Selection of fire academy attendees is based on a defined and consistent process to ensure fairness for all applicants. This process is outlined as follows:

To begin the application process, all initial applicants must complete the pre-enrollment qualifications: complete an Academy application, attend one mandatory orientation, meet minimum Reading and English Assessment Levels (Reading 4, English 3), and obtain a Butte College Student ID number. Students must also have a combined minimum grade point average of 2.0 from all colleges and/or universities previously attended.

All applicants who have met the pre-enrollment requirements will be entered into a computer-generated lottery program to be randomly selected and ranked. The first 50 applicants selected will be accepted into the academy pending completion of a Personal History Statement, medical release, and CPR certification. Subsequent applicants will be placed on a waitlist in numerical order and will be accepted into the academy as space becomes available. It is recommended that waitlisted applicants be prepared, should they be notified of a vacancy and given permission to continue the application process.

All accepted applicants must complete the enrollment process and meet all deadlines. This includes the payment of fees by the specified date. Failure to do so will result in dismissal from the academy and the next available applicant will be notified of a vacancy.

A waitlisted applicant who has been accepted to enter the academy will not be penalized for turning down the opening and may continue the application process as stated below.

All persons who are not selected on their first application attempt may reapply for admission to the next successive academy with the opportunity for double-entry into the next academy. Those who have applied to the academy two consecutive times without success, and apply consecutively for a third time, will be automatically accepted without going through the lottery process. However, the applicant must still complete the Personal History/Medical process.

If a student is selected to attend the academy and chooses to drop the academy for personal reasons, the application process begins again as though the student was applying for the first time.

All students who become physically injured during attendance in the academy and are in good standing may request an “incomplete” grade to withdraw from the academy and be automatically accepted in the subsequent academy. The student is responsible for informing staff of his or her desire to continue in the subsequent academy. The student, however, must obtain a physician's statement on letterhead that he or she has sustained injuries that preclude the completion of the academy. If the student reapplies, acceptance into the next academy will be based on a medical release from a physician to confirm that the student is fit for the academy. All returning students will re-enter the academy at a point determined by the fire academy staff and director.

Academic failure, failure to complete other academy requirements, or violations of the Cadet Manual that result in dismissal does not permit a student to reapply to the academy with added names to the lottery. Provided the student is permitted to reapply, reapplication will begin as though the student was applying for the first time.

*There will be no exceptions given to any of the steps specified in this document.*

Failure of mail or courier services to deliver documents on time does not excuse the deadline.

*Revised 9/4/13 wb*