



**IMPORTANT INFORMATION REGARDING SELECTION  
FOR THE PRE-SERVICE FIREFIGHTER EDUCATION AND TRAINING PROGRAMS**

Thank you for applying to the Pre-Service Firefighter Education and Training (FIRE) program at Georgian College for Winter 2012/Fall 2012 and/or Winter 2013. We are pleased that you have chosen our college and wish you well in the admission process!

**SELECTION TESTING**

**WHAT DOES THE TEST COVER AND IS IT USED IN SELECTION?** The FIRE Aptitude test will cover, "Understanding Oral Instructions, Reading and Understanding Written Information, Numerical Skills, Maps, Diagrams and Mechanical Reasoning and Teamwork, Public Relations and Community Living". Test results are used in selection along with your academic grades and documented resume (copies of certificates, letters of references, proof of participation on teams and volunteer hours).

**WHEN CAN I VIEW THE TEST RESULTS?** Test results will be released online to applicants as of March 05, 2012. Refer to "Web for Admissions" instructions available on the College's web for information on how to log in, how to read test results, etc.

**SELECTION TESTING PROCESS**

**HOW WILL I BOOK AND PAY FOR MY TEST?** Follow the instructions below to book your test and pay your testing fee. By following each step carefully, you will ensure that you complete your test in time for the results to be included for selection purposes. For your information, all tests must be completed prior to March 2 for decisions on both fall and winter intakes. After this date, applicants will be reviewed on a first come, first serve basis until programs are full.

**I HAVE AN IDENTIFIED DISABILITY – HOW DO I BOOK MY TEST?** If you are an applicant with an identified disability, testing accommodations may be arranged with appropriate documentation. Please contact one of our Disability Specialists, Centre for Access (705) 728-1968.

**INSTRUCTIONS – HOW TO BOOK AND PAY FOR TEST**

**STEP 1 – BOOK TEST.** Testing is booked on a first-come, first-served basis. To guarantee a space for testing, please book immediately. Go to this link : <http://www.georgianc.on.ca/admissions/> , click on 'Login to Web for Admissions' (right hand side) and log in using your Georgian ID# and the pin is your date of birth in the format YYMMDD. It will tell you your pin has expired; please create a new one and complete the security question and answer. Proceed to Book your Admissions Test and follow the steps.

**STEP 2 – PAY FOR TEST.** You need to pay for your test at the time of booking so have your credit card available. If you do not have a credit card, you may still book your test online but will need to pay for your test within 2 business days either in person or by telephone, otherwise your test reservation will be removed.

**STEP 3 – CONFIRM TEST DATE.** You will be able to see your reservation on the web self service and will also receive a confirmation email.

**HAVING DIFFICULTIES BOOKING YOUR TEST?** If you have any difficulties booking your test, please call:  
(705) 728-1968 ext. 1344

**HOW DO I PREPARE FOR THE TEST?** There are a number of Aptitude Tests for Firefighters at book stores but you should review your grade 12 math, numerical skills and mechanical reasoning.

**Please note that calculators or other aids cannot be used during the test.**

**WHAT DO I DO ON THE DAY OF MY TEST?** Arrive at the registration desk at the time indicated on your confirmation. See specific details below. You must bring photo identification and proof of application to the programs for which you are testing. Proof of application (Georgian student number and OCAS number) is available on the acknowledgement letter sent to you from Georgian. **Without these, you will be denied access to the test.**



#### **Resume/Portfolio Process**

In order to be considered for selection, it is mandatory that you submit a hard copy of a **word-processed resume/portfolio** containing documented information regarding your academic background (post secondary education), work experience, volunteer and extracurricular activities, etc. Firefighter courses are a definite asset. If you are submitting any type of experiences whether volunteer/ team commitment to clubs, organizations or sports-related experience or other extracurricular activities, please provide **reference letters and copies of certificates (even a photocopy of your award/plaque/ team pictures)** to substantiate your hours and type of experience. Make sure to include photocopies of all qualifications including DZ licence, current swimming and Scuba certificates, WHMIS etc. Copies of licences for trades are also important to include. We are looking for **documented** volunteer work above and beyond the 40 hours required for high school. Currency in this area is of utmost importance.

On your cover letter, please ensure that you have included both your Georgian College Student number and your OCAS number.



#### **I HAVE A SPECIFIC QUESTION REGARDING MY PROGRAM (NOT RELATED TO TESTING). WHO DO I CALL?**

If you have questions about the program for which you have e contact information provided below:

Bob Pollard, Coordinator, Pre-Service Firefighter Education and Training Program - [bpollard@georgianc.on.ca](mailto:bpollard@georgianc.on.ca)

#### **DO I HAVE TO PAY FOR PARKING WHEN I ARRIVE FOR MY TEST?**

Parking at the College is \$5. You will need "loonies" or "two-nies" to pay for parking.

**HOW DO I GET DIRECTIONS TO THE CAMPUS:** For campus location and directions, please visit our Web site at <http://www.georgianc.on.ca/contact/> or you can google" Georgian College, One Georgian Drive, Barrie. You can also call the college at (705) 728-1968, press #3