



**Fire and EMS courses application packet
and prerequisite documents**



Congratulations on your interest in the Fire and Emergency Medical Academy!

The next steps in the process are listed below and must be completed no later than 30 days (thirty) days before the first Academy class.

1. Achieving the WorkKeys levels needed for entry in to the Fire and Emergency Medical Rescue Academy. Call 771-8881 to schedule. A fee of \$ 50.00 is due on registration.
 - a. The minimum results levels are:
 - i. Workplace Documents 5
 - ii. Applied Math 4
 - iii. Graphic Literacy 4
 - b. Alternate acceptable Academic Benchmarks
 - i. ACT score of 22 or better* (not more than 5 years old)
 - ii. ASVAB score of 38 or better*(not more than 5 years old)
 - iii. Proof of a Bachelor Degree or higher
2. Complete a background investigation (FBI and Ohio BCI&I – If you are out of state please call). Call 771-8881 to schedule a time for fingerprinting. A fee of \$47.00 is due at time of fingerprinting. Results of the background investigation. Allow up to two weeks for the results to be returned to academy staff.
 - a. The background check can be waived with approval of the Academy Commander if you can provide proof of an active national security clearance not more than 5 years old
3. Complete a physical examination and be certified by a physician for participation in the physically strenuous Fire and Emergency Medical Rescue Academy.
 - a. **You must use the enclosed physical examination form. The physical must be completed with the preferred vendor Concentra, and is at your expense.**
4. Complete the enclosed forms, surveys, and questionnaires. These are to be presented during the interview with Academy staff.
5. Interview with Academy staff. Present results of physical examination, and completed Academy forms. Call 513-771-1142 to schedule.
6. Attend the mandatory orientation session three weeks prior to the beginning of the program. Attendance at this session is mandatory.

Great Oaks Fire and Emergency Rescue Academy Admissions Flow Chart

- 1) **Fire Academy Information Session Fire Academy Staff**
 - a) Complete Adult FT Application
 - b) Review Financial Aid Information/Instructions
 - c) Review Work Keys Requirements and Information
 - d) Discuss Learning Disabilities Support Services / Accommodation
 - i) Any accommodations referred to Marty for disposition
 - e) Review Academy Program Admission Process
 - f) Review Academy Rigors
 - g) Review Medical Physical Examination Requirements – Provide Form
 - h) Review Process for Admissions (Documents, Background Investigation, Interview, Orientation, etc.)
 - i) Receives Academy Packet with required forms
 - i) Race Ethnicity Declaration- Financial Aid form
 - ii) OMJ Form- Financial Aid Form
 - iii) Physical determination- Fire Academy Form
 - j) Completed application sent to Financial aid office
- 2) **Student Applies for Financial Aid – Tom Wheeler**
- 3) **Student Takes Work Keys – Kindy captures diploma and Driver's License**
 - a) Great Oaks PSS Notified of scores
 - b) Our Students can contact Sandi to schedule
- 4) **G.O. Letter to Student with Results / Notice to Schedule fingerprinting for background investigation, physical examination, and Interview with Academy Staff – Marty Generates**
 - a) Enrollment agreement generate by Marty and Financial aid
 - i) Enrollment agreements are kept with Sandi (along with any stray forms that arrive out of order)
- 5) **Student gets fingerprinted and submits for background investigation: FBI and Ohio BCI&I (If not a resident of Ohio-FBI and State (or county of residence if no state records system) or submits copy of valid DOD security clearance without restriction. - Fire Academy requirement -Sent to academy regular mail or electronically if completed at Great Oaks may be hand delivered at interview in some cases.**
- 6) **Student obtains medical physical examination and physician completes Great Oaks' exam form.**
- 7) **Student makes appointment for interview with Academy Staff AFTER FINANCIAL AID IS IN ORDER AND DEEMED SECURE BY GREAT OAKS FINANCIAL AID OFFICER.**
- 8) **Student Interview With Academy Staff**
 - a) Staff Interviews Student
 - b) Background Investigation Report – Receive Completed Form (electronic or hard copy)
 - i) **If not received by interview enrollment is contingent)**
 - c) Academy Pre-Course Survey Document – Receive Signed Form
 - d) Race Ethnicity Declaration form– Receive Completed Form
 - e) OMJ website form– Receive Completed Form
 - f) Medical Physical Examination – Receive Completed Form
 - g) Enrollment Agreement – Student/Staff Sign Two and Forward One to financial aid
 - h) Provide Student with Orientation Schedule (Attendance is mandatory.)
 - i) Items D, E, and G returned to Financial Aid
- 9) **Student Academy Orientation 30 Days Prior to start of Academy (Attendance mandatory)**
 - a) Program/Policies Review and Program Paperwork
 - b) Protective Gear Fitting
 - c) Text Books (homework assignment)
 - d) Great Oaks & ODPS Policy Review
- 10) **Student Program Preparation – Due First Day of Class**
 - a) Textbook Reading Assignment
 - b) Complete Online Learning Resource System Practice Tests
- 11) **First Day of Academy**



