



FIREFIGHTER ACADEMY

Application

**City of Mt. Pleasant - Central Station
728 East Ferguson Road**

Mt. Pleasant, TX 75455
www.ntcc.edu/fireacademy

To Register or for More Information Contact:

**Continuing Education
903-434-8134 or email:
continuinged@ntcc.edu**

**Lisa York, Coordinator of Continuing Education
Northeast Texas Community College
903-434-8187 or email: lyork@ntcc.edu**

Larry McRae, Academy Coordinator Fire Chief - City of Mt. Pleasant
903-572-4144 or email:
LMcRae@mpcity.org

Academy Staff

David Abernathy - Texas A & M Forest Service, Retired

Danny Beard - Mt. Pleasant Fire Department

Ranson Pipes – Mt. Pleasant Fire Department

Gerald Clark - Sugar Hill VFD Chief, Retired

Otis Clark - Mt. Pleasant Fire Department

Brad Eubanks - Mt. Pleasant Fire Department

Fire Academy Checklist

Required Documents

- ✓ Submit required documentation by noon on December 17th
- ✓ Complete Registration Form
- ✓ Have the Release and Indemnification of Claims notarized
- ✓ Have the Waiver of Liability notarized
- ✓ Evidence of Physical Examination
- ✓ Evidence of Vaccination against Bacterial Meningitis
- ✓ Complete and sign Random Drug Screen
- ✓ Proof of high school graduation or GED or unofficial college transcript

Medical Requirements

- ✓ Make an appointment to see your health care provider for a physical examination. Ensure that the physician sees the fire academy physical requirements.
- ✓ Have the physician complete the medical certification portion

Meningitis Vaccine Requirement (*More information at the end of the application*)

- **Evidence of Vaccination**
If required, evidence of Vaccination must verify that the vaccination was received no later than the first day of the semester and must be submitted in one of the following four formats:

Uniforms

- ✓ Uniforms will be discussed and ordered at orientation during the first night of class.
- ✓ Uniforms will be worn to all class meetings
- ✓ Personal Protective Clothing (PPE) Rent or obtain PPE
- ✓ If department issued PPE, equipment must pass inspection of fire academy staff

Textbook

- ✓ Purchase textbook before first day of class: www.ifsta.org
ESSENTIALS OF FIREFIGHTING, 7TH EDITION ISBN#: 978-0-87939-657-2
IFSTA ITEM# 36777



The screenshot shows the IFSTA website's product page for 'Essentials of Fire Fighting, 7th Edition'. The page features a navigation bar with links for 'Shop', 'About Us', 'ResourceOne', and 'Help'. Below the navigation bar, there is a search bar and a list of product categories. The main content area displays the book cover, which shows a firefighter in full gear. To the right of the cover, the product details are listed: 'Essentials of Fire Fighting, 7th Edition', Price: \$67.00, Product Type: Manual, Media Type: PRINT, ISBN: 978-0-87939-657-2, and IFSTA Item #: 36777. There is a quantity selector set to 1 and an 'Add to cart' button. A link to 'See Item Details' is also present.

Report to Class

- ✓ **Monday, January 10th, Mt Pleasant Central Fire Station @ 6:00 pm.**
728 East Ferguson Road, Mt. Pleasant, TX 75455

Northeast Texas Community College Firefighter Academy

General Information

The Northeast Texas Community College Fire Academy is a partnership between Northeast Texas Community College and the Mt Pleasant, Texas, Fire Department. Northeast Texas Community College is a publicly supported, two-year community college that offers educational opportunities in traditional academic studies, occupational/technical programs, and workforce development through credit and non-credit offerings. Mt Pleasant Fire Department is a career fire department serving the citizens of Mt Pleasant, Texas.

The Northeast Texas Community College Fire Academy prepare trainees for a career as a firefighter. The academy is an authorized training facility for structural firefighting under Texas Commission on Fire Protection (TCFP - FDID #107). Guidelines and trainees who successfully complete the academy will be eligible for the certification exam given by the TCFP.

