



**ESA • FIRE**

## **Application Package – Professional Fire Fighter**

**Submit to:**

**Emergency Services Academy Ltd.**

**2nd Floor, 161 Broadway Boulevard, Sherwood Park AB T8H 2A8**

**Questions? Call (780) 416-8822 or e-mail [applications@ESAcanda.com](mailto:applications@ESAcanda.com)**

**ESA. THE BEST ARE READY.**



## ESA Professional Fire Fighter Program Application Package

This application package is to be used for both of ESA's Professional Fire Fighter Programs - Flex and Enhanced.

Details are listed on our website: [www.ESAcanda.com](http://www.ESAcanda.com)

Please ensure you read all of the instructions carefully before submitting your application for one of the Professional Fire Fighter Programs. All sections of the application must be completed.

### Acceptance into a Fire Program

ESA requires a minimum of 14 students to offer a Fire Program. ESA accepts a maximum of 36 students for each Professional Fire Fighter Program.

Your complete application, the completed checklist page, supporting documents (including the Alberta Enrolment Contract which is a separate download from the website) and payment may be submitted to ESA by one of the following options:

Mail / Courier / in person:  
Emergency Services Academy Ltd.  
2nd Floor, 161 Broadway Boulevard  
Sherwood Park AB T8H 2A8

Email:  
[applications@ESAcanda.com](mailto:applications@ESAcanda.com)

Fax:  
(780) 449-4787

Questions? Call (780) 416-8822 or email [applications@ESAcanda.com](mailto:applications@ESAcanda.com)

### For ESA Administration:

Date application received: \_\_\_\_\_ Date application processed, fees paid: \_\_\_\_\_

Date email sent to applicant: \_\_\_\_\_ Processed by: \_\_\_\_\_ ESAFire App 2025 v5.0



## ESA Professional Fire Fighter Program Application Checklist

Applicant \_\_\_\_\_

Surname

First Name

Middle Name

Application for the Professional Fire Fighter Program: ☐ Flex ☐ Enhanced Course Code: \_\_\_\_\_

ESA Use	Student Checklist
<input type="checkbox"/>	<input type="checkbox"/> Have you read, signed and dated the Waiver/Consent form?
<input type="checkbox"/>	<input type="checkbox"/> Have you completed the Professional Fire Fighter application form?
<input type="checkbox"/>	<input type="checkbox"/> Have you downloaded the Alberta Student Enrolment Contract? This contract is a separate download from the ESA website. Details for completing this contract follow.
	<b>Please include the following prerequisites listed below with your application, in order of the checklist.</b>
<input type="checkbox"/>	<b>A. Proof of age</b> (minimum 18 years).
<input type="checkbox"/>	<b>B. Minimum Class 5 Driver's License and Air Brake Endorsement.</b> All ESA Professional Fire Fighter students (Flex or Enhanced) must hold a valid Driver's License, Minimum Class 5 and Air Brake Endorsement to be eligible to participate in the practical driving component of the ESA Professional Fire Fighter Program.
<input type="checkbox"/>	<b>C. Driver's Abstract</b>
<input type="checkbox"/>	<b>D. Education</b>  <input type="checkbox"/> High school diploma verified by transcripts, GED or post-secondary education which is equivalent to or above a Grade 12 level <input type="checkbox"/> or pre-approval from ESA for application as a mature student. Please contact ESA for a Mature Student Application Form. Contact <a href="mailto:applications@ESAcanda.com">applications@ESAcanda.com</a>
<input type="checkbox"/>	<b>E. Medical Form</b> completed and signed by a physician within 6 months of the first day of classes at ESA.
<input type="checkbox"/>	<b>F. Fire applicants are required to provide <u>ONE</u> of the following, dated within three years as of the first day of the Fire program:</b>  <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Standard First Aid</div> <div><input type="checkbox"/> Medical First Responder</div> <div><input type="checkbox"/> Primary Care Paramedic</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Advanced First Aid</div> <div><input type="checkbox"/> Emergency Medical Responder</div> <div><input type="checkbox"/> Advanced Care Paramedic</div> </div>
<input type="checkbox"/>	<b>G. CPR - BLS Provider or CPR Level C or Health Care Provider.</b> Dated within one year as of the first day of the program (include photocopy)
	<b>H. Resume</b>
	<b>I. Two letters of character reference</b>
	<b>J. Alberta Student Number</b>
	<b>K. Fire Program Graduate Report</b>
	<b>L. ICS 1-100 Online Course</b>

