

College of San Mateo – Firefighter Academy
Fire Academy Application Requirements

Admission Requirements for the Fire Academy

- Applicants must be in good academic standing; check for holds or probation/dismissed status
- All coursework must be completed with a grade of C or higher; a C- is not acceptable
- Coursework must be completed before applying; “In Progress” coursework is not accepted
- All packets must include a completed application form

Academic History Pre-Requisites: Fire Technology Coursework

- Copy of your EMT certificate or Paramedic license; no course completion certificates
- Unofficial college transcripts showing all Fire Technology coursework from an accredited California community college Fire Technology program(s)
 - Minimum requirements are FIRE 715 (or equivalent course identified with C-ID 100X in the course description) and an additional three (3) units of Fire Technology coursework from an accredited California community college Fire Technology program(s) (excluding any EMS coursework)
 - All transcripts must include your name and the name of the college
 - Successfully completed coursework should be highlighted or otherwise marked for quicker identification

OR

Professional Experience Pre-Requisites: Fire Service Experience Waiver

- Copy of your EMT certificate or Paramedic license; no course completion certificates
- A minimum of one year of professional fire service experience in a suppression unit
 - Must be documented in writing, on letterhead, by a supervising company officer, or higher, from the agency/agencies where your experience was obtained
 - Résumé of your professional fire service experience

Other Admission Information

1. Application packets must be submitted by mail. Faxed, emailed or hand-delivered submissions will **not** be accepted.
2. Application packets will be prioritized using the following criteria:
 - Date Received
 - Date Postmarked
 - Student Status in District (Continuing – Returning – New, in that order)
 - Number of successfully completed FIRE courses or length of work experience
 - Grade Point Average of Fire Technology courses (GPA)
3. Incomplete application packets will not be considered and the applicant will be notified.
4. If there are more qualified applicants than spaces available in the course, extra applicants will be placed on a limited stand-by list for the course.

Applicants will receive a status notification within one week of application review. Accepted and waitlisted students will receive more information about the course at this time.

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Students applying with Academic History proof

Include a copy of your EMT certificate or Paramedic license. Course completion certificates awarded by the school will not be accepted.

Include copies of all relevant college transcripts showing your name and college name

- All applications must be accompanied by transcripts showing successful course completion
- Unofficial transcripts are acceptable; screenshots are not acceptable
 - CSM Students: Use the “Request Unofficial Transcript” link under “Student Records” in WebSMART
 - Students from other colleges: Request an Unofficial Transcript through your college’s student portal
- Relevant courses should be highlighted or marked for easy identification

Transferred coursework information does not show on CSM transcripts and will render your application “incomplete”.

Coursework from outside California will be considered on a case-by-case basis, and should be accompanied by official course outlines of record from that college for course content comparison. Course descriptions are not enough to compare curriculum.

Official transcripts will not be returned and cannot be applied to student records at CSM. Unofficial transcripts are preferred and should be free. Check with your counselor or Admissions & Records at your college.

Students applying with Professional Experience proof

Include a copy of your EMT certification or Paramedic License

Must have at least one year of experience as part of a fire suppression unit

- Documented in a letter, on letterhead, from your supervisor, outlining your duties and responsibilities in a fire suppression unit

Include a résumé of your professional fire service experience.

Mail to:

Fire Technology – Fire Academy
College of San Mateo
1700 West Hillsdale Blvd
San Mateo CA 94402

Applications will be accepted:

TBD **OR** until the class has filled, whichever happens first.

Packets received outside of these dates will not be considered, and the applicant will be notified.

Application packets must be submitted by mail.

Faxed, emailed, or hand-delivered submissions will **not** be accepted.

Questions can be directed to this office via email at schneider@smccd.edu