Fire & Emergency Rescue Academy
Scarlet Oaks Career Campus / Public Safety Services
200 Scarlet Oaks Drive, Cincinnati, Ohio 45241

Course Information:

Program Director Johnny A. Mason

masonj@greatoaks.com

Phone: 513-612-5834

Fax: 513-771-0781

Room Location: Room 102

Class time: Monday – Friday from 8:00 AM – 5:00 PM

Course length: 775 hours over 18 weeks

Course Description:

The Fire and Emergency Rescue Academy provides students of all experience levels with comprehensive knowledge and skills covering Firefighting, Emergency Medical Care, Hazardous Materials mitigation, Technical Rescue and Fire Pumper Operations. Through lecture and hands-on exercises, students learn the knowledge, skills and abilities to work in the dynamic field of emergency services. Students are exposed to a variety of related life skills designed to enhance their abilities to compete in today's competitive job market.

Prerequisites:

1. Student must possess high school senior to college freshman level abilities in Reading, Mathematics and Locating Information as determined by taking the ACT WorkKeys assessment.
2. Students must be physically and medically fit in accordance with the National Fire Protection Association (NFPA) 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
3. Students should be comfortable working in extreme environments such as heights, limited visibility, confined spaces, and severe weather.
4. Must not have been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following: fraud or material deception in applying for, or obtaining a fire certificate; a felony; a misdemeanor of moral turpitude; a violation of any federal, state, county, or municipal narcotics law; any act committed in another

state that, if committed in Ohio, would constitute a violation as forth in 4765-11-03(A)(16)(b) of the Ohio Administrative Code

5. Must not been adjudicated mentally incompetent by a court of law?
6. May not be currently under indictment for a felony or a misdemeanor involving moral turpitude
7. Must not currently engage in the illegal use of controlled substances, chemical substances, or other habit-forming drugs; or engage in the use of alcohol to an extent that it impairs the ability to perform the duties of an EMT, firefighter or fire safety inspector
8. Must be 18 years of age and not in high school
- 9.

Course Content:

Fire and Emergency Rescue Academy is a 675 hour program spanning 18 weeks. Classes are scheduled from 8:00 AM – 5:00 PM Monday through Friday. Students are required to attend/participate in each 8 hour class session.

The class time will be divided between lecture, practice exercises, class assignments, and online interactive studies.

There is an emphasis on team-based activities. Students are expected to arrive on time and be prepared for learning on a daily basis. They are expected to be self-disciplined and self-motivated.

Employability skills are of primary importance and include attendance, honesty, integrity, responsibility, maturity, self-motivation, eagerness to learn, and the ability to work as part of a team. Students will also learn pride in their work, self-improvement, and accountability.

The major units of study in the Fire and Emergency Rescue Academy include:

Firefighting Level 1
Firefighting Level 2
Hazardous Materials – Awareness Level
Hazardous Materials – Operations Level
Hazardous Materials – Technician Level
Emergency Medical Technician – Basic Level
Driver Operator* Other Vehicles
Technical Rescuer – Rope – Awareness and Operations
Technical Rescuer – Confined Space – Awareness and Operations
Technical Rescuer – Vehicle– Technician

Expectations

Attendance:

All classes must be attended. Students should not be assigned emergency response duties during scheduled classroom or practical sessions. Under special circumstances, make-up classes may be permitted. Approval by the Fire Program Coordinator and Public Safety Director is required for make-up classes. Under no circumstances will practical / skill sessions be made up.

Uniforms / Personal Protective Equipment:

Each student is expected to adhere to high standards of dress. Uniforms are required and the minimum uniform requirements are included in tuition and fees. The classroom uniform consists of the following components: Pants, Shirt, Rescue Belt, and Plain Toe Black Boots. The drill ground uniform consists of Pants, Shirt or Navy Blue T-Shirt, Rescue Belt, and Plain Toe Black Boots. Accommodations for inclement weather will be at the discretion of the Lead Instructor on a case by case basis. Most drill ground activities will require personal protective equipment (PPE).

