

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

SPRING 2018 FIRE ACADEMY PROGRAMS APPLICATION PACKET

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NOTICE OF NON-DISCRIMINATION

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SCHEDULE AND COST INFORMATION

Master Firefighter - Basic v.3

- This program includes Fire curriculum and Basic EMT curriculum
- Schedule: **Thursday, January 4, 2018 to Monday, June 15, 2018**
- No classes scheduled for January 15th, March 16th, March 30th, or May 28th
- Monday / Friday – 7:00 a.m.–4:30 p.m. for Basic EMT courses
- Tuesday/Wednesday/Thursday – 7:00 a.m. – 4:30 p.m. for Fire courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- 940 total clock hours (305 EMT classroom, 37 EMT PT, 36 EMT clinicals, 533 FAC classroom, 29 FAC PT)
- Eligible for VA Educational Benefits, Federal Pell Grant and OKPromise
- Estimated Total Program Costs: **\$6,402** (see following for more information)
- Gainful Employment Disclosure: http://www.eoctech.edu/files/gainfulemployment_1617/MasterFirefighter-Basic/43.0203-Gedt.html

“School Charges” are for Tuition and some Fees that are paid directly to EOC Tech. Both Pre-Admission and Post-Admission Costs are to be paid directly to outside vendors/agencies and are the responsibility of the student.

Total School Charges (paid to EOC) - \$4,510:

- Fire Academy Registration Fee (non-refundable): \$100
- FACB Tuition - \$3,996
- EMT CPR Fee - \$8
- Fire Cert Fees: (\$406):
 - Fire Cert Fee (HMA) - \$37
 - Fire Cert Fee (HMO) - \$42
 - Fire Cert Fee (FF1) - \$42
 - Fire Cert Fee (FF2) - \$42
 - Fire Cert Fee (Wildland) - \$42
 - Fire Cert Fee (Live Fire) - \$42
 - Fire Cert Fee (Basic Auto X) - \$42
 - Fire Cert Fee (FLAGG) - \$42
 - Fire Cert Fee (CPAT) - \$75
- Note: Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

Estimated Pre-Admission, Out-of-Pocket Costs - \$494

- OSBI Background Check original form - \$19
- Group One Federal Background Check printed receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - [SurScan.com](http://www.surscan.com) – Enter client code: EOKC

Estimated Post-Admission, Out-of-Pocket Costs - \$1,398

- **EMT BASIC TEXTBOOK (Recommendation):**
 - “Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition”, No Workbook {ISBN 978-1284110524}
 - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
 - **With Discount Code = \$324; Without Discount Code = \$431**
 - Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.
 - This package deal also includes the Fisdap fee for Basic EMT.
 - Workbook is not required.
- **EMT UNIFORMS:**
 - EMT Clinical Polo Shirt - \$30

- EMT Job Shirt - \$52
 - EMT Pants – navy blue (black not accepted) - \$60 (Top Tier Tactical)
 - Belt – plain black belt with plain silver buckle - \$30
 - Boots – solid black tactical-style boots with black laces (any brand) – \$60-\$200
 - *Detailed uniform information will be given during the orientation.*
- **EMT SUPPLIES:**
 - Stethoscope - \$110 -- Suggestion: Littman Classic II SE from allheart.com (free name engraving)
 - Trauma Shears - \$8
 - Pen Light - \$6
 - Wrist Watch - \$20
 - Clear Safety Glasses - \$3-\$20
 - Suggestion: Top Tier Tactical, www.toptiertac.com; Nate Nugent, 2412 S. Douglas Blvd., MWC 73110 (10% discount if mention EOC Tech)
- **FIRE TEXTBOOK (Recommendation):**
 - “Navigate 2 Premier Access for Fundamentals of Fire Fighter Skills Evidence-Based Practices, Enhanced Third Edition”, {ISBN #9781284348248}
 - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
 - **With Discount Code = \$153; Without Discount Code = \$203**
 - Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.
- **FIRE UNIFORMS:**
 - Fire Class T-shirts (and physical training) - \$33 (3 t-shirts recommended @ \$11 each)
 - Fire Pants: Navy blue “Dickies” (black not accepted) - \$60
 - Fire Shorts (optional) - \$18
 - Fire Sweats (optional) - \$16
 - Fire Hoodies (optional) - \$28
 - Belt – plain black belt with plain silver buckle - \$30
 - Boots – solid black tactical-style boots with black laces (any brand) - \$60-\$200
 - *Detailed uniform information will be given during the orientation.*

Master Firefighter - Advanced v.3

- This Program includes Fire curriculum and Advanced EMT curriculum
- Prerequisite: EMT Basic License – required no later than 2 weeks from program start date
- Schedule: **Thursday, January 4, 2018 to Monday, June 14, 2018**
- No classes scheduled for January 15th, March 16th, March 30th, or May 28th
- Monday / Friday – 7:00 a.m.–4:30 p.m. for Advanced EMT courses
- Tuesday/Wednesday/Thursday – 7:00 a.m. – 4:30 p.m. for Fire courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- 994 total clock hours (267 EMT classroom, 37 EMT PT, 128 EMT clinicals, 533 FAC classroom, 29 FAC PT)
- Eligible for VA Educational Benefits, Federal Pell Grant and OKPromise
- Estimated Total Program Costs: **\$6,852** (see following for more information)
- Gainful Employment Disclosure: http://www.eoctech.edu/files/gainfulemployment_1617/MasterFirefighter-Advanced/43.0203-Gedt.html

“School Charges” are for Tuition and some Fees that are paid directly to EOC Tech. Both Pre-Admission and Post-Admission Costs are to be paid directly to outside vendors/agencies and are the responsibility of the student.

Total School Charges (paid to EOC) - \$4,734:

- Fire Academy Registration Fee (non-refundable): \$100
- FACA Tuition - \$4,228
- Fire Cert Fees (\$406):
 - Fire Cert Fee (HMA) - \$37
 - Fire Cert Fee (HMO) - \$42
 - Fire Cert Fee (FF1) - \$42
 - Fire Cert Fee (FF2) - \$42
 - Fire Cert Fee (Wildland) - \$42
 - Fire Cert Fee (Live Fire) - \$42
 - Fire Cert Fee (Basic Auto X) - \$42
 - Fire Cert Fee (FLAGG) - \$42
 - Fire Cert Fee (CPAT) - \$75
- Note: Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

Estimated Pre-Admission, Out-of-Pocket Costs - \$494

- OSBI Background Check original form - \$19
- Group One Federal Background Check printed receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - [SurScan.com](http://www.surscan.com) – Enter client code: EOKC

Estimated Post-Admission, Out-of-Pocket Costs - \$1,634

- **ADVANCED EMT TEXTBOOK (Recommendation):**
 - “Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition”, No Workbook {ISBN 978-1284110524}
 - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
 - **With Discount Code = \$320; Without Discount Code = \$425**
 - Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.
- **ANATOMY & PHYSIOLOGY TEXTBOOK (not included in package deal):**
 - “Anatomy & Physiology for Emergency Care – 2nd Ed”, {ISBN 978-0132342988} - \$125
- **ADVANCED EMT FEES:**
 - **FISDAP** Clinical Site Fee - \$85 - Required Product Code: eoctech125-UGTW; <https://members.fisdap.net/account/new/index?code=eoctech125-UGTW>
 - **Clinical Hub** Fee - \$20 – www.theclinicalhub.net – Click on “New Student Registration”
- **ADVANCED EMT UNIFORMS:**
 - AEMT Clinical Polo Shirt - \$30
 - AEMT Job Shirt - \$52
 - EMT Pants – navy blue (black not accepted) - \$60 (Top Tier Tactical)
 - Belt – plain black belt with plain silver buckle - \$30
 - Boots – solid black tactical-style boots with black laces (any brand) – \$60-\$200
 - *Detailed uniform information will be given during the orientation.*
- **ADVANCED EMT SUPPLIES:**
 - Stethoscope - \$110
 - Trauma Shears - \$8
 - Pen Light - \$6
 - Wrist Watch - \$20
 - Clear Safety Glasses - \$3-\$20
 - Suggestion: Top Tier Tactical www.toptiertac.com; Nate Nugent, 2412 S. Douglas Blvd., MWC 73110 (10% discount if mention EOC Tech)

- **FIRE TEXTBOOK (Recommendation):**
 - “Navigate 2 Premier Access for Fundamentals of Fire Fighter Skills Evidence-Based Practices, Enhanced Third Edition”, {ISBN #9781284348248}
 - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
 - **With Discount Code = \$153; Without Discount Code = \$203**
 - Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.

