

STUDENT ORIENTATION PACKET



FIREFIGHTER MINIMUM STANDARDS TRAINING PROGRAM

North Collier Fire Training Center

1885 Veterans Park Drive
Naples, Florida 34109
(239) 597-3222

In Partnership with Florida SouthWestern State College

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Fort Myers, Florida 33919
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This orientation packet is in compliance with 69A-37 F.S. Bureau of Fire Standards and Training requirements for certification as a firefighter in the State of Florida.



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Naples, Florida, 34109
(239) 597-3222

Dear Student,

Welcome to the Firefighter Minimum Standards Training Program of the North Collier Fire Training Center.

This successful training program is based upon a cooperative agreement between Florida SouthWestern State College and North Collier Fire Control and Rescue District, including the very experienced and professional instructional staff of both organizations.

The role of present day firefighters is ever evolving and becoming more demanding each day. This program will prepare you for employment in the fire-fighting field, providing the necessary knowledge and skills, through challenging lesson plans and rigorous physical fire ground simulations, to successfully complete the State of Florida Firefighter Minimum Standards Certification.

The staff of the North Collier Fire Training Center is committed to making your journey a valuable and rewarding experience.

Sincerely,

ELOY RICARDO

Director, North Collier Fire Training Center
Fire Chief, North Collier Fire Control and Rescue District

**Vision**

Florida SouthWestern State College will be the catalyst for creating an innovative education system which provides accessible educational pathways that prepare students to be enlightened and productive citizens.

Values

We value student success, integrity, intellectual inquiry, and academic rigor.

Mission

The mission of Florida SouthWestern State College is to inspire learning; prepare a diverse population for creative and responsible participation in a global society; and serve as a leader for intellectual, economic, and cultural awareness in the community.

STRATEGIC PRIORITIES

As an open-door regional State College, Florida SouthWestern will:

1. Ensure relevancy and coherency of programs that culminate in certificates, associate degrees and/or baccalaureate degrees
2. Create a culture of excellence based on evidence, continuous improvement, and accountability in instructional, student support, and administrative systems
3. Strive for student success by engaging students in active learning, applied research, academic inquiry
4. Encourage the professional growth and development of College faculty and staff to support an innovative learning environment
5. Ensure the financial viability of the institution by continually seeking alternative revenue streams
6. Cultivate partnerships with business, industry, government, and other institutions
7. Provide meaningful opportunities for the cultural development of our community.

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I. FLORIDA STATUTES 633.34 AND 633.35

IN ORDER TO QUALIFY FOR EMPLOYMENT AS A FIREFIGHTER, ONE MUST MEET THE REQUIREMENTS OF THE EMPLOYING AGENCY AND FLORIDA STATUTE 633.34 WHICH STATES:

633.34 Firefighters; qualifications for employment.—Any person applying for employment as a firefighter must:

(1) Be a high school graduate or the equivalent, as the term may be determined by the division, and at least 18 years of age.

(2) Neither have been convicted of a felony or of a misdemeanor directly related to the position of employment sought, nor have pled nolo contendere to any charge of a felony. If an applicant has been convicted of a felony, such applicant must be in compliance with s. 112.011 (2) (b). If an applicant has been convicted of a misdemeanor directly related to the position of employment sought, such applicant shall be excluded from employment for a period of four years after expiration of sentence. If the sentence is suspended or adjudication is withheld in a felony charge or in a misdemeanor directly related to the position or employment sought and a period of probation is imposed, the applicant must have been released from probation.

(3) Submit a fingerprint card to the division with a current processing fee. The fingerprint card will be forwarded to the Department of Law Enforcement and/or the Federal Bureau of Investigation.

(4) Have a good moral character as determined by investigation under procedure established by the division.

(5) Be in good physical condition as determined by a medical examination given by a physician, surgeon, or physician assistant licensed to practice in the state pursuant to chapter 458; an osteopathic physician, surgeon, or physician assistant licensed to practice in the state pursuant to chapter 459; or an advanced registered nurse practitioner licensed to practice in the state pursuant to chapter 464. Such examination may include, but need not be limited to, provisions of the National Fire Protection Association Standard 1582. A medical examination evidencing good physical condition shall be submitted to the division, on a form as provided by rule, before an individual is eligible for admission into a firefighter training program as defined in s. 633.35.

(6) Be a nonuser of tobacco or tobacco products for at least one year immediately preceding application, as evidenced by the sworn affidavit of the applicant.

IN ORDER TO QUALIFY FOR FIREFIGHTER CERTIFICATION, ONE MUST BE IN COMPLIANCE WITH FLORIDA STATUTE 633.35(1)(2) WHICH STATES:

633.35 Firefighter training and certification.—

(1) The division shall establish a firefighter training program of not less than 360 hours, administered by such agencies and institutions as it approves for the purpose of providing basic employment training for firefighters. Nothing herein shall require a public employer to pay the cost of such training.

(2) The division shall issue a certificate of compliance to any person satisfactorily complying with the training program established in subsection (1), who has successfully passed an examination as prescribed by the division, and who possesses the qualifications for employment in s. 633.34, except s. 633.34(5). No person may be employed as a regular or permanent firefighter by an employing agency, or by a private entity under contract with the state or any political subdivision of the state, including authorities and special districts, for a period of time in excess of one year from the date of initial employment until he or she has obtained such certificate of compliance. A person who does not hold a certificate of compliance and is employed under this section may not directly engage in hazardous operations, such as interior structural firefighting and hazardous-materials-incident mitigation, requiring the knowledge and skills taught in a training program established in subsection (1). However, a person who has served as a volunteer firefighter with the state or any political subdivision of the state, including authorities and special districts, who is then employed as a regular or permanent firefighter may function, during this period, in the same capacity in which he or she acted as a volunteer firefighter, provided that he or she has completed all training required by the volunteer organization.

(3) The division may issue a certificate to any person who has received basic employment training for firefighters in another state when the division has determined that such training was at least equivalent to that required by the division for approved firefighter education and training programs in this state and when such person has satisfactorily complied with all other requirements of this section. The division may also issue a special certificate to a person who is otherwise qualified under this section and who is employed as the administrative and command head of a fire/rescue/emergency services organization, based on the acknowledgment that such person is less likely to need physical dexterity and more likely to need advanced knowledge of firefighting and supervisory skills. The certificate is valid only while the person is serving in a position as an administrative and command head of a fire/rescue/emergency services organization.

(4) A person who fails an examination given under this section may retake the examination once within six months after the original examination date. An applicant who does not retake the examination within such time must take the Minimum Standards Course, pursuant to subsection (1), before being reexamined. The division may establish reasonable pre-registration deadlines for such reexaminations.

(5) Pursuant to s. 590.02(1)(e), the division shall establish a structural fire training program of not less than 40 hours. The division shall issue to any person satisfactorily complying with this training program and who has successfully passed an examination as prescribed by the division and who has met the requirements of s. 590.02(1)(e) a Certificate of Forestry Firefighter.

(6) A certified forestry firefighter is entitled to the same rights, privileges, and benefits provided for by law as a certified firefighter.

FL Statute 633.34 .35

II. DISCRIMINATION AND HARASSMENT POLICY

The North Collier Fire Training Center (NCFTC) and Florida Southwestern State College are committed to providing an atmosphere free of discrimination and/or harassment based on gender, race, religion, ethnicity, national origin, or sexual orientation. Such discrimination and/or harassment are an offense against the profession.