All turnout gear / PPE worn during the program will meet the current NFPA Standards for Firefighting. Gear must include (at a minimum) helmet, coat, bunker pants, boots, hood & gloves. Self-Contained Breathing Apparatus (SCBA) & one (1) extra air cylinder must be available for use during specific class sessions. Turnout gear / PPE may be subject to inspection. Any turnout gear / PPE found to be in disrepair, inoperable, non-compliant or otherwise not serviceable is not permitted to be worn.

Safety / Security:

Students must have their Great Oaks issued identification card on them at all times and in plain view. In the event that a student is stopped by a Great Oaks staff member, the student must identify themselves, the course in which the student is enrolled and the nature of her/his business. Students must be polite and respectful. Please understand that building security and student safety is of paramount concern to Great Oaks.

Class Participation:

Active participation in and positive contributions to the class is expected and encouraged. Class disruptions and arguing will not be tolerated. Any challenges and/or issues affecting instruction or positive classroom continuity will be discussed and documented privately with the instructor. Students are required to perform daily duties such as fire station clean up, classroom clean up, maintaining/washing fire/EMS apparatus, maintaining/cleaning equipment, and inventorying equipment.

Grading System:

An examination will be conducted every week (typically on Monday morning) over the previous week's material. All major units of study will have a final written and/or practical skills examination. All examinations must be passed with a minimum score of 70%.

Note: A quiz may be given at any time during a major unit of study!

Course grades must be 70% or better to complete the course.

Alternative Testing:

Alternative testing is available for students with a documented diagnosed learning disability or need. The diagnosis must have been made within the three year period prior to the student entering the program. Students must complete the "Request for Accommodation" form and the "Adult Student Consent to Release Records" form. The student must provide any/all documentation as detailed in the "Request for Accommodation" form. The Great Oaks, State of Ohio, and National Registry of EMTs policies on Alternative Testing are available upon request.

Practical Skills and Practical Skill Evaluations:

Students will be evaluated on a random selection of practical skills throughout each major unit of study. Final skill evaluations will be administered toward the end of the major units of study. All skills must be passed according to Ohio/NFPA/DOT/National Registry standards. These skill areas must be successfully passed prior to taking the State certification exam. Students are provided three (3) attempts to complete each skill. Any student failing a skill will be given time to practice prior to second and final attempts. Students will not be permitted more than two (2) attempts during each class / testing session. The final attempt must be scheduled with the Fire Coordinator within thirty (30) days of the last day of the course. Students failing to complete the practical skills within the allotted number of attempts shall be dismissed from the course.

Note: Students will be exposed to many practical skills throughout the course. Students are continually evaluated on their participation during practical skill sessions. Due to the nature and complexity of some of these practical skills, students will be required to complete those skills during that class session. As with all skills, students failing to successfully perform those skills within the allotted number of attempts shall be dismissed from the course.

Career Information

Career Path: Upon completion of the program, students will have the necessary certifications for employment as a firefighter or emergency medical technician. Most employers engage in a comprehensive hiring process. The processes can vary by employer and therefore it is difficult to offer a definitive job placement path.

Work Environment: Firefighters and Emergency Medical Technicians work in a variety of environments both inside and outside. The call for service can come at any time during the day or night. Generally, the typical work schedule is 24 hours on duty followed

by 48 hours off duty. The on duty time may also include eating (of times preparing meals as well) and sleeping (during the overnight hours). At all times, you are expected to respond to the call for service. The work can sometimes be dirty, physically demanding and at times hazardous. You must be prepared to perform your assigned duties regardless of these factors. The work environment is professional and paramilitary. You are expected to wear a uniform and address supervisors by ranked title.

Specific Jobs Available to Graduates: Public sector Firefighter (part-time and full-time), public sector Emergency Medical Technician (part-time and full-time), private sector Emergency Medical Technician, private security companies (employed as a firefighter or EMT).

Purpose Statement

We are Great Oaks – the first choice in providing innovative career training to empower individuals and communities.