Emergency medical training is also available through Northeast Texas Community College. Upon completion of the academy, successful passing of the state practical and written exam, and completion of emergency medical training with a minimal of Emergency Medical Responder training or EMT Basic.

Requirements for Eligibility

- Minimum age - 18 years (a high school senior can enroll in the academy if he/she will be 18 by the completion of the Academy).
- Maximum age - None set by Northeast Texas Community College, but applicants should be aware that many fire departments have maximum hiring ages.
- Minimum education - High School Diploma or GED
- Drug screen - no evidence of illegal drug use
- Medical examination - physician examination and certification required. Physician must certify that applicant is physically capable of meeting the physical demands of the academy.

Schedule

The class hours for the academy are: Monday - Thursday 6:00 - 10:00 pm, and 8:00 AM to 5:00 PM, on alternating Saturdays.

Financial Aid/Financial Assistance

Fire Academy trainees can apply for financial aid assistance. To qualify for financial aid, students must apply for financial aid through www.fafsa.ed.gov. The financial aid office at Northeast Texas Community College determines eligibility. Students interested in financial aid are encouraged to apply by December 1st for the January class. If students qualify for aid, then students can then apply for a Texas Public Education Grant (TPEG) and if eligible, can receive ½ of the tuition paid by the grant. The balance is the responsibility of the student. Payment plans are available for every situation. Contact Continuing Education Department at 903-434-8134 for more information.

***Volunteer firefighters are eligible for grants from the Texas A&M Forest Service Rural VFD Assistance (HB2604).

Northeast Texas Community College Fire Academy

Estimated Cost

Tuition/Fees	\$1,664.00	*Includes Drug Screen/State Exam <i>Paid to Northeast Texas Community College Continuing Education Department</i>
Personal Protective Clothing*	\$450.00	*Estimate for rental gear <i>*Academy recommends Gear Solutions for rental gear</i>
Textbook	\$87.00	www.ifsta.org – Essentials of Fire Fighting, 7th ed. ISBN# 978-0-87939-657-2 <i>Student purchases from IFSTA web site</i>
Uniforms	\$150.00	*(pants, boots, belt, academy shirts) <i>Student will purchase pants, boots, belt and Academy staff will order shirts</i>
Estimated Total:	\$2,351.00	

*Protective clothing cost shown is based on an estimate for rented gear. Trainees who are members of a fire department may not incur this expense if compliant PPE is issued by department.

** Costs other than tuition are estimated and paid by student direct to supplier.

*** Tuition payment plans are available. Contact the Continuing Education Department at 903-434-8134 for more information.

Payment Plan Option:

1st Option

<i>Tuition/Fees:</i>	<i>\$1,664</i>
<i>Down Payment</i>	<i>\$832</i>
<i>1st Payment</i>	<i>\$416</i>
<i>2nd Payment</i>	<i>\$416</i>

2nd Option

<i>Tuition/Fees:</i>	<i>\$1,664</i>
<i>*Financial Aid TPEG Grant</i>	<i>\$832</i>
<i>Down Payment</i>	<i>\$416</i>
<i>1st Payment</i>	<i>\$208</i>
<i>2nd Payment</i>	<i>\$208</i>

**Limited Financial Aid is available for qualified students*

Academy Dates

Spring 2022 January 10th, 2022 to June 30th, 2022



Continuing Education Registration Form

P.O. Box 1307 Mt. Pleasant, TX 75456-1307

Office 903-434-8134 | Fax 903-434-4408 | continuinged@ntcc.edu

Student Information

NTCC Student ID#	Social Security Number _____ - _____ - _____	Date of Birth ____/____/____	
Last Name	First Name _____	Middle Initial	Nickname
Current Address	City	County	State Zip
Primary Phone:	Home _____ Cell _____ Work _____	Alternate Phone:	Home _____ Cell _____ Work _____
Email address: (the one you check most frequently)		Educational Interest: Personal Enrichment _____ Improve Job Skills _____	

Demographic Information

The following information is used for federal and/or state reporting purposes and to help provide support for our programs. Your answers are completely voluntary and will be kept strictly confidential.