- **FIRE UNIFORMS:**
 - Fire Class T-shirts (and physical training) - \$33 (3 t-shirts recommended @ \$11 each)
 - Fire Pants: Navy blue “Dickies” (black not accepted) - \$60
 - Fire Shorts (optional) - \$18
 - Fire Sweats (optional) - \$16
 - Fire Hoodies (optional) - \$28
 - Belt – plain black belt with plain silver buckle - \$30
 - Boots – solid black tactical-style boots with black laces (any brand) - \$60-\$200
 - *Detailed uniform information will be given during the orientation.*

Master Firefighter - Fire Portion v.3

- This program includes Fire curriculum only.
- Schedule: **Thursday, January 4, 2018 to Monday, June 14, 2018**
- No classes scheduled for January 15th, March 16th, March 30th, or May 28th
- Tuesday/Wednesday/Thursday – 7:00 a.m. – 4:30 p.m. for Fire courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- 562 total clock hours (533 FAC classroom, 29 FAC PT)
- Eligible for VA Educational Benefits, but not for Federal Pell Grant or OKPromise
- Estimated Total Program Costs: **\$3,938** (see following for more information)

“School Charges” are for Tuition and some Fees that are paid directly to EOC Tech. Both Pre-Admission and Post-Admission Costs are to be paid directly to outside vendors/agencies and are the responsibility of the student.

Total School Charges (paid to EOC) - \$2,906:

- Fire Academy Registration Fee (non-refundable): \$100
- FAFP Tuition - \$2,400
- Fire Cert Fees (\$406):
 - Fire Cert Fee (HMA) - \$37
 - Fire Cert Fee (HMO) - \$42
 - Fire Cert Fee (FF1) - \$42
 - Fire Cert Fee (FF2) - \$42
 - Fire Cert Fee (Wildland) - \$42
 - Fire Cert Fee (Live Fire) - \$42
 - Fire Cert Fee (Basic Auto X) - \$42
 - Fire Cert Fee (FLAGG) - \$42
 - Fire Cert Fee (CPAT) - \$75
- Note: Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

Estimated Pre-Admission, Out-of-Pocket Costs - \$494

- OSBI Background Check original form - \$19
- Group One Federal Background Check printed receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - SurScan.com – Enter client code: EOKC

Estimated Post-Admission, Out-of-Pocket Costs - \$538

- **FIRE TEXTBOOK (Recommendation):**
 - “Navigate 2 Premier Access for Fundamentals of Fire Fighter Skills Evidence-Based Practices, Enhanced Third Edition”, {ISBN #9781284348248}
 - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
 - **With Discount Code = \$153; Without Discount Code = \$203**
 - Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.

- **FIRE UNIFORMS:**
 - Fire Class T-shirts (and physical training) - \$33 (3 t-shirts recommended @ \$11 each)
 - Fire Pants: Navy blue “Dickies” (black not accepted) - \$60
 - Fire Shorts (optional) - \$18
 - Fire Sweats (optional) - \$16
 - Fire Hoodies (optional) - \$28
 - Belt – plain black belt with plain silver buckle - \$30
 - Boots – solid black tactical-style boots with black laces (any brand) - \$60-\$200
 - *Detailed uniform information will be given during the orientation.*

ADDITIONAL INFORMATION FOR ALL FIRE ACADEMY PROGRAMS

Housing and Transportation - EOC Tech does not offer any on-campus housing. Living arrangements are the responsibility of the applicant. Transportation costs can be estimated by determining the daily, round-trip mileage between your home and EOC Tech, multiplying the daily mileage by 5, multiplying the weekly mileage by 24, and multiplying the program mileage by \$.53/mile, which is the IRS reimbursement rate for 2017. Example: 15 miles daily round-trip (15 x 5 = 75 miles per week; 75 x 24 = 1,800 miles per program; 1,800 x \$.53/mile = \$972.00. The IRS reimbursement rate includes the total cost to operate a vehicle including gas, insurance, and maintenance, and is subject to change.

For Students Who Purchase Textbooks from Other Sources – Students may acquire the textbooks from other than the package deal list above. However, it is not recommended because the overall cost will be more in most cases. It is the student’s responsibility to acquire the exact textbook using the ISBN numbers, and to purchase their own access codes.

APPLICATION AND SELECTION PROCESS FOR FIRE ACADEMY PROGRAMS

- STEP 1:** Application Packet documents are turned in and reviewed in Public Services on one of the following scheduled dates. Call Dana Robertson, EMT/Fire Secretary, at (405) 390-5315, to schedule a date and time to bring in your packet for review, be interviewed and take the Physical Fitness Evaluation (PFE).
- **Monday, October 23, 2017**
 - **Tuesday, October 24, 2017**
 - **Wednesday, October 25, 2017**
- STEP 2:** Interview and Physical Fitness Evaluation (PFE) are given on the date and time that you scheduled to bring your packet in for review. Students should come prepared to perform the PFE after approval of their packet and their interview. This means bringing proper clothes and shoes to change into for the PFE.
- STEP 3:** Selections are made on **Thursday, October 26, 2017**. They are based on total score calculated based on the ACCUPLACER, interview and PFE.
- STEP 4:** Notifications by phone are made to students on **Friday, October 27, 2017** who are one of the Top 30 applicants. The next 5 remaining applicants will be placed on a Stand-By Call List in case a seat becomes available. Both the Top 30 applicants and the 5 on the Stand-By Call List will be invited to attend the Pre-Academy Orientation.
- STEP 5:** Pre-Academy Orientation will be held for the Top 30 applicants and the 5 on the Stand-By Call List on the morning on **Monday, October 30, 2017:**
- Students should be in Public Services by 9:00 a.m.
 - The Pre-Academy Orientation is designed to inform students of all requirements and expectations of the programs, and to allow for any questions to be answered before students begin the program enrollment and payment process.
 - Students will complete the Program Enrollment Application and 2 other documents before being dismissed for the day. The school charges are applied to the student's account including the **\$100 Fire Academy Registration Fee which is non-refundable. All students must pay the \$100 Fire Academy Registration Fee no later than Friday, December 1, 2017.**
- STEP 6:** Uniforms need to be ordered as soon as possible in order to have them by the first day of class. Textbooks should be ordered as soon as possible in order to complete assignments due on the first day of class.
- STEP 7:** Payment arrangements other than paying the full amount of school charges must be approved in advance by the Financial Aid Coordinator. Otherwise, full payment of School Charges, **including the \$100 Fire Academy Registration Fee which is non-refundable**, is due **no later than Friday, December 1, 2017.**

Students who want the EOC Student Payment Plan must have a completed payment plan application and have a signed contract on file with the Financial Aid Coordinator. The first payment of 50% **plus the \$100 Fire Academy Registration Fee** is due **no later than Friday, December 1, 2017.** See the *EOC Payment Plan* section of this packet for more information.