Fire & Emergency Rescue Academy Physical Information

Scarlet Oaks Career Campus / Public Safety Services

3254 East Kemper Road, Cincinnati, Ohio 45241

In order to meet NFPA 1001 and Ohio Department of Public Safety Services Division of EMS requirements per the Ohio Administrative Code, Firefighter I (OAC 4765-11-10 and -11), Firefighter II (OAC 4765-11-12), and Firefighter I and II (OAC 4765-11-12 and-13) courses shall meet all objectives in NFPA 1001.

Due to hospital clinical requirements for EMT students a TB skin test is also required and can be conducted at the time of the physical.

Students must take their supplied physical documents with them at the time of their appointment

Preferred Provider:



Sharonville Clinic
2884 E. Kemper Rd.
Cincinnati, OH 45241
(513)-771-2233

Norwood Clinic
4623 Wesley Ave Ste C,
Cincinnati, OH 45212
(513) 841-1122

Monday - Friday
8:00 am - 5:00 pm

Monday - Friday
8:00 am - 5:00 pm

Additional information is available at:

<https://www.concentra.com/patients/physicals/police-and-firefighter-physical/>

Great Oaks Institute of Technology and Career Development

Public Safety Service Fire and Emergency Medical Care Programs

Physical / Medical Examination Requirements

NOTE TO STUDENT: The first two pages of this form **must be completed and returned to the Great Oaks Career Campuses- Public Safety Services Supervisor of Fire and EMS programs no later than 14 days prior to the orientation session** for the Academy class the student plans to attend.

NOTE TO PHYSICIAN: The Physical and Medical examination should be conducted for the purpose of detecting or determining the presence of deficiencies or abnormalities which would reasonably be expected to limit the abilities of the applicant to satisfactorily and safely perform all the duties associated with emergency medical care and/or firefighting as outlined this document.

The Essential Functions of Emergency Medical Care and Firefighting listed below are meant to serve as a reference resource for physicians when determining the fitness of a candidate for emergency medical care and firefighting duties. The following Essential Functions are meant to define and to give a broader understanding of the physical requirements demanded of the job, and are merely meant to be used as an aid for physicians when determining the physical status of a candidate.

Essential Functions of Emergency Medical Care and Firefighting

	EM	Fi
• Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.		X
• Wearing a SCBA that includes a demand valve-type positive-pressure face piece, or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.	X	X
• Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of HEPA filter masks, personal protective ensembles and/or SCBA.	X	X
• Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg).		X
• Wearing of a fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).		X
• Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions, uneven surfaces, stairs, and low visibility.	X	X
• Advancing water-filled hose lines up to 2 ½ in. (65 MM) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.		X
• Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.		X
• Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.	X	X
• Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.	X	X

- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury to civilians or other team members.
- Have good strength, hand-eye coordination and manual dexterity to manipulate equipment, instrumentation and medications.
- Send and receive verbal messages as well as appropriately operate the communications equipment of current technology.
- Be able to collect facts and to organize data accurately, to communicate clearly both orally and in writing in the English language (9th grade level or higher).
- Be able to differentiate between normal and abnormal findings in human physical conditions by using visual, auditory, olfactory and tactile observations.
- Be attentive to detail and be aware of standards and rules that govern practice and implement therapies based upon mathematical calculations (9th grade level or higher).
- Possess sufficient emotional stability to be able to perform duties in life or death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates.
- Be oriented to reality and not mentally impaired by mind-altering substances.
- Not be addicted to drugs.
- Be able to work shifts of 24 hours in length.
- Possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map. To drive an emergency vehicle, the student must possess approximately 180° peripheral vision capacity, must possess a valid driver's license, and must be able to safely and competently operate a motor vehicle in accordance with state law.

X	X
	X
X	X
X	X
X	X
X	
X	
X	
X	X
X	X
X	X
X	X

I have examined _____

Applicant's Full Name – PRINT

and, as a physician licensed to practice in the State of Ohio, do hereby certify that the applicant is in good health and physically fit for the performance of the essential functions of an emergency medical technician and/or a fire fighter as outlined in this document.

Physician's Signature

Date of Examination

Physician's Name PRINTED

Office Telephone Number

Name of Practice

Address

City

State

Zip

Great Oaks Career Campuses
Public Safety Services Fire and Emergency Medical Programs
200 Scarlet Oaks Drive (formerly 3254 East Kemper Road)
Sharonville, Ohio 45241
513-771-1142

Candidate Medical Profile

(To be completed by the candidate and presented to Physician at time of office visit.)

