

# Prince William County Public Schools Firefighting Program Application Packet

Osborn Park High School (OPHS)  
8909 Euclid Ave.  
Manassas, VA 20111  
703.365.6500

Stonewall Jackson High School (SJHS)  
8820 Rixlew Lane  
Manassas, VA 20109  
703.365.2900

Attention: Ms. Lindsey Walton, AP

Attention: Mr. Chad Cavender, AP

**Due Date: March 15, 2020**

Dear Prospective Student:

Thank you for inquiring about our Firefighting Program partnered with Prince William County Fire and Rescue System (PWCFRS). Enclosed are the requirements for entrance and information describing the program. This program will be offered *every other day* and hosted at the Prince William Public Safety Training Center (PSTC). The Prince William PSTC is located at 13101 Public Safety Drive, Nokesville, Virginia 20181. Transportation will be provided from OPHS and SJHS to the Prince William PSTC and back only. In addition to academics, a physical ability test and a medical physical, including a drug screening, will be required to be accepted into this program. This is for your safety while participating in the PWCS Firefighting Program.

The following pages include information regarding the PWCS Firefighting Program including the process to apply, any and all requirements needed, reference pages, and a parent consent letter. At the end of the school year, your family will be invited to the Prince William PSTC to watch a “live burn” that you will participate in. *Please keep pages one to four for reference* and do not turn these into your counselor with your completed packet.

**The application, three references, and transcripts with attendance record (provided by your school counselor), are due to the appropriate office no later than March 15, 2020.**

Please review this information packet with your parent or guardian thoroughly. If you have additional questions, feel free to contact the Career and Technical Education (CTE) Supervisor at 703.791.7297 or [wrightdr@pwcs.edu](mailto:wrightdr@pwcs.edu).

Sincerely,

*Doug Wright*

Doug Wright  
Supervisor of Career and Technical Education

## Course Description

Firefighting requires discipline and attention to academic and professional standards to successfully fight live fires, address hazardous-materials (HAZMAT) incidents, and conduct search-and-rescue operations. Students will become familiar with the procedures, equipment, and technologies used by fire departments. This course challenges students academically, mentally, and physically and meets the standards of National Fire Protection Association (NFPA) 1001-2013 leading to the opportunity to obtain a Firefighter I/II certification.

Virginia Department of Education requires **students must be at least 16 years old (40-1.79.1 Code of Virginia) by the first day of the course offering**. Enrollment also requires parental consent. Additional requirements, including CPR, HAZMAT operations, and mayday awareness, are stipulated for those students seeking NFPA Firefighter certification. Students must be Virginia residents and have personal health insurance.

## Application Process

**Please Note: Acceptance into the PWCS Firefighting Program is by *paper application only!* Students who do not complete the application with references will not be considered. Applications are available from your school counselor and online on the OPHS and SJHS websites. Only rising juniors and seniors may apply.**

### Student's Responsibilities:

- Complete this Application Packet for the PWCS Firefighting Program including the top of each reference form.
- When registering for classes, sign up for Firefighting. (Open to only rising juniors or seniors)
- Transportation will only be provided from SJHS or OPHS. Students may provide their own transportation to one of those schools to ride the provided transportation to/from the Prince William PSTC or provide their own transportation directly to/from the Prince William PSTC.

### School Counselor's Responsibilities:

- Collect the student's application for the Firefighting Program and completed references. Attach a copy of the student's transcript including grades to date for the current school year and student's attendance record for the current school year, making sure to include current days absent from school.
- Please make sure that the student is only a rising junior or senior and has time in their schedule. ***This is a one-year, three-credit, nonsequential (CTE) transport program.***
- Turn-in the completed application (student application, teacher references, transcript and attendance record) to the appropriate administrator at SJHS or OPHS. If the student does not attend SJHS or OPHS, please forward the entire application to the Office of Student Learning, CTE, Attention: Supervisor via the courier.

## Student Selection

An admissions committee will review completed applications and make recommendations for invitations to begin training to take the physical ability test. An invitation to participate in the physical ability test does not guarantee acceptance into the Firefighting Program as there are additional steps to be completed. Past attendance, current grades, references and level of interest will all be considered during the selection process.

