THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Massachusetts Fire Training Council

Subject: Career Recruit Reserved Seat Application Policy	Policy Revised on: May 4, 2016

Purpose: To establish a policy for communities to reserve seats in a career recruit training class

1. PURPOSE: This policy shall set forth an application procedure for the Massachusetts Firefighting Academy (MFA) Career Recruit Training program which will allow communities to reserve seats in a training class.

2. PROCEDURE: Departments wishing to send a member to the MFA Career Recruit Training Program shall submit a completed current recruit application packet utilizing the following procedure:

   a. All application packets shall be submitted to the Fire Academy to the attention of Director.
   b. The Academy shall accept only complete Recruit Training Application Packets.
   c. Any incomplete packets will be returned to the department.

3. PLACEMENT INTO A CLASS: Applicants shall be placed into a class based on the date of receipt of the completed application packet with the earliest applicant placed first. Departments shall be notified within 10 business days of the receipt of a completed application packet the class into which the student is placed.

   a. When the students are placed into a recruit class and it is determined that there is only one female in this group, the Academy shall go to the next class and pull the next female name from this list in order to insure that there will be at least three females attending the class.

   The number of recruits from a single community for any one class shall be limited to 12.

4. SUBSTITUTIONS: Once a student's name is received by the Academy, that student must attend the program. Substitutions or swaps are at the discretion of the Director assuming all prerequisites are met and based on a compelling need.

5. FAILURE TO FILL A RESERVED SEAT: Nine (9) weeks prior to the start of a class, the fire academy will verify student's attendance in the following class. If a community fails or refuses to fill a seat in an assigned class the application shall be returned to the department without prejudice. Applicants on active military duty shall be placed into the next class.

   In the event that there are vacancies in a class, the seats will be offered to students in the next class in order. Departments may refuse this move up with no penalty.

Effective date: June 13, 2016

Original Date: August 15, 1989

Revision Dates: May 7, 1997, October 22, 1998, March 2, 2005, June 2, 2010, December 7, 2011, June 5, 2013, May 4, 2016