



# Lehigh Emergency Services

## Training Academy

640 W Hamilton St, 8<sup>th</sup> Floor Allentown PA 18101  
(610) 799-1101 [info@lestafire.org](mailto:info@lestafire.org)

## LESTA “No Show” Policy

**Purpose:** This policy outlines the procedures and consequences for students who fail to attend scheduled training classes at the Lehigh Emergency Services Training Academy (LESTA). The objective is to ensure the commitment of students to their training obligations and the efficient utilization of resources.

### 1. Enrollment Requirement:

- Students must submit a LESTA Student Enrollment Form signed by a chief officer of their department before attending training classes.
- The enrollment form must certify the following requirements:
  - The firefighter listed below has medical clearance to use Self-Contained Breathing Apparatus (SCBA), in accordance with 29 C.F.R. part 1910.
  - The firefighter listed below is authorized to use SCBA and participate in interior/exterior firefighting evolutions.
  - The student meets the qualifications and age requirements to attend, including all necessary prerequisites. Copies of certificates must be brought to the first day of class.
  - The student is covered by their company’s Workers’ Compensation Insurance or their own Health and Medical Insurance while attending any course sponsored by the Bucks County Community College / Lehigh Emergency Services Training Academy.
  - The student will abide by all rules and regulations established by the Bucks County Community College and the Pennsylvania State Fire Academy.
  - The student will abide by 29 CFR 1910.134 and the Pennsylvania State Fire Academy for being clean-shaven for classes requiring the use of APR or SCBA.
  - The student will be responsible for paying any tuition and/or fees associated with the course, unless otherwise notified by the sponsoring Organization/Employer listed in Section above.
  - Junior Firefighters (age 17 and under) will abide by all regulations under the Pennsylvania Child Labor Laws and will not register for or participate in any class with drills involving live fire or smoke generated by live fire.
  - The student has never been convicted of an offense that constitutes the crime of “arson and related offenses” under 18 Pa.C.S §3301 or any similar offense under any Federal or state law. The student hereby certifies that the statements contained herein are true and correct to the best of their knowledge and belief.
  - If authorization documentation and/or pre-requisites are not submitted one week prior to the start of class the student(s) will be un-enrolled from the training and not allowed to attend.

### 2. Absence from Training Classes:

- Students are expected to attend all scheduled training classes punctually.
- In case of unavoidable circumstances preventing attendance, students must notify the Training Coordinator at least 24 hours in advance.

### 3. Penalty for Absence:

- A fee of \$25 will be imposed on their affiliated fire department for each instance of unexcused absence.
- Payment of the fee is required within 30 days of the class end date.

### 4. Escalation of Punishment:

- **First Offense:**
  - Written warning to the student & \$25 fee issued to the fire department.
- **Second Offense:**
  - Double the original fee (\$50) imposed on the fire department.
  - Meeting with the student, fire department representative, and LESTA administration to discuss the repeated absence.
- **Third Offense:**
  - Suspension of the student from all future LESTA Sponsored training classes for a period to be determined by LESTA.
  - Increased penalty fee of \$100 for both the student and the fire department.
- **Fourth Offense:**
  - Expulsion of the student from taking LESTA Sponsored Classes.
  - Loss of training privileges for the fire department with LESTA Sponsored Classes for a specified period.
  - Penalty fee of \$200 for the fire department.

### 5. Appeal Process:

- Students and fire departments may appeal penalty decisions in writing within 7 days of notification.
- Appeals will be reviewed by a designated committee within LESTA, and decisions will be final.

### 6. Record Keeping:

- LESTA will maintain records of student attendance and penalties imposed for reference and future evaluation.

### 7. Effective Date:

- This policy is effective immediately upon approval and supersedes any previous policies on the matter.

### 8. Review and Modification:

- This policy will be reviewed annually and may be modified as deemed necessary by LESTA administration.

**Acknowledgement:** By enrolling in the Lehigh Emergency Services Training Academy, students and affiliated fire departments acknowledge their understanding and acceptance of this policy regarding attendance and penalties for non-compliance.

  
LESTA Director Signature

17 Apr - 2025  
Date