☐

M. Do you require Special Academic Accommodations? ☐ Yes ☐ No

If yes, you must submit the required documentation with your application package. Refer to our website <https://www.ESAcanda.com/student-services>

### Rope Rescue Courses - Optional for Fire Flex and Enhanced Students

The NFPA 1006 Rope Awareness & Operations course is a specialist course for Fire, Rescue and Emergency Services personnel. It covers the rope rescue skills required to access and evacuate casualties from most high angle locations.

ESA accepts a maximum of 14 students for NFPA 1006 Rope Awareness & Operations.

NFPA 1006 Rope Awareness & Operations is scheduled immediately following a Fire program. Please refer to the ESA website for rope program dates, curriculum information and application: <https://www.esacanada.com/nfpa-1006-rope-rescue-awareness-operations>



## Professional Fire Fighter Program Instructions and Details for Completing the FIRE Prerequisites

- A. Proof of age** (minimum 18 years). A Driver's License is acceptable.
- B. Valid Driver's License and Air Brake Endorsement**  
**Flex and Enhanced - Minimum Class 5 Driver's License** (include photocopy) **and Air Brake Endorsement** (include photocopy). Fire students must hold a valid driver's license to be eligible to participate in the practical driving component of the ESA Professional Fire Fighter Program - Flex or Enhanced..
- C. Current Driver's Abstract** - dated within 6 months of program commencement; maximum 6 demerits
- D. High School Diploma** verified by transcripts, GED or post-secondary education which is equivalent to or above a grade 12 level (include photocopies), or prior approval from ESA to apply as a mature student.
- E. Medical Form** completed and signed by a physician, dated within 6 months of the first day of classes at ESA.
- G. Basic Rescuer - CPR Level C or Health Care Provider** (Heart & Stroke Foundation, St. John's Ambulance or Red Cross) OR more advanced qualifications such as Advanced First Aid, a wallet card from an approved first aid training agency, an ACP practice permit.
- If Basic Rescuer, your application can include proof of registration that you are taking and completing this course in advance of the first day of Fire classes.
- H. Resume**
- I. Two letters of character reference** using the ESA form which is part of this package
- J. Alberta Student Number (ASN)** - to be entered in the Personal Information section of the application form  
The Alberta Student Number (ASN) is the single unique identifier for all Alberta learners.  
For assistance with an Alberta Student Number, <https://learnerregistry.ae.alberta.ca/home/startlookup>  
Alberta Student Number general information:
- If you have attended a school or public Post-Secondary institution in Alberta and wish to know your Alberta Student Number (ASN), you can use the **Lookup ASN** on the website listed above.
  - If you have registered with an Alberta Kindergarten to Grade 12 school prior to 1972 or you have registered with a public Alberta Post-Secondary Institution prior to 2000 (university, college, technical institute), click the link above and request an ASN.
  - If you have recently moved to Alberta or have never registered with a school or Post-Secondary institution in Alberta, click the link above and request an ASN
- K. Fire Program Graduate Report** - applicant's signature and date indicating information was received.
- L. ICS I-100 - Technical and Corporate Services, Municipal Affairs**, [www.alberta.ca/fire-rescue-certification](http://www.alberta.ca/fire-rescue-certification) which is the accrediting body for the Professional Firefighter Program, has updated their NFPA 1001 Level I & II prerequisites. Municipal Affairs requires that all students complete the **ICS I-100 online course** prior to the 1001 program. The online course will take approximately 2 - 4 hours to complete. The cost of the online course is \$25.00. <http://www.aema.alberta.ca/ics-i-100>



## Professional Fire Fighter Program Waiver/Consent Forms

I, \_\_\_\_\_, understand additional equipment and associated costs are required for the Professional Fire Fighter Program beyond that supplied by ESA.

