



Eligibility Requirements

Applicants must have a minimum of 100 points in Education and Experience to qualify in completing the remainder of the application.

Education (check highest level only)

- Doctorate or Masters Degree – 150 points
- Bachelors Degree in a fire service related field – 100 points
- Bachelors Degree in a non-fire service related field – 75 points
- Associates Degree, International Equivalent Degree, or 60 credit hours in higher education in a fire service related field – 50 points
- Associates Degree, International Equivalent Degree, or 60 credit hours in higher education in a non-fire service related field – 25 points
- Academic Certificate in a fire service related field– 15 points
(A college program designed to provide basic training in a specific field of study)
- Fire Officer II (accredited) – additional 25 points (points may be added to any one point total above)

Check the degree or academic certificate you have earned. Only one box may be checked here.

Points:

Check if you hold an academic certificate (fire related) and/or Fire Officer II (accredited by Pro Board or IFSAC).

Points:

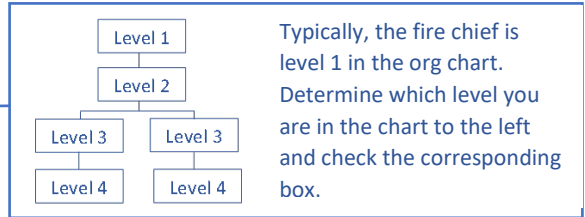
Experience

Applicants will need to provide an organizational chart to verify their position within the department. Points will also be given for the length of time in a position.

Current Position:

- Fire Chief
- Level 1 – 50 pts
- Level 2 – 40 pts
- Level 3 – 30 pts
- Level 4 – 20 pts
- Level 5 – 10 pts

"Levels" are described as the number of supervisor positions between the applicant and the Fire Chief.



Points:

Length of Service:

Points are awarded for the applicant's entire fire service career up to a maximum of 30 points.

- Level 1 – 3 pts/year _____ pts
- Level 2-3 – 2 pts/year _____ pts
- Level 4-5 – 1 pt/year _____ pts

"Levels" are described as the number of supervisor positions between the applicant and the Fire Chief.

Based on the levels in the chart above, calculate your length of service points. You can use more than one level to achieve up to 30 points.

Points:

Complexity (based on the department's workforce in your current department):

- 751+ - 20 pts
- 400-750 – 30 pts
- 100-399 – 40 pts
- Less than 99 – 50 pts

Check the appropriate box for your department's workforce for complexity points.

Points:

CFAI Accreditation Experience: Add 5 points for each box checked:

- Current Accreditation Manger (AM);
- Current Team Leader (TL);
- Current AM and TL

Check the appropriate box(es) for additional designations held from CPC.

Points:

List total points earned...if 100 or more you are you are eligible to continue.

Total Points:

Total points received: _____



Component 1: Personal & Employment Information

Personal Information

<input type="checkbox"/> Primary Mailing Address		
Last Name:	First Name:	MI:
Home Address 1:		
Home Address 2:		
Home City:	Home State:	Home Zip:
Home Phone:	Fax:	
Mobile Phone:		
E-mail:		

Include ALL personal information requested.

Be sure to check which mailing address is your preference.

Employment Information

Please attach a current resume, detailed organization chart, and position description.

<input type="checkbox"/> Primary Mailing Address		
Agency Name:		
Position Title:		
Years in Position:	Immediate Supervisor:	
Work Address 1:		
Work Address 2:		
Work City:	Work State:	Work Zip:
Work Phone:	Ext.:	Fax:
Mobile Phone:		
E-mail:		

Include ALL employment information requested. Your immediate supervisor listed here will sign the demographics page and submit a letter of reference.



Component 1: Personal & Employment Information, Cont'd

Demographic Information

Please fill in the requested information on the department you are currently working for.

Population Served:

Total Personnel: Uniformed: Civilian:

Paid on Call: Paid: Volunteer:

Type of Department:

Fully Paid: Mostly Paid: Fully Volunteer: Mostly Volunteer:

Federal/Military: Industrial: Other:

Annual Budget:

What level of EMS service does the department provide?