Slurs, jokes, comments, and/or other verbal, graphic, or physical conduct relating to an individual's or group's gender, race, religion, ethnicity, national origin, or sexual orientation is strictly prohibited. When necessary, **severe disciplinary action will be taken, up to and including dismissal from the program.**

If you feel that you are being harassed or discriminated against in any way by another recruit, an instructor, or staff member, you should notify another instructor, a Lead Instructor, or the Fire Training Center Specialist immediately. You will not be penalized in any way for reporting such conduct towards yourself or another individual.

III. INTRODUCTION

You are now participating in a training program that strives to be one of the finest in the nation.

You will receive many hours of preparation in all phases of firefighting. Upon completion of this training, you will have the basic background and foundation upon which to build increasing competency throughout your career.

It is the responsibility of the NCFTC to train you to serve a complex and multi-ethnic community. Nothing short of your maximum effort will be accepted.

Our standards are high; we are demanding; the next few months will not be easy. Those who are unwilling or unable to meet the standards in academics, physical performance, and mental fortitude shall be terminated from the program. Those who measure up should be justifiably proud to join the ranks of one of the most honored professions in the world.

Additionally, upon successful completion of the State Minimum Standards testing process and receipt of your certification as a firefighter from the State of Florida, you may be eligible to compete for positions with any Fire/Rescue Department in the State of Florida, and possibly other states.

IV. INSTRUCTIONAL OVERVIEW

The Minimum Standards Training Program is designed to meet the pre-employment requirements as prescribed by Florida Statute 633.24, Qualifications for Employment.

In addition to the basic 360 hours required by the State of Florida, the North Collier Fire Training Center recommends additional hours of instruction in ladder usage, hose layout, hazardous materials, extrication, breathing apparatus, and performance objectives. These additional training hours lengthen the course to 510 hours. The Florida State certification test is included as part of the program.

Outlined below are the major instructional areas that will be discussed:

- Orientation
- First Responder
- Fire Behavior
- Portable Extinguishers
- Protective Breathing Equipment
- Apparatus and Equipment
- Tools and Equipment
- Ladders
- Hose
- Fire Streams
- Fundamentals of Extinguishment
- Private Fire Protection Systems
- Forcible Entry
- Physical Fitness
- Exams
- Controlled Burning
- Hazardous Materials
- Course Review
- Performance Objectives
- Employability Skills

In addition to the Minimum Standards Firefighter Training Program, the NCFTC offers career development courses throughout the year. These courses are designed to enhance and upgrade the skills of Florida's firefighters.

For those students interested in pursuing a degree, Florida SouthWestern State College offers an Associate's Degree in Fire Science Technology that will articulate into the Bachelor's Program.

V. PROGRAM OBJECTIVES

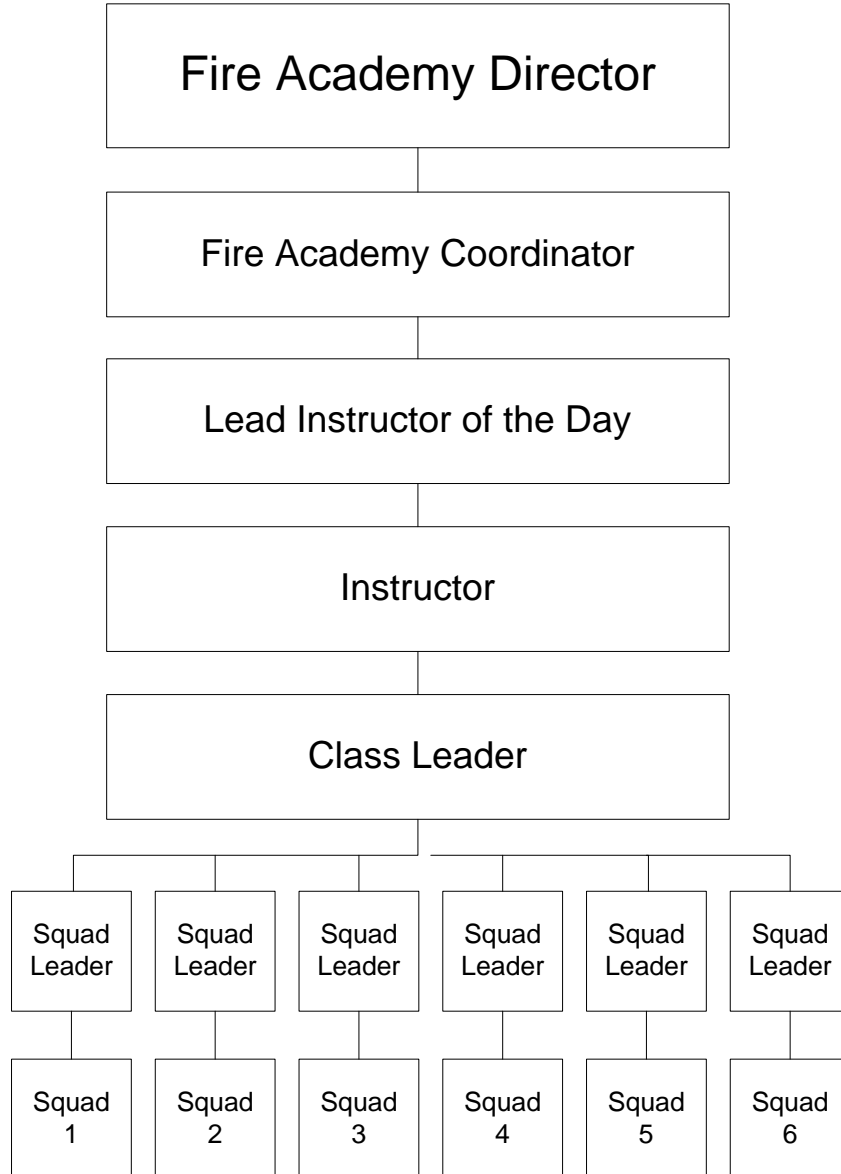
Our Firefighter Minimum Standards Training Program is one of the most comprehensive and innovative in the State of Florida. The objectives of the program are set forth by the Bureau of Fire Standards and Training as follows:

1. To prepare the recruit to meet Florida State Certification requirements, as outlined in the Florida State Statute 633.34.
2. To provide and develop the knowledge, skills and competencies required for successful performance as a firefighter.
3. To meet the many and varied informational requirements of entry-level firefighters through successful completion of an integrated, performance oriented, job-related curriculum.
4. To demonstrate through competency-based techniques, practical exercises, supervised performance and field assignments, that the recruit has the understanding and comprehension of the duties required for successful job performance.
5. To instill the necessary self-discipline that will enable the recruit to adjust and perform as a team member in an emergency situation.
6. To develop the confidence necessary for the recruit to cope with the physical, emotional and psychological demands of the firefighter.
7. To teach recruits the skills required for proficiency in entry level areas of performance, with particular emphasis on those proficiencies of a high liability and sensitive nature. This profession requires constant continuing education to succeed as a productive member of a firefighting team.
8. To develop an understanding of the multi-ethnic culture that is within the demographics of most Florida fire service areas.
9. To develop an understanding of the high ethical standard that is required in the firefighting profession.
10. To complete all program objectives while demonstrating a capacity to think and respond positively in emergency situations.
11. To safely and proficiently use firefighting related tools and equipment.
12. To provide an understanding of the need for physical and emotional discipline and fitness.

