



VERDUGO FIRE ACADEMY

APPLICATION PACKET



Revised 1/18/12

Please type or print in black ink only

PERSONAL INFORMATION

Last Name:		First Name:		Middle Initial:	
Street Address:					
City, State, Zip Code:					
Primary Phone:		Alternate Phone:			
E-mail address:					
Glendale Student I.D. #		Ethnicity:			
Date of Birth:		Age:		Gender:	

EDUCATION / SPECIAL TRAINING

College Degrees:			
Fire Tech Classes Completed:		Total Fire Tech Units completed:	

CERTIFICATIONS

Check all that apply below and provide documentation / proof of each;

<input type="checkbox"/> EMT	Type (B or P):		County / NR:		Expiration:	
<input type="checkbox"/> C-PAT	Date completed:					

FIRE SERVICE EXPERIENCE

<input type="checkbox"/> Explorer	Dates:		Department:	
Contact Name:			Contact phone:	
<input type="checkbox"/> Sponsored	Department:			
Contact Name:			Contact phone:	
<input type="checkbox"/> Other				

Print Name: _____

Signature: _____ **Date:** _____

Date Received: _____

- This is not the Glendale College Application for Admissions -
SUPPLEMENTAL APPLICATION / CHECK LIST

Mandatory;

- Verdugo Fire Academy Application

Optional / Supplemental Documentation (See Cadet 'Selection Point System')

- Glendale Community College fire technology student
- Fire Technology Degree from any college
- Certified NREMT-Basic or Paramedic
- C-PAT certification
- Military experience
- College degree or certificate
- Fire department explorer
- Attended VFA information meeting
- Fire technology units from another college
- Letter of recommendation

*Applicants may submit proof of additional qualifications at any time up to the first day of class. However only documentation submitted before the application deadline will be considered for selection purposes.

VERDUGO FIRE ACADEMY

APPLICATION PROCESS

Candidates are strongly encouraged to attend one of the VFA Information Meeting and Career Planning Workshops. Workshops are traditionally offered on the 1st Thursday of every month from 7:00 p.m. to 8:00 p.m. on campus in room AA108. No appointment necessary. An updated schedule can be viewed on the VFA website.

Step 1 – Apply to Glendale Community College

This step is free and there is no obligation to attend GCC. Applications are to be completed on-line. Applying to GCC will get you a student ID number that will be necessary to continue in the process.

Step 2 – Make a Counseling Appointment (OPTIONAL)

You are strongly encouraged to make an appointment with the fire academy counselor, Mirna Najera. Ms. Najera will provide you with valuable information and guidance on preparing yourself for the fire academy experience and earning your degree or certificate. To make an appointment, contact the GCC Counseling Center at (818) 240-1000 extension 5918.

Step 3 – Prepare your Verdugo Fire Academy Application Packet

Download the Verdugo Fire Academy Application off the VFA web site @ www.glendale.edu/fire. This is not the GCC application. Begin assembling the required and optional / supplemental documentation detailed in the application packet.

Step 4 – Submit your Verdugo Fire Academy Application Packet

After you have completed the VFA application contact Victor Castellanos at (818) 240-1000 Extension 5326 to schedule an appointment to submit your application packet. You are strongly encouraged to submit your application immediately. Applications are accepted open and continuous throughout the year however there is a deadline for each class.

On **November 3, 2011**, Mr. Castellanos will forward the packets of all qualified applicants to the Fire Academy Coordinator. The Fire Academy Coordinator along with Fire Academy Staff will review each application for completeness and supplemental documentation submitted (See 'Cadet Selection Point System'). All applicants will be notified of their acceptance status approximately during the first week of November via U.S. Mail and e-mail.

Step 5 – Register for Fire 116 and pay applicable lab fees (Fire 116)

Your spot in the Verdugo Fire Academy is not guaranteed until you have successfully registered for Fire 116 and follow all other steps in the process including attending the mandatory orientation on November 29, 2012.