First Responder: Basic Life Support: Advanced Life Support:

Does not provide EMS:

Does your department transport patients?

Yes No

What other services does your department provide (HazMat, Rescue, etc.)?

General demographic information about the Department you are currently working with.

Fire Chief or Level I Officer (Second in Command) Attestation Statement

Please have your Fire Chief or Second in Command sign below.

I, _____ (applicant's Fire Chief or Second in Command) do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Your Supervisor listed in your employment information page needs to sign here.



Component 2: Letters of Reference

All applicants must submit **three (3)** letters of reference from individuals who are knowledgeable of your experience, education and accomplishments during your career.

Three letters of reference are required:

- 1 from your supervisor listed on your employment information page
- 2 from people that know you well in a professional, personal, or volunteer capacity.
- On this page list the 3 names, their respective agency and contact information to match the signed letters of reference.



Component 3: Professional Development

Education

Includes formal educational degrees and certificate programs from accredited colleges and universities.
Please attach copies of transcripts.

Name of Institution	Location	Degree	Graduation Year

- List all degree and certificate programs.
- Attach copies of transcripts.
- Degrees must be from accredited

Certifications

List current applicable certifications (i.e., Fire Officer, Fire Instructor, EMT, Paramedic, CFPS, CFEI, CEM, etc.).
Please attach copies of certificates.

Certification	Certification Agency	Date(s)

- List all applicable certifications: e.g. Fire Officer, Firefighter, Fire Instructor, EMT.
- Attach a copy of each certificate or include transcript.
- List only current certifications.
- Do not use more spaces than provided in the application.

Please do not list more than the space provided.



Component 3: Professional Development, Continued

Training/Courses

List fire and emergency services as well as business management, human resource development or public administration related courses/classes completed in the last five (5) years (list chronologically). Do **not** attach copies of the certificates of completion.

Training Sponsor	Course Name	Date(s)	Contact Hours

Please do not list more than the space provided.

- List training courses, CEU programs, conferences attended during the past 5 years. Possible course topics include: business management, human resources, in-house programs, CPSE Excellence Conference, etc.
- Certificates/transcripts not required.
- **List chronologically** (earliest to newest).
- Do not include college course used to actively attain a degree.
- Do not use more spaces than provided in the application.



Component 3: Professional Development, Continued

Development Goals

As an applicant for this designation, you must show that you will continue to grow personally and professionally. In paragraph format, please indicate your intended participation in courses, workshops, professional memberships and affiliations, and community involvement and how you would implement or address Firefighter Life Safety Initiatives #1, 2 and 4.

- 1 – Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility;
- 2 – Enhance the personal and organizational accountability for health and safety throughout the fire service;
- 4 – All firefighters must be empowered to stop unsafe practices.

- Articulate a plan of action for where you want to take your career in the next 3 years. Include such items as:
 - Future training, certification, degrees
 - Community involvement.
 - Association memberships
- Acceptable to highlight current achievements but should be mostly future goals.
- Should be in paragraph format.
- Include how you will address the Firefighter Life Safety Initiatives listed.



Component 4: Professional Contributions/Recognition

In the spaces below, list any teaching, public speaking, research published or unpublished, professional articles, or other contributions to the field of fire and emergency services in the last **five (5)** years (list chronologically). Also, list any professional recognition (service/valor awards) you have received in the last **five (5)** years.

Professional Contributions/Recognition

Type of Contribution	Organization	Date(s)

Please do not list more than the space provided.

- List all teaching, public speaking, research published or un-published (i.e. EFO paper), professional articles, and other contributions, during the past 5 years.
- These contributions can be at any level: local, state, regional, national.
- List recognitions received in the last 5 years (e.g. commendations, citizen of the year, service club recognition).
- **List chronologically** (earliest to newest).
- Do not use more spaces than provided in the application.

Component 5: Professional Memberships, Affiliations and Community Involvement

Professional Memberships and Affiliations

In the spaces below, list professional memberships and relevant affiliations within the fire and emergency industry in which you are actively involved or have been involved during the last **five (5)** years.