Please Select One: Male ___ Female ___ Decline to Answer _____

PLEASE SELECT ONE: Native American/Alaskan ___ Hawaiian/Pacific Islander ___ White ___ Asian ___ Black/African American ___
Hispanic/Latino ___ Non-Hispanic/Latino ___ Decline to Answer _____

Registration

Course Name & Number	Days/Times	Start Date	Tuition/Fees
FIRS1001.001CE Firefighter Certification I	Mon-Thurs 6pm-10pm	1/10/2022-6/30/2022	\$1,664.00
FIRS1007.001CE Firefighter Certification II	Every other Sat 8am-5pm		
FIRT1013.001CE Firefighter Certification III			
FIRS1019.001CE Firefighter Certification IV			
FIRS1023.001CE Firefighter Certification V			
FIRS1029.001CE Firefighter Certification VI			
FIRS1033.001CE Firefighter Certification VII			

Initials: _____ Date Paid: _____ Amount: _____ TPEG Eligible: _____ Total tuition/Fees: _____

Payment Method

Cash _____ Check # _____ Credit Card: _____ Company invoice or credit card: _____ Payment Plan: _____

***Make checks payable to Northeast Texas Community College. Driver's license must be on the check.**

Refund Policy: A 100% refund if the "drop" form is completed **before** the first-class day. 80% refund if completed **before** the 2nd class day. No refund after 2nd class day. Students must contact the Continuing Education office to withdraw.

This information I have provided is complete and correct to the best of my knowledge. I agree to abide by the policies, rules and regulations in the programs to which I am admitted. I authorize the college to verify the information I have provided. I also grant permission for the college to use photos in which I appear for NTCC publicity. I have also read and understand the refund policy.

Payment Plan terms: I understand the payment plan terms as explained to me. I understand that I must make a down payment of \$832 before December the 19th in order to set up a Herring Bank payment plan. If at any time, I fail to make the agreed payment on time, I may be dismissed from the academy and will lose my tuition/fees already paid.

Signature: _____ Date: _____

How did you hear about this course(s)? NTCC Website ___ Email ___ Friend ___ Flyer ___ Newspaper ___ Social Media ___ Other ___

Northeast Texas Community College is an equal opportunity, affirmative action, ADA institution.

Northeast Texas Community College

Fire Academy - City of Mt. Pleasant

RELEASE AND INDEMNIFICATION OF CLAIMS

I, _____, in consideration of being allowed by the Mt. Pleasant Fire Department and/or the City of Mt. Pleasant, Texas to participate in training programs utilizing City facilities and/or apparatus as part of the Northeast Texas College Fire Academy, voluntarily and knowingly do execute this release and indemnification with the express intention of effecting the extinguishments of any and all claims against the Mt. Pleasant Fire Department and/or the City of Mt. Pleasant, Texas which may result from the agreement as herein designated above.

I, with the intention of binding myself, my heirs, executors, administrators, and assigns do hereby expressly release and discharge all claims, demands, actions, judgments and executions which I ever had, or now have, or may have, or which my heirs, executors, administrators, or assigns may have, or claim to have against the Mt. Pleasant Fire Department and/or the City of Mt. Pleasant, Texas its officers, employees, servants, and agents, in both their public and private capacities, created by, or arising out of, without limitations, personal injuries, known or unknown, and injuries to property, real or personal, caused by or arising out of, that sequence of events which occur from the agreement as herein designated above.

Furthermore, I agree to indemnify and save harmless the Mt. Pleasant Fire Department and/or the City of Mt. Pleasant, Texas, its officers, employees, servants and agents, from all claims, demands, costs, or judgments, including attorney's fees, arising against the Mt. Pleasant Fire Department and/or the City of Mt. Pleasant, Texas, arising out of my participation in the activities described in this release and indemnification agreement.

I have read this release and indemnity agreement and understand all of its terms and I execute it voluntarily and with full knowledge of its significance.

