

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
- a signed Refund Policy.

Outstanding documents and remaining tuition must be paid no later than the last day of registration.

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 first day of class. 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. If under 18 years old, background check must be completed after 18th birthday.

- 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 – unofficial is acceptable.

_____ **Tuition paid in full.**

Proof of immunizations as follows:

_____ Hepatitis B (three shot series. Cadet must be on the second booster, at least, by first day of class)

_____ Tetanus (Must be within 10 years)

_____ Measles, Mumps, Rubella

_____ TB skin test results (Must be within 6 months)

_____ Varicella or proof of immunity.

_____ Influenza (within 1 year, optional – if wanting to go into the ER then required)

_____ COVID vaccine (optional – if wanting to go into the ER then required)

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



HAYS COUNTY ESD #3 TEXAS FIRE ACADEMY

Course Application



Incomplete applications will not be accepted.

APPLICANT INFORMATION					
Class Name (EMT/CAD):					
Last:		First:		Middle:	
Date of Birth:		Email:			
Home Phone:		Work:		Cell:	
Address:					
City:		State:		Zip:	
D/L #:		Exp. Date:		Class:	
Marital Status:		Spouse's Name:			
EMPLOYMENT INFORMATION					
Current or last employer:					
Employer Address:					
City:		State:		Zip:	
Supervisor's Name:		Phone:			
EMERGENCY CONTACT					
Name:		Relation:		Phone:	
Address:		City:		State: Zip:	
How did you hear about us?					
MEDICAL HISTORY					
Have you ever had any of the following?					
	Yes	No		Yes	No
Heart/Cardiac Problems	<input type="checkbox"/>	<input type="checkbox"/>	Anxiety	<input type="checkbox"/>	<input type="checkbox"/>
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Surgery within last 3 years	<input type="checkbox"/>	<input type="checkbox"/>
Lung/Asthma/COPD	<input type="checkbox"/>	<input type="checkbox"/>	Vision (glasses, contacts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	Injury to back, neck or spine	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	Learning Disability	<input type="checkbox"/>	<input type="checkbox"/>
Heat Stress	<input type="checkbox"/>	<input type="checkbox"/>	Emotional Distress	<input type="checkbox"/>	<input type="checkbox"/>
Injury to joints (shoulder, hip, knee, elbow, ankle)	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a physical condition that requires accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered yes to any of the questions, please explain. (use additional sheet if necessary)					

HAYS COUNTY ESD #3

TEXAS FIRE ACADEMY

Course Application

MEDICAL HISTORY continued					
Do you have any medical/physical condition that may restrict you mentally/physically?					
	Yes	No		Yes	No
In confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>	In extreme climates?	<input type="checkbox"/>	<input type="checkbox"/>
In stressful situations?	<input type="checkbox"/>	<input type="checkbox"/>	Heights or water?	<input type="checkbox"/>	<input type="checkbox"/>
Allergy to any medications, bees, ants or anything else?				<input type="checkbox"/>	<input type="checkbox"/>
If you answered yes to any of the questions, please explain. (use additional sheet if necessary)					
Are you willing to take a drug and/or alcohol test?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	You can be subject to one anytime in the future.
I understand the use of illegal drugs, controlled substances and/or alcohol is prohibited on or in all Texas Fire Academy grounds, vehicles, equipment and property. I also understand that if I am found under the influence of illegal drugs, controlled substances and/or alcohol while on or in all Texas Fire Academy grounds, vehicles, equipment and property, I will be expelled immediately.					
I will consider my safety and the safety of my fellow cadets and instructors above all else. I will perform my duties to the best of my ability. I understand that my activities outside of Texas Fire Academy directly reflect on the school and I will act accordingly.					
I understand that any Academy property issued to me must be returned at the time of my course completion or whenever it is requested by my instructors. Failure to do so will result in legal action and/or paying for the replacement of such property.					
I grant Texas Fire Academy, its representatives and employees, the right to take photos, videos or audio recordings of me and my property in connection with the Academy Course. I authorize Texas Fire Academy its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that Texas Fire Academy may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.					
I have read and understand the above.					
Signature:				Date:	

Texas Fire Academy Refund Policy

In the event you have to cancel, any refund that may be due, is processed within 60 days of notification and when all Academy equipment and supplies are returned to us in suitable condition.

EMT-Basic Class

- **From the beginning of registration through the end of registration:** All monies paid will be refunded minus a \$150.00 administration fee. The cadet may move the deposit once to the next available class with no penalty. Once the deposit is moved, if the cadet chooses not to attend the class, no refund is available.
- **After registration closes until the day before class starts:** 75% of all monies paid will be refunded.
- **1st day of class until 8am (CST) the 2nd day of class:** 25% of the course fee will be refunded.
- **2nd day of class AFTER 8am (CST):** No refund is available.