***There are a limited number of seats in the PWCS Firefighting Program and it is not always possible to accept all students into the program.***

### Acceptance into the program requires a successful completion of a five-step process:

1. Approval of application;
2. Attend required Candidate Physical Ability Test (CPAT), a physical agility test, mentoring sessions;
3. Finish the CPAT;
4. Pass the medical physical at the Prince William County (PWC) Employee Health Facility; and

5. Receive Invitation to participate in the PWCS Firefighting Program.

Students whose applications are accepted will be notified during the last two weeks of March. **All students are required to acknowledge their intent to participate in the program in writing by March 31, 2020.** Once accepted, students are **required** to attend physical agility mentoring and practice sessions to prepare them for the physical agility test that must be taken to be allowed to participate in the program. Required participation is not only to assist a student in finishing the CPAT, but also for a student’s physical safety while taking the test. The mentoring schedule will be shared with students with their application acceptance letters. CPAT mentoring will take place at the Prince William County Department of Fire and Rescue (PWCDFR) Personnel Facility located at 8494 Kao Cir, Manassas, VA 20111. PWCS will not provide transportation to and from the PWCDFR Personnel Facility.

Students will be scheduled to take the CPAT at the PWDFR Personnel Facility, either at the mentoring sessions or on the final testing date. Those who finish the CPAT, will be invited to schedule a medical physical, including a drug screening, at the PWC Employee Health Facility (8480 Kao Cir, Manassas, VA 20111). High school directors of school counseling will receive a list of successful applicants mid-June. Directors will then reschedule students who were not accepted into the program.

### **Minimum Grade and Attendance Requirements**

Attendance is highly important to this program – 100 percent attendance is required. A maximum of 10 percent of the class may be made up. If 100 percent attendance is not met, then a student will not receive the firefighter certification at the end of the course, however, may remain in the class for the remainder of the year.

The grade point average for this class, as required by the state of Virginia, must not fall below a 70 percent at any given time in order to qualify to receive a firefighting certification at the end of the course. A student whose grade falls below a 70 percent at any given time may remain enrolled in the class but will be ineligible to receive a firefighting certification at the end of the course.

### **Physical Appearance Requirements**

Students who have facial hair that will prevent the face piece from achieving a proper seal will not be allowed to participate in any part of the evolution requiring the use of a Self-Contained Breathing Apparatus (SCBA). Section 5-3.8 of NFPA 1500, Fire Department Occupational Health and Safety, states, “A growth of beard or facial hair at any point where the SCBA face piece is designed to seal with the face shall be prohibited for members required to use SCBA.” The use of an SCBA face piece by an individual with facial hair is in violation of [OSHA] 29 CFR 1910.134(e)(5)(i).

All students, instructors, and safety personnel shall properly wear all protective clothing and equipment whenever they are involved in any evolution of fire suppression operation during live fire training evolutions.

### **Important Addresses**

Classes Location:	Prince William Public Safety Training Academy 13101 Public Safety Drive, Nokesville, VA 20181
CPAT Mentoring and Testing:	Prince William Fire and Rescue Services Personnel Facility 8494 Kao Cir, Manassas, VA 20111
Medical Physical Screening, including drug testing	Prince William County Employee Health Facility 8480 Kao Cir, Manassas, VA 20111

# Prince William County Public Schools

## Firefighting Program

### Requirements for Firefighting Program

**To be eligible to be considered for the Firefighting Program, you must meet the following requirements:**

- Be a minimum of 16 years of age at the beginning date of this certification program. If less than 18 years of age, on the first day of class the student must provide the teacher with a completed Virginia Department of Fire Programs (VDFP) Parental/Legal Guardian Permission Form with the signature of a parent or guardian verifying approval for enrollment in the course.
- Provide proof of insurance by the first day of class.
- If seeking Virginia Certification, you *must be able* to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform without the need for an assistant. Students with disabilities will be evaluated on a case by case basis for course entry and safety considerations.
- Turn in a completed application by March 15, 2020.
- If your application is accepted, reply, in writing, with your acceptance by March 31, 2020.
- Complete the mentoring program for the CPAT test (a parent/guardian will need to attend your first session to fill out the consent form).
- Finish the CPAT test.
- Pass the medical physical, including drug screening.
- Receive an invitation to participate in the program (invitations will be made mid-June via email).

