

FIRE OFFICER I APPLICATION
PENNSYLVANIA VOLUNTARY FIRE SERVICE CERTIFICATION PROGRAM
NFPA 1021 – 2009 Edition



SECTION II

Act 168 of 2006 amended Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, Section 2, subsection (h) (1) Arson and related offenses reads:

“A person convicted of violating this section or any similar offense under Federal or State law shall be prohibited from serving as a firefighter in this Commonwealth and shall be prohibited from being certified as a firefighter under Section 4 of the Act of November 13, 1995 (P.L. 604, No.61), known as the State Fire Commissioner Act.”

All individuals making application for certification testing must provide documentation of a background check. Proof of a non-conviction **MUST** consist of *either* of the following:

1. An official criminal history record check obtained pursuant to Chapter 91 (relating to criminal history record information) indicating no arson convictions.

OR

2. By dating and signing of the following statement by the person swearing to the following:

“I have 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.

I herby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to penalties prescribed by law, including, but not limited to, a fine of at least \$1,000.00”

Signature of Certification Candidate

Name of Certification Candidate (please print or type)

Date

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SECTION III

Please Read and Complete all information:

A candidate should meet the requirements of NFPA 1582, Standard on Medical Requirements for Firefighters and information for Fire Department Physicians prior to physical testing to ensure his/her ability to safely perform the required tasks.

During your participation in certification testing, in the event of injury/illness are you protected by an insurance carrier providing hospitalization and/or Workmen's Compensation in? YES___ NO___
Please sign waiver below.

Liability Waiver

I, the undersigned, have hospitalization insurance and do hereby release the following individuals and organizations from any and all liabilities or causes of action for any injuries or illness incurred during or after my participation in the Voluntary Certification Program Test sponsored by the Office of the State Fire Commissioner/Pennsylvania State Fire Academy, Pennsylvania Emergency Management Agency and hosted by the

(Name of Test Site)

The release covers all the aforementioned individuals and agencies as well as their agents, employees, or volunteers participating in this event.

This release covers all injuries or illnesses occurring during or as a result of the activities engaged in by the undersigned during the Voluntary Certification examination including any injuries which might result from physical abuse from third party participants or other individuals in or around the area where the examination is being conducted.

This release is intended to release all injuries, damages, or law suits to the undersigned person and property, whether known, unknown, foreseen, unforeseen, patent or latent which the undersigned may have against the Office of the State Fire Commissioner, the Pennsylvania Emergency Management Agency, the Host Entity, or its agents as listed above. The undersigned understands and acknowledges the significance and consequence of such specific intentions to release all claims, and hereby assumes full responsibility for any injuries, damages, or losses that may occur from the above mentioned event.

By signing and dating of this document I HEREBY acknowledge THAT I HAVE READ THE CONTENTS OF THIS waiver, and THAT I FULLY UNDERSTAND THE SAID CONTENTS OF THE RELEASE, AND THAT I HAVE SIGNED INTENDING TO BE LEGALLY BOUND.

Candidate Name (Please Print)

Candidate Signature

Date

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SECTION IV

It is understood that the candidate registered on this form has done so with the full knowledge, consent and approval of the named organization on page one of this application; and is protected by an insurance carrier or the organization. Furthermore, I attest that the candidate meet the requirements as noted in **Section III** of this application. Participation approved by:

Signature of Chief Officer	Officer Title	Date
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Chief Officer Name (Print or Type)	Officer Title
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SECTION V

REQUIREMENTS:

For certification at Fire Officer I Level, the candidate shall meet the following requirements:

1. Meets the qualifications and age requirements;
2. Successful completion of an approved Incident Command Course: Please check one
____ National Fire Academy Incident Command System Course
____ NIMS ICS for Fire Service
____ NIMS ICS for EMS
____ NFA IS-100 AND NFA IS-200
3. Fire Fighter II Certification as defined in NFPA 1001, Attach a copy of your Fire Fighter II certificate. (Requirement 4.1) Fire Fighter II Certificate Number: _____.
4. Fire Instructor I as defined in NFPA 1041, Attach a copy of your Fire Service Instructor I Certificate Fire Service Instructor I Number: _____.
5. As a Fire Officer I, candidates must be trained or certified (as a minimum requirement) at the First Responder Operations Level in accordance with NFPA 472 "Standard for Professional Competency of Responders to Hazardous Materials Incidents", Chapter 5 core competencies and Section 6.6 Mission Specific Competencies: Product Control Attach a copy of one of the recognized (Delmar or Jones & Bartlett), certificates **dated within one year of the date of this application**. (Requirement 4-21: Response to Hazardous Materials Incidents):

