&\\_nfxr=false&\\_pageLabel=Vonapp](https://www.ebenefits.va.gov/ebenefitsportal/ebenefits.portal?_nfpb=true&_nfxr=false&_pageLabel=Vonapp).
2. You will receive a letter from the VA known as the **Certificate of Eligibility**. It will verify the benefits you are eligible for, how many months of benefits you have, when they will expire and your rate of pursuit.
3. If you have used your benefits previously, then you need to complete the **Request for Change of Place of Training or Program** online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>. Please give a copy of this form to the Financial Aid Coordinator.
4. In lieu of the **Certificate of Eligibility** letter, you may print off your benefit information if you have set up an account at E-Benefits.org. Please give a copy of this form to the Financial Aid Coordinator.
5. Provide official copies of all **college transcripts**.

6. Provide a copy of your **Joint Services Transcript (JST)**. Request a JST at <https://jst.doded.mil/official.html>. The only exception is if you were in the Air Force. Go to <http://www.au.af.mil/au/ccaf/transcripts.asp> to request a CCAF.
7. Payments from the VA for Tuition and Fees will be paid directly to EOC Tech if you have earned **100% rate of pursuit**. Otherwise, you will have to **self-pay the unearned percentage**. For example, if you have earned 70% rate of pursuit, you will have to self-pay the remaining 30% of Tuition and Fees (except Drug Screen Fee). Your book stipend and your Basic Allowance for Housing (BAH) will be paid directly to you.
8. **Tuition Charges and Fees** will be **deferred as a courtesy** based on your rate of pursuit. If your rate of pursuit is less than 100%, the amount of Tuition and Fees not covered by VA must be paid between **November 8<sup>th</sup> and December 5<sup>th</sup>**.
9. You may apply for an **EOC Payment Plan** if you are not at 100% rate of pursuit. The payment plan application must be completed and given to the Financial Aid Coordinator along with your VA paperwork no later than the **November 4<sup>th</sup> financial aid deadline**.
10. A **"VA Student Payment Plan Contract"** will be prepared for you to sign. The Financial Aid Coordinator will be available in Public Services on **November 7<sup>th</sup>**. The Bursar will keep the original contract and a copy will be given to you.
11. Failure to pay your account balance by the due date according to the VA Student Payment Contract will result in disciplinary action and may result in immediate withdrawal from your program.
12. **You will have to self-pay for all Books School Charges between November 8<sup>th</sup> and December 5<sup>th</sup>.**
13. **For Master Firefighter Basic, you will have to self-pay for the Random Drug Screen Testing Fee (\$40) and the Fisdap Fee (\$32).**
14. **For Master Firefighter Advanced, you will have to self-pay for the Random Drug Screen Testing Fee (\$40), the Fisdap Fee (\$84) and the Clinical Hub Fee (\$20). The Clinical Hub Fee may be subject to change.**
15. To maintain eligibility for your VA benefits, you will be expected to maintain at least a 2.0 GPA, be on target with scheduled curriculum completion, and be in compliance with the attendance policy.
16. If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal.
17. You will be held responsible for any account balance remaining on your EOC account, and **beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.**
18. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. **No certificates or transcripts will be issued as long as there is an outstanding obligation.**

### Tribal Assistance

1. Students should contact their own respective tribe to apply for benefits. There is usually an application packet which includes a **tribal financial aid form** that has to be completed by the Financial Aid Coordinator and sent to them directly.
2. Complete the top section of that form, sign and date it and bring it to the Financial Aid Office located in Student Services in the Main Building.
3. You may need to submit a FAFSA and apply for the Pell Grant. Many tribes will ask you to complete the FAFSA and may base your eligibility for tribal assistance on it.

4. You must provide an Award Letter from the tribe stating that they will cover your tuition, fees and books for the school charges to the Financial Aid Coordinator no later than the **November 4<sup>th</sup> financial aid deadline**.
5. **You will be expected to pay all charges between the November 8<sup>th</sup> and December 5<sup>th</sup> deadline if you don't have the required documentation from the tribe establishing your eligibility.**

### **EOC Tech Payment Plan**

Students may apply for an EOC Tech Payment Plan for any amount not covered by any financial aid source. The steps to apply are as follows:

1. EOC Tech offers a payment plan to assist students by spreading the cost over 3 payments.
2. Complete the Payment Plan Application form and bring it to the Financial Aid Coordinator in Student Services by the **November 4<sup>th</sup> financial aid deadline**. You may request a form from Janie Prior, Financial Aid Coordinator by email [jprior@eotech.edu](mailto:jprior@eotech.edu), or call (405) 390-5344. Please leave a message if you call and get voicemail.
3. Before your scheduled enrollment date, a Payment Plan Contract will be prepared. This contract will be given to you to review and to sign on your scheduled enrollment date.
4. If approved, the following is an **example** of the EOC Payment Plan Contract schedule for the Master Firefighter Basic program with **\$4,440** in school charges:
  - a. **\$2,220 (50%) is due no later than December 5, 2016;**
  - b. **\$1,110 (25%) would be due by February 1, 2017.**
  - c. **\$1,110 (25%) would be due by March 1, 2017.**
5. A **"Student Payment Plan Contract"** will be prepared for you to sign. The Financial Aid Coordinator will be available in Public Services on **November 7<sup>th</sup>**. The Bursar will keep the original contract and a copy will be given to you.
6. If circumstances occur which may cause you to be unable to comply with the terms of the Student Payment Plan Contract, you may appeal **before breaking the terms of the contract**. Failure to pay your account balance by the due date according to the Student Payment Contract will result in disciplinary action and may result in immediate withdrawal from your program. **No certificates or transcripts will be issued as long as there is an outstanding obligation.**

For more information, please email [jprior@eotech.edu](mailto:jprior@eotech.edu), or call Janie Prior, Financial Aid Coordinator, at (405) 390-5344. Please leave a message if you call and get voicemail.

## **EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER WITHDRAWAL POLICY**

*NOTE: Students who received the Federal Pell Grant or VA benefits should contact the Financial Aid Coordinator Before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.*

### **OFFICIAL WITHDRAWAL FORM**

The Official Withdrawal Form is included in this packet and may also be requested from Student Services. **Official notice of withdrawal does not include weekends or holidays.**

### **CANCELLATION OF ENROLLMENT**

**Cancellation** of enrollment occurs when a student officially withdraws **on or before** the Pre-Academy Orientation on **Monday, November 7, 2016**. **A student is considered to be “enrolled” after that date.**

Students must submit a completed Official Withdrawal Form to Alan Sanders, Fire Coordinator, **on or before** the Pre-Academy Orientation on **Monday, November 7, 2016**.

Students who officially withdraw **on or before** the Pre-Academy Orientation will not have any obligation.

### **OFFICIAL WITHDRAWAL**

An **Official Withdrawal** occurs when a student submits a completed Official Withdrawal Form to the Fire Coordinator. The date the completed form is submitted will be the date used in the calculation of any possible refund according to the “REFUND POLICY” (see below).

### **UNOFFICIAL WITHDRAWAL**

An **Unofficial Withdrawal** occurs when a student fails to attend or ceases to attend their program without “officially withdrawing” from EOC Tech (see “OFFICIAL WITHDRAWAL” section above). Non-attendance does not constitute a drop or withdrawal; the student will not be eligible for any refund. Students withdrawn due to a failed drug test or other discipline issues are considered to be unofficially withdrawn and are not eligible for any refund.

### **APPEAL PROCESS**

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written appeal to the Director of Business & Industry Services, or the Director of Educational Services. The form may be requested from Student Services in the Main building.

Appeal requests will be handled on a case-by-case basis to determine if the situation warrants an exception to the Withdrawal Date and Refund Policy.



## **EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER REFUND POLICIES**

*NOTE: Students should contact Janie Prior, Financial Aid Coordinator, to discuss their Return of Title IV funds calculation before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.*

### **EOC TECH TUITION REFUND POLICY (FAC Programs Only)**

The school date in which the student submits the completed Official Withdrawal Form to the Fire Training Coordinator will be the date used to calculate a tuition refund according to the following Refund Policy (there are no refunds for books or fees):

- Students, who officially withdraw on or before the Pre-Academy Orientation date, will eligible for all charges to be cancelled.
- Students, who officially withdraw between their enrollment date and before Day 1 of instruction, will receive a refund of all tuition payments. There are no refunds for books or fees once a student has picked up the books.
- Students, who officially withdraw on Day 1 through Day 10 (2 weeks) of instruction, will owe 25% of tuition charged; any amount paid for tuition above 25% will be refunded to the student. There are no refunds for books or fees.
- Students, who officially withdraw on Day 11 through Day 20 (4 weeks) of instruction, will owe 50% of tuition charged; any amount paid for tuition above 50% will be refunded to the student. There are no refunds for books or fees.
- Students, who officially withdraw on Day 21 through Day 30 (6 weeks) of instruction, will owe 75% of tuition charged; any amount paid for tuition above 75% will be refunded to the student. There are no refunds for books or fees.
- Students, who officially withdraw on or after Day 31 of instruction, will owe 100% of tuition charged and no refund of tuition will be processed. There are no refunds for books or fees.