VI. NORTH COLLIER FIRE TRAINING CENTER POLICY AND PROCEDURES

CHAIN OF COMMAND

The North Collier Fire Training Center is organized to operate in a manner similar to that of a functioning fire department. Chain of Command is as follows:



OBEDIENCE TO COMMANDS

All orders and commands given by a staff member, instructor, class leader and/or squad leader will be executed immediately.

Should a recruit receive an order or instruction that he/she perceives as a conflict to a previous order, the recruit shall immediately advise the instructor of the conflict.

Responsibility for countermanding the original order or instruction then rests with the individual who issued the conflicting command. Any violation of rules and regulations may result in **disciplinary action up to and including dismissal**.

No recruit shall knowingly obey any order that is contrary to law or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification.

A recruit who receives an order which he/she believes to be improper or unlawful, shall report it, in writing, to the Fire Academy Coordinator. The report shall contain the facts of the incident, the date, and time of occurrence and any action taken. Appeals for relief of such orders should be made to the Fire Academy Coordinator at the same time.

GENERAL PROCEDURES

Student Conduct

Attached to this packet is a copy of the Conduct and Discipline Code as approved by NCFTC and Florida SouthWestern State College.

Recruits violating this code will be dealt with according to the provisions provided.

In addition, the following rules of conduct will apply and be dealt with accordingly:

1. Eating, drinking, and gum chewing will **NOT** be permitted in the classroom with the exception of water.
2. No smoking or use of tobacco products.
3. Personal telephones will NOT be permitted.
4. Recruits shall not use profanity.
5. Recruits shall not operate any fire apparatus or training equipment.
6. Recruits shall not remove any private property from NCFTC grounds.
7. Recruits shall not use any North Collier Fire Department phones.
8. Class break periods are limited to ten (10) minutes at the option of the instructor. Students will return promptly to the classroom by the end of the break and be seated quietly.
9. Sunglasses will NOT be worn in the classroom or on the drill grounds.
10. Recruits shall not gather in doorways, hallways, entranceways, or other thoroughfares at any time, and shall not impede the movement of staff members or other persons walking about the Training Center grounds. When any non-student approaches an area where recruits are present, recruits shall stand and give the signal "gangway" or walk aside so as to make a clear path for the person unless directed to "carry on."
11. Recruits shall refrain from any loud or boisterous conduct and shall conduct themselves in a professional manner at all times. Violence, profanity, vulgarity and/or racial, ethnic, religious, sexist statements are not allowed and will not be tolerated.
12. As professionals, discipline behavior will be maintained at all times. Polite and courteous conduct is both required and expected of all recruits.

13. Anytime a recruit is wearing the NCFTC uniform, on or off Center grounds, it is expected and required that the recruit conduct himself/herself in a professional manner. Any allegations of inappropriate behavior, on or off Center grounds, will be thoroughly investigated.
14. No alcoholic beverages or other drugs will be consumed during the class day nor allowed on the Center property. If recruits are found under the influence of alcohol or drugs, they will be terminated from the program.
15. Alcohol, weapons and narcotics are expressly prohibited on NCFTC grounds.
16. No football, wrestling, or other similar activities that have the potential for recruit injury are permitted on NCFTC property before, during, or after the school day.

Recruits who are disciplined will follow proper procedures to address any disciplinary procedures.

Addressing Training Center Personnel and Guests

All instructors shall be addressed by their formal title: Sir or Ma'am will be the first and last word spoken by a recruit (i.e. Sir, yes Sir, or Ma'am, no Ma'am).

Restricted Areas

Recruits shall knock at all times prior to entering any Fire Training Center office. Recruits shall not fraternize with office personnel, nor loiter in the administrative or operation areas.

Parking

Recruits shall park their vehicles in the Student Parking area in front of the Training Center. All posted traffic/parking and other driving regulations shall be adhered to at all times. Any valuables, equipment, gear or uniforms that are left in vehicles are left at the recruit's own risk.

All recruits shall comply with Florida State Department of Motor Vehicles Statutes concerning the acquisition and display of license plates, vehicle registrations and Florida Driver's Licenses.

Personal Belongings

Personal gear will be stored only in the recruit's vehicle.

Reporting to Instructors' Offices

When reporting to the Instructor's Office, the recruit will report as follows:

1. Approach the office, knock twice and wait for the command to enter.
2. When given the command to enter, the recruit will either state:

"Sir/Ma'am, Recruit (**state your last name**) requests permission to speak to _____;"

OR,

"Sir/Ma'am, Recruit (**state your last name**) reporting as ordered."

3. The above shall be executed at the position of "Attention." The recruit shall remain at the position of attention until instructed otherwise.
4. Upon completion of the conversation, the recruit will again come to the position of attention and state "Sir/Ma'am, Recruit (**state your last name**) requests permission to be dismissed." If the response is affirmative, the recruit will then execute an "about face" movement and carry on.
5. If a staff member, agency representative or faculty member approaches a recruit anywhere on Fire Center grounds, the recruit shall render a proper greeting.

Accident Insurance

The 'Student Accident Insurance Plan' as approved by the Insurance Department of the School Board of Collier County is required. Instructions for completing the policy application will be covered during the orientation session.

Personal Information

Notification of any changes in address, telephone number or other pertinent personal information must be made in writing to the Fire Academy Coordinator within twenty-four hours after the change via the Personal Information Change form. Additionally, it will be the recruit's responsibility to notify the Bureau of Fire Standards and Training of those changes.

Recruit Counseling

The Fire Academy Coordinator and other staff members are available for recruit counseling any time a need arises. Counseling may be requested in order to discuss personal or professional situations, including class standing, career direction, learning or study habits or any similar issues affecting the recruit's ability to succeed in this program.

Whenever possible, appropriate advice and/or suggestions will be made by the training staff, but when necessary or requested, referral will be made to other staff members or outside agencies for assistance.

The Guidance Department offers counseling services located at the Florida SouthWestern State College and may be contacted at any time via Chain of Command.

Dishonesty

Dishonesty is defined as giving a false statement (written or verbal), forging, defrauding, deceiving or engaging in any other behavior lacking in integrity and moral principles.

Equipment on Loan

Equipment and gear necessary for use at NCFTC is on lease to the recruits by the Center. Equipment and gear must be returned upon completion, release, and/or termination from the program.

Recruit's failure to return equipment and gear will result in his/her certificate being withheld.

All equipment and gear must be cleaned prior to return.

ATTENDANCE

Attendance is an employability skill and is given the same value as any other required performance. All recruits must receive the minimum requirements (hours), by law, of lecture material and drill curriculum.

The Bureau of Fire Standards and Training requires that recruits attend all classes during scheduled hours. Permission to deviate from the training schedule will be limited to emergency situations and shall be reviewed on an individual basis by the Center Specialist. Personal business will be conducted on the recruit's time off, and not during class hours. Unauthorized absences will result in disciplinary action up to and including dismissal.

NOTE: CERTAIN DRILL/FIELD ACTIVITIES CANNOT BE MADE-UP. EXAMPLE: LIVE BURN. SHOULD A RECRUIT MISS A REQUIRED ACTIVITY THAT CANNOT BE MADE UP, THE RECRUIT SHALL BE WITHDRAWN FROM THE CENTER.