____ HAZARDOUS MATERIALS OPERATIONS LEVEL OR

____ HAZARDOUS MATERIALS OPERATIONS LEVEL ANNUAL REFRESHER, OR

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Method

If you are completing the Fire Officer I certification through completion of an approved course please proceed to Section VI. Stop after Section VI

If you are completing the Fire Officer I certification through the challenge process complete the application Sections I through V and Section VII. Submit completed practical packet and application to the State Fire Academy for review.

SECTION VI

Fire Officer I Certification via Training: Requirements 4.2 through 4.7:

To certify by this method, you must have successfully completed a Fire Officer I course of instruction approved by the State Fire Academy within one (1) year of the date of this application. Attach a copy of your course completion certification and practical skills packet (student workbook) to your completed application. The certificate must show the Course Accreditation number assigned by the State Fire Academy to the course in question.

SECTION VII

JPR 4.2 (Safety); 4.4 (Administration); 4.7 (Safety)

_____ Candidate ***MUST*** attach a company-level standard operating procedure (developed and written by the candidate) regarding infectious disease/bloodborne pathogen safety and control.

_____ Candidate ***MUST*** attach a copy of a certificate showing successful completion of one of the following:

_____ NFA “Fire Fighter Safety & Survival: Company Officer's Responsibility”, ***OR***

_____ NFA Incident Safety Officer, ***OR***

_____ NFA Health and Safety Officer, ***OR***

_____ Any formal course of instruction (such as a college-level occupational safety course) which addresses the prerequisite knowledge and prerequisite skills listed under JPR’s 4.7.1 and 4.7.2 of the 2003 Edition of NFPA #1021. A certificate ***OR*** a transcript and course syllabus must be attached which confirms this fact;

JPR’s 4.2.1, 4.2.2 (Human Resource Management); 4.6.2, 4.6.3, 4.6.4 (Emergency Service Delivery)

Candidate must attach a copy of a certificate showing successful completion of a National Fire Academy “*Incident Command System*” course or an equivalent incident command course of at least 16 hours in length accredited by a state fire training agency.

Certificate attached? YES _____ NO _____

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JPR's 4.2.1, 4.2.2, 4.2.3 (Human Resource Management); 4.3.1, 4.3.2 (Community and Government Relations); and 4.4.1 (Administration):

Candidate must have his/her chief or certifying official complete the attached Verification of Competency (Page 5 of this application) and return same with this application.

Completed "Verification of Competency" attached? YES_____ NO_____

JPR 4.2.5 (Human Resource Management):

Candidate must attach a one-page essay (of at least 100 words) written by the candidate him/her self, on the following topic:

"HOW TO DEAL FAIRLY, FIRMLY, AND EQUALLY WITH PERSONS UNDER MY COMMAND"

Essay attached? YES_____ NO_____

I hereby attest that _____, a candidate for Fire Officer I certification has, as part of his/her duties with this fire department, demonstrated the ability to competently and, where applicable, safely perform the following Job Performance Requirements (JPR's) from the 2003 edition of NFPA # 1021, *Fire Officer Professional Qualifications*.

DUTY 4.2: Human Resource Management:

JPR 4.2.1 Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

JPR 4.2.2 Assign tasks and responsibilities to unit members, given an assignment under non-emergency 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.

JPR 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 safely, efficiently, and as directed.

DUTY 4.3: Community and Government Relations:

JPR 4.3.1 Initiate action on a community need, given policies and procedures, so that the need is addressed

JPR 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.

JPR 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.

JPR 4.3.4 Deliver a public education program, given the target audience and topic so that the intended message is conveyed clearly.

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DUTY 4.4: Administration

JPR 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.

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

JPR 4.4.3 Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

Name of Chief Officer (please print)	Title	Date
Chief Officer Signature	Day Time Contact Number	

JPR 4.4.2 (Administration)

Candidate must attach a copy of his/her fire department's incident ("run") report, properly completed for an actual incident by the candidate him/her self.

