



Fire Department Initial Document Check List

Initial Documentation Checklist:

For use by **Training Officer and Recruit Applicant**

The following documents are required to be faxed or mailed to the Connecticut Fire Academy no later than 7 days prior to the start of the Recruit Firefighter Program.

Completed and faxed or sent to CFA

NO LATER THAN 7 DAYS PRIOR TO THE START OF THE RECRUIT PROGRAM

- PAGE X – **Recruit Application**
- PAGE X – **Fire Department Contact Information Form**
- PAGE X – **Medical Examination Confirmation Form**
- PAGE X – **Clothing Issue Form**
- PAGE X & X – **Physical Activity Readiness Questionnaire PAR-Q**
- PAGE X – **Program Review Form**

**For the timely and accurate processing of the Recruit Application, this information needs to be provided according to the strict timelines outlined. If there are extenuating circumstances requiring any deviation, a positive contact needs to be made with the Recruit Program Coordinators at 860-627-6363, or cfprecruit@ct.gov*



Fire Department Document Check List

Documentation Checklist:

For use by **Training Officer and Recruit Applicant**

Completed and submitted on the FIRST DAY OF THE PROGRAM

The following documents are required to be completed and brought by the recruit on the first day of the Recruit Firefighter Program.

- PAGE 11 – **Health Care Provider Form**
- PAGE 12 – **Fire, Live Fire, and Flashover Survival Participation Authorization Form**
- PAGE 13 – **Recruit Personal Information Form**
- PAGE 14 – **Recruit Medical Information Form**
- PAGE 15 – **Allergies**
- PAGE 16 – **Emergency Contact Information**
- PAGE 17 – **Medical Demographic Cards**
- PAGE 18 – **Authorization for Release of Grades Form**
- PAGE 19 – **Emergency Medical Training**
- PAGE 20 – **Fire Academy and Fire Department Mission Statements**

Copied and submitted on the FIRST DAY OF THE PROGRAM

The following copies of documents are required to be brought by the recruit on the first day of the Recruit Firefighter Program.

- Copy of Emergency Medical Training; Cards, Certification and/or License**
- Copy of Fit Testing Information**

If the Fire Department has completed Qualitative Fit Testing, then a copy of the Fit Testing report should be submitted by the Recruit on the first day.

- Requests Recruit to be Fit Tested by CFA staff**



Fire Department Equipment Checklist

Equipment Checklist:

For use by **Training Officer and Recruit Applicant**

Provided by Fire Department and required by the Recruit on the first day
ON THE FIRST DAY OF THE RECRUIT PROGRAM

The following equipment is to be provided by the sponsoring fire department and brought by the recruit on the first day of the Recruit Firefighter Program.

Personal Protective Equipment:

Structural Firefighting Protective Clothing:

Structural Firefighting Protective Clothing must be NFPA-1971 Compliant.

SFFPC must be compliant to NFPA 1851 prior to conducting Live Fire Training.

Used PPE is recommended; Outer Shell, Vapor and Thermal Barriers must not be compromised.

- Turnout Coat** **Turnout Pants** **Turnout Boots** **Helmet** **Hood** **Gloves (2 Pair)**

The recruit should be advised to contact a Fire Department representative immediately when PPE is damaged or missing.

- Self-Contained Breathing Apparatus with cylinder** **2 Spare SCBA Air Cylinders**

SCBA must be ANSI and NFPA Compliant SCBA. Air Cylinders must have current hydrostatic testing. All SCBA and SCBA Cylinders should be clearly marked with Fire Departments Name.

Department Note: The CFA recommends the purchase of cylinder protective sleeves to reduce wear on SCBA equipment. One company we know of is: 3-dpolymers, 13026 South Normandie Avenue, Gardena, California 90249 Tel: 310-324-7694 Web: <http://www.3-dpolymers.com/protective-sleeves/>

Personal Safety Equipment:

- Safety Glasses** **Work Gloves** **22'- 1" Tubular Webbing (NFPA 1983 Compliant)**

Academics:

- 6 Pencils** **2 Black Pens** **2 Highlighters** **3 Holed Punched Lined Paper**
 3" White Binder (optional)