Dependability

The recruit shall report on time for all scheduled classes and special assignment and remain until dismissed by the instructor. Any recruit who is unable to report to class for **ANY** reason must notify the **Fire Academy Coordinator** and the **class leader** at least one (1) hour prior to the scheduled reporting time. In all cases, it shall be the responsibility of the recruit to record the time notification was made and the name of the individual notified. The recruit will provide this information to the Lead Instructor immediately upon reporting to class.

AWOL (absent without leave)

Any recruit who does not notify the Fire Academy Coordinator and the Lead Instructor within one (1) hour of reporting time will be considered AWOL (absent without leave), and will be immediately terminated from the program.

Illness, Tardiness or Emergency

In cases of illness, tardiness or other emergency, call the **Fire Academy Coordinator** and the **class leader** at least one (1) hour prior to regular reporting time. In all cases, it shall be the responsibility of the recruit to record the time notification was made and the name of the individual notified. The recruit will provide this information to the Lead Instructor immediately upon reporting to class. This procedure will be followed every day of the absence.

A physician's statement, along with the physician's business card, is required when a class is missed and shall be submitted on the day of return.

When a physician is consulted, the recruit will submit a signed physician's statement from his/her (non-relative) physician along with the physician's business card, concerning the recruit's condition and any specific physical limitations, and the anticipated date of return to "**FULL AND NON-RESTRICTED TRAINING.**"

1. Recruits are required to submit a memo to the Lead Instructor, immediately upon return to class, anytime they are absent or tardy.
2. A tardy recruit will report to the Lead Instructor prior to reporting to class.
3. Any recruit not present at the time prescribed, whether in the classroom or drill field, is considered tardy. The incident will be documented on the daily log by the class instructor and demerits awarded accordingly. Being tardy three (3) times will result in dismissal from the program.
4. Sponsored recruits will also notify their agency in the event of absence or tardiness from the Training Center.

Class Hours

Unless otherwise specified, class hours are as follows:

Part-Time Evening Class:

Tuesday and Thursday
From 1700 until 2200

Saturday
From 0800 until 1900.

The Class Leader and Assistant Class Leader will make an attempt to arrive twenty minutes prior to class to assure that the class is properly prepared for the day.

Injuries

It will be the responsibility of the recruit receiving an injury, no matter how minor, to report it to the Lead Instructor immediately via Chain of Command. Failure to immediately report any injury shall lead to dismissal from the program.

1. All injuries will be documented immediately, and an Accident Report completed, even if medical attention is not desired at the time.
2. The Lead Instructor will complete the appropriate forms and direct the recruit to seek medical attention for any injury that prevents a recruit from participating in any program activity.

Medical Release

In order to return to active participation following any injury or debilitating illness, the recruit will be required to have a medical release, with the physician's business card attached, from a non-relative attending physician, specifically stating that the recruit can participate in "FULL AND NON-RESTRICTIVE ACTIVITY." The release must be presented to the Lead Instructor and approved by the Fire Academy Coordinator prior to participation in any activity that is physical in nature.

The release must include an exact statement from the physician as to the nature and severity of the illness or injury and any specific limitations which must be observed.

1. The Lead Instructor will use the Training Center's daily log to report any limitation placed on the recruit, but will not record any medical information.
2. The daily log will also be used to report any changes in the status of the recruit regarding limitations and/or restrictions.
3. Injuries or illnesses, which render the recruit unable to participate in the full spectrum of activities for more than three (3) consecutive class days can result in the recruit being withdrawn from the Center.

UNIFORMS AND PERSONAL APPEARANCE

Uniform Regulations

Uniform dress codes shall be enforced at all times while attending the NCFTC or any off-site training activities. Grooming standards are based on several elements, including neatness, cleanliness and uniform appearance of the recruits. The standards established herein are to provide a foundation for those who have chosen a career in firefighting and to command respect for the position.

1. All recruits attending the Training Center shall comply with uniform standards and personal grooming requirements, unless otherwise directed by a member of the training staff.
2. Every recruit will have a complete uniform available at all times, including physical training wear and bunker gear.
3. Only those uniform(s) authorized by the Training Center may be worn during training.
4. Undershirts, when worn, shall not be exposed.
5. Appropriate undergarments are to be worn at all times while attending NCFTC.

Classroom/Dress Uniform

Polo shirt with NCFTC logo, navy-blue uniform pants, black uniform belt, shined black boots, black socks, and two black pens.

Physical Training (PT) Uniform

T-shirt with NCFTC logo, shorts, sneakers and white socks.

Field/Drill Ground Uniform

The Lead Instructor will specify the uniform of the day when recruits are participating in field activities. However, during all drill activities or anytime on the drill grounds, a recruit will be wearing his/her helmet with face shield and ear flaps down and gloves on. Only on approved breaks will recruits be permitted to doff their helmets and gloves **AND ONLY** when under protective cover. Field/Drill Ground uniforms include the following:

- Bunker Gear: Pants, jacket and hood
- Bunker Boots: Rubber or leather
- Structural fire helmet with face shield and ear flaps down
- Firefighting Gloves
- T-shirt with NCFTC logo
- Shorts
- Black Safety Shoes (if not in bunker gear)
- Sunglasses will NOT be permitted

Personal Appearance

1. Recruits will be regularly inspected for appearance of uniform, cleanliness, personal neatness and knowledge. Acceptable appearance at inspection will not relieve a recruit from maintaining a high standard of appearance at all times.
2. The dress uniform will be worn for all class activities, except when otherwise scheduled or authorized by an instructor. The uniform will be worn in its entirety only. It will not be worn unless it is complete, clean and pressed. Uniform items will not be worn while conducting personal business.
3. Male recruits are required to be clean-shaven at all times. All recruits will have hair neatly trimmed, uniform cleaned and pressed, and all leather and metal polished. Recruits will be responsible for maintaining all uniforms and equipment in a good state of repair at all times.
4. Uniforms and equipment will be kept clean, pressed, polished and subject to inspection at all times.

Personal Grooming

1. Recruits will maintain a neat and clean appearance when in uniform, regardless of location.
2. Hair may not touch the classroom shirt collar at the back of the neck. Any unsecured hair that is longer than the classroom shirt collar will be pinned up and/or restrained in such a manner that it does not touch the classroom shirt collar at any time. Hair shall not extend over the ears. Male recruits' sideburns will be trimmed no longer than the center of the ear. No designs or words will be cut into the hair. No multi-colored dyed hair. Any hairstyle that is deemed inappropriate by the Lead Instructor will not be allowed.
3. Male recruits will be clean-shaven. No beards, sideburns or goatees are allowed. Shaving the night prior to class is unacceptable.
4. Fingernails must be trimmed no longer than 1/8 of an inch above the finger for safe field operations, must be kept clean and unpolished with any color other than natural.

Jewelry

1. The only jewelry allowed is as follows: **Black** wristwatch and medical alert tag. **NO OTHER JEWELRY IS ALLOWED.** No earrings, no necklaces, no rings or any other body jewelry shall be permitted.
2. It is recommended that all valuables be left at home as neither North Collier Fire Training Center nor its staff is responsible for lost or stolen items.

Personal Hygiene

Showers are available for use by recruits. The Lead Instructor and/or his/her designee will counsel any recruit who fails to maintain a clean and odor-free body condition.