Students who want the Pell Grant (FAFSA), tribal assistance, OKPromise or any other funding source to pay all or part of their School Charges must have all required paperwork approved by the Financial Aid Coordinator. This paperwork requires time to be processed. **It is strongly recommended that you begin the financial aid paperwork process as soon as you receive this application packet.** See the *Financial Aid Information* section of this packet for more information.

- STEP 8:** **Thursday, January 4, 2018** - Programs begin at 7:00 a.m. BE EARLY AND READY FOR PT!

FIRE ACADEMY PROGRAMS PACKET CHECKLIST

All of the following documents must be completed and reviewed by Dana Robertson, EMT/Fire Secretary, in Public Services by one of the three dates listed in the *Application and Selection Process* section of this packet (see Step 1 on Page 6). If your packet is missing ANY of the required paperwork when it is turned in, you will not be considered in this admission process. Please follow all instructions carefully.

- ___ Packet Application Online Form – can be completed and submitted online by clicking on this [link](#)
- ___ Academic Eligibility Documentation:
 - Copy of your high school diploma, high school transcript, or GED; **and**
 - ACCUPLACER test - All applicants are required to provide an ACCUPLACER Test with a Reading score of 11th grade or higher, a combined Math score of 9th grade or higher, and a Language score 9th grade or higher (on file at EOC Tech.) **THE ACCUPLACER TEST WILL BE ACCEPTED AS THE MEASURING INSTRUMENT FOR ACADEMIC ELIGIBILITY.**
- ___ Group One Federal Background Check
 - Printed Receipt from online payment
- ___ Oklahoma State Bureau of Investigation (OSBI) Background Check
 - Criminal History Record Information Request original form
- ___ Fisdap Clinical Site Fee Receipt – for Master Firefighter Advanced Only
- ___ Copy of National Registry for EMT Basic (NREMTB) certification – for Master Firefighter Advanced only. Certification must be turned in no later than 2 weeks from the class start date)
- ___ SurScan Random Drug Testing Fee Receipt
- ___ Substance Abuse Policy Statement
- ___ Department of Public Safety (DPS)
 - Motor Vehicle Report (MVR) original form
- ___ “Sports Physical” from Family Physician
- ___ Copies (No Originals) of Required Vaccination Records (not required if taking Fire Portion only):
 - The only vaccination record that you may complete and turn in after your scheduled packet due date is the 2nd TB Test. All others must be included in your Application Packet.
 - The 2nd TB Test documentation must be completed and turned in to Dana Robertson, EMT/Fire Secretary, or to Tabitha Coffey, Clinical Coordinator, no later than 2 weeks from the class start date.
- ___ Hepatitis B Vaccination Declination Form (not required if taking Fire Portion only)
- ___ Physical Fitness Evaluation (PFE) Affidavit
- ___ Payment arrangements other than paying the full amount of School Charges must be approved in advance by the Financial Aid Coordinator. Otherwise, full payment of School Charges is due **no later than Friday, December 1, 2017. Effective for the Spring 2018 programs, there is a new Fire Academy Registration Fee of \$100 that will be applied to the student’s account that is not eligible for a payment plan, and is non-refundable.**

PACKET APPLICATION ONLINE FORM

The Packet Application is available online. It can be accessed by clicking on this [link](#).

ACADEMIC ELIGIBILITY

The following is a description of the accepted documentation for academic eligibility for all Fire Academy programs:

1. A copy of your high school diploma, high school transcript, or GED; and your ACCUPLACER assessment test results.
2. The **ACCUPLACER** assessment test will be accepted as the measuring instrument for academic eligibility along with a high school credential.
 - **You must achieve a score of 11th grade or higher on the Reading assessment, 9th grade or higher on the Math assessment, and 9th grade or higher on the Language assessment.**
 - There is no charge for this test. Please call Dana Robertson, EMT/Fire Secretary, in the Public Services building at (405) 390-5315, and schedule to take the ACCUPLACER assessment test as soon as possible.
 - There are a limited number of testers allowed in each testing session.
 - Choose from one of the following dates to take the ACCUPLACER assessment test at EOC Tech:

▪ Wednesday, September 27, 2017	(8:30 AM or 12:15 PM)
▪ Tuesday, October 3, 2017	(8:30 AM or 12:15 PM)
▪ Friday, October 6, 2017	(8:30 AM only)
▪ Monday, October 9, 2017	(8:30 AM or 12:15 PM)
▪ Thursday, October 12, 2017	(8:30 AM or 12:15 PM)
 - Report to the Academic Center located in the Main Building on the date and time you were scheduled.
 - The AM Test arrival time is 8:30 a.m. and the PM Test arrival time is 12:15 p.m. **DON'T BE LATE. If you are late for the ACCUPLACER test, your test time and date will be re-scheduled. No exceptions.**
 - Please call Dana Robertson, EMT/Fire Secretary, at (405) 390-5315 if you are not going to be able to attend on your scheduled date and time.
 - If you miss your EOC Tech test date, the ACCUPLACER may also be taken at another technology center or community college, but there is usually a charge.
 - Your ACCUPLACER test results will be kept on file at EOC Tech and added to your packet.
 - You may submit a copy of your ACCUPLACER test results taken at another school if taken within the year before the Fire Academy class start date (sent directly to EOC Tech).

GROUP ONE FEDERAL BACKGROUND CHECK

Go to the following link and follow the instructions:

https://gp1.acciodata.com/cgi-bin/pub/unsolicited_portal?guid=ZunJ7iCqbUfsMAIIDBlwoCcTV769RmYQ.

Continue through the prompts until request is complete. You will pay by credit card online. **Print your receipt and turn it in with your packet!!!** You **MUST** include a copy of your receipt in your packet!! You will NOT receive the results of this background check. They will be sent directly to EOC Technology Center.

You **MUST** submit this request no later than **Tuesday, October 17, 2017**. If you have not completed this process by the packet deadline, your packet will be **considered incomplete and you will be removed from the admission process**. If this background check reflects a felony, you will no longer be considered in this admission process.

OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI) BACKGROUND CHECK

Go to <http://www.ok.gov/osbi/documents/RecordCheckForm.pdf> and complete the form online and print it. Either mail or fax it to the OSBI for processing following the instructions on the form.

ALL THREE BOXES must be checked (Name Based search, Mary Rippy Violent Offender, and Sex Offender). If done correctly, this background check will cost \$19.00.

Enclose the **original** form in your packet. If the form is not the original, the paperwork in your packet will be considered **incomplete** and you will **NOT** be considered in this admission process.

If this background check reflects a felony, you will no longer be considered in this admission process.

FISDAP CLINICAL SITE FEE (Master Firefighter Advanced only)

The FISDAP is a web-based system and mobile app that allows you to access your clinical schedule information. Only students enrolling in **Master Firefighter - Advanced** should pay for the FISDAP Clinical Site Fee. Click on the following link, create an account, and pay the required FISDAP Fee of \$85.00.

- Required Product Code: eoctech125-UGTW;
<https://members.fisdap.net/account/new/index?code=eoctech125-UGTW>

NATIONAL REGISTRY FOR EMT BASIC LICENSE (Master Firefighter Advanced only)

If you are a certified EMT Basic and provide us a copy of your certification, you will be eligible to enroll in Master Firefighter Advanced and be eligible to begin clinicals at the designated time.

- Please include a **COPY** of your National Registry for EMT Basic certification as part of your admission packet. **DO NOT SEND ORIGINALS!!!**

If you are not a certified EMT Basic at the time of enrollment, you will be allowed to enroll in Master Firefighter Advanced with the understanding that you must have successfully completed the National Registry for EMT Basic exam no later than 2 weeks after the program start date.

- If you are unable to pass the exam by that date, you will have to withdraw from the Master Firefighter Advanced program and will be subject to the EOC Refund Policy.

