

Registration Procedures

Registration opens approximately two months before class starts. You may hold a spot in the class with a deposit equal to 25% of the total tuition, a completed Course Application and the signed Refund Policy. Outstanding documents and remaining tuition must be paid no later than the last day of registration. **All cadets are required to appear in person during the last week of registration** at 3528 Hunter Road, San Marcos, Texas. Office hours are normally M-F from 9am - 3pm except on holidays.

Acceptance Requirements – Student Check List

Cadets will not be accepted until the following documents are submitted, approved and full payment is received no later than the last day of registration.

EMT Basic Course

_____ 18 years of age by the completion of the course. Exceptions can be made for high school cadets in the CTE Program. Contact the TFA Course Coordinator.

_____ Background Check. [Instructions available](#) at TexasFireAcademy.com and included in your welcome email

- All arrests, charges and dispositions must be fully disclosed.
- No pending, deferred adjudication or conviction on Felony or Class A Misdemeanors.
- Class B and C Misdemeanor arrests, charges, deferred adjudication and convictions will be evaluated.
- Any concerns should be directed to the TFA Admissions Office.

_____ [Course Application](#). **Incomplete applications will not be accepted.**

_____ [Refund Policy](#).

_____ [EMT Release of Liability](#).

_____ Copy of Driver's License.

_____ Copy of Diploma, GED or College Transcript.

_____ Tuition paid in full.

- Veterans are required to have all documents submitted to VA and the 25% deposit paid to TFA before tuition benefits are processed.

Proof of immunizations as follows:

_____ Hepatitis B (A three shot series. Cadet must be on the second booster, at least, by first day of class or must sign the enclosed Hepatitis B Vaccine Declination form).

_____ Tetanus (Must be within 10 years.)

_____ Measles, Mumps, Rubella (A childhood vaccine. If there is no record available, you can get a titer to prove immunity or get another booster.)

_____ TB test (Must be within 6 months.)

_____ Hybrid Course Only – Requires you to hold a current American Heart Association Healthcare Provider BLS Card.