

Fire Academy Admissions Policy

Selection of Fire Academy attendees is based on a defined and consistent process to ensure fairness for all applicants. This process is outlined as follows:

To begin the application process, all initial applicants must complete the "PRE-ENROLLMENT" steps outlined in the "INFORMATION SHEET" and meet all deadlines. All required materials must be received on or before the date specified and **ALL** applicants must attend a mandatory orientation meeting. It is the responsibility of each applicant to meet the deadlines.

All qualified applicants' names will then be entered into the computer program to be randomly selected and ranked. Those names that have been selected from 1 through 50 will be sent notices informing them that they have been selected to enroll into the Fire Academy. Applicants who rank above 50 (for example, 51, 52, etc.) will be placed on a waiting list in the order of their ranking. In the event there is a withdrawal from any applicant in the first 50 selections, the next ranked applicant will be notified and permitted to proceed with the application process. It is recommended that those on the waiting list be prepared, should they be notified of a vacancy and given permission to continue the application process.

All applicants that have been selected to continue the process must then complete the "ENROLLMENT" steps and meet all deadlines. This includes the payment of fees by the specified date. Failure to do so will disqualify them from entering the academy and the next available applicant will be notified of a vacancy.

All persons who are not selected on their first application attempt may reapply for admission to the next successive academy with the opportunity for their name to be entered twice in the lottery. Those who have applied to the academy two consecutive times without success, and apply for a third consecutive time will be automatically accepted into that third academy without going through the lottery process.

Persons who have been accepted into the academy but choose to decline the offer, and at a later date wish to attend, will be required to reapply as though applying for the first time.

All students who become physically injured during attendance in the academy and are in good standing may request an "incomplete" grade to withdraw from the academy and be automatically accepted in the subsequent academy. The student, however, must obtain a physician's statement on letterhead that he or she has sustained injuries that preclude the completion of the academy. If the student reapplies, acceptance into the next academy will be based on a medical release from a physician to confirm that the student is fit for the academy. All returning students will re-enter the academy at a point determined by the fire academy staff and director.

Academic failure, failure to complete other academy requirements, or violations of the Cadet Manual that result in dismissal do not permit a student to reapply to the academy with added names to the lottery. Provided the student is permitted to reapply, reapplication will begin as though the student was applying for the first time.

There will be no exceptions given to any of the steps specified in this document.

Failure of mail or courier services to deliver documents on time does not excuse the deadline.