**To be eligible to attend the classes of the firefighting program, you must meet the following requirements:**

- Be clean and neat in appearance and abide by all clothing and appearance requirements set forth by the Virginia Department of Fire Programs, PWCFRS, and PWCS.
  - Students who have facial hair that will prevent the face piece from achieving a proper seal will not be allowed to participate in any part of the evolution requiring the use of an SCBA. Section 5-3.8 of NFPA 1500, Fire Department Occupational Health and Safety, states, “A growth of beard or facial hair at any point where the SCBA face piece is designed to seal with the face shall be prohibited for members required to use SCBA.” The use of an SCBA face piece by an individual with facial hair is in violation of [OSHA] 29 CFR 1910.134(e)(5)(i).
  - All students, instructors, and safety personnel shall properly wear all protective clothing and equipment whenever they are involved in any evolution of fire suppression operation during live fire training evolutions.
- Not be under the influence of any drugs or intoxicating substances that impair your ability to participate in practical skills or operate a motor vehicle.
- Students are required to follow the PWCS Code of Conduct while participating in this program.
- Maintain an average grade point average in the program of 70 percent or higher (falling below this minimum grade level percentage will disqualify you in receiving a Firefighting certification at the end of the course, however, you may still participate in the class).
- Maintain attendance of 100 percent, with 10 percent that can be made up at the teacher’s discretion. (Falling below this minimum attendance requirement will disqualify you in receiving a Firefighting certification at the end of the course, however, you may still participate in the class).

# Prince William County Public Schools

## Firefighting Program Application

Osborn Park High School  
8909 Euclid Ave.  
Manassas, VA 20111  
703.365.6500

Stonewall Jackson High School  
8820 Rixlew Lane  
Manassas, VA 20109  
703.365.2900

Attention: Ms. Lindsey Walton, AP

Attention: Mr. Chad Cavender, AP

**Due Date: March 15, 2020**  
**Application for Admission**

Date Submitted: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Base School: \_\_\_\_\_

Current Grade: 10 \_\_\_\_\_ 11 \_\_\_\_\_

(only rising 11<sup>th</sup> and 12<sup>th</sup> grade students, who will be 16 years or older, may apply)

Number of days missed from school this year (SY 2019-20): \_\_\_\_\_

Reason: \_\_\_\_\_

Any Known Allergies: \_\_\_\_\_

### References

List below the names of three current teachers, you will be using for references. Provide each of these teachers with one of the attached references and ask them to return the completed reference to your guidance counselor within one week.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Narrative

How did you learn about this program?

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What do you expect from this program? Be as specific as possible.

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In the following space please write a paragraph of six to eight sentences highlighting why the firefighting program is of interest to you. Please include qualities that you feel you possess that would make you successful.

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prince William County Public Schools does not discriminate in employment or in its educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.

The following individuals will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Freedom of Information Act (FOIA), Civil Rights,  
Section 504 Compliance (Employees), Equal  
Employment Opportunity, Americans with Disabilities  
Act, Grievance Procedures  
Associate Superintendent for Human Resources  
703.791.8377

Section 504 Compliance (Students)  
Director of Special Education  
703.791.7287

Family Educational Rights and Privacy Act (FERPA)  
Records Management Specialist  
703.791.7445

Title IX Compliance  
Supervisor of Student Activities  
703.791.7353

Supervisor of Career and Technical Education  
703.791.7297

Supervisor of Health, P.E., and Driver Education,  
703.791.7270

Mailing Address  
P.O. Box 389, Manassas, VA 20108

# Prince William County Public Schools Firefighting Program Application

**Osbourn Park High School**  
8909 Euclid Ave.  
Manassas, VA 20111  
703.365.6500

**Stonewall Jackson High School**  
8820 Rixlew Lane  
Manassas, VA 20109  
703.365.2900

**Attention: Ms. Lindsey Walton, AP**

**Attention: Mr. Chad Cavender, AP**

**Due Date: March 15, 2020**

## Applicant's Personal Reference #1

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

High School: \_\_\_\_\_

Dear Teacher,

The above individual has applied for admission to the Firefighting Program. Will you kindly give us your candid opinion of this applicant? All information will be kept confidential. The completed form should be returned to the student's school counselor within one week.

How long have you known the applicant? \_\_\_\_\_

In what relationship have you known him/her? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you please check the following personal qualities as they apply to the above candidate?