SURSCAN RANDOM DRUG TESTING FEE

This is a CUSTOM website that has been created for [EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER](#) for prepayment of your drug screen testing. The fee is \$40.00. This step has to be completed before the first day of class so that you will be in their system as PAID. Go to SurScan.com – Enter client code: EOKC

Follow the directions carefully. You must only input the STUDENT'S information in the Billing Information. It must be the student's NAME, CURRENT ADDRESS, PHONE # AND EMAIL ADDRESS even if someone else's credit card is being used to pay. The student's information is how the drug testing will be tracked. Program Selection is [EMS](#).

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER SUBSTANCE ABUSE POLICY

READ THE SUBSTANCE ABUSE POLICY ON THE NEXT TWO PAGES. SIGN & DATE IT. TURN IT IN WITH YOUR ADMISSION PACKET.

All **FAC/EMT** students will have at least **one (1) “no-notice” drug screen** conducted during the class. Any student absent for drug screen will have twenty-four (24) hours to appear and submit for testing. Any deviation from this policy must be approved by the Fire and EMT Training Coordinator and Director of Business and Industry Services. Any evidence of illegal or illicit drug use will result in immediate dismissal from the program. Please see Drug Policy (below) for further information.

SUBSTANCE ABUSE POLICY

The safety of participants in the **FAC/EMT** programs is of paramount concern to Eastern Oklahoma County Technology Center (EOCTC). Students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of EOCTC and the clinical facilities at which the students engage in clinical practice rotations. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees of Eastern Oklahoma County Technology Center (EOCTC) and various clinical facilities at which **FAC/EMT** students may perform clinical practice rotations, EOCTC will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of alcohol and/or illegal chemical substances.

All students will be tested for drugs and alcohol, at the school's expense, prior to their participation in clinical rotations. Additionally, students may be tested for drugs and alcohol, at the school's expense, at any time on a random selection basis while enrolled in the **FAC/EMT** program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the Fire Training Coordinator, at the student's expense. All drug and alcohol testing will be conducted in compliance with applicable law.

Testing positive for the presence of drugs and/or alcohol, or refusing or failing to participate in, or cooperate with any part of the testing process is a direct violation of EOCTC policy. This violation is taken very seriously.

Any student who tests positive for the presence of drugs and/or alcohol, or refuses or fails to participate in, or cooperate with any part of the testing process will be immediately dismissed from the FAC/EMT Program with no refund of any monies paid.

All **FAC/EMT** students must present themselves for drug testing upon receiving notification from the staff of EOCTC. Any student who tests positive for drugs and/or alcohol may ask for a review by scheduling a one-on-one appointment with the Fire Training Coordinator.

On a case-by-case basis, after conferring with the Medical Review Officer (MRO) of the Drug Testing Company and the **FAC/EMT** student, the Fire and EMT Training Coordinator may allow the **FAC/EMT** student to take another drug test at the student's expense.

DEFINITIONS:

Alcohol means ethyl alcohol or ethanol.

Drug or alcohol test means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substance or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.

Drug or illegal chemical substance means any substance, which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By the way of example only, the drugs which can be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

Positive, when referring to an alcohol or drug test, means a toxicological test result which is considered to indicate the presence of alcohol or an illegal chemical substance or the metabolites thereof, using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol/drug test.

Random Selection Basis means a mechanism for selecting students for alcohol and drug testing that:

- Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and
- Does not give EOCTC the discretion to waive any student selected under the mechanism.

Reasonable Suspicion means a belief that a student is using or has used alcohol or drugs, drawn from a specific objective and articulate facts, and reasonable inferences are drawn from those facts in light of experience, and may be based upon, among other things:

- Observable phenomena, such as the physical symptoms or manifestations of being under the influence of alcohol or a drug; or the direct observation of alcohol or drug use;
- A report of drug or alcohol use, provided by reliable and credible sources, and which has been independently corroborated; or
- Evidence that a student has tampered with an alcohol or drug test; or
- Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on EOCTC's premises participating in or representing any EOCTC program.

By signing below, I certify that I have read and understand the **FAC/EMT** program Substance Abuse Policy.

Student Name (Print) _____

Student Signature _____ Date _____

MOTOR VEHICLE REPORT (MVR)

Go to <http://www.dps.state.ok.us/recm/rrctfill.pdf>, complete the form online and print it. The Department of Public Safety (DPS) form instructions are included below:

- Enclose the **ORIGINAL** record in your packet.
- If the form enclosed in the packet is not the original, or if the MVR shows a bad driving record, the paperwork in your packet **will be considered incomplete and you will be removed from the admission process.**

What Constitutes a Bad Driving Record:

- 2 or more moving violations within the last 2 years
- ANY DUI or DWI within the last 5 years
- More than 3 points on record (related to tags, insurance, etc.)

If your application process is disqualified because of the content in your driving record, please be aware there is **NOTHING** we can do to make it qualify. We are happy to answer questions about the application process. However, you will need to visit with an attorney or an official from the DPS for matters concerning your driving record.

STATE OF OKLAHOMA DEPARTMENT OF PUBLIC SAFETY RECORDS REQUEST and CONSENT TO RELEASE FORM INSTRUCTIONS

Please fill out completely all applicable portions of the Records Request and Consent to Release form. Mail the form and all applicable fees, using one of the forms of payment listed at the bottom of the form, to:

Department of Public Safety
Records Management Division
P. O. Box 11415
Oklahoma City, OK 73136-0415

You may include a stamped self-addressed envelope with your request, but it is not required. For quicker delivery, you may provide the Department of Public Safety with an appropriate prepaid United States Postal Service (USPS) or Federal Express (FedEx) return envelope. The Department cannot process and will not use a United Parcel Service (UPS) return envelopes. The Department will not mail documents C.O.D.

You may also present the completed form and fees at the Department of Public Safety, 3600 North Martin Luther King Avenue (southeast corner of Northeast 36th and Martin Luther King Avenue), in Oklahoma City.

To obtain a regular driving record summary (Motor Vehicle Report, or MVR), you may present the completed form and the \$25 fee at any motor license agency in the state.

The Department of Public Safety does not issue National Driving Records. The Department of Public Safety is not affiliated with DocViews.

To preserve your rights and privacy under the **Driver's Privacy Protection Act, 18 U.S.C., Sections 2721 through 2725:**

- Requests for records cannot be made by telephone or e-mail
- Records cannot be faxed or e-mailed

NOTE: Effective August 26, 2011, the cost of collision reports will increase to:

- \$15 for a non-certified collision report
- \$18 for a certified collision report

**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
PHYSICAL FITNESS EVALUATION (PFE)**

Applicants choosing to participate in the Physical Fitness Evaluations (PFE) must sign this Affidavit before being allowed to test. **Suitable clothing should be selected in regards to the time of year as well as the weather conditions and the activities expected.**

Applicants will be required to pass the mandatory 1-mile run within 10 minutes, and at least two of the following strength components:

- Applicants shall perform a minimum of 25 push-ups within 1½ minutes.
- Applicants shall perform a minimum of 25 bent-knee sit-ups within 1½ minutes.
- Applicants shall perform a minimum of 5 full extension, chin above the bar pull-ups (palms away) within 1½ minutes.

Rest periods will be allowed between each station. In the event an applicant is unable to complete the 1-mile run and at least 2 of the 3 strength components, a **“Did Not Pass”** of the PFE will be noted.

Applicants are encouraged to better their PT scores by running a faster mile time and by performing as many qualified push-ups, sit-ups and/or pull-ups as possible.

**EASTERN OKLAHOMA COUNTY TECHNOLOGY
PHYSICAL FITNESS EVALUATION (PFE) AFFIDAVIT**

I understand, in making my application to enroll in the Eastern Oklahoma County Technology Fire Academy program, that it is a very intense physical program that will require me to be in good physical condition.

