

Eligibility Requirements: Category A

Those meeting one or more of the criteria below are excluded from the Technical Competency component, component 6, of the Candidate Application. Candidates who wish to provide us with recent evidence of their performance are encouraged to do so.

CHECK ONLY 1 BOX

- 5 years as the Fire Marshal or Chief of Fire Prevention with a Masters Degree from an accredited
- 5 years as the Fire Marshal or Chief of Fire Prevention with a Bachelors Degree from an accredited and Fire Marshal Certification through the International Code Council (ICC)
- 5 years as the Fire Marshal or Chief of Fire Prevention with a Bachelors Degree from an accredited institution and Fire Marshal Certification to NFPA 1037 from a state training agency or national association
- 10 years as the Fire Marshal or Chief of Fire Prevention with a Bachelors Degree from an accredited institution
- 10 years as the Fire Marshal or Chief of Fire Prevention with an Associates Degree from an accredited institution and Fire Marshal Certification through the International Code Council (ICC).
- 10 years as the Fire Marshal or Chief of Fire Prevention with an Associates Degree from an accredited institution and Fire Marshal Certification to NFPA 1037 from a State training agency or national association
- 15 years as the Fire Marshal or Chief of Fire Prevention with an Associates Degree from an accredited institution
- 5 years as a Fire Prevention Officer with a Masters Degree from an accredited institution and Fire Marshal Certification through the International Code Council (ICC)
- 5 years as a Fire Prevention Officer with a Masters Degree from an accredited institution and Fire Marshal Certification to NFPA 1037 from a State training agency or national association
- 10 years as a Fire Prevention Officer with a Masters Degree from an accredited institution
- 10 years as a Fire Prevention Officer with a Bachelors Degree from an accredited institution and Fire Marshal Certification through the International Code Council (ICC)
- 10 years as the Fire Prevention Officer with a Bachelors Degree from an accredited institution and Fire Marshal Certification to NFPA 1037 from a State training agency or national association
- 15 years as a Fire Prevention Officer with a Bachelors Degree from an accredited institution
- 20 years as a Fire Prevention Officer with an Associates Degree from an accredited institution

The top eight options are for the FIRE MARSHAL only, the fire marshal is the agency or fire prevention head.

The next seven options are for a subordinate fire prevention officer within the fire prevention section, bureau, or division.

Eligibility Requirements: Category B

Candidates must have a minimum of 150 points in Education and Experience to qualify in completing the remainder of the application. (Achieving the 150 points provides an opportunity for the applicant to progress through the process. It is not a guarantee of designation.)

Education (check highest level only)

- Doctorate or Masters Degree from an accredited institution – 150 points
- Bachelors Degree from an accredited institution – 100 points
- Associates Degree from an accredited institution (or international equivalent degree) – 50 points
- Academic Certificate – 25 points
(A college program designed to provide basic training in a specific field of study consisting of a minimum of 32 semester hours)

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

Points:

Certifications (check all that apply)

- Fire Marshal Certification through the International Code Council (ICC) – 25 points
- Certified Fire Protection Specialist (CFPS) through the National Fire Protection Association (NFPA) – 20 points
- Certification to NFPA Fire Inspector I, II and Fire Plans Examiner through a ProBoard or IFSAC Accredited program – 15 points
- Certified to an NFPA 1037 certification program through a State training agency or national association other than the programs listed above – 25 points
- Executive Fire Officer Certificate through the National Fire Academy – 25 points

Check all certifications or certificates held from this list.

Points:

CREDENTIALING TIPS

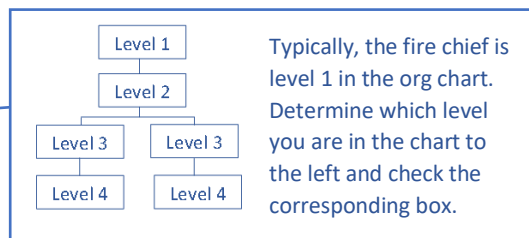
How to Complete the Fire Marshal Application

Experience

Candidates 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:

- Level 1 – Fire Marshal or Chief of Fire Prevention – 60 pts
- Level 2 – 50 pts
- Level 3 – 40 pts
- Level 4 – 30 pts



Points:

“Levels” are described as the number of supervisor positions between the candidate and the Fire Marshal or Chief of Fire Prevention. Level 1 is the Fire Marshal or Chief of Fire Prevention in your organization.

Length of Service:

Maximum number of points: 30

- Level 1 – 3 pts/year _____ pts
- Levels 2 – 2 pts/year _____ pts
- Levels 3-6 – 1 pt/year _____ pts

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

Points:

Complexity (based on the fire prevention bureau’s workforce in your current organization):

- 21+ - 50 pts
- 11-20 – 40 pts
- 6-10 – 30 pts
- Less than 6 – 20 pts

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

Points:

Current Designee in Good Standing:

- CFO, CTO, CEMSO – 10 Points
- FO – 5 Points
- Dual Designated – add 5 Points

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

Points:

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

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

Total points received: _____

List total points earned...if 150 or more you are you are eligible to continue.

