



Maine Fire Chiefs' Association

Chief Fire Officer Certification Application Packet

Approved
July 12, 2012
Revised June 12, 2014

MAINE CHIEF FIRE OFFICER CERTIFICATION PROGRAM

The Maine Fire Chief's Association saw a need to further enhance the professionalism of Fire Chiefs throughout the State of Maine and therefore established through its By-Laws established a Committee that shall be named:

The Maine Fire Chief's Certification Committee.

This committee established three levels of Maine Chief Fire Officer Designation. They are:

Maine Chief Fire Officer Level I. CFO ME I
Maine Chief Fire Officer Level II. CFO ME II
Maine Chief Fire Officer Level III. CFO ME III

This committee has established these three levels of achievement for candidates so that there would be recognition of a higher degree of professionalism displayed in their application. Candidates may strive for a higher level in order to successfully carry the title of Maine Chief Fire Officer but still be able to carry the designation at a lower level.

It is not the intent of this committee to set up standards or qualifications for an individual to hold the designation of Maine Chief Fire Officer. The committee simply attempted to establish Education, Training, and experience **criteria** relevant to the position of Chief Officers as described in the Maine Fire Chief's Association by-laws, and to certify that the candidates have met these criteria.

This program is solely administered by the Maine Fire Chief's Association Certification Committee.

Maine Fire Chief's Association has adopted the International Association of Fire Chiefs Code of Conduct. Abiding by these standards is required for initial and continued certification as a Chief Fire Officer.

Each candidate must submit a letter of introduction expressing his/her wishes and a brief narrative description of himself/herself outlining the reasons for applying for Fire Chief Certification.

Each candidate must submit a letter of recommendation for certification from their supervisor. This letter of recommendation must be on official letterhead of the person providing the recommendation and signed by that person.

Each candidate must submit the names of two references and information on these references on the REFERENCE sheet for the committee to make contact with them if so desired. Examples of both qualifying and non-qualifying references are provided in the certification packet. Letters from the individuals providing the references is acceptable. These letters must be signed by the person providing the reference.

1. Complete the top section of the CERTIFICATION APPLICATION.
2. Read, sign and date the application.
3. Make use of the Contents checklist to ensure a complete certification application is submitted.
4. Incomplete certification packets will not be reviewed, but may or may not be returned to you.
5. Submit electronically. If you must submit a paper packet, there needs to be six copies each in a separate binder.

Tips for a successful certification package

- No hand written forms please.
- Run a spell and grammar check on your package
- Copies of appropriate documents and records must be part of your certification packet
- Be sure that what is submitted is applicable to the criteria you are trying to meet
- **Most important, documents in one section cannot be credited in another section.**

The \$75.00 application fee must be received before the certification packet will be reviewed. This is non-refundable. A check or money order is acceptable. Make checks payable to Maine Fire Chiefs' Association. Do not send cash or purchase orders. Send the completed application packet and check to:

Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
jkiszely@memun.org

Certification packet must be arranged in the order shown in the Contents checklist. Each certificate will be issued after packet has been graded using a score sheet 50 points required to certify as Chief Fire Officer I, 75 points required to certify as Chief Fire Officer II and 100 points for Chief Fire Officer III. Certification will be for a ten year period with a recertification process; 25 points to maintain Chief Fire Officer I, 35 points required to maintain Chief Fire Officer II and 45 points required to maintain Chief Fire Officer III. Applicants must have a minimum of six months as a Chief Officer.

If you have questions, please contact the Chair of the Certification Committee. Contact information for the Chair may be found in Maine Fire Chiefs' Association Resource Directory.

Guidance for filling out certification application

There are six categories that will require documentation for assessment by reviewers and they are:

Experience/Work History

You must have been a chief fire officer for a minimum of six months. A maximum of thirty points is allocated in this category. One point per year.

If you are a newly appointed Fire Chief in the State of Maine from another State the documentation the Committee is looking for would need to provide verification of these years of service. A sheet simply stating the dates of serving in the positions listed may be disqualified.

Formal Education

You must provide transcripts of your educational credits claimed unless you provide a copy of your degree. Degrees must be in Fire Science/Fire Administration/Public Administration, Business Management/Business Administration, Emergency Services (EMS/EMA) or a related field. A maximum of sixty-five points is allocated in this category. All degrees must be from an accredited college or university. The committee will award the points in this category for the highest degree submitted. If an individual has multiple degrees the committee will consider these and has the discretion to award up to an additional 10 points. An additional 2.5 points will be awarded for each EFO class for a total of 10 points once EFO designation is achieved.

- One point per 3 credit class: maximum 20 points
- Associates Degree 25 Points
- Bachelors Degree 50 Points
- Masters Degree 65 Points

Professional Development

Certificates of attendance or completion must be provided for examination and proof of related professional development. All certificates must be fire related as determined by the committee. These certificates may come from many places providing professional development from colleges and universities to Fire Attack Schools, other weekend seminars or workshops, National Fire Academy courses/weekends, Chiefs conferences etc. Any numerous learning institutions or private entities of instruction are acceptable. Ten points is allocated for these classes. An additional 5 points will be awarded for completion of the Maine Fire Chief's, Chief Officer training.

Professional Contributions

This section requires documentation of such things as teaching fire service related courses, writing published/unpublished papers, public speaking engagements, appointment to boards and committees.

A maximum of twenty points is allocated in this category.

Active Association Membership

Active membership in Local, County, State, Regional, International; Fire, Rescue or EMA organizations will be valid. This section simply would require copies of membership cards, letters acknowledging acceptance of your membership etc. The applicant must be a member of the referenced association for at least one year prior to date of application for certification. A maximum of ten points is allocated in this category.

