



VERDUGO FIRE ACADEMY

ACCREDITED REGIONAL TRAINING PROGRAM - ARTP
1500 NORTH VERDUGO ROAD, GLENDALE, CALIFORNIA 91208
818.240.1000 x5326



APPLICATION PROCESS

Candidates are strongly encouraged to attend a FREE VFA Firefighter Career Planning Seminar. Workshops are traditionally offered on the 1st Saturday of every month from 10:00 a.m. to 12:00 p.m. at the Verdugo/Glendale Fire Training Center or via Zoom. No appointment necessary. An updated schedule can be viewed on the VFA website.

Step 1 - Apply To Glendale Community College

This step is free and there is no obligation to attend GCC. Applications are to be completed on-line. Applying to GCC will get you a student ID number that is required to continue in the process.

Step 2 - Make A Counseling Appointment (Optional)

You are encouraged to make an appointment with our Career Education Counselor, Marisela Canela. Mrs. Canela can provide you with valuable information on earning a Skill Award, an Associate Degree or Certificate of Achievement in a variety of academic programs at GCC. To make an appointment, contact Career Education Counselor, Marisela Canela mcanela@glendale.edu (818) 240-1000 ext.5847. For specific information related to the fire academy, please refer to Victor Castellanos, (see step 4)

Step 3 - Prepare Your Verdugo Fire Academy Application Packet

Download the Verdugo Fire Academy Application from the VFA web site @ www.glendale.edu/fire. This is not the GCC application. Begin assembling the required and optional / supplemental documentation detailed in the application packet. Application must be typed.

Step 4 - Submit Your Verdugo Fire Academy Application Packet

Please email your completed application packet and supporting documentation to VFA Programs and Services Specialist, Chaplain Victor Castellanos at victorc@glendale.edu You are strongly encouraged to submit your application immediately as space is limited and the class fills up quickly. Questions prior to submission are also welcomed. Chaplain Castellanos can be reached via email or by phone at (818) 240-1000 extension 5326.

Step 5 - Register For Fire 116 And Pay All Fees (Fire 116)

Your spot in the Verdugo Fire Academy is not guaranteed until you have successfully registered for Fire 116, upon acceptance into the academy. This includes payment of all applicable fees, following all other steps in the process, and attending the mandatory orientation. **This process begins in November.** You are encouraged to apply ASAP to secure your spot.

Step 6

Attend the Mandatory Fire Academy Orientation on **November 13, 2025, at 6:00 p.m.**



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IMPORTANT DATES

Application Deadline - Open and Continuous

Applications accepted after the Orientation may still be considered and added to the list of alternates. If more than 50 students apply to the Verdugo Fire Academy, the Cadet Selection Point System will be used to select the top 50. All others will be placed on the alternate list. Sponsored Cadets may be accepted after the Orientation. Applications are date stamped so submit your application as soon as possible. Additional documentation can be added to your application packet up to the application deadline.

Acceptance

Notification will be sent to accepted cadets. Provisional acceptance will be sent to those placed on the alternate list along with further directions. In an attempt to notify cadets of acceptance as early as possible, accepted cadets may be notified at any time throughout the year leading up to Orientation.

Glendale College Registration Deadline (Determined by Admissions & Records)

Registration times are determined by GCC Admissions and Records after the student successfully applies to Glendale College. This date may be different for each student based on whether or not the student is a returning student.

Mandatory Class XXIX Orientation - November 13, 2025

This is an opportunity for Class XXIX Cadets to meet and exchange information. VFA Staff and Instructors along with Glendale College counselors will provide a PowerPoint and DVD based presentation on the expectations of cadets. Question and answer period will follow. Accepted cadets as well as those on the alternate list must attend the orientation. If a cadet does not report for orientation at the time scheduled, he/she will forfeit their spot and an alternate from the alternate list will be brought forward.



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CADET SELECTION POINT SYSTEM

The Verdugo Fire Academy Program accepts 50 cadets into each class. In the event the program has more than 50 applicants, a selection system based on points will be used to sort and rank the list of applicants.

Points are issued based on education and experience in the areas of fire science and emergency medical services that have proven to contribute significantly to success in the fire academy program. Students should not be discouraged from applying even if they only have points in one category. Points in several of the categories can be accomplished in a very short period of time.

The category list below is intended as a guide for applicants as to where to begin their preparation for the Verdugo Fire Academy Program and their success in the fire service. **These categories listed below are not requirements, only recommendations:**

Category	Description	Points
1	County EMT-B or EMT-P, NREMT, or CA State EMT-B or EMT-P	10 Points
2	Associate Degree in Fire Technology	30 Points
3	Candidate Physical Ability Test Certification (C-PAT)	15 Points
4	Glendale Community College Fire Technology Core Class(s) or Certificate	2-12 Points
5	Military Experience	10 Points
6	Fire Department Explorer (Current or Past)	10 Points
7	Attended a Verdugo Fire Academy Career Planning Seminar (2 Pts per mtg)	10 Points (max)
8	Letter of Recommendation	3 Points

**Sponsored students are automatically accepted, and the point selection system does not apply.*

1. **County EMT-B or EMT-P, NREMT, or CA State EMT-B or EMT-P**

- Proof by copy of license/card

2. **Associate Degree in Fire Technology**

- Proof by copy of degree and official transcripts.

3. **Candidate Physical Ability Test Certification (C-PAT)**

- Proof by copy of C-PAT certification card. Must be within the same calendar year of the date of the application deadline. For more information go to www.CFFJAC.org

4. **Glendale Community College Fire Technology Core Class or Certificate**

- Any GCC student that has completed one or more of the Fire Technology Core Classes (Fire 101, 102, 103, 104, 105, and 106). On-line classes apply. 2-points are awarded for each core class completed at GCC. Fire Technology Certificate from any college receives automatic 12-points.



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5. Military Experience

- a. Active or reserve. Proof by DD-214.

6. Fire Department Explorer

- a. Past or present. A letter from the Post Advisor verifying service (12-months minimum). Must include the start date and end date of involvement. This is not a letter of recommendation however if a letter verifying explorer post experience contains a recommendation from the Post Advisor, additional points will be awarded not to exceed 3 additional points.

7. Attended a Verdugo Fire Academy Career Planning Seminar

- a. Proof on "VFA Attendance Form" (provided for all participants at all Information meetings). Students may attend more than one information meeting. Attendees will receive 2 points per meeting for a maximum of 10 points.

8. Letter of Recommendation

- a. Proof by written letter on official department letterhead recommending the applicant for placement into the Verdugo Fire Academy Program. Letter cannot be from a relative and must be Officer Rank, i.e. Captain, Lieutenant, Battalion Chief, Deputy Chief, Assistant Chief, or Fire Chief. This is not the VFA Cadet Sponsorship Form. Max 3-points regardless of number of letters submitted.