



Basic Firefighter Training Checklist

Name (Please Print)

Class Applying To:

- Fall Day Fall Night
 Spring Day Spring Night
 Affiliation: _____

Forms Required:

- MCC Registration Form (*payment received:* _____)
 Fit-For-Duty Form
 Physician Overview Form (*Information for physician only*)
 Authorization to Invoice and Affiliation Certification
 Copy of NC Driver's License
 Copy of High School/GED/HSE Diploma
 Waiver of Liability Form
 Hold Harmless Agreement Form (*if applicable*)
 Rules & Regulations (turn in signed last page)

(Submit this page along with required documents)



Basic Firefighter Training (BFT) Training Authorization to Invoice and Affiliation Certification

Date _____

Mail Invoice _____ Email Invoice _____

Agency Name _____

Address _____
City/State/Zip _____

Phone _____ Fax _____

Class Title _____ Class Date _____

The person(s) listed below are affiliated with (agency name) _____
and are in good standing with this agency. We agree to pay 100 % of the following:

- Tuition/Registration
- Fees
- Books
- Supplies/Uniforms

1.	5.
2.	6.
3.	7.
4.	8.

Printed Name/Title of Agency Representative _____

I understand that I am responsible for all charges of the student(s) listed above for the semester/class indicated. I also understand that, should the student fail to complete the courses approved above, I am still responsible for all charges.

Authorizing Signature _____ Date _____

MITCHELL COMMUNITY COLLEGE USE ONLY

CIS# _____

GL/Budget Code _____

Continuing Education Center
 701 West Front Street
 Statesville, NC 28677
 (704) 878-3320 phone
 (704) 878-4271 fax

Mooreville Campus
 219 North Academy Street
 Mooreville, NC 28115
 (704) 663-1923 phone
 (704) 663-5239 fax



Continuing Education Registration Form

Register me for:

Course Title	Start Date	End Date	Time	Location	Course ID (Mitchell Use Only)

Have you taken a class at Mitchell before?

- No, provide complete Social Security # _____
- Yes, provide the last four digits of your Social Security # _____ OR Datatel Student ID # _____

Name Last _____
Last First Middle Maiden

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Cellphone _____

Business Phone _____ Fax _____

Personal Email _____ Work Email _____

Date of Birth _____ Gender Male Female

Ethnicity White Black Amer. Indian Hispanic Asian Other

Employment Status Full-time Part-time Unemployed Retired

Employer _____ Occupation _____

- Highest Education Level Completed**
- 0 1 2 3 4 5 6 7 8 9 10 11 12 High School Equivalency or GED Diploma
- One-year College/Vocational Training Associate Degree Bachelor's Degree Master's Degree Doctorate Degree

Please check any or all that may apply:

Paid Fireman Volunteer Fireman Law Enforcement Paid Rescue Volunteer Rescue Other _____

No Affiliation Department of Affiliation _____

"My signature attests that I am actively affiliated with the public safety agency listed and I hold the job classification indicated."

I agree disagree to let the Mitchell Community College use photos of me taken in the classroom or on campus for marketing purposes.

REQUIRED: Student Signature _____ Date _____

**Registration is taken M-Th, 9 a.m. to 4 p.m. Please register at least three days prior to the course starting date.
 Registration is not complete until payment is received. Call (704) 878-3290 to provide credit card information.**

MITCHELL USE ONLY Waiver Code _____ Registration \$ _____ Tax _____ Total _____

Payment Rec. By _____ Date _____ Amt. Paid _____ Receipt # _____

Cash Check _____ Bill to _____

Mail, fax or deliver to:
 Mitchell Community College, Attn: Registration Desk
 701 West Front Street, Statesville, NC 28677
 (704) 878-3220 Statesville
 (704) 663-1923 Mooresville
(704) 878-4271 fax

- Mitchell Community College Cancellation and Refund Policy**
- The College reserves the right to cancel a class due to lack of enrollment. In this case, preregistered/prepaid students will receive a full refund.
 - Preregistered/prepaid students who officially withdraw from a course prior to its beginning will receive a full refund.
 - Participants who officially withdraw from a course prior to the 10% point will receive a 75% refund.
 - Participants who withdraw from a course after the 10% point are ineligible for a refund.



