Application for Supervising Fire Officer Designation

Utah Fire Officer Professional Designation Commission

First Edition 11/12/13
Understanding the Utah Fire Officer Professional Designation

Application Process

The Utah Fire Officer Development System is based on the IAFC Professional Development Handbook. Additional Utah requirements have been added. It reflects a level of knowledge and a comprehensive skill-set that exceeds NFPA standards. It is intended to be a guide for those seeking a career path and recognition for education, training, certification and experience leading to a higher degree of professionalism. It serves as a resource for those seeking Officer Designations. It can be used as part of a department’s career ladder program. Currently, only the first of four levels, Supervising Fire Officer, has been developed. The overarching principle is that a combination of achievements in areas including education, training, certification and experience are elemental to the development of effective fire officers.

The application packet for designation as a Supervisory Fire Officer includes the Application a Worksheet and the Resource Matrix. Once an applicant has completed the forms and assembled the portfolio, he/she will schedule time with the chief or designee to review information and sign off relevant and appropriate experience. At least three copies should be made of all application documents. One for submittal to the UFRA Program Administrator, one for the applicant’s file and one for the department to retain. A non-refundable fee of $40 must be included with the application packet.

Application

A brief application includes basic personal information. Payment of the $40 fee must be enclosed with application.

Worksheet

Most sections of the Worksheet only require checking the appropriate box. Certain training, college level classes and certification are required, others may be met in a variety of ways that will be assigned points based on pre-assigned values or on 1 point for each 15 contact hours for formal, professional classes. These can be noted in the blanks provided and verified via transcripts or course certificates. 25 training points are required

5 years of full-time employment or 10 years of volunteer/part-time experience in a fire department are required and must be verified by a letter from a supervisor on department letterhead.

Portfolio

The applicant must submit a completed portfolio. The Portfolio must be placed in a binder for submission with a table of contents and a tab for each section of documentation including:

- Application
- Worksheet
- Resume’
- Transcripts

Adopted November 13, 2013
• Course Certificates
• Certifications
• Employment & Experience Verification

Once an has completed the form and assembled documentation, he/she will schedule time with the chief or designee to review information and sign off relevant and appropriate experience. At least three copies should be made of all application documents. One for submittal to the UFRA Program Administrator, one for the applicant’s file and one for the department to retain. A non-refundable fee of $40 must be included with the application packet.

Review:

Applications will be reviewed by the Program Administrator for compliance. The application for designation will then be forwarded to the Designation Commission for assignment to Evaluators who will examine the application and supporting documents. If found acceptable, the Evaluators shall make a recommendation to the Utah Commission on Fire Officer Designation to grant Designation. If the application is found lacking, then the administrator will inform the applicant of the deficiency and the applicant may then reapply after addressing the deficiency.

The applicant will have the opportunity to present his/her portfolio to the Reviewers either in person, or if traveling to a review session is a hardship, via a telephone, Skype or other telecommunication mode. The review committee will meet quarterly or more often, if deemed necessary. When presented with a recommendation, the Commission will vote to accept or reject the evaluator’s recommendation for cause. Accepted applicants will receive a certificate showing Designation as a Supervising Fire Officer. If rejected due to insufficient or inappropriate evidence of completion, the applicant can resubmit with proper documents.

Misrepresentation of facts by the applicant may lead to disqualification and the applicant’s department will be notified of that action.
Application for Supervisory Fire Officer Designation

Applicant Name: ___________________________________________________________

Address: ______________________________________________________________

____________________________________________________

Phone # __________________________

Email ____________________________

Applicant Department: ____________________________________________________

Applicant Rank: __________________________________________________________

Full Time ______ Part Time ______ Volunteer ______

Hours per week _________________

Hire date (Current department) _________________________________

Previous emergency services employment, if any:

$40 Payment must be enclosed

Mail completed Application packet to: Fire Officer Designation Program, 3131 Mike Jense Pkwy. Provo, UT 84601

(Administrative Use Only)

Date application package received from department __________________

Application administrative review completed by _______________________

Date ___________ Accepted? Yes ____ No_____ 

Any deficiency noted ___________________________________________________

_____________________________________________________

_____________________________________________________

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A Resource Matrix is included at the end of this packet to show some of the development opportunities available to Utah firefighters.