Executed this the _____ day of _____, AD 20____

Signature

STATE OF TEXAS COUNTY OF _____

THIS INSTRUMENT WAS ACKNOWLEDGE BEFORE ME ON THE ____ DAY OF _____, OF THE
YEAR _____

NOTARY PUBLIC, and for _____ County, Texas

MY COMMISSION EXPIRES: _____

SEAL:

Northeast Texas Community College

Fire Academy

Waiver of Liability

I, the undersigned, a private person, for and in consideration of the privilege of participating in any event sponsored and sanctioned by Northeast Texas Community College, and in recognition that such participation involves certain inherent dangers, do hereby release Northeast Texas Community College, its administrators, agents, and employees in both their public and private capacity from any and all liabilities, claims, suits, demands, or causes of action which may arise from my participation as aforementioned.

This release shall be binding upon my successors and heirs.

Signed: _____

Sworn to and subscribed before me by _____ on

This _____ day of _____, _____.

N
o
t

Notary Public in and for _____ County, Texas

My commission expires _____

Seal:

Firefighter Essential Job Tasks

Excerpted from NFPA 1582

Standard on Comprehensive Occupational Medical Program for Fire Departments

A firefighter trainee shall be medically and physically able to:

1. While wearing personal protective equipment (PPE) and self-contained breathing apparatus (SCBA), perform firefighting tasks (operate and pull hose lines, crawl extensively, lift and carry heavy objects, use power and hand tools), perform rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods.
2. Wear an SCBA, which includes a demand valve type positive pressure face piece, requiring the ability to tolerate increased respiratory workloads.
3. Be exposed to smoke, heated gases, and possibly other contaminants in spite of wearing SCBA.
4. Climb four (4) flights of stairs while wearing PPE and SCBA weighing at least 50 pounds, while also carrying tools or equipment weighing up to 40 pounds additional.
5. Wear a fire protective ensemble, including SCBA that is encapsulating and insulated which may result in fluid loss and can elevate core body temperature.
6. While wearing PPE and SCBA, search for, locate, and drag victims of various weights up to 200 pounds or more despite hazardous conditions and low visibility.
7. While wearing PPE and SCBA, advanced water filled hose lines up to 2 W*in diameter from fire apparatus to building (150feet or more), which can involve negotiating flights of stairs, ladders and other obstacles.
8. While wearing PPE and SCBA, climb ladders, operate from heights, walk, or crawl, in the dark along narrow or uneven surfaces.
9. Perform critical, time sensitive complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, and/or tightly enclosed spaces.
10. Communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and wet conditions.
11. Function as an integral member of a team, where sudden incapacitation of a team member may put other team members at significant risk.

Uniform Requirements

Each Fire Academy Trainee is required to have uniforms of the following components:

Shirt	Blue shirt (will be designed and printed by local print shop)
Pants	Navy work pant with standard pockets and cut (tactical or EMS trousers).
Belt	Plain black leather uniform belt, 1" – 2" inch width. Plain buckle.
Shoes	Black leather, plain rounded toe, shoes or boots that can be polished. Shoes must be dress/uniform types shoes or boots. Athletic shoes or cowboy boots <u>are not</u> acceptable.

Each trainee must have at least two (2) shirts with and two (2) pants. If you want to buy more, that is up to you. Only one belt, and one pair of shoes/boots is required.

Trainees should have a uniform appearance. Therefore, no substitution of brands, colors, or item numbers is allowed, other than as noted above. Uniforms are to be purchased by the trainee and must be worn on the first and all subsequent days of class, and t-shirt can be worn during hands-on sessions.

Personal Protective Equipment

Each trainee is required to have a complete set of personal protective equipment (PPE) meeting the requirements of the Texas Commission on Fire Protection (TCFP) and NFPA Standard 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*. A complete set of PPE includes protective coat with wristlets and collar; protective trousers with suspenders; bunker boots; helmet with face shield, earflaps, and chin strap; protective hood; and gloves.

If a trainee owns PPE or has PPE issued by a fire department, it may be used if it meets the required standards. Otherwise, PPE rental is recommended. Trainees may use any vendor of their choice, and equipment must be certified and meet academy and TCFP and NFPA standards.

