

# BGSU State Fire School Student Handbook

The BGSU Student Handbook can be found at: [www.bgsu.edu/offices/sa/page68721.html](http://www.bgsu.edu/offices/sa/page68721.html)

**The following Polices apply specifically to State Fire School Students who are enrolled in Ohio Department of Public Safety Certified classes through BGSU's State Fire School Charter: 369**

## Admission Policy

- Students must be pre-registered and paid in full at time of registration.
- Students must show proof of completion of any pre-requisite training, exams, years of service, experience, skills assessment or any other requirements associated with the class and required for admission.
- Students must be at least 18 years of age.
- Students must complete a Release of Liability Waiver on the first day of class.
- All students who register for a class that is certified through the Ohio Department of Public Safety must complete and submit an application for Admission to a Fire Training Program. This application will be provided by BGSU with your course confirmation letter.

## Discrimination Policy

Bowling Green State University is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The Office of Equity & Diversity (OED), 705 Administration Building, BGSU, is responsible for monitoring the University's compliance with federal and Ohio civil rights laws, including Title IX. This includes monitoring institutional education and employment practices and procedures, as well as investigating and resolving discrimination and harassment complaints. OED, along with Disability Services (DSS), is responsible for compliance with Sec. 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## Filing a Complaint

Procedures are in place for resolving allegations of unlawful discrimination, sexual harassment, and other forms of discriminatory harassment. Copies of the procedures may be found in the Office of Equity & Diversity.

## Criteria for Successful Completion of the Full Training Program

Students are given a syllabus with course objectives and schedule for each class. ODPS course curriculum checklists are used to record the student's performance and those checklists are maintained on record at Continuing & Extended Education, BGSU. Students who are taking the class for BGSU academic credit may have assignments in addition to though outlined by the ODPS course curriculum.

For hands-on or practical components of the classes, instructors evaluate demonstrated competency in each required activity. Additionally, active participation, attendance, and final examination grades (passing defined by the ODPS) are criteria for completion.

Students must complete at Declaration of Materials Assistance Licensure form prior to receiving certification through the Ohio Department of Public Safety.

Students must show proof of successful completion of NIMS 100 and 700 prior to receiving certification through the Ohio Department of Public Safety.

## **Disciplinary and Grievance Procedures and Mechanism for Appeal**

Every attempt will be made to resolve disciplinary issues and/or disputes in the classroom. The first step in dealing with most issues is for the student and lead instructor to meet. If necessary, the program director will attend this meeting. If this does not result in resolution, the next progressive step is to appeal, in writing, to the Interim Dean of Continuing & Extended Education, Dr. Marcia Salazar-Valentine, 14 College Park, BGSU, Bowling Green, OH, 43403. Severe situations such as violent, abusive behavior, suspected drug or alcohol abuse may require the intervention of BGSU Safety & Security.

## **Disability Services**

413 South Hall  
[www.bgsu.edu/offices/sa/disability](http://www.bgsu.edu/offices/sa/disability)  
419-372-8495

The Office of Disability Services is committed to providing a support system for persons with disabilities and helping them conquer obstacles that they may encounter as they pursue their educational goals. The goal is to provide equal access, facilitate mainstream mobility and recognize the diverse talents that persons with disabilities have to offer our University and our community. In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and applicable rules of the U.S. Department of Education, BGSU is developing further plans to assure equal educational and employment opportunities. For additional information on documentation and requirements needed by the Ohio Department of Public Safety/Division of EMS, please refer to the website: <http://publicsafety.ohio.gov/>

## **Grounds for Dismissal**

Include: Missing class without prior approval from the lead instructor, lack of active participation, disruptive behavior, inability to perform required tasks or complete assignments, violation of BGSU's alcohol, drug use and abuse policy.

## **Requirements or Restrictions Regarding Student Attire**

Student attire for classroom sessions is casual. Attire for hands-on activities is dependent on that activity and is communicated in the State Fire School catalog, on the website and through the instructors. All equipment, turn out gear, SCBA etc. is subject to inspection and approval of the Lead Instructor. Students with incomplete or unacceptable Personal Protective and other equipment will be dismissed from the class.

## **Policy regarding course refunds**

A refund, minus a \$15 processing fee, will be given for cancellation three weeks prior to the first class date. After that date, no refunds will be given but substitutions can be made without penalty.

## **Procedures to assure completion of NIMS 100 and NIMS 700 are met prior to the issuance of certification.**

Students will not be allowed or scheduled to take the certification exam for any class until full compliance with pre-requisites is met.

Online NIMS 100 and NIMS 700 training can be found at the following links:

<http://training.fema.gov/EMIWeb/IS/IS100a.asp>

<http://training.fema.gov/EMIWeb/IS/IS700a.asp>

**For assistance, please call Kerry Fisher at 1.877.650.8165**

## **Attendance and Certificates**

As is mandated by the Ohio Department of Public Safety, students must have 100% attendance in order to be eligible to take the state exam and be eligible to receive a certificate of completion.

## **Procedures for assuring that equipment used by the training program is tested according to the NFPA standards**

Please be advised that all equipment used for State Fire School meets and exceeds Underwriters Laboratories in accordance with all NFPA standards.

All annual tests are performed by certified third party companies, which include pump testing, ladder testing, aerial certification, and fleet maintenance. All tests records are kept at the department and are available for inspection.

In accordance with the requirements of the ODPS Fire Charter Rules, equipment agreements are maintained and kept on file at Continuing & Extended Education, BGSU.

