

**Fire-Rescue-EMS Recruitment and Retention
Tuition Assistance Program
Effective: May 1st, 2020**

I. PURPOSE

- A. The Calvert County Board of County Commissioners (BOCC) provides a “Tuition Assistance Program” to qualified volunteer Fire-Rescue-EMS members
- B. The BOCC currently funds the program at (\$120,000), to be divided among the volunteer department each fiscal year.
- C. This program will assist in funding tuition, registration, lab, tele-course, web fees and books for college, technical school or other professional education or certification programs
- D. Other itemized costs, such as activity, instructional, late registration, and drop/add fees, supplies and transportation will be the responsibility of the member.
- E. Failed Classes and classes dropped after drop period will not be reimbursed/funded and will be at the expense of the member. Applicants will be required to present evidence of successful course completion.
- F. Each department Chief and President, by signing completed applications, shall indicate the amount they approve requested funding amount for each applicant, as there is potential for multiple members of a department to apply with limited funding available.

II. QUALIFICATION

Fire-Rescue-EMS Volunteer must be a current “active volunteer member” as defined in the Calvert County Code, Title 14: Length of Service Awards Program (LOSAP)

A. Fire-Rescue-EMS Departments:

At the time of application, the volunteer member must have successfully achieved an Emergency Medical Technician or Higher Certification (or) Fire Fighter I or Higher Certification and completed (1) year of active volunteer service (active year of service starts when first certification was successfully achieved and volunteer starts earning LOSAP-Points), defined as:

- 1. Twelve (12) points per month for nine (9) of the previous twelve (12) months
- 2. The point system requires twelve (12) points each month follows:
 - a. Eight (8) points for calls, **and**
 - b. Four (4) points for any combination of calls, training, drills, meetings or collateral.

B. Calvert Advance Life Support:

At the time of application, the volunteer member must have completed (1) one year of active service, defined as:

- 1. Completing twenty-four (24) hours per month as a “Paramedic In Charge” (PMIC) for nine (9) of the previous twelve (12) months

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C. Calvert County Dive Team:

At the time of application, the volunteer member must have completed one (1) year of active service, defined as:

1. Certification as Public Safety Diver
2. Completion of IADRS Annual Watermanship Test or similar qualification test within last twelve (12) months.
3. Twelve (12) LOSAP points per month for nine (9) of the previous twelve (12) months in any combination of calls, training, drills, meetings or collateral.
4. Attend nine (9) Dive Team drills within last twelve (12) months

III. APPLICATION PROCESS

- A. Applications are available on-line at www.calvertfirerescueems.com or at the Fire Rescue EMS Office
- B. The volunteer member will be required to provide documentation supporting their eligibility to participate in the program.
- C. Copies of LOSAP reports for the previous 12-months
- D. The application and MOU must be completed and returned to the County Fire-Rescue-EMS Office by the advertised deadline.
- E. The volunteer member, Chief and President of the member's department are required to certify by signing the application that the applicant has met the established eligibility and may recommend funding amounts.
- F. Volunteer members who have previously received tuition assistance through this program are required to provide a copy of their transcript or course completion documentation for the previously funded programs
- G. An application is required for each individual semester, session or class
- H. Application deadline for fall semester is June 30th
- I. Application deadline for spring semester is November 30th
- J. If funding is available, an application period with submission deadline will be advertised for the summer session
- K. The Fire and Rescue Association's Recruitment and Retention Committee will review applications and make recommendation of funding level for each applicant.
- L. The Fire-Rescue-EMS Office will make final determination based on available funding

M. Applications will be accepted at:
Fire-Rescue-EMS Office
315 Stafford Road
Prince Frederick, MD 20678

Or may be mailed to:
Fire-Rescue-EMS Office
175 Main Street
Prince Frederick, MD 20678

Or emailed to:
frem@CalvertCountyMD.gov (Attention Recruitment & Retention)

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IV. COMPLETION RESPONSIBILITIES

- A.** Volunteer members who fails to successfully complete (meaning: Not obtaining a D or better grade, a completion certification/certificate or pass grade) or Withdrawals from a class after the college withdrawal deadline for any funded class, may be responsible for reimbursement of funds to the BOCC or will be directly invoiced for the class, book and any other fees.
- B.** Volunteer member who can demonstrate a legitimate reason for failing and or not completing a class (example: death in the family, illness and/or unanticipated work schedule change) should notify the Recruitment & Retention Specialist (in writing) as soon as the member is aware of their situation.
- C.** The reason will be reviewed by County staff to determine if the tuition assistance recipient will or will not be responsible for reimbursement of any and /or all funds.
- D.** The volunteer member will be notified in writing of final determination
- E.** The volunteer member will be ineligible to participate in the Tuition Assistance Program until such time that indicated funds are reimbursed.
- F.** Volunteer ***must submit final grades for each class funded*** to the Calvert County Fire Rescue EMS office within 2-weeks of final grades being posted. Grades may be submitted via email to the Recruitment and Retention Specialist.
frem@CalvertCountyMd.gov (Attention Recruitment & Retention)

I hereby have read and understand all Tuition Assistance Requirements for the Calvert County Fire Rescue EMS Recruitment and Retention Program and will abide by all guidelines to the best to my ability.

_____	_____	_____
Volunteer's Name Printed	Volunteer's Signature	Date
_____	_____	_____
Chief's Name Printed	Chief's Signature	Date
_____	_____	_____
President's Name Printed	President's Signature	Date
_____	_____	_____
FREMS Office Rep's Name Printed	FREMS Office Rep. Signature	Date