Regardless of the source of the PPE, it must meet these requirements:

- PPE must be compliant with NFPA 1851 requirements on age of PPE. No PPE over 10 years old shall be used.
- PPE used must have received an Advanced Inspection verifying compliance with standards in NFPA 1851 and TCFP regulations. If the PPE is issued by a department subject to TCFP regulation, it probably meets this standard. PPE issued by volunteer departments and departments in other states may not. *It is the responsibility of each trainee to ensure PPE meets standards!* This inspection must be performed by personnel qualified to make these inspections under NFPA 1851 standards and must be documented. If the PPE is issued by a department, the chief of the department must complete and sign the PPE form provided in the Fire Academy Packet. PPE provided by First-In Fire Solutions and most other rental companies will have these certifications.
- PPE must be clean and in good repair.

During the academy, PPE must be maintained in good repair and kept clean. If the Academy Coordinator or Instructor determines that any trainee's PPE is damaged or dirty, the trainee will not be allowed to participate in drills requiring PPE until the damaged/dirty PPE has been cleaned, repaired, or replaced.

Protective Clothing Certification Form

This attached form is required only if protective clothing is being provided by a fire department for a sponsored trainee. If this applies, the Fire Chief must complete the form. Along with the signed form, copies of the most recent advanced inspection and advanced cleaning records must be submitted. If you are renting protective clothing this form is not required. The rental agency will provide the required records to the academy.

Northeast Texas Community College Fire Academy Protective Clothing Certification

The Fire Department listed below wishes to provide protective clothing to our member who is enrolled in the Northeast Texas Community College Fire Academy. As Fire Chief, I certify to the academy all of the following:

1. Protective clothing consists of bunker coat, bunker pants, boots, gloves, hood, and helmet with face shield (or goggles) and ear protection. (A gear bag is optional but recommended).
2. I certify that the protective clothing provided has not been modified in any way, except as approved by the manufacturer and in accordance with NFPA 1851 and Texas Commission on Fire Protection regulations.
3. This protective clothing was purchased in accordance with NFPA standards and met the requirements of the edition of NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* that was in effect at the time of purchase.
4. This protective clothing has been inspected, tested, cleaned, and maintained in accordance with NFPA 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*, and applicable Texas Commission on Fire Protection regulations.
5. I certify that the most recent advanced inspection on the provided protective clothing was done on ____ date) and that the protective clothing met the standards in NFPA 1851 or was repaired in accordance with those standards.
6. I certify that the most recent advanced cleaning of this protective clothing was done on _____ (date) and that said cleaning was done in accordance with NFPA 1851 and applicable Texas Commission on Fire Protection regulations.
7. I certify that the protective clothing provided is in good condition, clean, and meets all applicable standards for use. I understand that if protective clothing is damaged in the academy, or is found upon inspection by academy staff to not be in compliance, it must be replaced or repaired before the trainee is allowed to participate in any activities requiring protective clothing.

Trainee Name

Department Name

Address

City

State

Zip

Telephone

Email

Signature

Date



Random Drug Screen

I _____ understand that I am required to undergo a random drug screen. I further understand that if I fail the drug screen(s), I may be dropped from the academy unless proof of prior treatment and prescription from my health care provider is provided to the satisfaction of the academy coordinator and the NTCC Continuing Education department. Violation of illegal substances will result in automatic dismissal from the academy.

Student Signature

Date

NORTHEAST TEXAS COMMUNITY COLLEGE

CONTINUING EDUCATION

FINANCIAL AID

Continuing Education Financial Aid Policy and Procedures For Financial Aid Assistance

Northeast Texas Community College (NTCC) financial aid program for Continuing Education is designed to assist students whose family or personal circumstances make financial assistance necessary to meet tuition, fees, and/or books. The Texas Public Educational Grant (TPEG) program is available for eligible students enrolling in eligible continuing education programs. For course information, call the Continuing Education Office at (903) 434-8134 or email continuinged@ntcc.edu