Last Name: _____ First: _____ Middle: _____

DATE OF EXAMINATION: _____ DATE OF REPORT: _____

I HAVE EXAMINED _____ AND FIND HIM/HER TO BE
PHYSICALLY CAPABLE OF PERFORMING THE DUTIES OF A FIREFIGHTER AS
PER STANDARDS ESTABLISHED IN NFPA 1582 and OSHA 1910.134

____ YES

____ NO

PULMONARY FUNCTION TESTING HAS BEEN PERFORMED AND BASED ON THE
RESULTS I FIND THE EXAMINEE TO BE CLEARED FOR WORK THAT REQUIRES
THE USE OF A SELF CONTAINED BREATHING APPARATUS AND/OR
RESPIRATOR.

____ YES

____ NO

THE EVALUATION PERFORMED TODAY ON THIS EXAMINEE INCLUDED A
PHYSICAL EXAMINATION BY A LICENSED PHYSICIAN

PHYSICIAN INFORMATION

NAME _____ STATE LICENSE # _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # () _____

DATE OF REPORT _____

SIGNATURE OF PHYSICIAN _____



During the medical evaluation, the physician shall evaluate each individual to ascertain the presence of any medical conditions listed in documents similar to or from the National Fire Protection Association's 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments. The medical evaluation should also include any medical conditions not listed which would prevent the individual from performing the "Essential Job Tasks" of a firefighter without posing significant risk. It is our intent to encourage the use of professional judgment regarding medical conditions which are not specifically listed in the medical evaluation reference material specific to the firefighting occupation.

A cadet shall NOT be certified as meeting the medical requirements of these standards if the physician determines that the candidate has any Category "A" medical condition specified in the NFPA 1582 standard. Furthermore, a cadet shall not be certified as meeting the medical requirements of these standards if the physician determines that the candidate has a Category "B" medical condition that is of sufficient severity to prevent the recruit from performing the essential functions of a firefighter without posing a significant risk to the safety and health of self or others.

Category "A" and "B" medical conditions are available for review in Long Document
MCC Basic Firefighter Training Program - NFPA Medical Examination Guidance for Physicians.

For the purpose of these guidelines at minimum the OSHA 1910.134, Respiratory Protection Program Guidelines Medical Evaluation Questionnaire should be considered as one important and critical element of the overall medical evaluation process.

Essential Firefighter Job Tasks potentially to be performed

Condensed from NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Dept.

1. Performing firefighting tasks -- hose handling, lifting, crawling, carrying heavy objects, etc., all performed under stressful conditions while in Firefighter Personal Protective Equipment (PPE).
2. Wearing a Self-Contained Breathing Apparatus (SCBA) in all potential circumstances.
3. Exposure to all forms of potentially toxic environments despite the use of PPE and SCBA.
4. Climbing up to and beyond six flights of stairs in full PPE.
5. Wearing encapsulating/insulated gear causing raised internal temperatures and dehydration.
6. Performing search and rescue of victims, possibly weighing over 200 lbs.
7. Advancing water filled hose lines up to 2 1/2" in diameter, upstairs and around corners.
8. Climbing ladders, working from heights, working in poor visibility and operating around electrical and other hazards.
9. Operating in unpredictable emergencies for prolonged periods in extreme conditions without warm-up, rest, nutrition/hydration, or access to medications.
10. Operating fire apparatus in "emergency mode" (vehicles and equipment).
11. Performing complex problem solving in extreme conditions.
12. Communicating under very poor conditions in full PPE.
13. Functioning as a part of a firefighting team where there are great risks of injury and/or death to emergency responders and civilians.