I attest, by my signature below, that I currently have a workout regimen that will enable me to safely participate in the program without danger to myself or others. I further state my understanding that I must pass a basic physical fitness examination in order to be considered for the Fire Academy program.

Print Student Name

_____ Date _____

Student Signature

_____ Date _____

Witness Signature

“SPORTS PHYSICAL” BY FAMILY PHYSICIAN

Schedule a physical with your family physician. This physical must be a **MINIMUM** of a “Sports Physical”.

EOC Tech **DOES NOT** provide a form for the physician to use when administering the physical. Your physician must use their own form or letterhead. This form must be signed by the doctor and have their contact information listed.

Include this form in your packet to be returned to EOC Tech. This form **MUST** be the original (NO COPIES!!!).

VACCINATION RECORDS

COPIES (NO ORIGINALS!) of all required vaccination records must be included in packet to be returned to EOC Tech. We are not responsible for any original vaccination records you include in this packet.

- The only vaccination record that you may complete and turn in after your **scheduled packet due date is the 2nd TB Test**. All others must be included in your Admissions Packet turned in to Dana Robertson, EMT/Fire Secretary, or to the Clinical Coordinator in Public Services.
- The 2nd TB Test documentation must be completed and turned in to Dana Robertson, EMT/Fire Secretary, or to Tabitha Coffey, Clinical Coordinator, no later than 2 weeks after the class start date.
- If any required vaccination record is not included, the paperwork in your packet **will be considered incomplete and you will be removed from the admission process**.

Required Vaccinations:

- **TWO (2) TB tests** within six months of the EMT Class start date. If you test positive for TB, you must have a chest X-Ray and you must bring a letter from your county health department clearing you for public contact.
- **MMR vaccine or Titer** (2 vaccines if administered under age 18; only 1 vaccine or Titer if over age 18)
- **Flu shot** – must be current year vaccine (spring enrollment must provide documentation of having had the current fall/winter season flu vaccine; fall enrollment will be required to receive and provide documentation once current season flu vaccine become available in the fall.)
- Must have a **Varicella Titer**. A history alone of Varicella (Chicken Pox) is **NOT** acceptable.
- Must have **Tetanus booster** within the last 5 years.
- Must provide a record of **THREE (3) Hepatitis B shot series OR Titer OR sign a Hepatitis B Waiver**.
NOTE: Sign the following waiver ONLY if you are unable to provide proof of having Hepatitis B Vaccinations or a Titer.

Contact Dana Robertson, EMT/Fire Secretary, in Public Services at (405) 390-5315, if you have any questions about the vaccination requirements listed above.

**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
HEPATITIS B VACCINATION DECLINATION FORM**

Sign this waiver only if you have not completed the three shot series or do not desire to take the Hepatitis B vaccine.

The Hepatitis B Virus (HBV) is a serious and dangerous disease and may be contracted through the contact of blood, blood products, and other potentially infectious material.

EOCTC strongly encourages me to take the three shot series or the titer for the Hepatitis B virus. However, I DECLINE to be vaccinated at this time. I understand that by declining to be vaccinated I am at risk of acquiring the Hepatitis B virus.

EOCTC strongly suggests that if I going to have occupational exposure to blood, blood products, and other potentially infectious material in the future, that I should consider being vaccinated with the Hepatitis B vaccine.

Student Name (Print) _____

Student Signature _____ Date _____

Witness Signature _____ Date _____

PAYMENT INFORMATION

Full payment of School Charges is due **no later than Friday, December 1, 2017** unless you make other payment arrangements in advance with Janie Prior, Financial Aid Coordinator including a payment plan. **Effective for the Spring 2018 programs, there is a new Fire Academy Registration Fee of \$100 that will be applied to the student's account and is non-refundable. It is due by December 1st in addition to any partial payment that has been approved.**

Payment arrangements include the EOC Student Payment Plan. Students must have a completed payment plan application and a signed contract on file with the Bursar in the Business Office and the first payment of 50% **plus the \$100 Fire Academy Registration Fee** is due **no later than Friday, December 1, 2017**. See the *EOC Payment Plan* section of this packet for more information.

Students who want the Pell Grant (FAFSA), tribal assistance, OKPromise or any other funding source to pay their School Charges, must have all required paperwork finalized with the Financial Aid Coordinator. This paperwork requires time to be processed so do not wait until you know you've been selected to start applying for FAFSA, tribal assistance, etc. It is strongly recommended that you begin the FAFSA process as soon as you receive this application packet. See the *Financial Aid Information* section of this packet for more information.

Students paying in full or making the first payment on the EOC Payment plan **plus the \$100 Fire Academy Registration Fee** may pay by cash, check or credit card by doing any of the following:

- **In Person:** Go to the Bursar's window across from Student Services
- **By Mail:** Send check or money order made payable to "EOC TECH" to:
EOC Tech
Attn: Kelly Myrick, Bursar
4601 N. Choctaw Rd.
Choctaw, OK, 73020
- **By Phone:** Call Kelly Myrick, Bursar, at (405) 390-6641 to pay by credit card

IMPORTANT CREDIT CARD PAYMENT INFORMATION: Students who plan to use a credit card should contact the bank or credit card company before contacting the Bursar to make sure that any daily credit card transaction limits are high enough to allow for your credit card payment to be processed. Otherwise, your credit card payment will be denied.

FINANCIAL AID STUDENTS: See the *Financial Aid Information* section of this packet for more information about the Federal Pell Grant, VA Education Benefits, Tribal Assistance, and OKPromise.

EOC PAYMENT PLAN: Students must complete an application online, and then meet with the Financial Aid Coordinator to review and sign the EOC Student Payment Plan Contract. See the *EOC Payment Plan* section of this packet for more information about applying for the EOC Payment Plan.

You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.

EOC PAYMENT PLAN

Students who want the EOC Payment Plan must complete the EOC Payment Plan Application [form](#) online. **The \$100 Fire Academy Registration Fee is not eligible for a payment plan; it is due by December 1, 2017.** This payment plan is available to assist students and parents by spreading the School Charges over 3 payments. The steps to apply are as follows:

1. Students must complete the **EOC Payment Plan Application** form online by clicking on this [link](#). The application information will be submitted to Janie Prior, Financial Aid Coordinator, in Student Services.

2. The Financial Aid Coordinator will set up the contract, which will be available for the student to review and sign.
3. If approved, the following is an **example** of the EOC Payment Plan Contract schedule for the Master Firefighter Basic program with **\$4,410** in **school charges**:
 - a) \$2,205 (50%) **plus \$100 Fire Academy Registration Fee** would be due by December 1, 2017
 - b) \$1,103 (25%) would be due by February 9, 2018
 - c) \$1,102 (25%) would be due by March 9, 2018
4. You will need to make your first payment **no later than December 1, 2018**. Payments are received by the Bursar, Kelly Myrick, who is located across from Student Services in the Main Building.
5. The Bursar will keep the original contract and a copy of it will be given to the student. The student is responsible for making the payments by the deadlines given in the Contract. As a courtesy, the student will also be invoiced approximately one week before the 2nd and 3rd payments are due.
6. If circumstances occur which may cause you to be unable to comply with the terms of the EOC Payment Plan Contract, you may appeal **before breaking the terms of the contract**. Failure to pay your account balance by the due date according to the EOC Payment Contract will result in disciplinary action and may result in immediate withdrawal from your program. No certificates or transcripts will be issued as long as there is an outstanding obligation.

For more about financial aid or setting up a payment plan, please contact Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or at jprior@eoctech.edu. Please leave a message if you call and get voicemail.