Total Points:

CREDENTIALING TIPS
How to Complete the Fire Marshal Application

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:	
Referred by (if applicable):		

Include ALL personal information requested.

Be sure to check which mailing address is your preference.

Employment Information

Please attach a current resume, 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:	Organization Website Address:	
Please indicate the best method for the peer reviewer to contact you to schedule the phone interview:		

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

Demographic Information

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

Population Served:

Total Fire Prevention Bureau Personnel: Inspectors/Plans Examiners/Investigators/Public

Educators: Support Staff:

Type of Organization:

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

County/Municipality/Local District: Federal/Military: Industrial:

State: Other:

Annual Budget of the Fire Prevention Bureau:

What types of fire prevention services does the organization provide?

New Construction Inspections: Existing Occupancy Fire Inspections: Plans Review:

Public Education:

Fire Investigations:

What other services does your fire prevention bureau provide?

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

Supervisor Attestation Statement

Please have your immediate supervisor sign below.

I, _____ (candidate's supervisor) 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 candidates must submit **three (3)** letters of reference from individuals who are knowledgeable of your experience, education and accomplishments during your career. One letter must be from your immediate supervisor. List the three names, their respective agency and contact information below:

- 1.
 - 2.
 - 3.
-

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.

Component 3: Professional Development

Education

Includes formal educational degrees and certificate programs from accredited colleges and universities.
 Please provide 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 colleges.

Certifications

List current applicable certifications (i.e., Fire Marshal, Public Fire Educator, Plans Examiner, Fire Inspector, Fire Officer, Fire Instructor, Fire Investigator, Fire Prevention Officer, CFPS, CFEI, CEM, ICC, etc.). Please attach copies of certificates. Transcripts are acceptable in lieu 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 transcript.
- List only current certifications.
- Do not use more spaces than provided in the application.

Please do not list more than the space provided.

Training/Courses

List building construction, fire protection systems, plans review, specialty inspections, hazardous materials, special processes, public education, fire investigation, as well as business management, human resource development or public administration related courses/classes completed in the last five (5) years. 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 includes: 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.

Designee Development Goals

As a candidate for this designation, you must show that you will continue to grow personally and professionally. Please describe your personal and professional goals that will indicate your commitment to professional development over the next three years. Examples may include but not be limited to: training courses, undergraduate and graduate work, workshops, professional memberships and affiliations, and community involvement and how you would implement or address Firefighter Life Safety Initiatives #1, 14 and 15.

#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.

#14 – Public education must receive more resources and be championed as a critical fire and life safety program.

#15 – Advocacy must be strengthened for the endorsement of codes and the installation of home fire sprinklers.

Reference: <http://www.lifesafetyinitiatives.com>

- 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.
- Included how you will address the

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 prevention field 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 and hours 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

Technical Competency #1: Administrative Duties

Learning Content: Organizational Structure, Organizational Mission, Fundamental Strategic Planning Processes, Staffing Positions and Minimum Staffing Requirements, Roles, Responsibilities, Stakeholder Relationships, Intra- and Inter-organizational Relationships, Available Human Resources, Organizational Structure, Legal Requirements, Organizational Mission, Organizational Budgeting, Basic Accounting Requirements, Acquisition of Data, Information Management Systems, Position Classification and Job Analysis; Equal Opportunity and Affirmative Action; Hiring Procedures; Employee Assistance Programs, Recruiting Practices; Selection and Testing, Collective Bargaining in the Public Sector; Performance Appraisal Process; Handling Complaints and Grievances; Employee Discipline..

Reference: NFPA 1037-2012 Sections 5.2, 5.5

EDUCATION

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

EXPERIENCE

(Use additional pages if space is needed.)

ONLY REQUIRED FOR CATEGORY-B APPLICATIONS

Learning content outlines the knowledge, skills and abilities related to the competency.

- Each competency includes learning content and Job Performance Requirement (JPR) from a corresponding NFPA standard.
- Candidates are required to address both education and experience sections under each technical competency.
- Education:
 - List up to seven courses/training classes you have participated in that corresponds to the competency.
 - List should include (in preferred priority order): college level courses, National Fire Academy courses, certification courses, special seminars, or conferences.
 - It is not required to fill all the spaces
 - Do not use more spaces than the application provides.
- Experience:
 - Provide a narrative that addresses relevant experience to the competency.
 - Include present and prior work experience.
 - Current examples preferred, include major projects completed during your career.
 - The technical competency should be written in paragraph format, with no minimum length requirement. Must sufficiently cover the requirements.
 - Two paragraphs is a good rule of thumb...not a requirement.
 - This is a professional designation so spelling and grammar are extremely important.

COMPONENT 6: ATTESTATION STATEMENT

From an individual who can verify your experience:

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 FM designation.

Certification Statement

I, _____ (Candidate) 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 Marshal (FM). By submitting this application, I agree to conduct an interview with a peer reviewer for confirmation purposes. I further agree to inform the Commission on Professional Credentialing when the Code of Conduct has been violated.

Candidate'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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