Organization	Level of Involvement	Dates

- List all applicable organizations you have been involved with e.g. IAFC, IAFF, NFPA, Local Fire Chiefs, Local Emergency management group.
- Note what level of involvement: member, board member, officer
- Not required to fill all spaces.
- Do not use more spaces than provided on the application.

Community Involvement

In the spaces below, list the community and charitable organizations and level of involvement you have participated in during the last **five (5)** years.

Organization	Level of Involvement	Hours of Involvement	Dates

- List all applicable involvement with community and charitable organizations e.g. Lions Club, Scouting, American Legion, Red Cross, United Way.
- Note what level of involvement: chair, officer, member, worker.
- Note hours of involvement over which time period (e.g., 2 hours per month)
- Not required to fill all spaces.
- Do not use more spaces than provided on the application.

Component 6: Technical Competencies

In component 6 you will be answering questions about your Technical Competencies (TC) related to each of the 12 categories. Pay close attention to the learning content and the NFPA reference as some of the learning content closely correspond to other. The NFPA references will help differentiate the information that needs to be documented. Answer the 12 TCs, list all training courses that pertain to the listed learning content. Read the learning content and describe in your experience how what you have done and learned pertain to the listed learning content.

You can use the same course as an educational example in multiple TCs if they pertain to the TC.

Additionally, to help you “answer” the question asked in each TC refer to the NFPA 1021 chapter to assist you in writing your experience to match the TC.

In areas where you don't have any “official” courses but have taken some type of training in the area associated with the TC, possibly from your BC or some other area, you can list the course as such: (example)

Training Sponsor-Sample Fire Department, Course Name- NFIRS input, Date can be the year if you can't recall exactly when the informal training was done, and credit/contact hours as necessary.

The following information provides some guidance for completing all the Technical Competencies

Listed below are the specific Learning Content for each Technical Competency as well as the full NFPA 1021 chapters related to each. Pay attention to the words in the learning content and describe your personal experiences related to how, you specifically, handle these roles.

Note: This process is about **YOU** as a fire officer. You need to emphasize this in your documentation. **Write experience narratives in the first person.**



Component 6: Technical Competencies

Technical Competency #1: Human Resources

Category: Human Resources Management

Learning Content: Utilization of human resources; personnel safety; personnel supervision; emergency and non-emergency supervision; department administrative functions as it pertains to human resources.

Reference: NFPA 1021 Ch 4.2.2, 4.2.6, 4.4.4, 5.4.6

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 1- Human Resources

Objective: In this Technical Competency you will be explaining how YOU, as an officer, manage your assigned personnel both during emergency and non-emergency operations. This should include daily activity supervision and compliance with department policies and procedures. An emphasis should be placed on safety and supervision of your personnel.

NFPA 1021 Ch 4.2.2, 4.2.6, 4.4.4, 5.4.6

4.2.2 Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. **Requisite Knowledge.** Verbal communications under nonemergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding. **Requisite Skills.** The ability to issue instructions for frequently assigned tasks based on department policy.

4.2.6 Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. **Requisite Knowledge.** Principles of supervision and basic human resource management. **Requisite Skills.** The ability to plan and to set priorities.

4.4.4 Explain the purpose of each management component of the organization, given an organization chart, so that explanation is current and accurate and clearly identifies the purpose and mission of the organization. **Requisite Knowledge.** Organizational structure of the department and functions of management. **Requisite Skills.** The ability to communicate verbally in a clear and concise manner.

5.4.6 Develop a plan to accomplish change in the organization, given an agency’s change of policy or procedures, so that effective change is implemented in a positive manner. **Requisite Knowledge.** Planning and implementing change. **Requisite Skills.** The ability to clearly communicate orally and in writing.



Component 6: Technical Competencies, continued

Technical Competency #2: Department Administration

Category: Department Administration

Learning Content: Department administrative functions, organization, policy development, policy implementation, enforcement of policy, departmental reporting requirements, departmental reporting methods, and records management systems.