Name: _____ SSN: _____ / _____ / _____
(Please Print)

Address: _____ City: _____

State: _____ Zip: _____ Primary Telephone: _____

Date of Birth: _____ Gender: _____
(Mo/Day/Year – XX/XX/XXXX)

Health History

1. Has the student ever:

- a. lost consciousness due to injury?
- b. had a concussion?
- c. stayed overnight in a hospital?
- d. had an operation?
- e. had heat exhaustion or heat stroke?
- f. had a broken neck or neck injury?
- g. had a back or spinal injury?
- h. had a heart murmur?
- i. had high blood pressure?
- j. had a heart problem?
- k. fainted while doing exercise?
- l. lost an extremity?

Check One

Yes	No	If yes, explain (if more space needed use back)
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

2. Does the student:

- a. take medicine every day?
- b. wear glasses or contact lens(es)?
- c. wear dental appliances or hearing aids?
- d. have any allergies?
- e. have any chronic illnesses? (diabetes, asthma, etc.)

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

The information presented in this medical profile is accurate to the best of my knowledge, and I have no medical conditions or illnesses that would prevent my participation in all EMS or Fire training activities. In addition, I have read the “Essential Functions” for the program and meet all physical demands, problem solving abilities, and working characteristics required.

NOTE: No pregnant student will be accepted into the program without written approval from the candidate’s physician and/or approval from the EMS/Fire Program Medical Director.

Candidate’s Signature: _____ Date: _____

**Public Safety Services**

200 Scarlet Oaks Drive
Cincinnati, OH 45241
Phone: 513-771-1142
Fax: 513-771-0781
www.greatoaks.com

Student Name

(Please Print)

The Fire Emergency Medical Rescue Academy is academically and physically challenging. It is a rewarding accomplishment to complete the program. And, the Academy staff wants you to be successful in achieving your career goals. This questionnaire is designed to assist you in determining your suitability for Academy success and provides further insight into training and employer expectations.

Instructions:

Together with your spouse/partner and/or family members, answer the following questions to help determine if you are ready to undertake the demands of Fire Academy training.

-
- | | | |
|--|------------|-----------|
| 1. Do you have all the necessary finances in order? (Refer to the program cost information) | Yes | No |
| 2. Can you afford the pre-course expenses? (Physical examination, TB test, Background investigation, Uniforms) | Yes | No |
| 3. Are you ready for a physically strenuous program? (A physical examination and physician's statement of appropriate medical condition is required) | Yes | No |
| 4. Can you set aside personal business for the duration of the Academy? (Employment during the Academy is strongly discouraged, including nights and weekends.) | Yes | No |
| 5. Will you have the time to commit three (3) hours every night to homework, preparation, and studying? (Employment during the Academy is strongly discouraged, including nights and weekends.) | Yes | No |
| 6. Do you have excellent study habits? | Yes | No |
| 7. Do you have excellent test-taking ability? (There are numerous examinations and each one must be passed with a minimum score of 70%) | Yes | No |
| 8. Are you able to follow directions and take orders without question? (The fire service is a paramilitary organization, in which orders are given and must be followed without hesitation or complaint.) | Yes | No |
| 9. Are you able to remain calm in stressful situations? (Instructors will test your ability to think quickly on your feet, follow directions, and respond calmly under physically/emotionally stressful conditions.) | Yes | No |

10. Do you understand that attendance is directly related to success in the Academy? (The State requires 100% attendance in State certified training modules; Great Oaks requires 95% attendance in non-State certified training modules.) **Yes No**

11. Do you have the full support of your family and are they willing to assist you in your training? (Past experience has shown that strong family support is a critical factor for success.) **Yes No**

12. Do you currently have four (4) or less points on your driver's license? **Yes No**

If you answered "no" to any of the above questions, you should contact the Fire and Emergency Medical Rescue Academy office for further advice and direction.

Ohio Certification Questions

1. Have you been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following: fraud or material deception in applying for, or obtaining a fire certificate; a felony; a misdemeanor of moral turpitude; a violation of any federal, state, county, or municipal narcotics law; any act committed in another state that, if committed in Ohio, would constitute a violation as forth in 4765-11-03(A)(16)(b) of the Ohio Administrative Code? **Yes No**

2. Have you been adjudicated mentally incompetent by a court of law? **Yes No**

3. Are you currently under indictment for a felony or a misdemeanor involving moral turpitude? **Yes No**

4. Do you currently engage in the illegal use of controlled substances, chemical substances, or other habit-forming drugs; or engage in the use of alcohol to an extent that it impairs the ability to perform the duties of an EMT, firefighter or fire safety inspector? **Yes No**

Once you have answered all of the questions above, sign below and return to the Fire and Emergency Medical Rescue Academy office.