1. Funds are awarded based on the availability and the number of applicants applying. Funds may cover the cost of tuition, fees, or books.
2. The Texas Public Educational Grant is awarded on the basis of financial need.
3. NTCC adheres to the "federal financial need formula" to determine a student's financial need. Students must complete the Free Application for Federal Funds at least 1 week prior to starting classes. Applications for Federal funds are available in the Financial Aid Office located in the Administration Building.
4. An institutional application may be picked up in the Continuing Education Office. This will determine if the student needs to complete the FAFSA.
5. Students are required to apply annually for the TPEG funds.
6. Students may be required to submit other income documents.
7. Students enrolling in continuing education courses are not required to enroll in credit courses.
8. Continuing Education financial aid recipients may not be eligible for future assistance if students withdraw or do not satisfactorily complete all course work.

FINANCIAL AID APPLICATION

Part I Continuing Education Office Use Only

Educational Skill Upgrade _____ yes _____ no
Program Eligibility for Funding _____ yes _____ no (if no, not eligible for financial aid)
Satisfactory Progress Status _____ yes _____ no (if no, not eligible for financial aid)

Signature of CE Staff _____ Date: _____

Part II - Applicant - Complete All Information:

Name _____ Social Security Number _____

Mailing Address:

City _____ Zip _____ Phone _____

I am applying for the following quarters: _____ 1st _____ 2nd _____ 3th _____ 4th

I am requesting financial aid for (check one): _____ Tuition _____ Fees _____ Books

Where will you be living during the academic term? _____ With Parents _____ Off Campus

Indicate all colleges, universities, trade, and/or technical schools previously attended:

School Name	City/State	Date Attended	Did you receive financial aid?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the information I have reported on this application is complete and correct.

Student Signature

Date

**** *** *Submit this application with the Continuing Education registration form and the Student Aid Report to the Financial Aid Department*



Statement of Student Eligibility
2021-2022 School Year

First Name

Last Name

SSN or Student ID Number

Home Phone

Cell Phone

Email Address

Have you ever been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code?

YES NO

*If your answer is yes, contact the financial aid office to determine your eligibility to receive a TEXAS Grant, Texas Educational Opportunity Grant, or Texas Public Educational Grant.

I hereby certify that the information I have provided in this statement is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed. I also understand that it is my responsibility to inform the financial aid office if my status changes at any time while attending this institution.

Student Signature

Date

<https://www.dshs.texas.gov/immunize/school/college-requirements.aspx>



Texas Department of State Health Services

Inicio en español

ABCDEFGHIJKLMNOPQRSTUVWXYZ | All Topics

HOME COVID-19 ABOUT DSHS NEWS I AM A... MOST POPULAR RESOURCES ONLINE SERVICES CONTACT US

School Immunizations Home

Home > Immunizations > School & Child-Care Immunizations > Texas Minimum State Vaccine Requirements for College Entry

Immunization Requirements

Texas Minimum State Vaccine Requirements for College Entry Vaccine Requirements

Frequently Asked Questions

Forms and Publications

Laws & Rules

All entering students at an institution of higher education* are required to show proof of an initial meningococcal vaccination or a booster dose during the five-year period prior to enrolling. They must get the vaccine at least 10 days before the semester begins. See the exemptions section for more information on exemptions from these requirements.

Coverage Levels

Influenza Information

**an "institution of higher education," for purposes of this requirement, includes a "private or independent institution of higher education" per Texas Education Code Sec. 51.9192; see Education Code Sec. 61.003 for full definitions of these terms.*

Contact this Program

[Search this Program](#)

Please contact your college or university to learn specific guidelines on COVID-19 protocols. COVID-19 vaccines and other vaccines can be co-administered without regard to timing.