Step 6

Attend the Mandatory Fire Academy **Orientation on November 29, 2012**

Important Dates:

Class XVI – 2013 VFA application deadline – October 26, 2012

If more than 60 students apply to the Verdugo Fire Academy, the Cadet Selection Point System will be used to select the top 60. All others will be placed on the alternate list. Only sponsored Cadets will be accepted after the November 29, 2012 Orientation. The deadline to submit proof of qualifications to be applied towards the Cadet Selection Point System is October 26, 2012.

Class XVI - 2013 acceptance letters sent via U.S. Mail and e-mail

*On or about **November 3, 2012**, Acceptance letters will be sent to all accepted students. Provisional acceptance letters will be sent to those placed on the alternate list along with further directions.*

Glendale College registration deadline – determined by Admissions & Records

Registration times are determined by GCC Admissions and Records after the student successfully applies to Glendale College (This 'GCC application' is not the fire academy application). This date may be different for each student based on whether or not the student is a returning student.

Mandatory Class XVI Orientation – November 29, 2012

This is an opportunity for the Cadets of Class XVI to meet and exchange information. VFA Staff and Instructors along with Glendale College counselors will provide a PowerPoint and DVD based presentation on the expectations of Cadets. Question and answer period will follow. Accepted Cadets as well as those on the alternate list must attend the Class XVI – 2012 Orientation. If a Cadet does not report for orientation at the time scheduled, he/she will forfeit their spot and an alternate from the alternate list will be brought forward.

CADET SELECTION POINT SYSTEM

The Verdugo Fire Academy Program accepts 60 Cadets into each class. In the event the program has more than 60 applicants, a selection system based on points will be used to sort and rank the list of applicants.

Points are issued based on education and experience in the areas of fire science and emergency medical services that have proven to contribute significantly to success in the fire academy program. Students should not be discouraged from applying even if they only have points in one category. Points in several of the categories can be accomplished in a very short period of time.

The category list below is intended as a guide for applicants as to where to begin their preparation for the Verdugo Fire Academy Program and their success in the fire service. These categories listed below are not requirements, only recommendations:

Category	Description	Points
1.	Glendale Community College fire technology student	5-25 points
2.	Fire Technology Degree from any college	20 points
3.	Certified NREMT-Basic or Paramedic	20 points
4.	C-PAT certification	15 points
5.	Military experience	15 points
6.	College degree or certificate	10 points
7.	Fire department explorer	10 points
8.	Attended VFA information meeting	10 points
9.	Fire technology units from another college	5 points (max. total)
10.	Letter of recommendation	5 points

**Sponsored students are automatically accepted and the point selection system does not apply.*

Glendale Community College fire technology student

Any student that has completed or is currently enrolled in one or more of the Fire Technology Core Classes (Fire 101, 102, 103, 105, and 115). On-line classes apply. 5 points are awarded for each core class.

Fire Technology Degree from any college

Proof by copy of degree.

Certified National Registry Emergency Medical Technician – Basic or Paramedic

Proof by NREMT card only. No internet printouts.

Candidate physical ability test certification (C-PAT)

Proof by copy of C-PAT certification card. Must be within the same calendar year of the date of the application deadline.

For more information go to www.CFFJAC.org

College Degree or certificate

Proof by copy of degree. Degree can be in any area. Degrees in Fire technology will also receive points from category 2 and category 1 if the degree is from Glendale College.

Military experience

Active or reserve. Proof by DD-214.

Fire department explorer

Past or present. Letter from Post Advisor verifying service. Must include the start date and end date of involvement.

Attended a Verdugo Fire Academy Information and Career Planning Workshop

Proof on "VFA Attendance Form" (provided for all participants at all Information Meetings). Students may attend more than one information meeting however, credit will only be given for one meeting per calendar year.

Fire technology units from another college

Proof by un-official transcript only.

Letter of recommendation

Proof by written letter on official department letterhead recommending the applicant for placement into the Verdugo Fire Academy Program. Letter cannot be from a relative and must be Officer Rank i.e. Captain, Lieutenant, Battalion Chief, Deputy Chief, Assistant Chief, or Fire Chief.