For more information about making payments on your account balance, please contact Kelly Myrick, Bursar, at (405) 390-6641, or at kmyrick@eoctech.edu.

FINANCIAL AID INFORMATION

If your financial aid eligibility hasn't been finalized with the Financial Aid Coordinator by the **December 1, 2017 Payment Deadline**, you will have to complete and sign an EOC Payment Plan and pay 50% **plus the \$100 Fire Academy Registration Fee** of the School Charges in order to be enrolled in the EMTB or AEMT program. You will be required to continue paying according to the payment plan until your financial aid paperwork has been completed by the Financial Aid Coordinator.

THERE ARE NO LOANS OF ANY KIND THAT A STUDENT CAN APPLY FOR THAT WILL PAY FOR ANY PROGRAM OFFERED AT EOC TECH. EOC Tech does not participate in the federal loan programs, direct loans or alternative loans. You cannot go to any lender and receive a "direct loan" through them for any program taken at EOC Tech because that is still considered as a federal student loan.

You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.

For more information, please email jprior@eoctech.edu, or call Janie Prior, Financial Aid Coordinator, at (405) 390-5344. Please leave a message if you call and get voicemail.

Federal Pell Grant (2017-2018 FAFSA)

1. Go to www.fafsa.gov. This is the website to apply for financial aid. You will be asked for income information from **2015**. The Data Retrieval Tool is not available to use for the 2017-2018 FAFSA. Students and Parents should have copies of their 2015 IRS Tax Forms and all W-2s when completing the FAFSA online.

2. Use <http://www.fafsa.ed.gov/help.htm> to get answers to general questions to completing the FAFSA online. If you have any technical issues while completing the FAFSA online, call 1-800-4-FED-AID.
3. Go to <https://fsaid.ed.gov/npas/index.htm> to request an FSA USER ID which will be used as your electronic signature. If you answer "No" to every question in Step 3 of the FAFSA, you are considered to be "Dependent" for financial aid purposes and your parent will need an FSA USER ID to sign the FAFSA also.
4. If you have any technical issues with the online FAFSA application or User ID, please call 1-8004FED-AID for assistance.
5. Once you (and a parent if applicable) have your FSA USER ID, complete the FAFSA online at www.fafsa.gov. Once you click on "Submit", print the confirmation page and keep it for your records.
6. The federal school ID for EOC Tech is **015861**.
7. You will receive an email from the federal processors when your FAFSA has been processed. The Financial Aid Coordinator will receive your FAFSA electronically. Please contact Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or at jprior@eocotech.edu once you received your email notification from the FAFSA processors.
8. If your FAFSA is chosen for Verification, the Financial Aid Coordinator will need the following information to complete the Verification process:
 - a. **Signed Copies of 2015 IRS 1040 Form and all 2015 W-2s**; or
 - b. **Tax Return Transcript**: If you cannot locate your 2015, then go to www.irs.gov and click on "Get a Tax Transcript by Mail" and submit the request for a paper copy of your tax return transcript. This transcript is required for both the student and parents if a federal income tax return was filed. **This may take up to 10 business days**. This must be submitted to the Financial Aid Coordinator.
 - c. **Verification Worksheet** - You may request this form from jprior@eocotech.edu. The Financial Aid Coordinator will indicate which section(s) of this worksheet you are required to complete.
9. Bring a copy of one of the following to document your High School credential:
 - **High School Diploma or High School Transcript**
 - **GED**
 - **Home School Certificate or Letter**
10. The maximum amount of the Federal Pell Grant that can be paid to any student for the EOC Tech Fire Academy in 2017-2018 is **\$5,465** based on an EFC of "0". The minimum amount is **\$559** based on an EFC of "5328". You may be eligible for part of the Pell Grant, i.e. it's not all or nothing.
 - a. If the amount of Pell you qualify for doesn't cover the **school charges** of the FAC program, you will be required self-pay for any remaining **school charges** by the payment deadline of **December 1, 2017**.
 - b. The Pell Grant will be applied to your student account in 2 equal disbursements. The first disbursement will be processed no later than end of February.
 - c. The second disbursement will depend upon if you have maintained "satisfactory academic progress" according to federal regulations and usually occurs no later than the end of April.
 - d. A progress report will be completed by your instructors and returned to the Financial Aid Office in late March. You must be maintaining at least a cumulative 73%/GPA of 2.0, and have completed the curriculum satisfactorily up to the midway point of the program. If all of these SAP requirements have been met, the second disbursement will be processed no later than the last day of November.
11. If you don't qualify for enough of the Pell Grant to cover the **school charges**, you may apply for the **EOC Tech Payment Plan**. See the *EOC Tech Payment Plan* section of this packet for more information.

12. If you need to withdraw, please contact Janie Prior, Financial Aid Coordinator, first in an effort to let you know the possible financial ramifications of an early withdrawal.
13. You do not have to repay the Pell Grant unless you withdraw from the Fire Academy before a certain completion point. A calculation will be done to determine how much of the Pell Grant has been “earned” up to the withdrawal date.
14. You will be held liable for any unpaid balance on your account plus any amount that has to be returned to the Federal Pell Grant program by EOC Tech due to early withdrawal.

Montgomery GI Bill® (Chapter 30/35) or Ch. 1606

1. If you have never used your Montgomery GI Bill® benefits, you will need to go to www.ebenefits.va.gov and complete the online application at https://www.ebenefits.va.gov/ebenefitsportal/ebenefits.portal? nfpb=true& nfxr=false& pageL_abel=Vonapp.
2. You will receive a letter from the VA known as the **Certificate of Eligibility**. It will verify the benefits you are eligible for, how many months of benefits you have, and when they will expire.
3. If you have used your benefits previously, then you need to complete the **Request for Change of Place of Training or Program** online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995ARE.pdf> and give a copy of it to the Financial Aid Coordinator.
4. In lieu of the **Certificate of Eligibility** letter, you may print off your benefit information if you have set up an account at E-Benefits.org.
5. Provide official copies of all **college transcripts**.
6. Provide a copy of your DD-214.
7. Provide a copy of your **Joint Services Transcript (JST)**. Request a **JST** at <https://jst.doded.mil/official.html>. The only exception is if you were in the Air Force. Go to <http://www.au.af.mil/au/ccaf/transcripts.asp> to request a CCAF.
8. Payments from the VA will be sent directly to you. The Financial Aid Office receives a notice of these payments.
9. **School charges** may either be paid in full by **December 1, 2017**, or you must complete a **VA Student Payment Plan** application form and turn it in with your VA paperwork as soon as possible. Please see the EOC Payment Plan section of this packet for more information on how to apply for a payment plan.
10. A **VA Student Payment Contract** will be prepared for you to review and sign.
11. If approved, the following is an **example** of the **VA Student Payment Plan Contract** for the Master Firefighter Basic program with **\$4,410** in **school charges**:
 - a) \$1,103 (25%) would be due by February 15, 2018
 - b) \$1,102 (25%) would be due by March 15, 2018
 - c) \$1,103 (25%) would be due by April 16, 2018
 - d) \$1,102 (25%) would be due by May 15, 2018
12. Failure to pay your account balance according to the **VA Student Payment Plan** will result in disciplinary action and may result in immediate withdrawal from your program.

13. You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.
14. To maintain eligibility for your VA benefits, you will be expected to maintain at least a 73%/2.0 GPA, be on target with scheduled curriculum completion, and be in compliance with the attendance policy.
15. If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal.
16. You will be held responsible for any account balance remaining on your EOC account, and beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.
17. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. No certificates or transcripts will be issued as long as there is an outstanding obligation.