Students are required to have the following equipment and supplies for the Professional Fire Fighter Programs at ESA:

- ☐ A computer, tablet or laptop
- ☐ CSA approved, black leather, 8" steel toed work boots
- ☐ Navy Cargo Work pants - ESA recommends purchasing from Mark's (Mark's Dakota WorkPro Navy cargo pants) <https://www.marks.com/en.html>
- ☐ Fire Students are provided with coveralls by an ESA supplier. In order to ensure coveralls are received in a timely manner, students must place their order by the deadline specific to their Fire program (students will be advised of details including the deadline in the Fire Acceptance Letter). The late fee is \$55.00.
- ☐ Fire students will be required to schedule and pay for a Fit Test - Fit Test Mask: AV3000 prior to program commencement. Cost is approximately \$45.00 to \$55.00. ESA recommends contacting AT Safety Training to schedule your Fit Testing. <https://atsafetytraining.ca/fit-test/>

What Is Fit Testing? Fit testing is the method for finding the respirator that fits your face and making sure it provides a tight seal to help keep you protected.

### Additional Expenses

The following expenses must be covered by the student. Costs are variable for each student.

- ☐ Transportation to practical training sites, including travel to Spruce Grove AB, within Strathcona County and the Emergency Training Centre, Lakeland College in Vermilion AB.
- ☐ Accommodation in Vermilion AB. ESA will reserve a block of rooms at a local hotel for students requiring accommodation. Students can also arrange alternate accommodation such as at the Vermilion provincial campground.
- ☐ Meals during practical training days in Vermilion.
- ☐ A Recognition Ceremony is held at the end of the Professional Fire Fighter Program - Enhanced. Students are responsible for the cost of tickets for themselves and their guests.
- ☐ There is an additional fee for any exam rewrite.

I, \_\_\_\_\_, understand that in order to work as a Fire Fighter, I may need to:

- ☐ provide a copy of a Grade 12 High School Diploma or GED to an employer;

Please initial each of the above boxes to show that you understand and agree to the additional equipment requirements and expenses, and possible employment requirements.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





**Professional Fire Fighter**  
**Graduate Report - Professional Fire Fighter - Enhanced**  
**Based on Report from Private Vocational Training, Alberta Innovation and Advanced Education**

**Graduate Report**

Reporting Period: April 1, 2024 - March 31, 2025

Date Prepared: April 30, 2025

**Institution: Emergency Services Academy Ltd.**  
**Licensed Program: Professional Fire Fighter - Enhanced**

1. Graduation Rate: 88.89% (of the students enrolled, successfully completed)

2. Job Placement Information of Graduates:

- full time training related employment	6
- part time training related employment	8
- not training related employment	3
- unemployed	0
- pursued higher education	8
- special circumstances	0
- unable to locate student	0
<b>Total Job Placement</b>	<b>14</b>

3. Job Placement Rate: 82.35%

**Please note:**

Fire Fighter job competitions for municipalities typically take between 12-18 months from application deadline to offer of employment.

This graduate report was made available to me prior to enrollment in the Fire - Enhanced program.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Professional Fire Fighter

### Graduate Report - Professional Fire Fighter - Flex

Based on Report from Private Vocational Training, Alberta Innovation and Advanced Education

### Graduate Report

Reporting Period: April 1, 2024 - March 31, 2025

Date Prepared: April 30, 2025

**Institution:** Emergency Services Academy Ltd.

**Licensed Program:** Professional Fire Fighter - Flex

1. Graduation Rate: 100.00% (of the students enrolled, successfully completed)

2. Job Placement Information of Graduates:

- full time training related employment	5
- part time training related employment	0
- not training related employment	2
- unemployed	0
- pursued higher education	3
- special circumstances	1
- unable to locate student	0
<b>Total Job Placement</b>	<b>5</b>

3. Job Placement Rate: 71.43%

#### Please note:

Fire Fighter job competitions for municipalities typically take between 12-18 months from application deadline to offer of employment.

