

OPEN FIRE ACADEMY APPLICATION PROCEDURE

Please note: Applications will not be accepted without all of the below information included.
THIS APPLICATION MUST BE HAND DELIVERED TO THE PSI SECRETARY IN THE PSI BUILDING

- ___ 1. Complete and submit the Academy Application Form. (attached)
- ___ 2. Read, complete and submit the Memo of Understanding Form and the Assumption of Risks and Hold Harmless Form, (attached).
- ___ 3. Complete and return the Statement of Personal History and Application for Open Enrollment Form. **PAGE 2 OF THIS FORM MUST BE NOTARIZED.** (attached form PHFA) **ALL EMPTY SPACES MUST BE MARKED "DNA"**
- ___ 4. Complete and submit the **Medical History Questionnaire and Medical Examination.**
- ___ 5. Submit up to **5-year** certified driving record from Motor Vehicle Department and a **copy of your Driver's license.**
- ___ 6. Submit drug results to the Academy. This test can be taken at any doctor's office or an Urgent Care. The results **MUST** be mailed or faxed (317-6230) to the PSI office. Hand delivered results will **NOT** be accepted. If you are active duty military, a letter from your SACO will suffice.
- ___ 7. Applicant must complete the AWC Placement test (only if you have not taken classes through AWC or does not meet the reading requirement of 80+). This test is offered at the Campus Testing Center in the 3C Building, Monday through Thursday from 0700 to 1700. Please allow 2 hours for this test.
- ___ 8. Submit proof of citizenship or residency (birth certificate, passport, residency card)
- ___ 9. Submit copy of your High School Diploma or GED.
- ___ 10. Once you complete and submit the application packet, you will be given a fingerprint card for a DPS record check. Your fingerprints will be taken at the AWC Police Department. The AWC Police Department will return the completed card to the PSI office.
- ___ 11. You will be contacted by phone/Email as to your physical agility and Oral test time. You must pass the physical agility test before advancing to oral board

The applicant is responsible for all costs that may be involved in the application process. INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED.
For questions call 317-6452