All recruits will carry a change of clothes. If recruit uses both NCFTC logo shirts, plain white T-shirts will be acceptable.

ACADEMIC PERFORMANCE

Recruits must maintain a satisfactory level of performance in order to qualify for the State Exam and graduation. **Satisfactory level of performance at the Training Center means a recruit must score a minimum of 70% on all exams and all components of performance objectives except for the CPR exam which must be passed with a minimum of 84% (American Heart Association standard).**

It is expected and required that all assignments will be read prior to class.

Satisfactory completion of the overall training program will be determined by the individual recruit's conduct, desire to learn, interest and initiative, academic and field performance.

Classroom Procedures

1. Recruits will be seated immediately prior to the class.
2. Upon entering the classroom after activities, the recruits will proceed to their seats.
3. Upon command, or when an instructor and/or visitor enter the classroom, the class leader will call for the class to come to "Attention." All recruits will immediately stand and face the front of the classroom and provide the proper respect to the instructor and/or visitor. **ONLY** when another instructor is already present in the classroom will the need to come to "Attention" be excused.
4. To ask a question in class, a recruit shall raise his/her hand and wait for acknowledgement from the instructor. Once acknowledged, the recruit shall stand and ask the question, speaking clearly and in a tone and volume that allows all others in the classroom to hear the question.
5. As instruction is being delivered in the classroom, recruits shall be alert and shall take adequate notes.
6. No food or drinks shall be brought into or consumed in the classroom, **with the exception of water** in a closed container.
7. Classrooms are to be clean and organized at all times. Trash cans are to be emptied as needed and at the end of each class.
8. Cell phones, pagers, or other electronic devices are not allowed in classrooms and may not be worn or carried by recruits during class hours.

Cheating and Consequences

Cheating is any unauthorized activity that impairs or alters the circumstances of an exam as a measure of the individual recruit's knowledge or skills, including, but not limited to:

1. Obtaining/providing or attempting to obtain/provide questions, answers, responses or copies of an exam and/or performance objective prior to its administration.
2. Attempting to compromise the exam process by bringing, or attempting to bring, materials, equipment or information to respond to exam and/or performance objective questions.
3. Looking at, or attempting to look at, the exam materials and/or performance objective of another recruit.
4. Allowing, or attempting to allow, another recruit to obtain access to exam and/or performance objective information.
5. While performing any performance objective testing and/or any other manual dexterity testing, any and all participants of such test will be subject to failure and/or dismissal for helping, or attempting to help, any recruit being tested by verbalizing, motioning, positioning or any other mannerisms that may be perceived as assisting a recruit in a testing procedure.
6. Taking, or attempting to take, unauthorized exam and/or performance objective materials from the Center.
7. Beginning an exam before the exam time begins.
8. Continuing to work on an exam after the exam time has ended.
9. Using or attempting to use one of the following prohibited exam aids during the exam and/or performance objective process: Data-link watches; cellular telephones; electronic devices such as but not limited to: pagers, pocket organizers, palm pilots, writing pens or pencils, calculators or calculator watches; dictionaries or other books.

The recruit who violates any of the above violations will receive one or more of the following consequences:

- Test scores are invalidated and changed to zero.
- Retake test.
- Agencies are notified (if applicable).
- Termination from the program.

NOTE: Cheating is not tolerated and is grounds for disciplinary action up to and including dismissal.

Methods of Testing

- 1.Oral Participation
- 2.Written Exam
- 3.Practical Demonstration (manual dexterity)
- 4.Performance Objectives

Exam Guidelines

1. CPR – All recruits must pass the CPR exam with a minimum of 84% (American Heart Association standards). Regardless of score above 84% received on any retake of CPR, a score of 84% will be recorded.
2. Exams will be administered for all subject areas covered in the Firefighter Minimum Standards Training program. Written exams will be administered on the dates specified on the class schedule. Recruits are responsible for all material contained within assigned book(s), handouts, videos, lectures, etc.
3. A written exam will be administered for each subject area of the Florida State Minimum Standards outline. The North Collier Fire Training Center requires that all recruits score a minimum of 70% in each subject area.
4. Should a recruit fail a primary written exam, he/she will be given a make-up exam. Make-up exams will be administered the following scheduled class.
5. All make-up exams must be passed with a minimum score of 70%. **Any recruit who fails to score a 70% or higher shall be dismissed from the program.**
6. Any recruit taking the entire Firefighter I and Firefighter II program **will be dismissed on the fourth failure.**
7. Any recruit entering **ONLY** the Firefighter II program **will be dismissed on the third failure.**
8. All retest regardless of the passing grade will be recorded as a 70%.
9. Any recruit that fails Firefighter I or Firefighter II Final will be dismissed **NO re-test** permitted.
10. Candidates that are absent on a day of either or a Written Exam and/or Performance Objective shall receive a **failure for that exam and/or objective.** A retest will be taking the following class and will be recorded as a 70%, regardless of score.

11. Recruit requirements for written exams are as follows:
 - a) Recruits will be required to have two #2 pencils for testing
 - b) When the instructor enters the classroom for testing, recruits will remove all items from their desks with the exception of two #2 pencils. All other items will be placed on the floor under the recruits' desks and will remain there until all recruits have completed the exam.
 - c) On the name line, the recruit will write his/her **last name**, followed by a comma, and then write his/her first name and middle initial. On the subject line, write the name of the subject being tested (i.e. "fire behavior," "ladders," "SCBA," etc.). Write the date on the date line and on the period line write your assigned Center recruit number. If an exam requires more than one answer sheet, each answer sheet shall be completed accordingly.
 - d) The instructor will direct the recruits to inspect their exams to ensure that the correct number of questions appears on each page and that all pages are in their exams.
 - e) Should a recruit have a question during the exam, he/she is to raise a hand and wait for the instructor to come to the desk. The only time a recruit may leave his/her seat during an exam is when the exam is over.
 - f) No marks are to be made on the test booklet at any time.
12. Every attempt will be made to provide recruits with exam results the following class day. Make-up exams will be administered at the discretion of the Fire Academy Coordinator.

Exam Preparation

Preparing for exams is a matter of vital importance to all recruits. Prepared recruits are not apprehensive about exams, realizing that they serve the following purposes:

- To motivate and stimulate learning.
 - To provide practice in applying one's learning.
 - To indicate recruit progress.
 - To emphasize important points.
 - To serve as a basis for grades.
 - To reward recruit efforts.
1. Review new material as soon as you have completed studying it. Review old material before going on to new material.

2. Procrastination is a recruit's worst enemy. Don't put off studying until it is time for exams and then try to cram in more than you can absorb.
3. Schedule your time so you can review all of the material thoroughly.
4. Attempt to learn material and not just memorize it for exams.
5. Don't be afraid to seek help on portions of a subject that you don't understand. Training Center faculty and staff are available to assist you.

Taking Exams

Students should approach exams with a positive "can-do" attitude. Don't worry about how well you will do, just do your best. Read questions thoroughly, just as they are written. Do not make assumptions.

1. Glance through the entire test to determine the general type of questions (essay, true-false, multiple choice, etc.).
2. Work vigorously and concentrate.
3. A sufficient amount of time will be allocated to complete each exam. Use your time wisely. Don't spend too much time on difficult questions. Check the question and go on with the test, coming back to the skipped questions after you have completed the test.
4. Make sure that you mark the correct answer space for each corresponding question on the scantron or answer sheet.
5. During review of exams, recruits will not be allowed to take notes and must clear their desks of all materials except test booklets.