Community Involvement

Documentation of active membership in Local and Regional; Governmental or Service Organizations. This section simply would require copies of membership cards, letters acknowledging acceptance of your membership etc. The applicant must be a member of the referenced association for at least one year prior to date of application for certification. A maximum of ten points is allocated in this category.

REFERENCE SHEET

Each candidate must submit the names of two references and information on these references on the REFERENCE sheet. Examples of both qualifying and non-qualifying references:

- References that qualify
 - ○ A past supervisor (within seven years)
 - ○ Local, state or federal officials or department heads
 - ○ Emergency services organization officials (public, private, military, etc.)
 - • References that do not qualify
 - ○ A subordinatesubordinate
 - ○ A former student

- Friends, neighbors or relatives Letters from these references are acceptable and must be signed by the person providing the reference and included in this section.

Reference #1

Name: _____ Title: _____
Organization: _____
Address: _____

City / Town: _____ State: _____ ZIP: _____

Association type: _____ Years of association: _____

- _____ *Letter of reference received*

Reference #2 Name:

_____ Title: _____
Organization: _____
Address: _____

City / Town: _____ State: _____ ZIP: _____

Association type: _____ Years of association: _____

- _____ *Letter of reference received*

CERTIFICATION APPLICATION

Name: _____

Current Position: _____

Municipality: _____

Work Address: _____

City/Town: _____ Zip Code: _____

Years in current position: _____ Total years as a Chief Officer: _____

Certification will be for a ten year period and require a re-certification process for renewal.

I understand that certification is subject to present criteria and approval of the Certification Committee. I will execute the necessary documents and supply further information as determined by the Committee. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of the certification, and the issuance of a complaint of violation.

I give permission for verification of any information provided in this application package.

Candidate's signature: _____ Date: ____ / ____ / _____

Contents checklist

- ____ Experience / Work History
- ____ Formal Education
- ____ Professional Development
- ____ Professional Contributions
- ____ Active Association Membership
- ____ Community Involvement
- ____ \$75.00 application fee enclosed. THIS IS NON-REFUNDABLE. Check or money order accepted. Make check payable to Maine Fire Chiefs' Association.

Personal Certification Statement

I understand that certification is subject to present criteria and approval of the Certification Committee of the Maine Fire Chiefs' Association. I will execute the necessary documents and supply further information as determined by the committee.

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 Maine Chief Fire Officer (MECFO) according to criteria as established by the Maine Fire Chiefs' Association Certification Committee.

I give permission to verify any information contained in this package.

Signature Date

EXPERIENCE / WORK HISTORY

- Complete the EXPERIENCE / WORK HISTORY sheet
- Verification on official letterhead from the appropriate municipality must be part of the certification packets. City/Town votes registered at council or selectmen's meeting is acceptable. The verification must note the dates of the applicant's appointment as a chief officer.
- Each completed year of service equals one point for this category. A maximum of 30 points.

To satisfy this requirement the candidate must document three years experience as a chief officer, as defined in the Maine Fire Chief's By-Laws, of a volunteer, combination or career department.

Appointment Date to Finish Municipality Title

• _____ *Letter of appointment verification received* Appointment Date to Finish Municipality
Title

• _____ *Letter of appointment verification received* Appointment Date to Finish Municipality
Title

• _____ *Letter of appointment verification received* Appointment Date to Finish Municipality
Title

• _____ *Letter of appointment verification received*

Total years of service as a chief officer: _____

FORMAL EDUCATION

- Only post High School Education that pertains to the Fire Service, Emergency Medical Service, Personnel Management, Business Management, EMA or a related field will be considered as part of this certification process
 - One point per three credit class; maximum twenty points
 - EFO will accumulate two and a half for each class for a total of ten points
 - An Associates' Degree will accumulate twenty-five points
 - A Bachelors' Degree will accumulate fifty points
 - A Masters' Degree will accumulate sixty-five points

- To satisfy this requirement the candidate must provide appropriate documentation
- Copy of transcripts from accredited schools

- A list of classes and credit hours is not acceptable for any credit in any category.

PROFESSIONAL DEVELOPMENT

- Seminars, fire schools, fire academies or other activities that develop management, leadership or interpersonal skills to promote professional growth in fire administration.
- One point per day for each activity.
- Copies of certificates must be part of this section in this certification packet.
- Multiple certificates for the same activity will only be considered once.
- A maximum of ten points may be accumulated for these classes
- An additional five points for completion of the Maine Fire Chiefs' Chief Officer Training will be given.

PROFESSIONAL CONTRIBUTIONS

Documentation required for each item. Examples: contract – letter of appointment – certificate of appreciation – event program – copy of paper – copy of article – testimonials – letters of reference - certificates

- Teaching fire service related courses
- Published/unpublished papers
- Executive Fire Officer papers
 - Professional recognition
 - Awards
 - Appointments
 - Committee and/or Officer duties for Emergency Services organizations
 - A maximum of twenty points in this category

ACTIVE ASSOCIATION MEMBERSHIPS

- *Only active membership in fire, emergency management and rescue organizations will be considered.*
- *Copies of certificate of membership, letters of reference or membership cards must be provided with the certification packet. A list without documentation will not be accepted.*
- *Must be a member of referenced association for at least one year prior to time of application.*
- *One point per active association membership. A maximum of ten points may be accumulated in this category.*

COMMUNITY INVOLVEMENT

- Local and Regional
- Governmental
- Service
 - Must provide copies of testimonials – letters of reference – letters of appointment – membership cards – press releases
- One point per group. A maximum of ten points may be accumulated in this category.