This graduate report was made available to me prior to enrollment in the Fire - Flex program.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Professional Fire Fighter  
Application Form - Page One****Personal Information**

\_\_\_\_\_  
Last Name First Name (Legal) Middle Name

\_\_\_\_\_  
Former Surname Also Known As Date of Birth (YYYYMMDD)

Gender: ☐ Male ☐ Female ☐ Neither, I identify as: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Tshirt Size ☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ XXL Flexfit Ball Cap Size ☐ S-M ☐ Large-XL

\_\_\_\_\_  
Alberta Student Number Social Insurance Number (SIN)

\_\_\_\_\_  
Phone Number (Cell) Phone Number (Home) E-mail Address - Mandatory

\_\_\_\_\_  
Mailing Address (Street / Avenue / Box Number)

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Emergency Contact Person Relationship Telephone

**How did you learn about ESA?** Please provide details of how you learned about ESA. If a referral from a former or current ESA student, please provide their full name so we can follow up with a thank you.

\_\_\_\_\_

**Registraton Information**

Please list the following information for the Professional Fire Fighter session you want to take. Refer to [www.ESAcanda.com](http://www.ESAcanda.com) for current Course Codes and Dates.

☐ **Flex** Course Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

☐ **Enhanced** Course Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The minimum number of students required to run a Fire Program at ESA is 14. If we are unable to offer the program

you request, would you consider taking a different session? ☐ Yes - which one \_\_\_\_\_ ☐ No



## Professional Fire Fighter Application Form - Page Two

### Student Funding

Are you applying for Student Funding for this program or are you being sponsored by a business or organization?

☐ Yes ☐ No If Yes, please provide details, including a contact name and email address:

Application and tuition fees are payable to Emergency Services Academy Ltd., and are subject to change. To confirm current fees, please check our website [www.ESAcanda.com](http://www.ESAcanda.com) or call (780) 416-8822.

#### **Fire Fighter Enhanced Fees \$14,995.00**

**First payment of \$1,500.00** (fee includes administration fee \$125.00 + registration fee \$500.00 + portion of program materials fee of \$875.00) must be submitted with the application for admission to ESA

**Final payment of \$13,495.00** (balance of fees) due on the first day of program

#### **Fire Fighter Flex Fees \$9,875.00**

**First payment of \$1,225.00** (fee includes administration fee \$125.00 + registration fee \$500.00 + program materials fee \$600.00) must be submitted with the application for admission to ESA

**Final payment of \$8,650.00** (balance of fees) due on the first day of program

### Method of Payment:

☐ Cash ☐ Cheque/Money Order ☐ Debit ☐ E-Transfer ☐ VISA ☐ MasterCard ☐ American Express

#### **For Credit Card Use:**

\_\_\_\_\_  
Card Number (will not be kept on file by ESA)

\_\_\_\_\_  
Expiry Date (MM/YY)

Name of Cardholder: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

**For INTERAC e-Transfer:** Set up the e-transfer through your bank using the ESA email address: [e-transfers@ESAcanda.com](mailto:e-transfers@ESAcanda.com).

### Declaration

I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld. If accepted for the above course, I agree to comply with all rules and regulations of Emergency Services Academy Ltd.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*The collection of this personal information is necessary for operating and administering the services of the ESA Registry. All personal information will be protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act.*



**Professional Fire Fighter  
Application Form - Fire Fighter Medical Examination Form  
Page One**

***Confidential Medical Assessment for Fire Fighter Training Program Admission***

**Section 1: Applicant Information**

Full Legal Name: \_\_\_\_\_

Date of Birth (YYYY-MM-DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Primary Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Section 2: Applicant Acknowledgment**

I authorize the licensed healthcare provider named above to conduct a fitness-for-duty assessment. I understand that only a general determination of my medical fitness will be shared with the training institution, and that my personal medical information remains confidential and protected under applicable privacy laws.

I acknowledge that both physical and mental readiness are essential to my safety and success in this program.