Reference: NFPA 1021 Ch. 4.4.1, 5.1.1, 5.4.1

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 2 Department Administration

Objective: In this Technical Competency you will be explaining how YOU, as an officer, are involved in policy development and implementation and how changes are communicated to your personnel. Additionally, this should include how policies are enforced at your level and how you can change or recommend changing current policies.

NFPA 1021 Ch 4.4.1, 5.1.1, 5.4.1

4.4.1 Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. **Requisite Knowledge.** Written and oral communication. **Requisite Skills.** The ability to relate interpersonally and to communicate change in a positive manner.

5.1.1 General Prerequisite Knowledge. The organization of local government; enabling and regulatory legislation and the law-making process at the local, state/provincial, and federal levels; and the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

5.4.1 Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. **Requisite Knowledge.** Policies and procedures and problem identification **Requisite Skills.** The ability to communicate in writing and to solve problems



Component 6: Technical Competencies, continued

Technical Competency #3: Administration and Reporting

Category: Department Administration and Incident Reporting

Learning Content: Prepare NFIRS reports; station level records; importance of accurate reporting; maintenance of records; records management systems; office technology.

Reference: NFPA 1021 Ch 4.4.2, 4.4.5

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 3 Administration and Reporting

Objective: In this Technical Competency you will be explaining how YOU, as an officer, manage reporting. This will include your involvement and oversight of all company level report input and management. Additionally, you should state your understanding of the importance of proper and accurate report documentation.

NFPA 1021 Ch 4.4.2, 4.4.5

4.4.2 Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete, and files are maintained in accordance with policies and procedures.

Requisite Knowledge. Administrative policies and procedures and records management. **Requisite Skills.** The ability to communicate orally and in writing

4.4.5 Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate. **Requisite Knowledge.** The agency's records management system. **Requisite Skills.** The ability to communicate both orally and in writing



Technical Competency #4: Human Resources

Category: Employee Relations
 Learning Content: Utilization of human resources; personnel safety; personnel supervision; emergency and non-emergency supervision.
 Reference: NFPA 1021 Ch 4.2.4, 4.2.5, 4.4.2, 5.2.1, 5.2.2, 5.2.3

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

Objective: In this Technical Competency you will be explaining how YOU, as an officer, utilize human resources when dealing with subordinates who may need assistance/counseling/direction. This should include areas of performance deficiency, exceptional performance, recognizing changes in supervised personnel and appropriate actions to resolve/assist/redirect/award specific behavior with an emphasis on safety and supervision.

NFPA 1021 Ch 4.2.4, 4.2.5, 4.4.2, 5.2.1, 5.2.2, 5.2.3

4.2.4 Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified, and the actions taken are within the established policies and procedures. **Requisite Knowledge.** The signs and symptoms of member related problems causes of stress in emergency services personnel, adverse effects of stress on the performance of emergency service personnel, and awareness of AHJ member assistance policies and procedures. **Requisite Skills.** The ability to recommend a course of action for a member in need of assistance.

4.2.5 Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. **Requisite Knowledge.** Human resource policies and procedures. **Requisite Skills.** The ability to communicate orally and in writing and to relate interpersonally.

5.2.1 Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves, or the issue is referred to the next level of supervision. **Requisite Knowledge.** Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics. **Requisite Skills.** The ability to communicate orally and in writing, to solve problems, to increase teamwork, and to counsel members.

5.2.2 Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member’s performance is evaluated accurately and reported according to human resource policies and procedures. **Requisite Knowledge.** Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating. **Requisite Skills.** The ability to communicate orally and in writing and to plan and conduct evaluations.

5.2.3 Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. **Required Knowledge.** Development of a professional development guide and job shadowing. **Required Skills.** The ability to communicate orally and in writing.



Component 6: Technical Competencies, continued

Technical Competency #5: Health and Safety

Category: Health and Safety

Learning Content: Integration of health and safety plans, policies, and procedures into daily operations in both non emergency /emergency incidents and donning necessary PPE when applicable.