Florida Southwestern State College Grading System

A	100-93
B	92-85
C	84-78
D	77-70
F	Below 70

Research Papers

A 2,000 word research paper will be written on the material missed by an absent recruit due the next class day. They are used by the Lead Instructors to evaluate the recruits' comprehension of missed subject matter.

Research papers are to be double-spaced, one side of paper only, and computer generated, typed.

Break Time

1. Class break periods are at the discretion of the instructor. Recruits shall return promptly to the classroom by the end of each break and be seated. A recruit who is late returning to the classroom shall quietly enter the room and take his/her assigned seat. At the next class break, the offending recruit shall report his/her reason for tardiness to the Lead Instructor and be given the appropriate Demerits.
2. Field/Drill Ground break periods are at the discretion of the instructor. Recruits shall return promptly, and if so required, line up in formation. A recruit who is late returning from a break shall immediately report to the Lead Instructor and be given the appropriate Demerits.
3. All breaks will be taken in an area designated by an instructor and conducted in a quiet and orderly manner. Phone calls can be made only at this time. Recruits are not allowed to use office phones.
4. Eating and drinking of beverages will be permitted ONLY in areas designated by the staff. Classrooms and other facilities will be maintained in a clean and orderly manner at all times.

PHYSICAL PERFORMANCE

Physical Training (PT)

Physical training is an integral part of the Training Center's program, and all recruits will be required to participate in daily physical training exercises. PT may include all or any, but is not limited to, the following:

- Running – Timed distances, laps with four-story tower
- Push-ups – Regular, diamonds, wide, slow count
- Pull-ups
- Sit-ups and crunches
- Leg raises
- Mountain climbers

Each week's physical training exercises will increase and intensify in order to reach a desired strength and performance proficiency level required for structural firefighting. Water breaks will be given at any time when requested by recruits during PT or outdoor training.

All recruits shall be involved in the physical training program. Any recruit who is unable to participate in physical training without limitations due to an injury or illness must supply a precise written physician statement. If a recruit misses three (3) or more classes, he/she will be scheduled for a counseling session with the Lead Instructor and the Fire Academy Coordinator to discuss the parameters of the recruit's participation.

Recruits excused from participating in physical training shall be assigned non-physical assignments until the class completes its PT. **The student shall NOT use this time for personal gain.**

Any recruit returning from an illness or injury must notify the Fire Academy Coordinator before participating in any physical fitness or practical phases of training. Based on the physician's statements, the Lead Instructor and the Fire Academy Coordinator will authorize the recruit to participate or not.

DISCIPLINE AND DEMERITS

Disciplinary Procedures

Recruits will be counseled or disciplined when they have demonstrated behavior and/or performance which does not meet the standards expected of a recruit at the North Collier Fire Training Center.

The responsible instructor or staff member will document all conferences, in writing, and an appropriate entry will be made in the recruit's file. These conferences could result in an individual receiving disciplinary action up to and including dismissal from the NCFTC.

The demerit system is used for minor disciplinary actions; however, other disciplinary action can be imposed up to and including dismissal from the program.

Recruits are subjected to the disciplinary procedures of the NCFTC, as well as those of the Florida SouthWestern State College.

Demerit System

This program incorporates a demerit system. A recruit who is participating in the Firefighter I and Firefighter II program and receives a total of **thirty (30)** demerits shall be dismissed from the program. A recruit who enters the Firefighter II program and receives a total of **fifteen (15)** demerits shall be dismissed from the program. Demerits will be issued in a progressive manner for repeat infractions. When a recruit receives **ten (10)** demerits, he/she will be counseled by the Fire Academy Coordinator and/or the Program Director. Demerits are issued for the following:

INFRACTION	PROGRESSIVE DEMERITS		
	1st	2nd	3rd
Out of Uniform	2	4	6
Use of Foul Language	2	4	6
Failure to Complete Assigned Tasks	3	5	7
Violations of Rules, Regulations or Safety Standards	3	5	7
Disrespect	10 Per Occurrence		
Tardiness: Roll Call, Formations, Breaks or Assignments	5	7	Dismissal
Leaving Class Early	5	7	Dismissal
Reported Absences	7	9	11
AWOL	Immediate Dismissal		

THE DEMERIT SYSTEM IS USED FOR MINOR DISCIPLINARY ACTION, HOWEVER, OTHER DISCIPLINARY ACTION CAN BE IMPOSED UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM.

When demerits are issued, a written description of the infraction will be recorded on the Demerit Form. The recruit AND the instructor shall sign the Demerit Record form for the issued demerits.

Recruit Name: _____

Recruit signature: _____

Date: _____

Instructor Signature: _____

(Form 101)

WORK DETAILS

Outside Instructional Areas, Equipment and Apparatus

It is the recruits responsibility to assist in maintaining the outside areas and the equipment and apparatus used. Cleanliness is vital to safety and preventative maintenance.

Fire apparatus and equipment will be returned to the proper place at the end of an activity. Any damage will be reported immediately to an instructor.

All hoses will be washed after use and hung in the drying section of the smoke tower unless otherwise directed by an instructor.

Cleaning Duties

All recruits will be required to perform the following clean-up duties:

1. Men's and Women's Bathrooms – Clean mirrors, clean/refill soap dispensers, sweep floors and wet mop floors.
2. Classroom – Wipe down all desks and countertops. Clean chalk board and erasers, straighten all desks and chairs, and wipe down any AV equipment located in classroom. Sweep and/or vacuum floors.
3. Outside Area – Police grounds, sweep walkways, straighten outside drill area, putting away equipment that is left out. Wash down concrete areas around tower as needed.
4. Tower – Police entire tower, all floors. Straighten equipment room, hose drying area, equipment on shelves, and portable extinguishers. Close all windows and secure all tower doors.

NOTE: Squads are responsible for their detail for the entire day in addition to any other duties assigned by an instructor.

All squads will secure apparatus and equipment on the apparatus when finished with their details at the end of the day in addition to any other duties assigned by an instructor.

Upon completion of the clean-up duties, students will be dismissed as a group by the instructor.

ATTACHMENTS

NORTH COLLIER FIRE TRAINING CENTER
FIREFIGHTER MINIMUM STANDARDS TRAINING PROGRAM

Policy and Procedures Receipt

Recruit Name: _____

Social Security #: _____

Date: _____ Class # _____

I, _____, hereby certify that I have read the information contained within the Recruit Firefighter Minimum Standards Training Manual that explains policies, procedures, rules, and regulations to be followed by me as a recruit. I have been given the opportunity to receive answers to questions about information contained within the packet that I may not have understood. By signing this form I am indicating that I have a full and clear understanding of all the information contained within this packet. I agree to follow all policies, procedures, rules, and regulations. I understand, and fully agree to, that any deviation from set policies could result in disciplinary procedures including, but not limited to, not being allowed to participate in the State Certification Exam and dismissal from the program.

Recruit: _____
Signature Date

Recruit: _____
Print Name

Witness _____
Signature Date

Witness _____
Print Name

(Form 104)

ATTENDANCE POLICY

Attendance Policy

Attendance at all class and drill sessions is mandatory. All recruits must receive the minimum requirements (hours) by law of lecture material and drill curriculum. Candidates that are absent on a day of either a Written Exam and/or Performance Objective day shall receive a **failure for that exam and/or objective**. A retest will be taking the following class

Absentee Policy

Absences due to emergencies shall be reviewed on an individual basis by the Fire Academy Coordinator.