Post 9/11 GI Bill® (Ch. 33/TOE)

1. If you have never used your Post 9/11 GI Bill® benefits, you will need to go to www.ebenefits.va.gov and complete the online application at <https://www.ebenefits.va.gov/ebenefitsportal/ebenefits.portal?nfpb=true&nfxr=false&pageLabel=Vonapp>.
2. You will receive a letter from the VA known as the **Certificate of Eligibility**. It will verify the benefits you are eligible for, how many months of benefits you have, when they will expire and your rate of pursuit.
3. If you have used your benefits previously, then you need to complete the **Request for Change of Place of Training or Program** online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>. Please give a copy of this form to the Financial Aid Coordinator.
4. In lieu of the **Certificate of Eligibility** letter, you may print off your benefit information if you have set up an account at E-Benefits.org. Please give a copy of this form to the Financial Aid Coordinator.
5. Provide official copies of all **college transcripts**.
6. Provide a copy of your **Joint Services Transcript (JST)**. Request a **JST** at <https://jst.doded.mil/official.html>. The only exception is if you were in the Air Force. Go to <http://www.au.af.mil/au/ccaf/transcripts.asp> to request a CCAF.
7. Payments from the VA for **school charges** will be paid directly to EOC Tech if you have earned **100% rate of pursuit**. Otherwise, you will have to **self-pay the unearned percentage**. For example, if you have earned 70% rate of pursuit, you will have to self-pay the remaining 30% of **school charges**. Your book stipend and your Basic Allowance for Housing (BAH) will be paid directly to you.
8. **School charges** covered by VA will be deferred as a courtesy to you based on your rate of pursuit. If your rate of pursuit is less than 100%, the amount of **school charges** not covered by VA must be paid by **December 1, 2017**.
9. You may apply for an **EOC Student Payment Plan** if you are not at 100% rate of pursuit. The payment plan application form must be completed and submitted to the Financial Aid Coordinator, along with your VA paperwork, as soon as possible. Please see the *EOC Payment Plan* section of this packet for more information.
10. Failure to pay your account balance according to the **EOC Student Payment Plan** will result in disciplinary action and may result in immediate withdrawal from your program.

11. You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.
12. To maintain eligibility for your VA benefits, you will be expected to maintain at least a 73%/2.0 GPA, be on target with scheduled curriculum completion, and be in compliance with the attendance policy.
13. If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal.
14. You will be held responsible for any account balance remaining on your EOC account, and beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.
15. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. No certificates or transcripts will be issued as long as there is an outstanding obligation.

Tribal Assistance

1. Students should contact their own respective tribe to apply for benefits. There is usually an application packet which includes a **tribal financial aid form** that has to be completed by the Financial Aid Coordinator and sent to them directly.
2. Complete the top section of that form, sign and date it and bring it to the Financial Aid Office located in Student Services in the Main Building.
3. You must provide an Award Letter from the tribe stating that they will cover your tuition, fees and books for the school charges to the Financial Aid Coordinator no later than **Friday, December 1, 2017**.
4. You may have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet. You need to ask how your tribe handles reimbursement for out-of-pocket costs that do not go through the school.
5. You will be expected to pay all School Charges **plus the \$100 Fire Academy Registration Fee** by the **Friday, December 1, 2017** deadline if the Financial Aid Office hasn't received any authorization from the tribe, usually referred to as an Award Letter, establishing your eligibility for tribal assistance.

OKPromise (OHLAP)

1. Students should have a letter from OKPromise confirming their eligibility dated July following their year of graduation from high school.
2. Give a copy of his letter to the Financial Aid Coordinator. If you cannot locate your letter, the Financial Aid Coordinator will need your Social Security Number in order to verify the status of your eligibility.
3. Only Master Firefighter-Basic and Master Firefighter-Advanced are eligible programs for OKPromise. Master Firefighter-Fire Portion is not eligible per state statutes effective July 1, 2017.
4. OKPromise will pay a set amount for each eligible program, as approved by the Oklahoma State Regents for Higher Education for 2017-2018. Master Firefighter-Basic is eligible for \$2,547.00. Master Firefighter-Advanced is eligible for \$2,547.00.
5. **Note: The OKPromise does not cover all of the School Charges.** Thus, the student will have to self-pay the difference in full **by December 1, 2017**. The student can make other payment arrangements including the EOC Payment Plan, but the **\$100 Fire Academy Registration Fee is not eligible for the payment plan and must be paid by December 1, 2017**. See the "EOC Payment Plan" section of this packet for more information.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER WITHDRAWAL POLICY

NOTE: Students who received the Federal Pell Grant or VA benefits should contact the Financial Aid Coordinator before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.

NOTICE OF OFFICIAL WITHDRAWAL FORM

The [Notice of Official Withdrawal Form](#) is available in fillable PDF format and can be typed online. Once you've entered the information, print and sign it. Turn the signed form in to Student Services. **The date of an official notice of withdrawal does not include weekends or holidays.**

CANCELLATION OF ENROLLMENT

Cancellation of enrollment occurs when a student officially withdraws **on or before** the Pre-Academy Orientation on **Monday, October 30, 2017**. **A student is considered to be "enrolled" after that date.**

Students must submit a completed Notice of Official Withdrawal Form to Student Services **on or before** the Pre-Academy Orientation on **Monday, October 30, 2017**.

Students who officially withdraw **on or before** the Pre-Academy Orientation will have no obligation.

OFFICIAL WITHDRAWAL

A **Notice of Official Withdrawal** occurs when a student submits a completed Notice of Official Withdrawal Form to Student Services. The date the completed form is submitted will be the date used in the calculation of any possible refund according to the "REFUND POLICY" (see below).

UNOFFICIAL WITHDRAWAL

An **Unofficial Withdrawal** occurs when a student fails to attend or ceases to attend their program without "officially withdrawing" from EOC Tech (see "OFFICIAL WITHDRAWAL" section above). Non-attendance does not constitute a drop or withdrawal; the student will not be eligible for any refund. Students withdrawn due to a failed drug test or other discipline issues are considered to be unofficially withdrawn and are not eligible for any refund.

APPEAL PROCESS

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written appeal to the Director of Business & Industry Services, or the Director of Educational Services. The form may be requested from Student Services in the Main building.

Appeal requests will be handled on a case-by-case basis to determine if the situation warrants an exception to the Withdrawal Date and Refund Policy.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER REFUND POLICY

NOTE: Students should contact Janie Prior, Financial Aid Coordinator, to discuss their Return of Title IV funds calculation before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.

FIRE ACADEMY TUITION REFUND POLICY (FAC Programs Only) - Updated for Spring 2018 programs

The school date in which the student submits the completed Official Withdrawal Form to Student Services will be the date used to calculate a **Tuition** refund according to the following Refund Policy:

- Students, who officially withdraw on or before the Pre-Academy Orientation date, will eligible for school charges to be cancelled on their account **except for the \$100 Fire Academy Registration Fee which is non-refundable.**

- Students, who officially withdraw after the Pre-Academy Orientation date and before Day 1 of instruction, will receive a full refund of Tuition only. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable.**
- Students, who officially withdraw on Day 1 through Day 10 (2 weeks) of instruction, will owe 25% of Tuition charged; any amount paid for Tuition above 25% will be refunded to the student. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable.**
- Students, who officially withdraw on Day 11 through Day 20 (4 weeks) of instruction, will owe 50% of Tuition charged; any amount paid for Tuition above 50% will be refunded to the student. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable.**
- Students, who officially withdraw on Day 21 through Day 30 (6 weeks) of instruction, will owe 75% of Tuition charged; any amount paid for Tuition above 75% will be refunded to the student. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable.**
- Students, who officially withdraw on or after Day 31 of instruction, will owe 100% of tuition charged and no refund of tuition will be processed. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable.**

The date of an official notice of withdrawal does not include weekends or holidays.