Contact Information:

Email: pssinfo@greatoaks.com

Office: 513-771-1142

Signature of Student: _____

Date: _____

ADULT STUDENT CONSENT TO RELEASE RECORDS

I grant permission for the Great Oaks Career Campuses to release the information or records indicated below, including any personally identifiable information. The information/records may be released to the agencies, individuals, organizations and/or employers listed below.

Name(s) of Agency, Individual, Organization and/or Employer to Whom Records May Be Released:

1. _____
2. _____
3. _____

Information/Records Authorized to Be Released/Disclosed (check all that apply):

- | | |
|---------------------------|---|
| 1. Financial Aid _____ | 2. Assessment Report _____ |
| 3. Grade Reports _____ | 4. Attendance Reports _____ |
| 5. Progress Reports _____ | 6. Program Completion/Certificate _____ |
| 7. Other _____ | |

Expiration date of consent (include day, month, year):

_____.
This consent shall be valid for one year from the date this consent form is signed by the student unless another specific expiration date that includes the day, month and year is specified above.

Printed name of eligible student

Signature of eligible student

Program

Date

LOG OF INFORMATION/RECORDS DISCLOSED/RELEASED

<u>Record Released</u>	<u>To Whom Released</u>	<u>Purpose of Release</u>	<u>Date Released</u>	<u>Staff</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Race/Ethnicity Request

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer this two part question:

Step One:

- **Do you consider yourself to be Hispanic/Latino?**

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).

☐ Yes

☐ No

Step Two:

- **Select one or more of the following racial categories to describe yourself:**

☐ **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment).

☐ **Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam).

☐ **Black or African American** (A person having origins in any of the black racial groups of Africa).

☐ **Native Hawaiian or Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

☐ **White** (A person having origins in any of the original peoples of Europe, the Middle East or North Africa).

Student Printed Name

Program

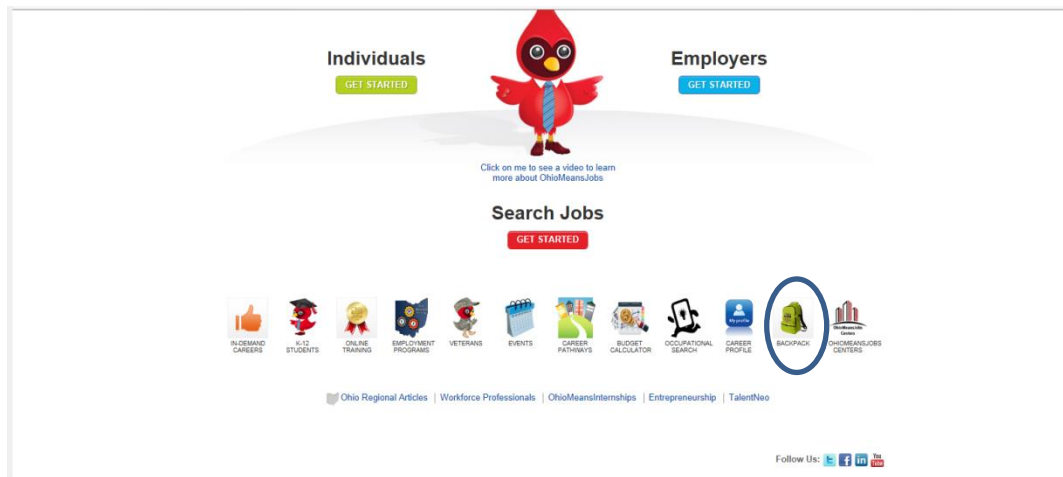
Student Signature

Date

Creating a profile on OhioMeansJobs.com

All Ohio Technical Centers students in technical courses required by, House Bill 64, Sec. 3333.92 legislation to create an account with (OMJ) OhioMeansJobs.com.

This site provides individuals with a variety of helpful services such as resume writing, current job availability, occupational tools, and many more all in one location. You may even provide this resource to a family member, friend, or a colleague.



- ☐ I will be registering with OMJ- (Create account under “Backpack”)
- ☐ I already have a profile on the site
- ☐ I will not be registering with OMJ

Please state reason you will not be registering with OMJ.

Full Name: _____

Email Address: _____

Signature: _____