\_\_\_\_\_  
Signature

Date (YYYY-MM-DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



**Professional Fire Fighter**  
**Application Form - Fire Fighter Medical Examination Form**  
**Page Two**

**Section 3: Medical Fitness Assessment Summary** - (To be completed by a licensed healthcare provider. No diagnostic details should be disclosed to the college.)

The applicant is being considered for admission to a physically and mentally demanding fire fighter training program. Successful completion of the program requires sustained physical effort, cognitive clarity under pressure, emotional resilience, and safe judgment in high-stress environments.

Please evaluate whether the applicant has any current medical, psychological, or physical conditions that would limit their ability to participate safely and effectively.

**General Medical Assessment**

Please evaluate the following systems and indicate whether each is within acceptable limits for strenuous training and emergency simulation environments:

System or Function	Within Normal Limits	Notes (if applicable)
Cardiovascular	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Respiratory	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Musculoskeletal	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Neurological	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vision (corrected if needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hearing (aided if needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mental and Emotional readiness	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Note:** Mental wellness is essential to safely engage in firefighter training. Applicants should be free from conditions that may impair their ability to think clearly, respond to emergencies, or cope with intense stress. Do not include diagnostic details—only indicate whether the applicant is medically and psychologically fit for duty.

**Current Medications, if relevant to fitness for duty** (Only list medications that may affect physical or cognitive ability during training):

Medication	Purpose	Notes



**Professional Fire Fighter  
Application Form - Fire Fighter Medical Examination Form  
Page Three**

**Section 4: Medical Provider Certification**

I confirm that I have conducted a medical assessment of the applicant and that the findings are as follows:

- ☐ The applicant is **medically fit** to participate in firefighter training without restrictions.
- ☐ The applicant is **fit with temporary or permanent restrictions** (please specify):


- ☐ The applicant is **not medically fit** for participation at this time.

I understand that this form may be used by a post-secondary institution to confirm medical clearance for participation in a fire fighter training program. I have not disclosed any diagnostic or sensitive health information.

Name of Provider (Print): \_\_\_\_\_

Professional Title: \_\_\_\_\_

License/Registration # \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date (YYYY-MM-DD): \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ESA Professional Fire Fighter Program  
Application Package  
Letter of Recommendation Form Page One**

ESA requires applicants to provide **two letters of recommendation** to confirm they are of good character and reputation. Please complete the following information on behalf of the applicant.

**Applicant's Name:** \_\_\_\_\_

**Your Status and Relationship to the Applicant**

Note: You cannot be a family member and provide a reference.

Please check the appropriate box:

- ☐ The most recent employer or an instructor at a recently completed education program.
- ☐ A professional (e.g., health professional, lawyer or teacher) who has known the applicant for a minimum of two years.
- ☐ A member of the clergy who has known the applicant for a minimum of two years.
- ☐ A peace officer who has known the applicant for a minimum of two years.
- ☐ Any other person who has known the applicant for a minimum of five years. Only one reference can be from this category.

**Information about the Person Providing the Reference**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

**Character Reference**

Please provide your comments about the applicant's character and reputation and explain how you believe they would perform in emergency services. You may attach a separate sheet if needed.

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**Additional Reference Questions**

1. Can you speak to the applicant's dependability, punctuality, and work ethic? Please provide an example if possible.

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**ESA Professional Fire Fighter Program  
Application Package  
Character Reference for an Applicant Page Two**

2. How would you describe the applicant's communication skills (verbal and written)?

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3. How well does the applicant work with others, especially in high-stress or team-oriented environments?

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4. Have you observed the applicant in situations requiring quick thinking or decision-making under pressure? If so, please describe.

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5. Do you believe the applicant demonstrates sound judgement and strong ethical standards? Please elaborate.

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6. What qualities or experiences make the applicant a good fit for emergency services work?

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**Signature of Person Providing Reference:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ESA Professional Fire Fighter Program  
Application Package  
Letter of Recommendation Form Page One**

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- ☐ A peace officer who has known the applicant for a minimum of two years.
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**ESA Professional Fire Fighter Program  
Application Package  
Character Reference for an Applicant Page Two**

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