

Student Responsibilities

- A General Admission Application form must be submitted to the Fire Academy at least 30 days prior to the start of the course. (Separate application forms must be submitted for each course.) Application forms must be filled out completely and signed by the applicant and the Department Chief or Training Officer. If there is a prerequisite for the course, copies of prerequisite documentation are required. Application forms should be reviewed carefully before they are submitted. Any omission may result in a denial of the application.
- It is the student's responsibility to contact the New Mexico Firefighters Training Academy to confirm receipt and eligibility of applications.
- NOTE: Only the most recent results for any pre- or co-requisite course will be considered for acceptance to a certification test.
- If a student is accepted to a course but is unable to attend, the student must notify the Academy **NO LATER THAN FIVE (5) WORKING DAYS PRIOR TO THE START OF THE CLASS.** *Failure to notify the Academy may result in rejection of future applications.* Unless indicated otherwise, classes held at the Academy begin at 8 a.m. and end at 5 p.m. Students are expected to be in the classroom and ready for class with their approved reading materials that is indicated in the acceptance letter that is mailed out to each student that is enrolled in that course.
- Tardiness that disrupts the class will not be tolerated, so please be on time.
- While attending classes at the New Mexico Firefighters Training Academy, it is the student's responsibility to use good judgment in selecting the proper attire* in order to project a professional image. The student should consider climate variations and various classroom activities when selecting his or her attire. Recommended classroom attire for males includes dress denims (jeans), or slacks and shirt with collars, or department work clothes. Recommended classroom attire for females includes dress, skirt and blouse, dress denims (jeans), slacks and blouse, or department work clothes.

** Shorts, tank tops and/or cropped tops are not acceptable as classroom attire for either males or females, and students will be asked to leave the class if dressed in an unacceptable manner.*
- Students with beards will not be allowed to participate in practical skills requiring the use of self contained breathing apparatus (SCBA) as per manufacturer's recommendations, OSHA 29 CFR 1910.134, and NFPA 1500.
- When participating in practical exercises, full protective clothing meeting NFPA Standards must be worn unless the student is instructed otherwise. PPE must comply with NFPA Standards and must pass inspection by Academy staff. Proper clothing must be worn under the student's protective clothing. This includes full-length pants and long-sleeve shirt made from 100% natural fibers or Nomex equivalent. All PPE must be clean and in good condition, students whose gear does not meet these requirements will not be allowed to participate.
- Appropriate PPE is required for some courses and is the responsibility of the student to provide his or her own specific PPE, and any additional equipment that is indicated in the course criteria and in the acceptance letter that is mailed to each student enrolled in that course.
- Coveralls may be worn in place of the full-length pants and long-sleeve shirt.
- **TEST SCORES WILL NOT BE RELEASED OVER THE PHONE.** Test scores will be mailed to the students within 10 working days of test date. The release of test scores to someone other than the student or the Fire Chief or Training Officer will require written permission from the student.