The medical evaluation shall minimally include the following:

- Comprehensive medical history
- Baseline (pre-placement) occupational history, including significant past exposures and training and experience with personal protection equipment
- Height and Weight
- Vital signs: pulse, respiration, blood pressure, and, if indicated, temperature
- Dermatological system
- Ears, Eyes, Nose, Mouth, Throat
- Cardiovascular system
- Respiratory system
- Gastrointestinal system
- Genitourinary system
- Endocrine and metabolic systems
- Musculoskeletal system
- Neurological system
- Mental status evaluation.

OSHA 1910.134 – Recommend completion of Medical Evaluation Questionnaire to include:

- Pulmonary Function Testing - A baseline test should be administered by an experienced individual. Only a spirogram that is technically acceptable and demonstrates the best efforts by an individual should be used to calculate the Forced Vital Capacity (FVC) and Forced Expiratory Volume in one second (FEV1.0)

All medical information collected as part of a medical evaluation shall be considered confidential medical information, and shall be released by the physician only with the specific written consent of the Fire Academy Cadet. The physician shall report the results of the medical evaluation to the Cadet, including any medical condition(s) disclosed during the medical evaluation, and the recommendation whether the recruit is medically certified to perform as a firefighter. The physician shall inform the Director of Public Safety only whether or not the Cadet is medically certified to perform as a firefighter. The specific written consent of the Cadet shall be required to release confidential medical information to the Fire Academy Coordinator, following guidelines set forth under the Americans with Disabilities Act (ADA) and other relevant policies.

You may contact the Director of Public Safety – David Bullins @ 704.978.5446 or at dbullins@mitchellcc.edu for questions and additional guidance on NFPA 1582 or OSHA 1910.134.



Participation in firefighter training involves risk of personal injury and property damage. The Basic Firefighter Training Program at Mitchell Community College has been developed in accordance with the standards set forth by the North Carolina Fire & Rescue Commission. Injuries in Basic Firefighter Training are not uncommon but they are usually limited to sore muscles and joints due to lack of exercise. However, prudent participants will want to ensure they have coverage for major injuries, which are very rare, but possible. Prior to participating in each training activity participants will be instructed in the proper use of any equipment and/or facility. Participants shall be responsible for following correct procedures and safety precautions. Participants will also be responsible for reporting any safety concerns to the proper college personnel.

Students may be exposed to the following situations: physical fitness training, outdoor environmental climate extremes, exposure to live fire and smoke, and physical and mental fatigue. This list is intended to give the student an idea of the rigors of Basic Firefighter Training. However, the list is not intended to be an all-inclusive list of stressors a participant in Basic Firefighter Training might encounter.

ASSUMPTION OF RISK AND RELEASE

In consideration for the opportunity to participate in Basic Firefighter Training at Mitchell Community College the undersigned agrees to comply with all rules regulations, procedures and safety precautions established by Mitchell Community College in connection with the Basic Firefighter Training Program and the use of the equipment facilities associated with it. Furthermore, I acknowledge the existence of the risk associated with this program, and agree to assume such risk and accept responsibility for any injuries, illness, death and/or property damage sustained by me in the course of participation in this program. I hereby agree for myself, my heirs, executors and administrators to release and consent not to sue Mitchell Community College, its employees, whether full or part-time, paid or unpaid, its administrators, directors, and agents, and hold them harmless for any losses or injuries that may result from participation in this training program.

I acknowledge that I have read this document and understand it and I am signing voluntarily.

Signature _____

Last Name: _____ First: _____ Middle: _____



Basic Firefighter Training

Hold Harmless Agreement

For Departmental Turnout Gear Use

Basic Firefighter Training students at Mitchell Community College, Statesville, NC may use departmental turnout gear in place of renting this gear from the College, if their agency agrees to AND signs the following hold harmless agreement.

The Municipal/Volunteer Fire Department listed below agrees to allow the student named to use department-issued turnout gear for Basic Firefighter Training at Mitchell Community college. The Fire Department understands that the gear will be used extensively in training and may become worn, damaged, or destroyed. The Department understands that should a piece of turnout gear become unusable, they agree to replace that piece of gear in a timely manner prior to the next training session. In consideration for the opportunity to have a member of the department, listed below, trained by instructors employed by Mitchell Community College, the department will hold harmless Mitchell Community College and its employees, whether full or part-time, paid or unpaid, administrators, directors, or agents and hold them harmless for any losses, damages, or injuries that may result from participation in this training program.

