

Checklist for Documentation Requirements for Field FFI/II Recruit Schools

The below checklist may be used to ensure that all required registration and certification documentation for Field FFI/II Recruit Schools is sent to AFC.

Registration Requirements send to appropriate AFC Regional contact.

- _____ Alabama Fire College Registration Form
- _____ Alabama Fire College Course Roster (Initial Enrollment)
- _____ Tuition and Fees (May be a host department requirement)
- _____ Notice of Employment (within 10 days of employment)
- _____ Physical Statement (within 30 days of employment)
- _____ CPAT Verification (must be current on first day of recruit school)
- _____ Copy of Diploma/GED
- _____ Copy of First Responder Certificate or proof of EMT Training/ EMT License

Regional Staff or Test Proctor on Final Day of Class or JPR test day:

- _____ Progress Record, Performance Evaluation Grade Sheets
- _____ Final Roster with Attendance Hours
- _____ Specific Certification Course Requirements