

Verdugo Fire Academy
Cadet Policy and Procedure Manual

Section: PP05
Rev. Date: 1/1/09
Approved

Policy and Procedure - 5 Minimum Standards for Certificate of Completion

I. Procedure

All Cadets shall meet or exceed the minimum standards as outlined in this procedure to be eligible for the *Certificate of Completion* from the Verdugo Fire Academy

II. Description

Certificate of Completion

To receive a *Certificate of Completion* as meeting the minimum hours of Firefighter I Training, as well as all other certificates offered during the VFA Program, all Cadets must successfully complete all of the following requirements:

A. Emergency Medical Technician Certificate

All Cadets shall possess a current and valid (NREMT Certification) National Registry EMT-B or EMT-P Certification (Card). The VFA will grant approval for the *VFA Certificate of Completion* if on-line proof is provided that the Cadet has “passed” the NREMT exam.

Certification documentation must be presented on the last day of the Academy but prior to the graduation ceremony. If proper documentation is not presented prior to the scheduled date of the graduation ceremony, the Cadet will be dismissed.

B. Physical Fitness Certification

All Cadets shall possess a current physical fitness certificate (C-PAT) from the CFFJAC. The Cadet shall complete all prescribed events within the minimum standard time set by the CFFJAC. A new (current) physical fitness certificate must be obtained by the Cadet within the last two months of the Academy Program (dated any time after November 1st). If proper documentation is not presented prior to the scheduled date of the graduation ceremony, the Cadet will be dismissed.

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C. Written Exams

All Cadets shall meet or exceed the minimum standards for written exams as outlined in the Policy and Procedure – 12, “Grading and Examination Standards”.

D. Manipulative Skills

All Cadets shall meet or exceed the minimum standards for manipulative skills as outlined in Policy and Procedure – 12, “Grading and Examination Standards”.

E. Final Manipulative Examinations

All Cadets will be required to successfully complete the Final Manipulative Exam.

F. Attendance Requirements

The Firefighter I Program consists of 900 hours of Firefighter I Training, which includes both lecture and manipulative skills. All Cadets shall complete a minimum of 836 hours of actual attendance. Any Cadet falling below 836 hours will be at risk of being dismissed from the Academy Program without receiving the “*VFA Certificate of Completion*”.

G. Personal Conduct Requirements / Evaluations

All Cadets shall adhere to all policies and procedures outlined in the Cadet Operational Directives Manual. All Cadets shall obtain satisfactory evaluations from the Academy Staff and Instructors. Any Cadet receiving ten (10) or more *Deficiency Notices* will be dismissed from the program. Any Cadet that exceeds the category maximum allowed per *Operational Directive 13*, will be dismissed from the academy program (see *Operational Directive 13*).

H. Special Certification Classes

The Basic Fire Academy Training Program meets and exceeds the training requirements for the California State Fire Marshal Firefighter I. The Basic Fire Academy Program offers several additional certification classes as part of the *Certificate of Completion*. All special certification classes must be successfully completed to be eligible for the *Certificate of Completion*. If a Cadet is dismissed from the program, or if a Cadet voluntarily resigns, he/she will be issued the special certificates previously earned up to the date of dismissal/resignation.

If a Cadet has previously earned one of the specialty certificates outside the VFA or he/she is a returning Cadet from a previous class, the following shall apply;

- a. The Cadet shall take the written test for the specialty class to demonstrate retention of the material and earning of a written score for posting.
- b. The Cadet does not need to attend the class however, he/she will still be docked the hours missed from the VFA Program
- c. All re-take and/or make-up test policies apply.
- d. All grading and evaluation policies apply (3 attempt rule, posting of grades, etc)
- e. The Cadet shall provide proof of attending the course by submitting a copy of the certificate.
- f. If the class involves skills, the Cadet is expected to demonstrate all skills to standard as deemed necessary by VFA Staff. In other words, the Cadet is expected to participate fully and to standard on all evaluation exercises at the discretion of the VFA Staff and Primary Instructors.

It is at the discretion of the Primary Instructor for the special certification class to determine weather or not the Cadet meets the criteria for certification in the special class. i.e. testing and evaluation.