Please print

Name of Department

Rank of Department Representative

Signature of Department Representative (Authorizing Approval)

Name of Student

Date

MITCHELL COMMUNITY COLLEGE
BASIC FIREFIGHTER TRAINING
RULES AND REGULATIONS

Students affiliated with a public safety agency (and not affiliated) may be admitted to Mitchell Community College Basic Firefighter Training (BFT) program. Affiliated students will be fee-waived based on NC Community College Regulations. A maximum of twenty students will be admitted into the program per class. Priority admission will be given to students that are affiliated with a fire department.

1. ATTENDANCE

1.1 Attendance is mandatory to all classes during all scheduled hours.

- 1.1.1 Any unavoidable absence from class must be approved/excused by the School Director. An instructor may NOT excuse a student. IN order for an absence to be excused, the School Director must be able to determine that a true emergency situation exists/existed. The conduct of personal business does not constitute an excused absence. In no case will any student be allowed to miss more than twenty-four hours of class time. Students will be dismissed upon missing more than twenty-four hours of the program.
- 1.1.2 Any/each time a student is absent, the student shall present the School Director a counseling card stating that he/she was absent and why. The School Director will place a counseling card in the student's file.
- 1.1.3 All time and class work must be made up at the discretion of the School Director as soon as possible after the original scheduled date.

I.2 Illness – Emergency Reporting Procedures

- 1.2.1 All students will notify the School Director that he/she will be absent and state the reason for the absence. The School Director can be reached at 704.978.5498 or 704.978.5446 (Director of Public Safety).

1.3 Tardiness

- 1.3.1 Tardiness in any capacity will not be tolerated. Students will be seated in the classroom at the appropriate time for classroom training. Students are expected to be assembled for physical activity training at the appropriate time and day in the designated area.
- 1.3.2 Students will present the Instructor or School Director a counseling card stating that he/she was late and reasoning any and each time a student is late to class. Failure to present counseling card when entering classroom will result in a second card being required.

1.4 Leaving Class Early

- 1.4.1 Students are permitted to leave class early for emergencies only. Any early departures from class shall be approved by the School Director prior to the departure.
- 1.4.2 Any and each time a student departs early from class the student should present the School Director or Instructor a counseling card stating the reason for leaving early.

2. PERSONAL CONDUCT

Conduct of a firefighter must be maintained at all times. Conduct unbecoming of a firefighter or conflicting with school policy, procedures, or philosophy will be reported to the School Director. Students may be dismissed from the program for conduct unbecoming of a firefighter.

- 2.1 All instructors will be considered guests and afforded full courtesy and respect.** Students shall refer to the instructors staff as "sir" or "ma'am" or by the instructors rank, i.e. Chief, Captain, etc.

2.2 Impairment

- 2.2.1 Any use of an impairing substance that produce any signs or indicators of impairment will not be tolerated. This is to include but not limited to legally prescribed medications, alcohol, and illegally possessed medications. Any student caught in possession of or using an impairing substance will be dismissed from the program.

2.3 Testing

- 2.3.1 Students will be tested after each block of instruction according to the testing schedule. Students are allowed to retest on four blocks of instruction (Retest must be passed in order to remain in class). A fifth unsuccessful attempt on a test will result in the student being dismissed from the program.

2.4 Profanity

- 2.4.1 The use of obscene language, obscene gestures or profanity is prohibited.

2.5 Food/Tobacco

- 2.5.1 Smoking or use of any tobacco products will not be permitted while the student is involved in the Basic Firefighter Training uniform or during any module of instruction. No food or drinks will be permitted in the Basic Firefighter Training classroom. Only water bottles will be permitted in classroom during modules of instruction. Students may use the classroom for their lunch break but will remove any food items before class resumes.

2.6 Pagers and mobile devices

- 2.6.1 Any digital device including items such as pagers, phones, tablets, etc. are prohibited in the classroom. These items should be left in the student's vehicle or stored in locker. Any considerations for personal emergencies will be requested prior to class beginning.