**NOTE:** Students who received the Pell Grant will be subject to the “Return of Title IV Funds” and Post-Withdrawal Disbursement” regulations (see FINANCIAL AID below).

### **REFUND INFORMATION FOR ALL FINANCIAL AID STUDENTS**

Students who received the Federal Pell Grant from EOC Tech and who withdraw, officially or unofficially, will be subject to the “Return of Title IV” regulations. The date established as the student’s official withdrawal date will be used to calculate the Return of Title IV refund.

Generally, the student and/or school will have to return any amount of the Pell Grant that is defined as “unearned” of the official withdrawal date. More information may be found in the Student Handbook.

**NOTE FOR VETERAN STUDENTS:** If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOC account, and **beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.**

**NOTE:** Students should contact the Financial Aid Coordinator to discuss their Return of Title IV funds calculation before withdrawing from EOC Tech.

### **OUTSTANDING OBLIGATIONS**

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and an Alert will be placed on the student's enrollment record until that amount has been paid.

Students will not be eligible to receive any completions certificates or transcripts from EOC Tech until outstanding obligations have been paid. Students will not be allowed to enroll at EOC Tech until outstanding obligations have been paid.

### **APPEAL FOR OFFICIAL WITHDRAWAL DATE**

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate Director to request an adjustment to their official withdrawal date. These requests will be handled on a case-by-case basis.

## **FIRE ACADEMY FAQ**

**Who should attend the Fire Academy?** Anyone at least 18 years old wishing to obtain the basic skills and abilities to seek employment as a career or wildland firefighter, or serve as a volunteer firefighter.

**How do I apply for the Fire Academy?** Applicants should contact Eastern Oklahoma County Technology Center at (405) 390-5315 and have their names placed on the mailing list to receive an application packet. The candidate will submit all of the required documentation on the Pre-Academy Orientation date as stated in the packet. The candidate will then be admitted to the program and will take the Physical Fitness Evaluation test that afternoon. After successful completion of the physical evaluation, the candidate will be placed on a scoring list. All candidates will be ranked according to their accumulated or totaled ACCUPLACER scores and PT. Available seats will be filled according to the highest scores and fastest times.

**When is the Fire Academy offered?** The Fire Academy currently has a Spring session from January to mid-June and a Fall session from July to mid-December. The Fire Academy is approximately 24 weeks long and is conducted from 7 a.m.-4:30 p.m., Monday through Friday. Times may be subject to change. Some occasional Saturday classes may be required. While EOC will attempt to honor the published class times, it is often necessary to stay longer or come early.

**Where are classes located?** The Fire Academy is located at Eastern Oklahoma County Technology Center (EOC Tech), 4601 N. Choctaw Rd., Choctaw, OK 73020, and is held in the Public Services building. Enter through Gate 3.

**What is expected of me as a Fire Academy Cadet?** All cadets who are accepted into the Fire Academy will be expected to participate and conform to the paramilitary process. Cadets will also be expected to represent EOC Tech and the Fire Academy while participating in clinicals and internships. A 2.0 GPA (73%) must also be maintained to continue in the academy.

**What is the cost of the program?** The Master Firefighter Basic program is \$4,440.00 which includes Tuition, EMT books, Fire Academy Books, CPR Fee, Fisdap Fee, and IFSAC Testing Fees. The costs which are NOT included in this amount are: Cost of living, meals, uniform (pants, boots, etc.), required vaccinations, physical from your doctor, OSBI Background Check, Federal Background Check, Motor Vehicle Report (MVR), Drug Testing Fee, and transportation to and from school. Also, if the student wishes to participate in the class staple fund they may do so, at the rate set by the cadets.

**Am I required to have a H.S. Diploma to attend the Fire Academy?** Yes. You do not have to be 18 with a H.S. Diploma/GED to apply, but you must be 18 years of age and have a High School Diploma or GED by the time you begin the Fire Academy. You will also need a H.S. Diploma, H.S. transcript, GED, or Home School Certificate in order to receive federal financial assistance.