Basic Firefighter Class

- **From the beginning of registration through the end of registration:** All monies paid will be refunded minus a \$250.00 administration fee. The cadet may move the deposit once to the next available class with no penalty. Once the deposit is moved, if the cadet chooses not to attend the class, no refund is available.
- **After registration closes until the day before class starts:** 75% of all monies paid will be refunded.
- **Second Friday of classes by 6pm:** 25% of the course fee will be refunded.
- **Second Friday of classes after 6pm:** No refund is available.

Advanced Classes

- **Prior to the first day of class:** Amount paid minus a \$50 administration fee will be refunded. The cadet may move the deposit once to the next available class with no penalty. Once the deposit is moved, if the cadet chooses not to attend the class, no refund is available.
- **Once the class begins:** No refund is available.

*All funds forfeited will go into a scholarship fund for South Hays Fire Department members.

I have read and I understand the contents of Texas Fire Academy's Policy Manual including the Acceptance Requirements and the Refund Policy.

Signature

Print Name

Date



Hays County Emergency Services District #3
Texas Fire Academy
3528 Hunter Rd.
San Marcos, TX 78666
512-749-1200



INSTRUCTIONS TO OBTAIN A BACKGROUND CHECK

Follow these instructions to obtain your Background Check. Print a copy of your receipt as proof you have completed the process.

The Background Check is automatically emailed to the Admissions Office at Texas Fire Academy for their review and consideration for your enrollment in the course you have applied for.

1. Log on to <https://shfd.volunteerportal.net>
2. Review text on the Welcome Page, enter the password: ESD3@3528 and click "Agree and Consent".
3. Enter Personal Information.
 - a. All fields marked with a "*" are required.
4. Click "Next"
5. Review all information to ensure its accuracy before proceeding.
 - a. If you need to make any corrections you can click on the "Edit" link or the "Previous" button to return to the Personal Information page.
6. Click "Next" or "Complete" to process your search.

Please Note the following

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
 - When returning to the site, click on this link on the Welcome Page: "If you are returning to finish a previous search, then click [here](#)."
 - Enter your last name and reference number to resume your previous search.



Hays County Emergency Services District #3
Texas Fire Academy
 3528 Hunter Rd.
 San Marcos, TX 78666
 512-749-1200



EMT RELEASE OF LIABILITY

CADET'S NAME: _____

ADDRESS: _____

TEXAS FIRE ACADEMY CLASS: # _____

LOCATION OF FIRE/EMS TRAINING EVOLUTIONS:

Guadalupe Fire Field 320 Fire Field Road New Braunfels TX	Gary Job Corp 2301 Hwy 21 San Marcos TX	Hays County ESD #3 - 3528 Hunter Road - 8301 Ranch Road 12 - 3301 Hilliard Road San Marcos TX
Buda FD Fire Field 209 Jack C Hays Trail Buda TX	ALERRT Field William Pettus Road Maxwell TX	
Wimberley Burn Field 1691 Carne Lane Wimberley TX		

I certify/attest that all personal clothing or equipment used by me in any training activity is appropriate for the type of Texas Fire Academy training ("Fire/EMS training evolutions") contemplated under this RELEASE OF LIABILITY.

I certify/attest that I have no physical or health condition or problem that could or might be aggravated or affected by my participation in these Fire/EMS training evolutions.

I certify/attest that I have workers compensation or life, health and hospitalization insurance, personally or through my department/organization, to adequately cover me in case of any injury occurring while participating in these Fire/EMS training evolutions.

In consideration for receiving permission to participate in these Fire/EMS training evolutions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed for all purposes, to be held by Hays County ESD #3 and The Texas Fire Academy, an emergency services organization of the State of Texas, on _____, 20____, I hereby fully and completely release, indemnify, and hold harmless Hays County Emergency Services District No. 3 and The Texas Fire Academy, their officers, instructors, employees, volunteers, agents or representatives from any and all liability, claims or causes of action, damages, judgments or orders, of any kind or nature whatsoever, including, but not limited to, intentional acts or omissions, negligence, premises defects, contract or any and all other causes of action for personal injury, including death, or property damage arising from or related to, in any way, these Fire/EMS training evolutions and in any way attributable to Hays County ESD #3 and The Texas Fire Academy, their officers, instructors, employees, volunteers, agents or representatives.

I acknowledge that all Fire or EMS training exercises, specifically including these Fire/EMS training evolutions, are inherently dangerous and carry an inherent risk of injury, including death or property damage. I enter into this RELEASE OF LIABILITY of my own free will and am not influenced by any other individual or entity. I have read and understood this RELEASE OF LIABILITY and agree to it by my signature below.

Cadet Signed: _____

Date: _____

STATE OF TEXAS §
 §
COUNTY OF HAYS §

Before me the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledge to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office on this the _____ day of _____, 20_____.

Notary Public, State of Texas