



# VERDUGO FIRE ACADEMY

ACCREDITED REGIONAL TRAINING PROGRAM - ARTP  
1500 NORTH VERDUGO ROAD, GLENDALE, CALIFORNIA 91208  
818.240.1000 x5326



## APPLICATION PACKET

Application must be typed

PERSONAL INFORMATION										
Last Name:			First Name:				Middle Initial:			
Street Address:										
City:			State:			Zip Code:				
Primary Phone:					Alternate Phone:					
E-mail address:										
Glendale Student I.D. #				Ethnicity:						
Date of Birth:				Age:		Gender:				
EDUCATION /SPECIAL TRAINING										
College Degrees:										
Fire Tech Classes Completed:						Total Fire Tech Units completed:				
CERTIFICATIONS										
Check all that apply below and provide documentation / proof of each; <i>Note: Minimum of Public Safety-First Aid and CPR (Health and Safety Code 1797.182) required or equivalent; GCC EMT139, EMT, or EMP.</i>										
<input type="checkbox"/> PSFA & CPR	Date:		Chapter:			Expiration:				
<input type="checkbox"/> EMT	Type (B or P):			County / NR:		Expiration:				
<input type="checkbox"/> C-PAT	Date completed:									
FIRE SERVICE EXPERIENCE										
<input type="checkbox"/> Explorer	Dates:				Department:					
Contact Name:					Contact phone:					
<input type="checkbox"/> Sponsored	Department:									
Contact Name:					Contact phone:					
<input type="checkbox"/> Other										

Signature: \_\_\_\_\_  
Your typed name above signifies as your signature

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

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



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## SUPPLEMENTAL APPLICATION / CHECK-LIST

- This is not the Glendale College Application for Admission -

### MANDATORY

- Verdugo Fire Academy Application
- Public Safety-First Aid and CPR (Health and Safety Code 1797.182) or equivalent; GCC EMT139, EMT, or EMP

### OPTIONAL/SUPPLEMENTAL DOCUMENTATION (See Cadet Selection Point System)

- GCC EMT139 coursework or equivalent.
- County EMT-B or EMT-P certification/card or NR-EMT
- AS Degree in Fire Technology (Copy of Degree)
- Fire Technology units (Transcripts: Unofficial transcripts acceptable)
- C-PAT certification (Copy of card)
- Military experience (DD-214)
- College degree or certificate
- Fire department explorer (letter from Post Advisor)
- Attended VFA information meeting (Attendance Verification Form)
- Letter of recommendation

Applicants may submit proof of additional qualifications at any time up to the first day of class. However only documentation submitted before the application deadline will be considered for selection purposes. All applications are date stamped with the date submitted and accepted.



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## APPLICATION PROCESS

*Candidates are strongly encouraged to attend a FREE VFA Firefighter Career Planning Seminar. Workshops are traditionally offered on the 1<sup>st</sup> Saturday of every month from 10:00am to 12:00pm at Glendale Fire Station #21 or via ZOOM. No appointment necessary. An updated schedule can be viewed on the VFA website.*

### Step 1 - Apply to Glendale Community College

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

### Step 2 - Make a Counseling Appointment (OPTIONAL)

You are encouraged to make an appointment with our Career and Fire Counselor, Isaac Pedraza. Mr. Pedraza can provide you with valuable information and guidance on preparing yourself for the fire academy experience and earning your degree or certificate. To make an appointment, contact Mr. Pedraza @ [ipedraza@glendale.edu](mailto:ipedraza@glendale.edu) or (818) 240-1000 x3333.

### Step 3 - Prepare your Verdugo Fire Academy Application Packet

Download the Verdugo Fire Academy Application from the VFA web site @ [www.glendale.edu/fire](http://www.glendale.edu/fire). This is not the GCC application. Begin assembling the required and optional/supplemental documentation detailed in the application packet. Application must be typed.