Reference: NFPA 1021 Ch 4.7.1, 4.7.2, 4.7.3, 5.7.1

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 5 Health and Safety

Objective: In this Technical Competency you will be explaining how YOU, as an officer, ensure personnel health and safety. This will include emergency operations and non-emergency operations.

NFPA 1021 Ch 4.7.1, 4.7.2, 4.7.3, 5.7.1

4.7.1 Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed. **Requisite Knowledge.** The most common causes of personal injury and accident to members, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program. **Requisite Skills.** The ability to identify safety hazards and to communicate orally and in writing.

4.7.2 Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented, and reports are processed in accordance with policies and procedures of the AHJ. **Requisite Knowledge.** Procedures for conducting an accident investigation and safety policies and procedures. **Requisite Skills.** The ability to communicate orally and in writing and to conduct interviews.

4.7.3 Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members. **Requisite Knowledge.** National death and injury statistics; fire service safety and wellness initiatives; agency policies. **Requisite Skills.** The ability to communicate orally.

5.7.1 Analyze a member’s accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor. **Requisite Knowledge.** The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths. **Requisite Skills.** The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.



Component 6: Technical Competencies, continued

Technical Competency #6: Codes, Inspections, and Pre-Planning

Category: Codes, Inspections, Pre-Planning
 Learning Content: Conduct inspections, reporting of violations in various occupancies, and conducting pre-plans
 Reference: NFPA 1021 Ch 4.5.1, 4.5.2

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 6 Codes, Inspections, and Pre-Planning

Objective: In this Technical Competency you will be explaining how YOU, as an officer, are involved in dealing with codes, inspections and pre-planning. This should include information related to recognizing code violations, conducting code inspections, and your involvement and understanding of pre-planning.

NFPA 1021 Ch 4.5.1, 4.5.2

4.5.1 Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated: (1) Assembly, (2) Educational, (3) Health care, (4) Detention and correctional, (5) Residential, (6) Mercantile, (7) Business, (8) Industrial, (9) Storage, (10) Unusual structures, (11) Mixed occupancies.

Requisite Knowledge. Inspection procedures; fire detection, alarm, and protection systems; identification of fire and life safety hazards; and marking and identification systems for hazardous materials. **Requisite Skills.** The ability to communicate in writing and to apply the appropriate codes and standards.

4.5.2 Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: (1) Public assembly, (2) Educational, (3) Institutional, (4) Residential, (5) Business, (6) Industrial, (7) Manufacturing, (8) Storage, (9) Mercantile, (10) Special properties.

Requisite Knowledge. Fire behavior; building construction; inspection and incident reports; detection, alarm, and suppression systems; and applicable codes, ordinances, and standards. **Requisite Skills.** The ability to use evaluative methods and to communicate orally and in writing.



Component 6: Technical Competencies, continued

Technical Competency #7: Origin and Cause Investigations

Category: Origin and Cause Investigations

Learning Content: Determining origin and cause to include scene security, preservation of evidence, conducting investigations, maintaining records.

Reference: NFPA 1021 Ch 4.5.3, 5.5.1

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 7 Origin and Cause Investigations

Objective: In this Technical Competency you will be explaining how YOU, as an officer, are involved in origin and cause determination. Special emphasis should be given to your role as company officer in securing the scene, controlling perimeters, identifying suspicious circumstances and your awareness and supervision of your personnel when it comes to the preservation of potential evidence. This should also include your involvement in determining origin and cause by initial and ongoing assessment of the scene, conditions, and related records management.

NFPA 1021 Ch 4.5.3, 5.5.1

4.5.3 Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. **Requisite Knowledge.** Types of evidence, the importance of fire scene security, and evidence preservation. **Requisite Skills.** The ability to establish perimeters at an incident scene.

5.5.1 Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected. **Requisite Knowledge.** Methods used by arsonists, common causes of fire, basic cause and origin determination, fire growth and development, and documentation of preliminary fire investigative procedures. **Requisite Skills.** The ability to communicate orally and in writing and to apply knowledge using deductive skills.



Component 6: Technical Competencies, continued

Technical Competency #8: Public Education, Relations, and Communications

Category: Public Education, Relations, and Communications

Learning Content: Dealing with public needs, inquiries, maintaining and communicating positive image, role and mission of the fire department, and delivering life safety programs.