NOTE: Students who received the Pell Grant will be subject to the "Return of Title IV Funds" and Post-Withdrawal Disbursement" regulations (see FINANCIAL AID below).

REFUND INFORMATION FOR ALL FINANCIAL AID STUDENTS

Students who received the Federal Pell Grant from EOC Tech and who withdraw, officially or unofficially, will be subject to the "Return of Title IV" regulations. The date established as the student's official withdrawal date will be used to calculate the Return of Title IV refund.

Generally, the student and/or school will have to return any amount of the Pell Grant that is defined as "unearned" of the official withdrawal date. More information may be found in the Student Handbook.

NOTE FOR VETERAN STUDENTS: If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOC account, and **beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.**

NOTE: Students should contact the Financial Aid Coordinator to discuss their Return of Title IV funds calculation before withdrawing from EOC Tech.

OUTSTANDING OBLIGATIONS

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and an Alert will be placed on the student's enrollment record until that amount has been paid.

Students will not be eligible to receive any completions certificates or transcripts from EOC Tech until outstanding obligations have been paid including payment of the **\$100 Fire Academy Registration Fee**. Students will not be allowed to enroll at EOC Tech until outstanding obligations have been paid.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate Director to request an adjustment to their official withdrawal date. These requests will be handled on a case-by-case basis.

I'm active military and/or a reservist. What is the policy if I'm called up for active duty during an EMT or FAC program?

- **Active Military and/or Reservists (Fire Academy Programs):**

If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for any fire certifications earned in the previous fire academy, if the student returns to attend a fire academy program in the future. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

- **Active Military and/or Reservists (EMT Programs):**

If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a 73%/“C” at time of withdrawal. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

FIRE ACADEMY PROGRAMS FAQ

Who should attend the Fire Academy? Anyone at least 18 years old wishing to obtain the basic skills and abilities to seek employment as a career or wildland firefighter, or serve as a volunteer firefighter.

How do I apply for the Fire Academy? Applicants should contact Eastern Oklahoma County Technology Center at (405) 390-5315 and have their names placed on the mailing list to receive an admission packet. The candidate will submit all of the required documentation to Public Services by one of three dates given. The candidate will go through an Interview and then take the Physical Fitness Evaluation test on the date he/she turns in their packet. After successful completion of the physical evaluation, the candidate will be placed on a scoring list. All candidates will be ranked according to their ACCUPLACER, interview and PT scores. Thirty seats will be filled according to the highest scores and fastest times. Five remaining applicants will be placed on a Stand-By Call List in case a seat becomes available.

When is the Fire Academy offered? The Fire Academy currently has a Spring session from January to mid-June and a Fall session from July to mid-December. The Fire Academy is approximately 24 weeks long and is conducted from 7 a.m.-4:30 p.m., Monday through Friday. Times may be subject to change. Some occasional Saturday classes may be required. While EOC will attempt to honor the published class times, it is often necessary to stay longer or come early.

Where are classes located? The Fire Academy is located at Eastern Oklahoma County Technology Center (EOC Tech), 4601 N. Choctaw Rd., Choctaw, OK 73020, and is held in the Public Services building. Enter through Gate 3.

What is expected of me as a Fire Academy Cadet? All cadets who are accepted into the Fire Academy will be expected to participate and conform to the paramilitary process. Cadets will also be expected to represent EOC Tech and the Fire Academy while participating in clinicals and internships. A 2.0 GPA (73%) must also be maintained to continue in the academy.

Am I required to have a H.S. Diploma to attend the Fire Academy? Yes. You do not have to be 18 with a H.S. Diploma/GED to apply, but you must be 18 years of age and have a High School Diploma or GED by the time you begin the Fire Academy. You will also need a H.S. Diploma, H.S. transcript, GED, or Home School Certificate in order to receive federal financial assistance.

Can I take individual classes through the Fire Academy instead of taking the whole program? Yes, but only if you are currently employed by a Fire Department or applicable industry that is called upon for emergency

response. All others must attend the entire Fire Academy. Request for scheduling for a portion of the Fire Academy needs to be submitted to Dana Robertson, EMT/Fire Secretary, and approved by Alan Sanders, Fire/EMT Coordinator.

Is the Fire Academy program offered in the evenings or part-time? No. The Fire Academy is offered as a full-time program during the day. Fire Portion is delivered on Tuesday, Wednesday, and Thursday all day, and EMT is delivered on Monday and Friday all day. These EMT and Fire Academy programs are offered twice a year, generally from July to December (Fall program) and from January to June (Spring program). Students may take the EMT program during one term and the Fire Portion program in the following term. But, taking EMT and Fire Portion as “standalone” programs does not qualify for the Pell Grant.

What training will I receive upon graduating the program? If the cadet is successful in completing the Fire Academy, he or she will have received training in firefighting, hazardous materials, vehicle extrication, EMT Basic or EMT Advanced, Flammable Liquids and Gases (FLAG), Nat'l Incident Mgmt. System (NIMS), Pump Operations, Public Speaking, Emergency Vehicle Operation, CPAT, Physical Fitness, Flashover, Intro. to Water Rescue and an internship.

What qualifications can I earn upon graduating the program? The following are the program certificates that a student can earn:

- **Graduate with Chief's Honors Certificate** - Any cadet completing the program with a GPA of 90-100% will receive the “Graduate with Chief's Honors” certificate.
- **Graduate with Honors Certificate** - Any cadet completing the program with a GPA of 80-89% will receive the “Graduate with Honors” certificate.
- **Graduate Certificate** - Any cadet completing the program with a GPA of 73-79% will receive the “Graduate” certificate.

In addition to the above program certificates, a student may receive the following industry certifications:

- Hazardous Materials Awareness Level
- Hazardous Materials Operations Level
- Firefighter I
- Firefighter II
- F.L.A.G.
- Wildland
- Traffic Incident Management System (TIMS)
- Intro. to National Incident Management System (NIMS)

Students may also submit their certificates and transcripts to the Council on Firefighter Training (COFT) and apply for certification in the following categories:

- Support Firefighter
- Basic Firefighter
- Intermediate Firefighter
- Advanced Firefighter
- Master Firefighter

Does the Fire Academy offer job placement when I graduate? Am I guaranteed a job? No. EOC Tech makes no promise or assurance of job placement for cadets. EOC Tech does, however, keep a CPAT database from which a growing number of fire departments scan for potential firefighters. Fire Academy graduates are placed on a list that 23 metro area fire departments often hire from. Graduates of the Fire Academy are very highly trained and are very “marketable” to any department they wish to apply. Also, some opportunities will be made available to graduates to apply for seasonal wildland firefighting jobs.

Do I earn college credit through the Fire Academy? Currently, you may earn college credit by giving 2-year colleges copies of your IFSAC certifications. Each school will evaluate those certifications and will equate them to their own courses which you may receive advanced standing for. Transcripts may no longer be recognized for

advanced standing purposes. Check with Kristy Johnson in Student Services at (405) 390-5314, or at kjohnson@eocotech.edu for the latest information on earning college credit.

Will my certifications transfer out of state? Possibly. Many of the certifications you are offered are national certifications, e.g. International Fire Service Accreditation Congress (IFSAC), and may transfer to other states in the USA (some states may have additional requirements) and to several other nations. Please visit www.ifsac.org for more info on national certifications. The non-IFSAC certifications from EOC Tech may or may not transfer. Each fire department has a different process when hiring, and it is the cadet's responsibility to check with the specific agency to which he/she is applying to ensure the EOC Tech course completion certificates will meet their requirements.

Will my certifications transfer nationwide? All cadets that meet the required grade and skill prerequisites will be afforded the opportunity to challenge the IFSAC certifications where applicable. The local authority having jurisdiction (AHJ), where certifications are presented, will make final decisions regarding the allowances or acceptance of submitted certifications.

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