Tardiness

Failure to be present at the time prescribed, whether in the classroom or on the drill field, is considered tardy. The incident will be documented on the daily log by the class instructor and demerits awarded accordingly. Being tardy three (3) times will result in dismissal from the program.

Leaving Early

The incident will be documented on the daily log by the class instructor and demerits awarded accordingly. Leaving early three (3) times will result in dismissal from the program.

AWOL (absent without leave)

Any recruit who does not notify the Fire Academy Coordinator or the Lead Instructor within one (1) hour of reporting time will be considered absent without leave (AWOL), and be terminated from the Center immediately.

NOTE; CERTAIN DRILL/FIELD ACTIVITIES CANNOT BE MADE UP. EXAMPLE: LIVE BURN. SHOULD A RECRUIT MISS A REQUIRED ACTIVITY THAT CANNOT BE MADE UP, THE RECRUIT SHALL BE WITHDRAWN FROM THE CENTER.

Recruit Name (Print)

Signature

Date

Fire Academy Coordinator Signature: _____

(Form 105)

TARDY MEMO

DATE: _____

TO: _____ (Lead Instructor)

FROM: _____
Recruit Name _____ Squad # _____

SUBJECT: _____

Explanation: PRINT CLEARLY

Date of Tardy: _____

Time of Arrival: _____

Total TIME missed: _____

Date make-up must be completed: _____

Recruit Signature _____ Date _____

Instructor Signature _____ Date _____

(Form 102)

ADMINISTRATIVE RECORD OF COUNSELING

RECRUIT NAME: _____
Last First

NATURE OF COUNSELING: (Be specific) _____

LEAD INSTRUCTOR: _____
Print Name

INSTRUCTOR'S RECOMMENDATION: _____

LEAD INSTRUCTOR: _____
Signature Date

ADMINISTRATIVE ACTION TAKEN: _____

FIRE ACADEMY COORDINATOR: _____
Signature Date

RECRUIT: _____
Signature Date

ADDITIONAL COMMENTS: _____

(Form 100)

PERSONAL INFORMATION CHANGE

This form must be provided to Lead Instructor within twenty-four hours after change. Please provide only name and changed information.

Name: _____

Old Name: _____

New Name: _____

Old Address: _____

New Address: _____

Old Telephone Number: _____

New Telephone Number: _____

Old Cell Phone Number: _____

New Cell Phone Number: _____

Old Emergency Contact: _____

New Emergency Contact: _____

Old E-Mail Address: _____

New E-Mail Address: _____

(Form 103)

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and push ups are at a 2 min. time limit.

Performance		Grade		Males:	Ages 17-19 years
			sit-ups	Pushups	1.5-mile run
Category					
Outstanding	High	100	109	92	8:15
Outstanding	Medium	97	107	91	8:45
Outstanding	Low	94	102	86	9:00
Excellent	High	91	98	82	9:15
Excellent	Medium	88	93	79	9:30
Excellent	Low	85	90	76	9:45
Good	High	82	81	68	10:00
Good	Medium	79	71	60	10:30
Good	Low	76	62	51	11:00
Satisfactory	High	73	59	49	12:00
Satisfactory	Medium	70	54	46	12:15
Failure					

Performance		Grade	Females: 17-19		
			Sit-ups	Pushups	1.5-mile run
Category					
Outstanding	High	100	109	51	9:29
Outstanding	Medium	97	107	50	11:15
Outstanding	Low	94	102	47	11:30
Excellent	High	91	98	45	11:45
Excellent	Medium	88	93	43	12:00
Excellent	Low	85	90	42	12:30
Good	High	82	81	36	12:45
Good	Medium	79	71	30	13:00
Good	Low	76	62	24	13:30
Satisfactory	High	73	59	22	14:15
Satisfactory	Medium	70	54	20	14:45
Failure					

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance		Grade	Males: 20-24		
			Sit-ups	Pushups	1.5-mile run
Category	Level				
Outstanding	High	100	105	87	8:30
Outstanding	Medium	97	103	86	9:00
Outstanding	Low	94	98	81	9:15
Excellent	High	91	94	77	9:45
Excellent	Medium	88	90	74	10:00
Excellent	Low	85	87	71	10:30
Good	High	82	78	64	10:45
Good	Medium	79	66	55	11:30
Good	Low	76	58	47	12:00
Satisfactory	High	73	54	45	12:45
Satisfactory	Medium	70	50	42	13:15
Failure					

Performance		Grade	Females 20-24		
			Sit-ups	Pushups	1.5-mile run
Category	Level				
Outstanding	High	100	105	48	9:47
Outstanding	Medium	97	103	47	11:15
Outstanding	Low	94	98	44	11:30
Excellent	High	91	94	43	12:15
Excellent	Medium	88	90	40	12:45
Excellent	Low	85	87	39	13:15
Good	High	82	78	33	13:30
Good	Medium	79	66	28	13:45
Good	Low	76	58	21	14:15
Satisfactory	High	73	54	20	15:00
Satisfactory	Medium	70	50	17	15:15
Failure					

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance			Males: 25-29		
		Grade	Sit-ups	Pushups	1.5mile run
Category					
Outstanding	High	100	101	84	8:55
Outstanding	Medium	97	100	82	9:23
Outstanding	Low	94	95	77	9:38
Excellent	High	91	91	73	10:15
Excellent	Medium	88	87	69	10:30
Excellent	Low	85	84	67	10:52
Good	High	82	75	60	11:23
Good	Medium	79	62	51	12:15
Good	Low	76	54	44	12:53
Satisfactory	High	73	50	41	13:23
Satisfactory	Medium	70	47	38	13:45
Failure					

Performance		Grade	Females: 25-29		
			Sit-ups	Pushups	1.5mile run
Category					
Outstanding	High	100	101	46	10:17
Outstanding	Medium	97	100	45	11:30
Outstanding	Low	94	95	43	11:45
Excellent	High	91	91	41	12:30
Excellent	Medium	88	87	39	13:00
Excellent	Low	85	84	37	13:23
Good	High	82	75	30	14:00
Good	Medium	79	62	26	14:30
Good	Low	76	54	19	14:53
Satisfactory	High	73	50	18	15:23

Satisfactory	Medium	70	47	15	15:45
Failure					

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance		Grade	Males: 30-34		
			Sit-ups	Pushups	1.5-mile run
Category					
Outstanding	High	100	98	80	9:20
Outstanding	Medium	97	97	78	9:45
Outstanding	Low	94	92	74	10:00
Excellent	High	91	88	69	10:30
Excellent	Medium	88	85	67	11:00
Excellent	Low	85	81	64	11:15
Good	High	82	73	57	12:00
Good	Medium	79	59	48	13:00
Good	Low	76	51	41	13:45
Satisfactory	High	73	47	38	14:00
Satisfactory	Medium	70	44	35	14:15
Failure					