Incident Report attached? YES _____ NO _____

IMPORTANT NOTE: In cases where the applicant chooses to substitute another course for the named course, the burden of proof that the submitted course addresses the required knowledge and skills RESTS WITH THE APPLICANT. Merely submitting a certificate or transcript is not sufficient. A syllabus showing (at a minimum) course content and hours must be provided as well, or the application will be rejected.

JPR 4.2.4, 4.2.5, 4.2.6 (Human Resource Management):

Candidate must attach a copy of a certificate showing successful completion of **one** of the following:

____ The National Fire Academy course "*Introduction to Volunteer Emergency Service Management*" **OR**

____ Its predecessor "*Volunteer Fire Service Management*" **OR**

____ Any formal course of instruction (such as a college-level management or human resources course) which addresses the prerequisite knowledge and prerequisite skills listed under JPR's 4.2.4, 4.2.5, and 4.2.6 of the 2003 Edition of NFPA #1021. **A certificate OR a transcript and course syllabus must be attached which confirms this fact.**

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JPR 4.5.1, 4.5.2 (Inspection & Investigation):

Candidate must attach a copy of a certificate showing successful completion of **one** of the following:

___ The National Fire Academy course “*Arson Detection for the First Responder*” **OR**

___ Its predecessor “*Fire Arson Detection*” **OR**

___ Any formal course of instruction presented by an accredited agency (such as a state fire academy) which addresses the prerequisite knowledge and prerequisite skills listed under JPR’s 4.5.1 and 4.5.2 of the 2003 Edition of NFPA #1021. **A certificate OR a transcript and course syllabus must be attached which confirms this fact.**

JPR 4.6 (Emergency Services Delivery)

Candidate will conduct a preplan and fire safety inspection of either an assembly, educational, or Residential building in their response area. Prepare a pre-fire plan that includes diagrams/ sketches of the building floor plan and layout of building and attach to this application.

Complete the pre-fire plan information beginning on the next page that is requested as part of this application. Building diagram/sketch **MUST** be attached.

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Candidate Name _____ SSN # _____

PREPLAN AND FIRE SAFETY INSPECTION OF TARGET BUILDING

BUILDING NAME _____

BUILDING ADDRESS: _____

OWNER: _____ OCCUPANT: _____

ADDRESS: _____

TYPE OF OCCUPANCY: _____

EMERGENCY NOTIFICATION: _____

DIMENSIONS: LENGTH _____ WIDTH _____ NO. STORIES: _____ TOTAL SQ. FT: _____
BUILT (YR): _____

CONSTRUCTION: WALLS _____ FLOORS _____ ROOF _____

FORCIBLE ENTRY POINTS: _____

UTILITIES: SUPPLIER/EMERGENCY TELEPHONE SHUT-OFF LOCATION

ELECTRIC: _____

WATER: _____

GAS: _____

HVAC: _____

STAIRWAYS, TYPE AND LOCATIONS: _____

ELEVATORS, TYPE AND LOCATIONS: _____

OTHER VERTICAL OPENINGS, TYPE AND LOCATIONS: _____

PROCESSES: _____

HAZARDS: _____

POPULATION AND TIMES: _____

SPECIAL POPULATION TARGETS AND LOCATIONS: _____

SALVAGE TARGETS AND LOCATIONS: _____

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EXPOSURES: DISTANCE TYPES OF CONSTRUCTION

NORTH: _____

EAST: _____

SOUTH: _____

WEST: _____

PROTECTION: SPRINKLERS: WET _____ DRY _____ COMPLETE: _____ PARTIAL _____

STATIC PRESSURE: _____ F.D. CONNECTION LOCATION: _____

CONTROL ROOM LOCATION: _____

SPRINKLERS CLEAR OF OBSTRUCTIONS? _____ YES _____ NO
CONTROL ROOM CLEAR OF OBSTRUCTIONS? _____ YES _____ NO
FIRE DEPT. CONNECTION ACCESSIBLE? _____ YES _____ NO
FIRE PUMP? _____ YES _____ NO

FIRE PUMP CAPACITY: _____ GPM FIRE PUMP LOCATION: _____

STANDPIPE: WET _____ DRY _____ CONDITION OF HOSE: _____

STANDPIPE THREAD SIZE: _____ FIRE DEPT. CONNECTION LOCATION: _____

AREA HOSE CABINETS CLEAR OF OBSTRUCTIONS? _____ YES _____ NO

FIRE ALARM EQUIPMENT (DESCRIBE): _____

IS SYSTEM OPERABLE? _____ YES _____ NO
IS SYSTEM TESTED? _____ YES _____ NO

WATER SUPPLY: TYPE: _____ CAPACITY: _____ GPM

LOCATION: _____

EMERGENCY EXITS:

ADEQUATE: _____ YES _____ NO
CLEAR OF OBSTRUCTIONS: _____ YES _____ NO

HEATING EQUIPMENT: TYPE: _____

INSPECTED? _____ YES _____ NO SAFELY ARRANGED? _____ YES _____ NO ROOM
CLEAR? _____ YES _____ NO

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LOCATION OF SHUT DOWN CONTROLS: _____

CONDITIONS FOUND ON INSPECTION: _____

KNOWN OCCUPANCY HAZARDS: (LIST HAZARDS) _____

INSPECTORS SIGNATURE

DATE

Permission to conduct this inspection was granted by:

Name (Please print)

Title

Phone

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Pre-Requisite Verification Form

Challenge Method

Candidate Name: _____

My signature below indicates that I have read and understood the requirements of this program, Fire Officer I, and furthermore I meet the pre-requisites established by the Standard or the Authority Having Jurisdiction.

- _____ I am 18 years of age or older
- _____ I have attached a copy of an approved Incident Command Course
- _____ I have attached a copy of my Fire Fighter II Certification as defined in NFPA 1001
- _____ I have attached a copy of my Fire Service Instructor I Certification as defined in NFPA 1041
- _____ I have attached a copy of an approved Hazardous Materials Operations Course in accordance with NFPA 472

Content submission check list

- _____ I have attached a company-level standard operating procedure regarding infectious disease/bloodborne pathogen safety and control.
- _____ I have attached a copy of certificate showing successful completion of one of the following:
 - ___NFA “Fire Fighter Safety & Survival: Company Officer's Responsibility”, OR
 - ___NFA Incident Safety Officer, OR
 - ___NFA Health and Safety Officer, OR
 - ___Any formal course of instruction
- _____ I have attached a copy of a certificate showing successful completion of an incident command course accredited by a state fire training agency
- _____ Completed "Verification of Competency" attached
- _____ One-page essay attached
- _____ Incident Report attached

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_____ I have attached a copy of a certificate showing successful completion of one of the following:

___The National Fire Academy course “Introduction to Volunteer Emergency Service Management” OR

___Its predecessor “Volunteer Fire Service Management” OR

___Any formal course of instruction

_____ I have attached a copy of a certificate showing successful completion of one of the following:

___The National Fire Academy course “Arson Detection for the First Responder” OR

___Its predecessor “Fire Arson Detection” OR

___Any formal course of instruction

_____ I have attached a copy of a preplan and fire safety inspection

_____ I have attached a copy of a pre-fire plan and information that includes diagrams/sketches of the building floor plan and layout of building.

Testing Assistance

_____ I am physically capable of completing the practical skill exercises.

_____ I am able to read and comprehend the written test and related materials.

_____ I ***will*** be submitting a request for accommodation for the National Certification exam. I understand that I **MUST** contact the Certification Program Manager no later than two weeks prior to the certification exam;

OR

_____ I ***will not*** be submitting a request for accommodation for National Certification exam.

Candidate Signature

Date

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Pre-Requisite Verification Form

Course Completion Method

Candidate Name: _____

My signature below indicates that I have read and understood the requirements of this program, Fire Officer I, and furthermore I meet the pre-requisites established by the Standard or the Authority Having Jurisdiction.

- _____ I am 18 years of age or older
- _____ I have attached a copy of an approved Incident Command Course
- _____ I have attached a copy of my Fire Fighter II Certification as defined in NFPA 1001
- _____ I have attached a copy of my Fire Service Instructor I Certification as defined in NFPA 1041
- _____ I have attached a copy of an approved Hazardous Materials Operations Course in accordance with NFPA 472

Testing Assistance

- _____ I am physically capable of completing the practical skill exercises.
- _____ I am able to read and comprehend the written test and related materials.
- _____ I **will** be submitting a request for accommodation for the National Certification exam. I understand that I **MUST** contact the Certification Program Manager no later than two weeks prior to the certification exam;

OR

- _____ I **will not** be submitting a request for accommodation for National Certification exam.

Candidate Signature

Date