



**Fire Fighter I & II (FIRE 111 WA and 112 WA) Checklist**  
Monday- Friday, 6 am -5 pm with some arranged evenings.  
Program requires students to reside at the Ohio Fire Academy



**Complete at COTC:**

- Apply to COTC at [www.cotc.edu/apply](http://www.cotc.edu/apply) or be a current student. If you are a returning student, (have not been enrolled for at least one year) you will need to reapply at [www.cotc.edu/apply](http://www.cotc.edu/apply). **Date applied:** \_\_\_\_\_
- Submit an official high school/GED transcript. **Date Received:** \_\_\_\_\_
- Submit an official college transcript (if applicable). **Date Received:** \_\_\_\_\_
- Attend a Mandatory Fire/EMT Information Meeting (valid 12 months). To RSVP: <https://www.cotc.edu/program-information-meetings> **Meeting scheduled on:** \_\_\_\_\_
- Contact the Gateway to get registered for New Student Orientation **Completed on:** \_\_\_\_\_
- Obtain a COTC student photo ID

**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 the Ohio Fire Academy (OFA):**

**These items must be complete at least 35 days before the first day of class.**

- Apply and create an online account at <https://ofa.com.ohio.gov/acadisviewer/login.aspx>.**
  - Prospective Student Packet for the Ohio Fire Academy is available online
  - Must be at least 18 years of age at the time of registration.
  - Make sure to complete all releases, waivers, upload all documents (see list below), and answer all questions. Be sure to say yes to the question about being a COTC student.
- Complete the Firefighter and EMT Pre-Registration Information Course**
  - See attached directions
- Obtain a BCI & FBI Background Check** (*fax or mail, do not upload-address below*).
  - Have results sent to OFA, attention Heidi Stone, 8895 E Main St, Reynoldsburg, OH 43068
- Upload copies of the following to your OFA student account:**
  - Proof of medical insurance
  - High School Diploma/GED/College Degree
  - CPR Certification
  - First Aid Certificate or EMS Certification
  - Valid Driver License (must not expire before the end of class)
  - Proof of College Readiness (Placement test results or other proof of college readiness)
  - NFPA 1582-compliant medical exam performed and signed by a Medical Doctor (MD or DO).
  - Provide certificates of completion for:
    - NIMS IS-100 <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>

**See additional important information on back**

- NIMS IS-200 <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en>
- NIMS IS-700 <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>
  - To receive old NIMS Certificates please call (301) 447-1200
- Signed OFA Code of Conduct Form- Digital
- Signed OFA Emergency Contact Form (available through OFA website)
- Official copy of High School/GED transcripts

**Please Note:** Once all items are uploaded, the “Submit Request” button on the bottom of the browser should become clickable. You will then be able to register for the class.

**The information shown below is from the Ohio Fire Academy’s 2021 Course Catalog.**

## ■ Firefighter I & II

This extensive 50-day firefighter training program is the only one of its kind in the state of Ohio recognized by the International Fire Service Accreditation Congress (IFSAC) and ProBoard. This course exceeds the Ohio Administrative Code (O.A.C.) requirements for firefighters and the standards identified in the National Fire Protection Association (NFPA) Standards.

Upon course completion, students will have the knowledge necessary to successfully complete the Ohio Firefighter 1 & 2 examination. In addition to basic firefighter job skills, students learn essential job functions including professionalism, leadership, teamwork, honor, firefighter safety, emergency vehicle operation and apparatus pumping. The course runs weekdays from 6 a.m. to 5 p.m, with occasional night lectures. Students must pass written and practical skill evaluations for successful course completion.

The fast-paced course is mentally and physically demanding,

requiring high levels of dedication and commitment from every student. Embedded in this course is a daily one-hour physical training program requires students to run 1.5 miles on the first day.

Students are responsible for providing their own turnout gear and course textbooks. The academy does provide Self-Contained Breathing Apparatus (SCBA) rental for an additional fee. Information on obtaining these materials is provided upon official acceptance into the course.

**RESIDENCY REQUIREMENT** – This program requires students to have residency on campus in OFA dorm rooms, at no additional cost, (Sunday available) Monday-Thursday for the duration of the program.

**ADDITIONAL REQUIREMENTS:** See online course description.

**\*On-campus orientation will be scheduled for each class**

### **Potential out-of-pocket expenses:**

- Approximately \$500 for turnout gear rental
- Approximately \$200 for uniform items
- Approximately \$400 for books
- \$75 SCBA Rental from the Ohio Fire Academy

**For any questions specific to the Ohio Fire Academy please contact:**

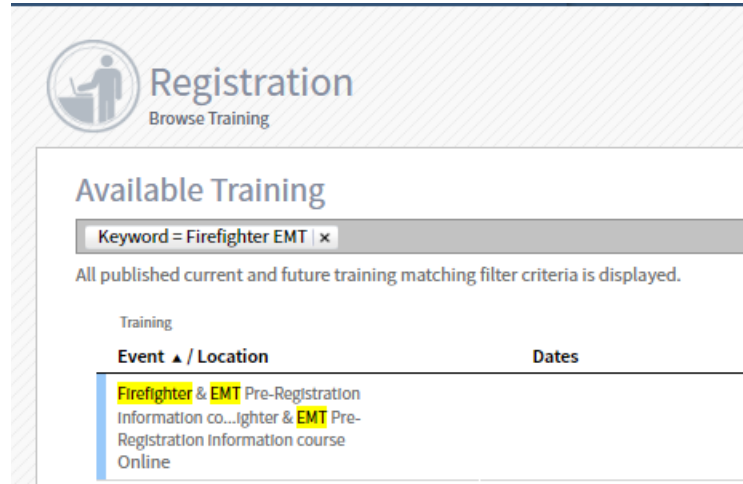
**Heidi Stone at 614-752-7180 or [Heidi.Stone@com.ohio.gov](mailto:Heidi.Stone@com.ohio.gov)**

**Information about the Ohio Fire Academy Firefighter and EMT**

**Pre-Registration Information Course on next page.**

# Firefighter and EMT Pre-Registration Information Course

You must complete the registration information course on the OFA student portal. This online course is required, and you cannot submit your registration request until the course is completed. The course is listed in the training catalog. The Firefighter & EMT Pre-Registration Information course that will meet the required training can be found by logging into your student portal account and going to the Training and Events tab, then Browse or Sign up for Training. Use the Filter to search for Firefighter or EMT and the event will be the first thing in the list.



The screenshot shows the 'Registration' section of the OFA student portal. It features a search bar with the text 'Keyword = Firefighter EMT' and a search icon. Below the search bar, it states 'All published current and future training matching filter criteria is displayed.' A table titled 'Available Training' is shown with columns for 'Event / Location' and 'Dates'. The first entry in the table is 'Firefighter & EMT Pre-Registration Information course Online', which is highlighted in blue.

Event / Location	Dates
Firefighter & EMT Pre-Registration Information course Online	

There will not be a date listed for the course. Click “Assign to Event”. You are not required to enter a training category or date. After you have completed the video, the requirement will be marked as complete on your registration request.