<< Back to Immunizations

Entering college students required to receive meningococcal vaccination and students not required to receive meningococcal vaccine are defined by the Texas Higher Education Coordinating Board Rules, Chapter 21, Subchapter T, [§21.612](#), [§21.613](#), and [§21.614](#)

Proof of Vaccination

Students may show proof of vaccination against meningococcal disease by providing their college or university with an immunization record that shows they have been vaccinated against meningococcal disease in the last five years. Acceptable proof includes one of the following:

- A form showing the signature or stamp of a physician or his/her designee, or public health personnel that shows the month, day, and year the vaccination dose or booster was administered
- An official immunization record generated from a state or local health authority that shows the month, day, and year the vaccination or booster dose was administered
- An official record received from school officials (includes records from out of state)

Students may get a copy of their immunization records from their private healthcare provider or local health department, depending on where the vaccination(s) were administered. If the student's immunization records are in [ImmTrac2, the Texas Immunization Registry](#), he or she can request a copy by calling the Texas Immunization Information Line at 1-800-252-9152. Please note that individuals 18-26 years of age must re-consent as an adult in order to stay in the registry.

Which Students Are Required To Receive Meningococcal Vaccine?

- A first-time student of an institution of higher education or private or independent institution of higher education
- A transfer student from another institution
- A returning student who attended college before January 1, 2012, who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester

Which Students Are Not Required To Receive Meningococcal Vaccine?

- Students 22 years of age or older by the first day of the start of the semester
- Students enrolled only in online or other distance education courses
- Students enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training
- Students enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus
- Students incarcerated in a Texas prison
- Students who are not enrolled in an institution of higher education
- Students submitting an affidavit or a certificate signed by a physician who is duly registered and licensed and in good standing to practice medicine in the United States, stating that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student
- Students who submit an affidavit/form signed by the student (or the parent/legal guardian/managing conservator, if applicable) stating the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief
- For students obtaining exemptions from vaccination, these exemptions do not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency; declared by an appropriate official or authority from the Texas Department of State Health Services; and in effect for the location of the institution the student attends

Obtaining an Affidavit for Community College or Public Junior College

Students attending community college or public junior college may generate and print a conscientious exemption affidavit for the bacterial meningitis vaccine requirement online at the [Meningococcal Vaccination Exemption Website](#).

Obtaining an Affidavit at Other Institutions of Higher Education

A person claiming exclusion for reasons of conscience, including a religious belief, from a required immunization may only obtain the affidavit form by submitting a request (via online form, mail, fax or hand-delivery) to the department. The request must include following information:

- Full name of child or student
- Child's or student's date of birth (month/day/year)
- Complete mailing address, including telephone number
- Number of requested affidavit forms (not to exceed 5).

Affidavit form requests will be processed and mailed within one week from the receipt of the request. If additional information is needed in order to process the affidavit, you will be notified.

Email or telephone requests cannot be processed. Requests for affidavit forms must be submitted to the department through one of the following methods:

Obtaining an Affidavit Online

Affidavits may be requested via the Immunization Unit [Affidavit Request website](#).

Obtaining an Affidavit By Mail

A written request for an affidavit may be sent through the United States Postal Service (or other commercial carrier) to:

Texas Department of State Health Services
Immunization Branch, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

Obtaining an Affidavit By Fax

Fax written requests for affidavits to: (512) 776-7544.

COVID 19 and NTCC

As we continue to see a rise in COVID-19 cases due to the Delta variant, NTCC wants to ensure that our students, faculty and staff have the information needed to keep the campus community as safe as possible. Below are some important details to note as we move into the Fall 2021 semester:

If you have COVID-19 or have been exposed and you aren't sure what to do, please contact the COVID-19 liaison at covid@ntcc.edu or 903-434-8184.

[Health & Safety Protocols »](#)

While masks are optional on the NTCC campus, we highly recommend wearing them while in enclosed spaces where social distancing is not possible. Masks are available in the Student Services Center if you need one.

NTCC will continue to use enhanced cleaning and sanitation procedures in classrooms and other public spaces. Disinfectant wipes are available at stations in most classrooms.

Hand sanitizer is widely available throughout campus. We encourage everyone to use it in conjunction with proper handwashing techniques.

Please reference the [CDC website](#) for more information on the best ways to prevent getting sick.

Click on the link below for more information on NTCC's policy on COVID 19 and the student self-report form if you are exposed to COVID 19:

<https://www.ntcc.edu/covid-19>