Any student who has a concern for his or her safety in any State Fire School class should immediately notify the Lead Instructor or Safety Officer at the class site. If the student feels the matter should be brought to the attention of the Director of SFS Safety Team, he or she should call 419-372-8181.

## **Pre-requirements for advanced courses**

Pre-requisites for advanced classes are determined by the Ohio Department of Public Safety. Proof of all pre-requisites will be required prior to admission and/or certification as required by the provisions of the ODPS Fire Charter Rules.

Students, with the exception of students in 36-Hour FF Certification, must supply a certification number so that certification can be verified by State Fire School.

## **Methodology in determining grades**

Assignments and skills tests are graded on a pass/fail basis (see class syllabi for more detail). Final/State exams are taken and graded online and passing rate is determined by the Ohio Department of Public Safety.

## **Methodology used for maintaining documentation of missed hours and record makeup procedures for completing course hours.**

Due to the nature and scheduling of State Fire School classes, it is very difficult to arrange for makeup of missed material or class times. There is no guarantee that missed classes can or will be accommodated.

Please refer to class syllabi and instructor policies for more information.

## **Cost of Program including tuition, fees, and materials**

The cost of each class varies and can be found at [www.fireschool.org](http://www.fireschool.org)

Textbooks and workbooks are not included and must be purchased separately.

There are no additional lab fees and all other materials are included.

## **Procedure for voluntary student withdrawal from the program**

For students who are enrolled for BGSU academic credit, university deadlines will be followed. Non-credit students can withdraw with an incomplete at anytime. Refunds will not be given for credit tuition after the first day of class. Refunds for non-credit classes will not be given after the first day of class unless extreme circumstances exist and program director approval is given.

## **Procedures for assuring only current, certified instructors teach in the training program**

All instructors' certification numbers and levels of certification are checked before each class (on the ODPS/Division of EMS certification website) and the data is stored in a database at Continuing & Extended Education, BGSU.

## **Procedures for notifying all students of the process for obtaining a certificate to practice.**

### **Steps to complete the 36 Hour Volunteer Firefighter Course**

1. The student must complete the required hours (36) of the course under the direct personal supervision of a certified public safety instructor. The student must pass all skills and other required components of the class.
2. Student must submit proof of successful completion of NIMS 100 & 700 to the State Fire School Director.
3. The student must pass the Volunteer Firefighter Exam (70% to pass). The student will have a total of three attempts and will need to give the chartered agency at least 7 – 10 business days notice to request the online test. The student must complete the Declaration of Material Assistance State License form.  
*The State of Ohio is NO LONGER offering paper exams.*
4. Once all of the requirements are complete the student will receive a Certification of Completion from State Fire School.
5. The ODPS will issue the certification card to the student. To check your certification status visit <https://www.dps.state.oh.us/ems/cert.asp>

### **Steps to complete the Fire Inspector Course and Certification**

After completing (in 12 consecutive months) 72 hours of instruction, all objectives for Fire Inspector 1 in NFPA 1031, 2003 ed., skill tests, course objectives and all other course requirements:

1. The student must pass the State Exam (70% to pass). The student will have a total of three attempts and will need to give the chartered agency at least 7 – 10 business days notice to request the online test.
2. Once all of the requirements are complete the student will receive a Certification of Completion from State Fire School.
3. The ODPS will issue the certification card to the student. To check your certification status visit <https://www.dps.state.oh.us/ems/cert.asp>

## Steps to complete the Fire Instructor Certification Course

### After completing

- 50 hours of instruction of adult students and basic teaching techniques
  - 8 hours in instruction specific to the field of fire study (practical)
1. The student must pass the Instructor Techniques Exam (70% to pass). You will need to give the chartered agency at least 7 – 10 business days notice to request the online test. *The State of Ohio is **NOLONGER** offering paper exams.*
  2. The student must complete the required hours (10) of student teaching under the direct personal supervision of a certified public safety instructor. **\*\*Student teaching can start after the successful completion of the 8-hour practical component of the class.** The supervision instructor must sign off on the “CERTIFICATION OF COMPLETION OF REQUIRED STUDENT TEACHING/EVALUATION” from the Ohio Department of Public Safety (also available from the State Fire School office). The student should fill out and sign the form when teaching is completed. The Supervising Instructor must fill out an evaluation on each student teaching session he or she observes.
  3. The student must attend a Fire Instructor Orientation at the chartered agency for which he/she is going to teach. Orientation is also available through the State Fire School office, but it is preferable for the student to go through orientation where he or she will teach.
  4. The student must fill out the “INITIAL FIRE INSTRUCTOR APPLICATION” - available on the Ohio Department of Public Safety’s website (<http://ems.ohio.gov/ems.asp>) or from the State Fire School office at BGSU.
  5. The student must complete the Declaration of Material Assistance State License form. <http://www.homelandsecurity.ohio.gov/dma.asp>
  6. Student must submit proof of successful completion of NIMS 100 & 700 to the State Fire School Director.
  7. Send the completed student teaching form, evaluation, initial fire instructor application, DMA form, and NIMS certification to the State Fire School office  
**State Fire School BGSU attn: Gentry Green**  
**14 College Park**  
**Bowling Green, OH 43403**
  8. State Fire School will mail an original certificate of completion to the student. A copy of the certificate, application, and student teaching form will be sent to the Ohio Department of Public Safety **from the State Fire School office.**
  9. The ODPS will issue the instructor card to the student. To check your certification status visit <https://www.dps.state.oh.us/ems/cert.asp>