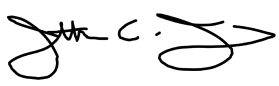




STANDARD OPERATING PROCEDURE
STATE FIRE ACADEMY

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| SUBJECT: <i>SCFA Regional Recruit School Policy</i> | | | |
| EFFECTIVE DATE: August 1, 2018 | | REVIEWED DATE: October 31, 2025 | |
| REVISION DATE: November 1, 2025 | | REVISION NUMBER: 1 | |
| SECTION: Training | | REVISION CYCLE: 2 Years | |
| DOCUMENT NUMBER: TRG | | 4002 | |
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| STATE FIRE MARSHAL:  | | DATE: 11/1/2025 | |

I. PURPOSE

The purpose of this document is to provide South Carolina Fire Academy (SCFA) regional office staff a framework in coordinating and executing a regional recruit program. While designed to provide flexibility, its purpose is also intended to support and uphold decisions made by regional office staff.

II. SCOPE

This document applies to SCFA staff, recruit school coordinators and host fire departments.

III. DEFINITIONS

Host Department: The fire department that is hosting and coordinating the recruit school.

Recruit(s): A student who typically has no fire service background, attending recruit school to graduate at the conclusion with a minimum of IFSAC FFII certification. The group of recruits should remain the same throughout the duration of recruit school, and function as a team.

Recruit Coordinator: An employee of the host department and typically the department's Training Officer. The recruit coordinator is the point of contact for the regional office staff for everything related to the recruit school.

Recruit School: A training program with a series of courses being completed in accelerated sequence according to the schedule, with rapid retesting permitted. While designed to mirror the recruit school offered on SCFA campus, regional recruit schools have more flexibility with the specific courses offered and duration. Regional recruit schools are coordinated and staffed by the host department. Lead Evaluator positions will be staffed by SCFA personnel.

Recruit School Schedule: A schedule which shows the start and end dates for each individual course in the recruit school, including the instructors assigned to teach on a daily basis as well as

SCFA resource needs (trailers, campus burns, etc.). This schedule, as a whole, must be submitted to the SCFA regional office at least 60 days prior to the start date of the recruit school.

IV. RESPONSIBILITIES

A. Recruit Coordinator

- Creates daily schedule
- Staffs all instructor positions with in-house instructors
- Coordinates all instructor needs
- Oversees daily operations (logistics, attendance, discipline, etc.)
- Communicates with regional office staff regarding resources needed and any changes to the schedule

B. Regional Office

- General Course Coordination
- Ensures prompt grading of exams
- Schedules all retesting
- Audits program and evaluates instructors as needed
- Resource for support and guidance for Recruit Coordinator

Note: An attempt should be made by regional staff to fully staff recruit evaluations. Doing so will provide consistency and help ensure the standard is met. *Refer to Accreditation/Certification Policy for specific guidelines on lead evaluators and evaluators.*

V. GENERAL GUIDELINE

In a regional recruit school, the regional office merely acts as a resource for support and oversight, but there are several factors that must remain consistent:

A. Apprenticeships

Apprenticeships are permitted at the discretion of the regional coordinator.

B. Attendance

No student should miss more than 20 percent of any individual course during the recruit program. Attendance is mandatory at all evaluation days, as well as retesting sessions.

C. Chain of Command

The chain of command should be from the recruit coordinator to the regional office, and vice versa.

D. Registration

Recruits will register in course 1158 (Regional Recruit School). This course lists all the classes given in the recruits' specific recruit school.

E. Retesting

Recruits who fail the written exam and/or skills evaluation should be retested on the next business day. If a student fails the retest, their agency may opt to allow a third attempt. If permitted, the third attempt must be taken on the same day as the second attempt.

Should a student fail the second attempt (or the third attempt if allowed) and not achieve a passing grade, they will be dismissed from the program. However, they will still receive course credit for any successfully completed courses up to that point.

Students who do not take their third attempt during recruit school must wait 30 days before becoming eligible for their third testing attempt.

F. Student Admittance

No additional students should be allowed to attend any portion of recruit school after the start date. In cases of extenuating circumstances, students may be added to a class at the discretion of the regional coordinator

G. Student Count

The number of recruits should not exceed 25, unless arrangements have been pre-approved by regional staff and recruit coordinator.

H. Test Grading

The regional office should provide same day results on all exams if possible.

I. Expedited Grading and Retests

Although host departments may choose the classes they wish to have in a recruit school, expedited grading and immediate retests will only be provided for Hazmat Awareness, Hazmat Operations, Auto Extrication, Firefighter 1, and Firefighter 2.

I. Interpretation Contact

A. SCFA Regional Training Manager