	Superior	Above Average	Average	Below Average
Initiative				
Problem solver				
Ability to make quick decision				
Ability to follow directions				
Ability to work with others				
Dependability				
Effective Communicator				

**Please complete the back of this form.**

Because the job of a fire fighter can be physically demanding and places them in direct contact with the public and in potentially dangerous situations, it is essential that applicants be in good physical health, demonstrate good interpersonal and listening skills, and have the ability to work in a team environment. Please include in this section any additional information you feel would be useful in helping us determine this student's chance for success in this program/career.

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Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_



# Prince William County Public Schools Firefighting Program Application

**Osbourn Park High School**  
8909 Euclid Ave.  
Manassas, VA 20111  
703.365.6500

**Stonewall Jackson High School**  
8820 Rixlew Lane  
Manassas, VA 20109  
703.365.2900

**Attention: Ms. Lindsey Walton, AP**

**Attention: Mr. Chad Cavender, AP**

**Due Date: March 15, 2020**

## Applicant's Personal Reference #2

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

High School: \_\_\_\_\_

Dear Teacher,

The above individual has applied for admission to the Firefighting Program. Will you kindly give us your candid opinion of this applicant? All information will be kept confidential. The completed form should be returned to the student's school counselor within one week.

How long have you known the applicant? \_\_\_\_\_

In what relationship have you known him/her? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you please check the following personal qualities as they apply to the above candidate?

	Superior	Above Average	Average	Below Average
Initiative				
Problem solver				
Ability to make quick decision				
Ability to follow directions				
Ability to work with others				
Dependability				
Effective Communicator				

**Please complete the back of this form.**

Because the job of a fire fighter can be physically demanding and places them in direct contact with the public and in potentially dangerous situations, it is essential that applicants be in good physical health, demonstrate good interpersonal and listening skills, and have the ability to work in a team environment. Please include in this section any additional information you feel would be useful in helping us determine this student's chance for success in this program/career.

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Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

# Prince William County Public Schools Firefighting Program Application

**Osbourn Park High School**  
8909 Euclid Ave.  
Manassas, VA 20111  
703.365.6500

**Stonewall Jackson High School**  
8820 Rixlew Lane  
Manassas, VA 20109  
703.365.2900

**Attention: Ms. Lindsey Walton, AP**

**Attention: Mr. Chad Cavender, AP**

**Due Date: March 15, 2020**

## Applicant's Personal Reference #3

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

High School: \_\_\_\_\_

Dear Teacher,

The above individual has applied for admission to the Firefighting Program. Will you kindly give us your candid opinion of this applicant? All information will be kept confidential. The completed form should be returned to the student's school counselor within one week.

How long have you known the applicant? \_\_\_\_\_

In what relationship have you known him/her? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you please check the following personal qualities as they apply to the above candidate?

	Superior	Above Average	Average	Below Average
Initiative				
Problem solver				
Ability to make quick decision				
Ability to follow directions				
Ability to work with others				
Dependability				
Effective Communicator				

**Please complete the back of this form.**

Because the job of a fire fighter can be physically demanding and places them in direct contact with the public and in potentially dangerous situations, it is essential that applicants be in good physical health, demonstrate good interpersonal and listening skills, and have the ability to work in a team environment. Please include in this section any additional information you feel would be useful in helping us determine this student’s chance for success in this program/career.

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Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

# Prince William County Public Schools

## Firefighting Program

### Parent Information and Consent Letter

Dear Parent/Legal Guardian:

Your son/daughter is planning to enroll in the Firefighting Program with Prince William County Public Schools, in partnership with Prince William County Fire and Rescue System. This program is an elective course of study that your son/daughter has chosen. As with many courses dealing with public safety, there are certain risks associated with participation in this course. Enclosed you will find information concerning the curriculum and numerous documents that require your signature. Upon your review of all enclosed documents, please review the material with your child and sign your name, where appropriate. All required documentation should be received no later than March 15, 2020. If you have any concerns, please discuss them with your daughter/son or your student's school counselor.

The Firefighting Program is challenging both physically and mentally. To succeed and earn the industry certification upon completing the course, 100 percent attendance is required for your child of which 10 percent may be made up by the student at an agreed upon time between the instructor and the student. Equally important is that your child must come to class prepared. Please discuss these issues with your child to ensure he or she is prepared to undertake the responsibility of fulfilling the requirements necessary for successful completion of this course. In addition to attendance and class readiness, your student must maintain a grade point average in the course of 70 percent or higher to remain eligible to earn a firefighting certification upon the course completion. If at any point your student's grade falls below 70 percent or he/she does not achieve attendance requirements, your student may remain enrolled in the course but will not receive a firefighting certification at the end of the school year.