Reference: NFPA 1021 Ch 4.3.1, 4.3.2, 4.3.3, 5.3.1, 5.4.4

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 8 Public Education, Relations, and Communication

Objective: In this Technical Competency you will be explaining how YOU, as an officer, manage these components with your crews. Documentation should include your involvement and interaction with the community dealing in the areas of education, information and positive relationships. Additionally, how you manage issues related to a citizens’ concerns.

NFPA 1021 Ch 4.3.1, 4.3.2, 4.3.3, 5.3.1, 5.4.4

- 4.3.1** Initiate action on a community need, given policies and procedures, so that the need is addressed. **Requisite Knowledge.** Community demographics and service organizations, as well as verbal and nonverbal communication, and an understanding of the role and mission of the department. **Requisite Skills.** Familiarity with public relations and the ability to communicate verbally.
- 4.3.2** Initiate action to a citizen’s concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. **Requisite Knowledge.** Interpersonal relationships and verbal and nonverbal communication. **Requisite Skills.** Familiarity with public relations and the ability to communicate verbally.
- 4.3.3** Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. **Requisite Knowledge.** Written and oral communication techniques. **Requisite Skills.** The ability to relate interpersonally and to respond to public inquiries.
- 5.3.1** Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. **Requisite Knowledge.** Agency mission and goals and the types and functions of external agencies in the community. **Requisite Skills.** The ability to develop interpersonal relationships and to communicate orally and in writing.
- 5.4.4** Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly. **Requisite Knowledge.** Policies and procedures and the format used for news releases. **Requisite Skills.** The ability to communicate orally and in writing.



Component 6: Technical Competencies, continued

Technical Competency #9: Training and Development

Category: Training, Education, Instructional Design

Learning Content: Educational methodology; adult learning; learning styles; conducting training and drills; development of audio visuals; utilizing lesson plans.

Reference: Reference: NFPA 1021 Ch 4.1, 4.2.3

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 9 Training and Development

Objective: In this Technical Competency you will be explaining how YOU, as an officer, manage training and development of your personnel. This should include your involvement in instruction, course development and evaluation of the learned skills. This should include compliance with agency policy with an emphasis on personnel safety and supervision.

NFPA 1021 Ch 4.1, 4.2.3

4.1* General. For qualification at Fire Officer Level I, the candidate shall meet the requirements of Fire Fighter II as defined in NFPA 1001, Fire Instructor I as defined in NFPA 1041, and the job performance requirements defined in Sections 4.2 through 4.7 of this standard.

Refer to NFPA 1001 and 1041

4.2.3 Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. **Requisite Knowledge.** Verbal communication techniques to facilitate learning. **Requisite Skills.** The ability to distribute issue-guided directions to unit members during training evolutions.



Component 6: Technical Competencies, continued

Technical Competency #10: Company Operations and Deployment

Category: Risk Assessment, Resource Deployment, ICS/IMS, IAP

Learning Content: Assessing resource needs; deployment of resources; assigning resources; responding to single and multi company operations; ICS/IMS and IAP Development.

Reference: NFPA 1021 Ch 4.2.1, 4.6.1, 4.6.2, 4.6.3, 5.6.2

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 10 Company Operations and Deployment

Objective: In this Technical Competency you will be explaining how YOU, as an officer, manage incident operations. This should include your involvement in ICS and IAP development, communication to other resources and use/assignment of resources. This should cover all aspects of company operations including safety and supervision of response personnel.

NFPA 1021 Ch 4.2.1, 4.6.1, 4.6.2, 4.6.3, 5.6.2

4.2.1 Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. **Requisite Knowledge.** Verbal communications during emergency incidents, techniques used to make assignments under stressful situations, and methods of confirming understanding. **Requisite Skills.** The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.

4.6.1 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. **Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior. **Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.

4.6.2 Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. **Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system. **Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.

4.6.3 Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures. **Requisite Knowledge.** Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response tactics and operations and customer service. **Requisite Skills.** The ability to write reports, to communicate orally, and to evaluate skills.