2.7 Criminal Charges

- 2.7.1 No student shall be admitted into the program that has a prior felony conviction. Students must maintain a valid driver's license while in the program. Any student losing their driver's license while in the program will be dismissed from the program.

2.8 Loss of Affiliation

- 2.8.1 If a student loses his/her department affiliation will place payment responsibility on the student.

3. APPEARANCE

Grooming must be kept to the same standards of a public safety professional complying with the rules and regulation of the public Safety Training Center. Personal hygiene must be maintained at all times. Students will shower each time after physical activity.

3.1 Safety

3.1.1 Due to the dangerous nature of firefighter training, students will not be permitted to wear jewelry of any type other than a wedding band on left ring finger and wrist watch. Fingernails will be trimmed to a point not extending beyond the normal tips of the fingers.

3.2 Facial Hair

3.2.1 Mustaches shall be neatly trimmed and shall not extend beyond the corners of the mouth nor drop below the corners of the mouth. Any other facial hair impacting the seal of a respirator or air-pak mask will not be permitted.

3.3 Hair

3.3.1 Hair shall be won to the general shape of the head and shall not extend below the collar of the uniform shirt nor extend over the top of the ear. They style of grooming will present a neat appearance and will not interfere with the proper wearing of uniform hat, helmet, or SCBA face piece. The student's haircut shall be consistent without marked variations in length. Designs, symbols or lettering revealed on the scalp due to the student's haircut are strictly prohibited. Ponytails, pigtails, or braids that impact the wearing of an SCBA are prohibited. Only black or dark blue hair pins, combs, barrettes are permitted. Any hairstyle that extend or swing will to be permitted. Sideburns shall be closely trimmed and shall not extend below the top of the orifice of the ear. Hair color shall not be streaked or dyed in unnatural colors.

4. DRESS CODE

Acceptable clothing includes only the Basic Firefighter Training uniform (Uniform tee shirt, dark blue duty work pants, black PT shorts (or sweat pants) during physical training. Shirt tails are to be worn in. If pants have belt loops, belts will be worn. Shoes

may be hard-soled leather or athletic-type shoes. Socks are required. Clothing not acceptable are: gym clothes in class, tank tops, midriff tops, shorts, shirts without collars, hospital-type clothes, and sleeveless tee shirts. Only Mitchell Community College hats (no bandanas) are permitted during the program and shall only be worn outside (No hats permitted in classroom).

4.1 WEAPONS

4.1.1 No weapons are permitted on any MCC campus.

5. NC FIRE & RESCUE RULES

5.1 All rules enforced by the North Carolina Fire & Rescue Commission will be adhered to as if fully set out within this document.

6. STUDENT CONDUCT, RIGHTS, & GRIEVANCE PROCEDURES

6.1 Student Code of Conduct, Student Rights and Responsibilities, and Grievance Procedures are addressed in the Mitchell Community College handbook and can be found on the Mitchell Community College website (www.mitchelcc.edu) and shall be followed for registering a grievance against any employee of the College. (Select the tab <About Mitchell>, then <Student Consumer Information>. Follow the links to each section.

6.2 Counseling Cards

6.2.1 Students will submit counseling cards to Instructors any time a card is requested.

6.2.2 Students shall have a minimum of two cards on their person during class.

6.2.3 Each student will be issued six (6) counseling cards upon entering the Basic Firefighter Training Program. When a student has submitted the sixth card, that student will be dismissed from the Training Program. A student may be dismissed prior to submission of the sixth counseling card when it is evident a serious problem is occurring or has occurred.

Mitchell Community College

Basic Firefighter Training Rules & Regulations

Receipt and Acknowledgement

I _____ (*Print*) acknowledge that I
have been advised orally and given notice in writing of the Rules
and Regulations for the Mitchell Community College Basic
Firefighter Training. By signing this receipt, I understand and
accept these rules and regulations. I further understand that a
violation of certain rules will result in my dismissal from the
program.

Signature

Date