The firefighting course is a program that trains individuals in the methods and techniques associated with fire suppression. The curriculum used in Virginia is a nationally recognized program developed by the National Board on Fire Service Professional Qualifications. The curriculum requires a minimum number of hours of classroom instruction for its firefighter programs and additional hours for practical skills. Passing both the written and practical aspects of the state examination certifies the student to perform the duties of a firefighter. Because of the responsibilities placed on a firefighter, the Commonwealth of Virginia requires that anyone less than 18 years of age must have permission from his or her parent or legal guardian to become certified as a firefighter in Virginia. Students participating in the course must be at least 16 years of age on or before the first day of class for the Firefighting Program.

A student less than 18 years of age must provide a completed and signed copy of the Virginia Department of Fire Programs Parental Consent Form to the instructor on the first day of class.

Participation in the field of firefighting can be a very rewarding experience. However, the responsibilities of a firefighter are great and at times extremely stressful. The consequences of such situations can be positive; but they can also be a source of frustration, guilt, and emotional distress. Physical injury is a very real possibility. Firefighters can also be at a greater risk of exposure to hazardous environments. Firefighter training programs provide information on how to protect oneself when dealing with these hazards. However, the nature of firefighting activities tends to place firefighters in dangerous situations where the maturity and experience to make critical decisions is of the utmost importance.

By signing this document, you agree that your daughter/son has the capabilities for managing these mature matters.

**Parent/Guardian Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

# Prince William County Public Schools

## Firefighting Program

### Requirements for Firefighting Program – Signature Page

**To be eligible to be considered for the Firefighting Program with PWCS, you must meet the following requirements:**

- Be a minimum of 16 years of age at the beginning date of this certification program. If less than 18 years of age, on the first day of class the student must provide the teacher with a completed Virginia Department of Fire Programs (VDFP) Parental/Legal Guardian Permission Form with the signature of a parent or guardian verifying approval for enrollment in the course.
- Provide proof of insurance by the first day of class.
- If seeking Virginia Certification, you *must be able* to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform without the need for an assistant. Students with disabilities will be evaluated on a case by case basis for course entry and safety considerations.
- Turn in a completed application by March 15, 2020.
- If your application is accepted, reply, in writing, with your acceptance by March 31, 2020.
- Complete the mentoring program for the CPAT test (a parent/guardian will need to attend your first session to fill out the consent form).
- Finish the CPAT test.
- Pass the medical physical, including drug screening.
- Receive an invitation to participate in the program (invitations will be made mid-July/early August via email).

**To be eligible to attend Firefighting program with PWCS, you must meet the following requirements:**

- Be clean and neat in appearance and abide by all clothing and appearance requirements set forth by the Virginia Department of Fire Programs, the locality, and the school.
  - Students who have facial hair that will prevent the face piece from achieving a proper seal will not be allowed to participate in any part of the evolution requiring the use of an SCBA. Section 5-3.8 of NFPA 1500, Fire Department Occupational Health and Safety, states, “A growth of beard or facial hair at any point where the SCBA face piece is designed to seal with the face shall be prohibited for members required to use SCBA.” The use of an SCBA face piece by an individual with facial hair is in violation of [OSHA] 29 CFR 1910.134(e)(5)(i).
  - All students, instructors, and safety personnel shall properly wear all protective clothing and equipment whenever they are involved in any evolution of fire suppression operation during live fire training evolutions.
- Not be under the influence of any drugs or intoxicating substances that impair your ability to participate in practical skills or operate a motor vehicle.
- Students are required to follow the PWCS Code of Conduct while participating in this program.
- Maintain an average grade point average in the program of 70 percent or higher (falling below this minimum grade level percentage will disqualify you in receiving a Firefighting certification at the end of the course, however, you may still participate in the class).
- Maintain attendance of 100 percent, with 10 percent that can be made up at the teacher’s discretion. (Falling below this minimum attendance requirement will disqualify you in receiving a Firefighting certification at the end of the course, however, you may still participate in the class).

**Acknowledgement** - I have read the above requirements and verify that I am capable of meeting all requirements listed above and I am eligible to participate in the PWCS Firefighting Program. My signature below acknowledges that I have read and understand the prerequisites for course enrollment and verify that I am eligible for certification, based upon the “Standards of Conduct” required for course completion.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (please print full name): \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_