### Step 4 - Submit your Verdugo Fire Academy Application Packet

Completed packets will be accepted at any of the Career Planning Workshops OR you may contact Program Specialist Chaplain Victor Castellanos at (818) 240-1000 x5326 to schedule an appointment to submit your application packet. You are strongly encouraged to submit your application immediately as space is limited and the class fills up quickly. Applications are accepted throughout the year.

### Step 5 - Register for Fire 116 and Pay all Fees (Fire 116)

Your spot in the Verdugo Fire Academy is not guaranteed until you have successfully registered for Fire 116, upon acceptance into the academy. This includes payment of all applicable fees, following all other steps in the process, and attending the mandatory orientation. **This process usually begins in September.** You are encouraged to apply ASAP to secure your spot.

### Step 6 - Mandatory Class XXVI Orientation

Thursday, November 2, 2023, 6:00pm to 10:00pm, Glendale Fire Station 21 Community Room or via ZOOM.



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## IMPORTANT DATES

### Application deadline - Open and Continuous

*Applications accepted after the Orientation may still be considered and added to the list of alternates. If more than 50 students apply to the Verdugo Fire Academy, the Cadet Selection Point System will be used to select the top 50. All others will be placed on the alternate list. Only sponsored Cadets will be accepted after the Orientation. Applications are date stamped so submit your application as soon as possible. Additional documentation can be added to your application packet up to the application deadline.*

### Acceptance

*Letters of invitation will be sent to accepted cadets. Provisional acceptance letters will be sent to those placed on the alternate list along with further directions. In an attempt to notify cadets of acceptance as early as possible, accepted cadets may be notified at any time throughout the year leading up to Orientation.*

### Glendale College Registration Deadline - Determined by Admissions & Records

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

### Mandatory Class XXVI Orientation - November 2, 2023

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



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## CADET SELECTION POINT SYSTEM

The Verdugo Fire Academy Program accepts 50 cadets into each class. In the event the program has more than 50 applicants, a selection system based on points will be used to sort and rank the list of applicants.

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

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

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
1	County EMT-B or EMT-P certification/card or NR-EMTB	10
2	Associates Degree in Fire Technology	30
3	C-PAT certification	15
4	Glendale College Fire Tech. core class(s) or Certificate	2-12
5	Military experience	10
6	Fire department explorer experience (current or past)	10
7	Attended VFA information meeting (2 points per meeting)	10 (Max)
8	Letter of recommendation	3

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

1. **County EMT-B or EMT-P certification/card or NR-EMTB**

*Proof by copy of license/card*

2. **Associates Degree in Fire Technology**

*Proof by copy of degree and official transcripts.*

3. **Candidate physical ability test certification (C-PAT)**

*Proof by copy of C-PAT certification card. Must be within the same calendar year of the date of the application deadline. For more information go to [www.CFFJAC.org](http://www.CFFJAC.org)*

4. **Glendale Community College fire technology core class or certificate**

*Any GCC student that has completed one or more of the Fire Technology Core Classes (Fire 101, 102, 103, 104, 105, and 106). On-line classes apply. 2-points are awarded for each core class completed at GCC. Fire Technology Certificate from any college receives automatic 12-points.*

5. **Military experience**

*Active or reserve. Proof by DD-214.*



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## 6. Fire Department Explorer

*Past or present. A letter from the Post Advisor verifying service (12-months minimum). Must include the start date and end date of involvement. This is not a letter of recommendation however if a letter verifying explorer post experience contains a recommendation from the Post Advisor, additional points will be awarded not to exceed 3 additional points.*

## 7. Attended a Verdugo Fire Academy Information and Career Planning Workshop

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

## 8. Letter of recommendation

*Proof by written letter on official department letterhead recommending the applicant for placement into the Verdugo Fire Academy Program. Letter cannot be from a relative and must be Officer Rank, i.e., Captain, Lieutenant, Battalion Chief, Deputy Chief, Assistant Chief, or Fire Chief. This is not the VFA Cadet Sponsorship Form. Max 3-points regardless of number of letters submitted.*