

HFD INFECTION CONTROL

APPLICANT RECORDS COVER SHEET

In order to ensure that all applicants receive a timely response, a COMPLETED cover sheet is required for every submission of records. Records submitted without a **completed** cover sheet will not be processed and you will not be notified.

Name *DOB*

Email *Phone Number*

If you do not have the following information, **contact your recruiter** before submitting your records. It is **required** in order for us to process your records.

Recruiter

Projected Class Start Date

ONLY if you took the Civil Service Exam:

Test Date

Civil Service Rank #

EMT Certification Status (Certified or Non-Certified)

ONLY if you are an HFD Rehire:

HFD Payroll Number

Check this box if you are applying as a Certified EMT or Paramedic and are EXEMPT from CSE.

This section does not apply to HFD Rehires.



CITY OF HOUSTON

Fire Department

Promoting Excellence as the World's Largest Accredited Municipal Fire Agency

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Mayor

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All Houston Fire Department applicants shall submit documentation of the required immunizations and testing listed below. All immunizations submitted must follow a CDC-approved immunization schedule. All lab results must be performed by accredited laboratories and must be documented on an official lab report with quantitative (numerical) results. Tdap and TB requirements are based on projected class start date, which is provided by HRD Recruiting.

The following documentation must be submitted to the HFD Infection Control Office by email at hfdinfectioncontrol@houstontx.gov. All documentation must be submitted with a **completed** Applicant Records Cover Sheet. Documentation submitted without a cover sheet will not be processed and will not receive a response. The Infection Control Office processes records in the order that they are received. Records will be reviewed as quickly as possible, but please allow up to 5 business days for processing and response.

Hepatitis B

Proof of a completed Hep B series, usually three shots, is required. Hepatitis B vaccines do not expire. Documentation of a positive **QUANTITATIVE** Hepatitis B Surface Antibody Titer (blood draw) showing immunity is accepted in lieu of vaccination. Labs that do not show immunity to Hepatitis B do not meet requirements.

- Hepatitis B Vaccine #1
- Hepatitis B Vaccine #2
- Hepatitis B Vaccine #3
- OR**
- Positive Quantitative Hepatitis B Surface Antibody Titer

Tetanus, Diphtheria, and Pertussis (Tdap)

All applicants must submit proof of an adult dose of Tetanus, Diphtheria, and Pertussis (Tdap) that was given **less than 3 years prior to your projected class start date**.

- Tdap Vaccine

Hepatitis C Antibody Test

All applicants must submit documentation of a Hepatitis C Antibody Test. It does not matter if the test is positive or negative. A Hepatitis C **RNA** Test does **not** meet requirements.

- Hepatitis C Antibody Test

Measles, Mumps, and Rubella (MMR)

All applicants must submit proof of a completed MMR series- **two shots given at least 28 days apart**. MMR vaccines do NOT expire. Documentation of a positive titer (blood draw) showing immunity to measles, mumps, and rubella is accepted in lieu of vaccines. Labs that do not show immunity to MMR do not meet requirements.

- MMR Vaccine #1
- MMR Vaccine #2
- OR**
- Positive Quantitative MMR Titer

PLEASE NOTE:

MMR Vaccine is a live virus vaccine and can interfere with other live virus vaccines and TB testing. If you need MMR vaccine(s) **AND** Varicella vaccine(s) or TB testing, please contact Infection Control for scheduling instructions.

Varicella (Chicken Pox)

All applicants must submit proof of immunity to Varicella. Applicants with no history of chickenpox will need proof of a completed Varicella Vaccine series- **two shots given at least 28 days apart**. Varicella vaccines do NOT expire. Applicants who have had chickenpox can submit documentation of a positive titer (blood draw) showing immunity to Varicella. Blood testing can only reliably show immunity for applicants who have a history of the disease. Labs that do not show immunity to Varicella do not meet requirements.

- Varicella Vaccine #1
- Varicella Vaccine #2
- OR**
- Positive Quantitative Varicella Titer

PLEASE NOTE:

Varicella Vaccine is a live virus vaccine and can interfere with other live virus vaccines and TB testing. If you need Varicella vaccine(s) **AND** MMR vaccine(s) or TB testing, please contact Infection Control for scheduling instructions.

Tuberculosis (TB)

All Applicants must submit proof of approved TB testing **completed less than 6 months prior to your projected class start date**. Applicants may choose to complete a blood test or two-step TB skin testing. Applicants with a documented positive test, regardless of completion date, and will be required to submit documentation of the positive test AND a negative chest X-ray with interpretation. The chest X-ray must be completed within the 6-month window. Applicants with a documented positive TB test given before the 6-month window do not need a new TB/blood test.

- Negative TB Skin Test #1
- Negative TB Skin Test #2
- OR**
- Negative TB Blood Test

ONLY IF TEST IS POSITIVE:

- Negative Chest X-Ray

PLEASE NOTE:

TB Skin Test #1 and #2 must be placed
No more than one (1) year apart
No less than seven (7) days apart

TB Skin Test #2 must be placed less than 6 months
prior to your projected class start date.

Need Help?

If you do not know what immunizations you have received, you can:

- Check your childhood shot records.
- Check with your doctor or clinic, who may have them on file.
- Check with Texas Immunization Registry, or registries in other places that you have lived.
- Check with any schools you may have attended.
- Check with current/past employers (e.g., military, fire).

If you have questions, please contact the Houston Fire Department Infection Control Office by email at hfdinfectioncontrol@houstontx.gov and put "Applicant Question" as the subject.

If you have not received a response to your emailed question or records submission **within 5 business days**, please notify your recruiter **and** leave a voicemail at 832-394-6846 that includes your name, your recruiter's name, and the date of your email.