**Can I take individual classes through the Fire Academy instead of taking the whole program?** Yes, but only if you are currently employed by a Fire Department or applicable industry that is called upon for emergency response. All others must attend the entire Fire Academy. Scheduling an individual for a portion of the Fire Academy needs to be done by the Fire Training Coordinator or the EMT/Fire Secretary.

**Is the Fire Academy program offered in the evenings or part-time?** No. The Fire Academy is offered as a full-time program during the day. Fire Portion is delivered on Tuesday, Wednesday, and Thursday all day, and EMT is delivered on Monday and Friday all day. These EMT and Fire Academy programs are offered twice a year, generally from July to December (Fall program) and from January to June (Spring program).

**What training will I receive upon graduating the program?** If the cadet is successful in completing the Fire Academy, he or she will have received training in firefighting, hazardous materials, vehicle extrication, EMT Basic or EMT Advanced, Flammable Liquids and Gases (FLAG), Nat'l Incident Mgmt. System (NIMS), Pump Operations, Public Speaking, Emergency Vehicle Operation, CPAT, Physical Fitness, Flashover, Intro. to Water Rescue and an internship.

**What qualifications can I earn upon graduating the program?** The following are the program certificates that a student can earn:

- **Graduate with Chief's Honors Certificate** - Any cadet completing the program with a GPA of 90-100% will receive the "Graduate with Chief's Honors" certificate.
- **Graduate with Honors Certificate** - Any cadet completing the program with a GPA of 80-89% will receive the "Graduate with Honors" certificate.
- **Graduate Certificate** - Any cadet completing the program with a GPA of 73-79% will receive the "Graduate" certificate.

In addition to the above program certificates, a student may receive the following industry certifications:

- Hazardous Materials Awareness Level
- Hazardous Materials Operations Level
- Firefighter I
- Firefighter II
- F.L.A.G.
- Wildland
- Traffic Incident Management System (TIMS)
- Intro. to National Incident Management System (NIMS)

Students may also submit their certificates and transcripts to the Council on Firefighter Training (COFT) and apply for certification in the following categories:

- Support Firefighter
- Basic Firefighter
- Intermediate Firefighter
- Advanced Firefighter
- Master Firefighter

**Does the Fire Academy offer job placement when I graduate? Am I guaranteed a job?** No. EOC Tech makes no promise or assurance of job placement for cadets. EOC Tech does, however, keep a CPAT database from which a growing number of fire departments scan for potential firefighters. Fire Academy graduates are placed on a list that 23 metro area fire departments often hire from. Graduates of the Fire Academy are very highly trained and are very "marketable" to any department they wish to

apply. Also, some opportunities will be made available to graduates to apply for seasonal wildland firefighting jobs.

**Do I earn college credit through the Fire Academy?** The College Alliance Program is currently being reviewed by the Higher Learning Commission and the 2-year schools. Currently, you may earn college credit by giving them copies of your IFSAC certifications. Each school will evaluate those certifications and will equate them to their own courses which you may receive advanced standing for. Transcripts may no longer be recognized for advanced standing purposes. Check with Jenni Barnett in Student Services at (405) 390-5309 for the latest information on earning college credit.

**Will my certifications transfer out of state?** Possibly. Many of the certifications you are offered are national certifications, e.g. International Fire Service Accreditation Congress (IFSAC), and may transfer to other states in the USA (some states may have additional requirements) and to several other nations. Please visit [www.ifsac.org](http://www.ifsac.org) for more info on national certifications. The non-IFSAC certifications from EOC Tech may or may not transfer. Each fire department has a different process when hiring, and it is the cadet's responsibility to check with the specific agency to which he/she is applying to ensure the EOC Tech course completion certificates will meet their requirements.

**Will my certifications transfer nationwide?** All cadets that meet the required grade and skill prerequisites will be afforded the opportunity to challenge the IFSAC certifications where applicable. The local authority having jurisdiction (AHJ), where certifications are presented, will make final decisions regarding the allowances or acceptance of submitted certifications.

**I'm active military and/or a reservist. What is the policy if I'm called up for active duty during an EMT or FAC program?**

- **Active Military and/or Reservists (Fire Academy Programs):**

If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for any fire certifications earned in the previous fire academy, if the student returns to attend a fire academy program in the future. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

- **Active Military and/or Reservists (EMT Programs):**

If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a "C" at time of withdrawal. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.