5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed. **Requisite Knowledge.** Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, and customer service. **Requisite Skills.** The ability to write reports, to communicate orally, and to evaluate skills.



Component 6: Technical Competencies, continued

Technical Competency #11: Emergency Medical Services

Category: EMS Systems, State and Local Protocols, Infection Control

Learning Content: EMS systems; basic life support, Local and State regulations regarding response, Local protocols, and infection control practices.

Reference: NFPA 1021 4.2.1, 4.6.1, 4.6.2

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 11 Emergency Medical Services

Objective: In this Technical Competency you will be explaining how YOU, as an officer, manage emergency medical services. This should include your role in assigning/directing EMS personnel and ensuring local policies and protocols are followed. This should also incorporate the development of an IAP and management/request of required/specialty resources.

NFPA 1021 Ch 4.2.1, 4.6.1, 4.6.2

4.2.1 Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. **Requisite Knowledge.** Verbal communications during emergency incidents, techniques used to make assignments under stressful situations, and methods of confirming understanding. **Requisite Skills.** The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.

4.6.1 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. **Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior. **Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.

4.6.2 Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. **Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system. **Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.



Component 6: Technical Competencies, continued

Technical Competency #12: Emergency Communications

Category: Radio Communications, Applicable Regulations, Continuity of Operations Plans

Learning Content: Knowledge of radio communications, applicable regulations, backup systems, COOP, ICS/IMS, standard operating guidelines.

Reference: NFPA 1021 4.1.1

EDUCATION

Training Sponsor	Course Name	Date(s)	Credits/Contact Hours

EXPERIENCE

TC 12 Emergency Communications

Objective: In this Technical Competency you will be explaining how YOU, as an officer, manage communications. This should include your understanding of the communication system, response channels, and department policies that address communications and how you use these as an officer. Additionally, this should include information related to crew safety and supervision related to emergency communication.

NFPA 1021 4.1.1

4.1.1 General Prerequisite Knowledge. The organizational structure of the department; geographical configuration and characteristics of response districts; departmental operating procedures for administration, emergency operations, incident management system and safety; departmental budget process; information management and recordkeeping; the fire prevention and building safety codes and ordinances applicable to the jurisdiction; current trends, technologies, and socioeconomic and political factors that affect the fire service; cultural diversity; methods used by supervisors to obtain cooperation within a group of subordinates; the rights of management and members; agreements in force between the organization and members; generally accepted ethical practices, including a professional code of ethics; and policies and procedures regarding the operation of the department as they involve supervisors and members.

Component 6: Technical Competencies Attestation Statement

ATTESTATION STATEMENT

From an individual who can verify your experience with this competency.

I, _____ do attest that I have reviewed Technical Competency numbers _____ through _____ and the information submitted and is true and complete to the best of my knowledge.	
Signature:	Date:
Position Title:	Organization:
E-Mail:	Phone:

- Attestation statement completed and signed by an individual(s) who can verify the experience outlined for each competency.
- Multiple attestation statements can be used if using more than one individual to attest their experience.



Component 7: Additional Information and Certification Statement

Please provide any additional information you feel should be considered in the evaluation for FO designation.

Certification Statement

I, _____ (Applicant) hereby certify that all statements made on this application are true and complete to the best of my knowledge. I have read and understand the Code of Professional Conduct and agree to abide by this code. I understand that any false statements or documentation may subject me to disqualification, denial, or revocation of my professional designation credentials. I understand that the sole purpose in submitting this application, its contents, and attachments is to evaluate my qualifications for the recognized professional designation as a Fire Officer (FO). By submitting this application, I agree to conduct an interview with a peer reviewer for confirmation purposes.

Applicant's Signature: _____ Date: _____

- Optional: Provide additional information that should be considered in the evaluation of the application for designation.
- All candidates must sign and date the certification statement attesting to all statements made in the application are true and completed to the best of your knowledge and also that you read and understand the Code of Professional Conduct and agree to abide by this code.
- Electronic signatures are acceptable.

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