

**ALLEGHENY COUNTY EMERGENCY SERVICES
FIRE ACADEMY
PRE-REGISTRATION ENROLLEMENT FORM**

Last Name:_____ First Name:_____ MI:_____ DOB:_____/_____/_____
Street Address:_____ Apt #:_____
City:_____ State:_____ Zip:_____
Primary Phone:_____ Alternative Phone:_____
Email Address:_____
Permanent Residence: Allegheny County:_____ Out-of-County (List County):_____ Out-of-State:_____

Course Number:_____ Title:_____ Location:_____ Cost:_____
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Course Number:_____ Title:_____ Location:_____ Cost:_____
Course Number:_____ Title:_____ Location:_____ Cost:_____

Student Signature:_____ Sponsoring Agency:_____
Chief's Name:_____ Chief's Signature:_____
Chief's Primary Phone:_____ Chief's E-mail:_____

CLASS FEES, IF ANY, MUST BE PAID TO BE REGISTERED.

- **Separate** checks or money orders must be made out for **each student** and/or **each course** being taken.
- Checks or money orders are to be made payable to the:
"ALLEGHENY COUNTY TREASURER"
- Print the students name, telephone number, and course name on the check or money order.

Registration Policy/Procedures:

- All students **MUST BE PRE-REGISTERED** for courses to plan for instructors, facilities, and equipment the Fire Academy needs to know how many students are attending each program. All courses have a maximum number of students, usually 24 to 30, that can be enrolled to allow each student as much time as possible. Therefore, the Fire Academy reserves the right **NOT** to accept walk-in students at any program. Walk-ins will only be accepted on a limited basis once all students on the course waiting list have been accepted and up to the course limit as established by the Minimum Standard for Accreditation (MSA) for the that course.
- Pre-registration enrollment forms, along with any class fees if applicable, are due into the Fire Academy registration office a **minimum of two (2) weeks prior to the first day** of the start of class. Pre-registration enrollment forms can be faxed, e-mailed, USPS delivered, or hand delivered to the Fire Academy. Two (2) weeks prior to the start of class the course roster will be set, and acceptance notifications will be sent to all students enrolled in the course. Bring a copy of the acceptance notification with you to the 1st day of class as this will ensure your spot if there is any conflict regarding the number of students enrolled in the course. Any pre-registration enrollment forms received honored on a first-come-first-served basis up to the course limit as established by the MSA. By registering beyond the deadline, the student accepts the risk of not being enrolled in the course and being sent home on the 1st day of class. Any fees associated with the course **MUST BE** submitted prior to the student being enrolled in the course.
- Courses with pre-requisite requirements must have documentation of the pre-requisites being met accompanying the pre-registration enrollment form. Any pre-registration enrollment forms received without this documentation **WILL NOT** be accepted and the student **WILL NOT** be enrolled until it is received.
- As program space is limited, the Fire Academy reserves the right to suspend for one (1) year any students who pre-registers for a course and then does not show up or cancel out of the course prior to the 1st day of class. If such "no-shows" occur as a group for a single emergency services organization the Fire Academy reserves the right to suspend for one (1) year all members of that organization from attending any and all programs sponsored by the Fire Academy. **Notification of all cancellations and/or absences should be made via e-mail to FireAcademyCancellations@AlleghenyCounty.US.**

Chief's Authorization:

- In authorizing a student to attend a course sponsored by the Fire Academy the Fire Chief is certifying that the student:
- Meets the pre-requisite knowledge and abilities to participate in the course as dictated by the course description and/or MSA;
- Is medically qualified to attend to the course and can participate in ALL evolutions;
- Is covered by the Fire Department's Workmen's (Workers') Compensation Insurance during attendance at the Fire Academy;
- Will be provided with appropriate personal protective equipment (PPE) and associated equipment as dictated by the course description.

**RETURN COMPLETED PRE-REGISTRATION ENROLLEMENT FORMS, PRE-REQUISTE DOCUMENTATION, AND FEES, IF
REQUIRED TO:**

**ALLEGHENY COUNTY FIRE ACADEMY
ATTENTION: PATRICIA MARTINELLI, REGISTRAR
700 WEST RIDGE ROAD
ALLISON PARK, PA 15101
FAX: (724) 935-6099 or E-MAIL: Patricia.Martinelli@AlleghenyCounty.US.**