Evening Firefighter (FIRE 111 YA and FIRE 112 YA) Checklist
Monday through Friday; 5 pm – 9 pm
with additional Saturdays arranged

Complete at COTC:

☐ New/Returning students should apply to COTC at www.cotc.edu/apply. **Date applied:** _____

☐ Submit an official high school/GED transcript. **Date Received:** _____

☐ Submit an official college transcript (if applicable). **Date Received:** _____

☐ Complete Online Orientation (new/returning students) **Completed on:** _____

☐ Work with an Enrollment Navigator (new/returning students) or Academic Advisor (current students) to register for FIRE 111 YA and FIRE 112 YA. **Registered on:** _____

☐ Obtain a COTC student photo ID from the Newark Campus Security office.

Please contact the COTC Gateway with any questions regarding steps listed above.

Newark 740-366-9222	**Coshocton 740-622-1408**
Pataskala 740-755-7090	**Knox 740-392-2526**

Complete at C-TEC:

These items must be complete at least two weeks before the first day of class.

☐ **Register for <u>COTC FIRE 111 and 112 Professional Firefighting</u> through C-TEC's website: https://ctec.axstudent.com/#/category/K0a**
  o COTC Students will purchase their textbook materials from COTC's bookstore.

☐ **Complete WorkKeys test and meet minimum scores**
  o Student will schedule WorkKeys directly with C-TEC (see attached) and must take a copy of their high school transcript, diploma, or GED on the WorkKeys testing date.
  o WorkKeys <u>must be completed at least one week prior to the start of the class</u>. Students who do not meet the minimum scores will be de-registered from the class.

☐ **Complete and return C-TEC's Physical Form** *(valid up to 15 months prior to start of C-TEC class)*
  o https://www.c-tec.edu/page/additional-resources3

☐ **Contact Tammy Martin at tmartin@c-tec.edu to find out if you need to enroll in EVOC (16 hour) and/or EMS (8 hour)** If needed, these courses will be an out-of-pocket expense through C-TEC directly.

☐ **Complete and provide a copy of your certificates to verify completion of:**
  o NIMS IS-100 https://training.fema.gov/nims/
  o NIMS IS-700 https://training.fema.gov/nims/
  o To receive old NIMS Certificates please call (301) 447-1200

☐ **BCI & FBI Background Check** *(valid 1 year prior to start of C-TEC class)* (code 109578)
  o Have BCI and FBI results sent to C-TEC, attention Tammy Martin, 150 Price Road, Newark, OH 43055

☐ **Must have and present a valid driver's license.**
☐ **Present COTC student ID**

<u>Additional important information on back</u>

Additional information is available at (including required uniform information which can be found in the Public Safety Student Handbook:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3082/CTEC/2081413/Public_Safety_Program_Student_Handbook.pdf

Other important factors to note:

➢ Be capable of strenuous physical activity
➢ No facial hair (mustache is acceptable)
➢ Must be at least 17 years old. If a student is still in high school they must be in the 12th grade.
➢ If you are employed by a department you will be permitted to wear your uniform otherwise all students must be in C-TEC's required navy blue shirt and pants with black shoes.

The information shown below is from C-TEC's website:

Professional Firefighting

Train in department organization, safety, fire behavior, portable extinguishers, personal protective equipment, tools, ladders, fire hose, appliances and streams, overhaul, rescue and water supplies. Train on fire alarm and communications, forcible entry, ventilation, ropes, control, salvage, cause and origin, detection, alarm and suppression systems, prevention, public education, cause determination, building construction, and hazardous materials. Personal protective equipment required. Upon successful completion of this course students will take the Firefighter I certification test and be prepared for entry-level positions in firefighting.

Effective January 1, 2018 per the ODPS, the 8 hours of the EMS and 16 hours of EVOC will no longer be included in the FF1 class.

If you do not currently hold an EMT, Medic, or EMR card, you will have to enroll in the 8-hour EMS training as an additional required class prior to starting the FF1 class.

If you have not taken a current EVOC course (within 12 months of the class start date), you will have to enroll in the 16-hour EVOC class prior to the ODPS releasing your FF certification card. You can start the FF class and take the ODPS FF test prior to taking the EVOC, but the ODPS will hold your FF card until they receive your EVOC card.

<p style="text-align:center">For any questions specific to C-TEC please contact:</p>

<p style="text-align:center">Eric Burgess- eburgess@c-tec.edu,</p>

<p style="text-align:center">Tammy Martin- tmartin@c-tec.edu</p>

<p style="text-align:center">You may also call: 740-364-2282</p>

WorkKeys® Registration Process

Students register at this site or click on this QR code:
https://ctec.axstudent.com/#/category/AV4/course/5Vb

- Create account with COTC email
- Select the WorkKeys date
- Enter the information requested
- Select the COTC program of interest
- Click the 3rd party payment fee, which is COTC, on the first page
- Bring your ID & HS diploma or GED to C-TEC on testing day

Free WorkKeys® practice tests available on the OhioMeansJobs.com website.

WorkKeys Applied Math - Ability to apply math principles to problems encountered at work.
WorkKeys Workplace Documents - Ability to understand and apply written information presented at work.
WorkKeys Graphic Literacy - Ability to find, analyze and apply information presented in work graphics.

The STNA program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 3
Work Documents Level 3
Graphic Literacy Level 3

The EMT program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 4
Work Documents Level 5
Graphic Literacy Level 4

The Firefighting program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 4
Work Documents Level 4
Graphic Literacy Level 4

The Medical Coding program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 4
Work Documents Level 5
Graphic Literacy Level 4

COTC Tuition covers the costs of the first testing attempts for the three above assessments. If retests are needed, the student must pay out-of-pocket at $15.00 per test.

Free preparation assistance is recommended before WorkKeys testing and is available after testing too if retests are needed. Please call Erin Wheeler at 740-364-2263 or email her at ewheeler@c-tec.edu.