Performance		Grade	Females: 30-34		
			Sit-ups	Pushups	1.5-mile run
Category	Level				
Outstanding	High	100	98	44	10:46
Outstanding	Medium	97	97	43	11:45
Outstanding	Low	94	92	41	12:00
Excellent	High	91	88	39	12:45
Excellent	Medium	88	85	37	13:15
Excellent	Low	85	81	35	13:30
Good	High	82	73	28	14:30
Good	Medium	79	59	24	15:15
Good	Low	76	51	17	15:30
Satisfactory	High	73	47	15	15:45

Satisfactory	Medium	70	44	13	16:15
Failure					

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance		Grade	Males: 35-39		
			Sit-ups	Pushups	1.5-mile run
Category					
Outstanding	High	100	95	76	9:25
Outstanding	Medium	97	93	74	9:53
Outstanding	Low	94	88	70	10:08
Excellent	High	91	85	65	10:38
Excellent	Medium	88	83	63	11:08
Excellent	Low	85	78	60	11:23
Good	High	82	70	53	12:23
Good	Medium	79	55	44	13:23
Good	Low	76	47	37	14:08
Satisfactory	High	73	43	35	14:23
Satisfactory	Medium	70	40	33	14:45
Failure					

Performance		Grade	Females: 35-39		
			Sit-ups	Pushups	1.5-mile run
Category					
Outstanding	High	100	95	43	10:51
Outstanding	Medium	97	93	42	11:53
Outstanding	Low	94	88	39	12:08
Excellent	High	91	85	37	12:53
Excellent	Medium	88	83	35	13:23
Excellent	Low	85	78	34	13:45
Good	High	82	70	26	14:38
Good	Medium	79	55	22	15:30
Good	Low	76	47	14	15:53
Satisfactory	High	73	43	13	16:15
Satisfactory	Medium	70	40	11	16:38
Failure					

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance		Grade	Males: 40-44		
			Sit-ups	Pushups	1.5-mile run
Category					
Outstanding	High	100	92	72	9:30
Outstanding	Medium	97	90	70	10:00
Outstanding	Low	94	85	67	10:15
Excellent	High	91	83	61	10:45
Excellent	Medium	88	80	59	11:15
Excellent	Low	85	76	56	11:45
Good	High	82	68	50	12:45
Good	Medium	79	51	41	13:45
Good	Low	76	44	34	14:30
Satisfactory	High	73	39	32	14:45
Satisfactory	Medium	70	37	29	15:15
Failure					

Performance		Grade	Females: 40-44		
			Sit-ups	Pushups	1.5-mile run
Category					
Outstanding	High	100	92	41	10:56
Outstanding	Medium	97	90	40	12:00
Outstanding	Low	94	85	37	12:15
Excellent	High	91	83	35	13:00
Excellent	Medium	88	80	33	13:30
Excellent	Low	85	76	32	14:00
Good	High	82	68	24	14:45
Good	Medium	79	51	20	15:45
Good	Low	76	44	12	16:15
Satisfactory	High	73	39	11	16:45
Satisfactory	Medium	70	37	9	17:00
Failure					

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance		Grade	Males: 45-49		
			Sit-ups	Pushups	1.5mile run
Category					
Outstanding	High	100	88	68	9:33
Outstanding	Medium	97	86	66	10:08
Outstanding	Low	94	81	63	10:30
Excellent	High	91	80	57	11:08
Excellent	Medium	88	78	54	11:38
Excellent	Low	85	73	52	12:08
Good	High	82	65	46	13:00
Good	Medium	79	47	37	14:08
Good	Low	76	40	32	14:53
Satisfactory	High	73	35	28	15:15
Satisfactory	Medium	70	33	25	15:45
Failure					

Performance		Grade	Females 45-49		
			Sit-ups	Pushups	1.5mile run
Category					
Outstanding	High	100	88	40	10:58
Outstanding	Medium	97	86	39	12:08
Outstanding	Low	94	81	35	12:30
Excellent	High	91	80	33	13:15
Excellent	Medium	88	78	32	13:45
Excellent	Low	85	73	30	14:08
Good	High	82	65	22	15:00
Good	Medium	79	47	18	15:53
Good	Low	76	40	11	16:30
Satisfactory	High	73	35	8	16:53
Satisfactory	Medium	70	33	7	17:08
Failure					

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance		Grade		Males: 50-54		
				Sit-ups	Pushups	1.5mile run
Category						
Outstanding	High	100	85	64	9:35	
Outstanding	Medium	97	84	62	10:15	
Outstanding	Low	94	78	59	10:45	
Excellent	High	91	77	53	11:30	
Excellent	Medium	88	76	51	12:00	
Excellent	Low	85	71	49	12:30	
Good	High	82	63	43	13:15	
Good	Medium	79	44	34	14:30	
Good	Low	76	37	30	15:15	
Satisfactory	High	73	32	25	15:45	
Satisfactory	Medium	70	30	23	16:15	
Failure						

Performance		Grade		Females: 50-54		
				Sit-ups	Pushups	1.5mile run
Category						
Outstanding	High	100	85	38	11:00	
Outstanding	Medium	97	84	37	12:15	
Outstanding	Low	94	78	33	12:45	
Excellent	High	91	77	31	13:30	
Excellent	Medium	88	76	30	14:00	
Excellent	Low	85	71	28	14:15	
Good	High	82	63	20	15:15	
Good	Medium	79	44	16	16:00	
Good	Low	76	37	10	16:45	
Satisfactory	High	73	32	6	17:00	
Satisfactory	Medium	70	30	5	17:15	
Failure						

Physical Readiness Test Standards (Test site elevation LESS than 5,000 ft above sea level) Sit ups and Curl ups are at a 2 min. time limit.

Performance		Grade	Males: 54-Up		
			Sit-ups	Pushups	1.5mile run
Category					
Outstanding	High	100	81	60	10:42
Outstanding	Medium	97	80	59	11:09
Outstanding	Low	94	74	56	11:25
Excellent	High	91	70	52	11:57
Excellent	Medium	88	66	48	12:29
Excellent	Low	85	62	46	13:12
Good	High	82	54	38	14:13
Good	Medium	79	40	32	15:14
Good	Low	76	36	16	16:15
Satisfactory	High	73	30	14	16:33
Satisfactory	Medium	70	28	12	16:51
Failure					

Performance		Grade	Females 54-Up		
			Sit-ups	Pushups	1.5mile run
Category					
Outstanding	High	100	81	30	12:23
Outstanding	Medium	97	80	28	13:39
Outstanding	Low	94	74	26	13:57
Excellent	High	91	70	24	14:25
Excellent	Medium	88	66	22	14:53
Excellent	Low	85	62	20	15:20
Good	High	82	54	16	16:09
Good	Medium	79	40	10	16:58
Good	Low	76	36	6	17:48
Satisfactory	High	73	30	5	18:03
Satisfactory	Medium	70	28	3	18:18
Failure					

**NORTH COLLIER FIRE TRAINING CENTER FIREFIGHTER MINIMUM STANDARDS
PERFORMANCE OBJECTIVES**

1 ½ Mile Run Time Completed: 1st _____ 2nd _____

Sit Ups 1st _____ 2nd _____

Push Ups 1st _____ 2nd _____

TOTAL _____

Signatures: Instructor # 1 Instructor # 2 Recruit

Test _____ / _____ / _____

Retest _____ / _____ / _____

INSTRUCTOR: _____

COMMENTS: _____

Practice Session #1Date _____ **Practice Session #2**Date _____

Instructor _____ **Instructor** _____

Student _____ **Student** _____