A description and explanation of required documentation follows:

**Elements**: Located in the far left column, these are competencies or benchmarks that must be met.

**Additional Recommended Elements**: These additional competencies have been adopted in Utah to reflect legal requirements and skills that were considered important, though not included in the IAFC Handbook.

**Resources Available, Education, UVU Courses**: This column shows specific, current UVU General Ed and Fire/Emergency Services courses that meet the element requirements. Older UVU/UVSC courses or courses from another regionally accredited college or university can also be accepted with proper transcripts and documentation of learning objectives.

**Resources Available: Training**: This column shows examples of training classes that are regularly available to Utah firefighters through the Utah Fire & Rescue Academy (UFRA), The National Wildfire Coordinating Group (NWCG), the National Fire Academy (NFA) etc. Other courses from any training provider, including fire departments may also be recognized with documentation showing that the element is met by completing such training. Course certificates of completion or transcripts must be included with the application.

**Resources Available: Certification**: This column lists Utah Fire Service Certification System Certifications that meet required elements. Equivalent certifications earned in another certification system accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Professional Qualifications System (NPQS) will be accepted.
Supervisory Officer Eligibility Requirements

WORKSHEET

Designation as a Utah State Supervisory Officer requires a combination of Certifications, Education, Training, and Experience. It further requires that the applicant demonstrate fire service contributions and submit to a Review Panel process. Each of these will be described as Elements below:

CERTIFICATIONS

The following Accredited Certifications are required:

- □ Firefighter I
- □ Firefighter II
- □ HM Awareness
- □ HM Operations
- □ Instructor I
- □ Inspector I
- □ Officer I

The following National Incident Management System (NIMS) Course certifications are required:

- □ ICS100
- □ ICS200
- □ ICS300
- □ IS700
- □ IS700
- □ IS703
- □ IS704
- □ IS800

(Certifications must be current and submitted in Portfolio)

(Administrative Use Only)

Candidate has met the Certification Requirement? Yes _____ No ______

Verified by: ________________________________

Date: ________________________________

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EDUCATION

The candidate must provide proof of the following college or university level education (must be obtained through an accredited college or university):

Degree Programs:
   □ Associates or higher

(Must submit diploma or official transcript in Portfolio)

   —OR—

General Education Courses (must complete all):

   Writing and Math
   □ English: Introduction to Writing (1010 level or equivalent)
   □ Math: Intermediate Algebra (1010 level, or equivalent)

   Humanities & Social Sciences
   □ Philosophy 2050: Ethics and Values, or equivalent.
   □ HLTH 1100 Personal Health and Wellness or PES 1097 Fitness for Life, or equivalent

   Sciences
   □ Biology: General Biology (1010 level or equivalent)
   □ Physics: Elementary Physics or Chemistry

(Must submit official transcript(s) in Portfolio)

(Administrative Use Only)

Candidate has met the Education Requirement? Yes _____   No _____

Verified by: ________________________________

Date: _________________________________

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EXPERIENCE

Applicants must have a minimum of Five (5) years of experience in a full-time, paid fire position, or Ten (10) years as a volunteer or part-time paid (combinations of both volunteer, part-time, and full-time, that do not independently meet the time requirements above, may still be submitted to the Review Panel for consideration and awarding of points).

Must meet one of the following:

- Five years full-time paid, or;
- Ten years part-time paid, or;
- Ten years volunteer, or;
- Ten years of any of the above in combination.

(Verification of employment history must be submitted, in Portfolio, on Department/District/Company Letterhead from the employing organization(s).)

(Administrative Use Only)

Candidate has met the Experience Requirement? Yes _____ No ______

Verified by: ____________________________________________

Date: ________________________________________________
In addition to Certifications, Education, and Experience, Professional Development Training is required, and some will be measured using a point system based on contact hours as shown on official transcripts or certificates of completion. A total of 25 points are required to meet this element (Note: UFRA Phase I Command Training is required and will not be awarded points)

The Resource Matrix, among other things, shows recommended and required training courses.

__________________________
__________________________

TRAINING

The Training Element includes both required and optional training. 25 points must be earned through any combination of the following courses/classes:

Required (no points awarded)

□  UFRA Phase I Command Training

Optional (use check boxes and spaces below to document applicable classes, and use table at bottom to calculate points requested):

□  EMS – choose only one of the following (may be current or previous certification):
  ○  EMT: 5 points
  ○  AEMT: 7 points
  ○  Paramedic: 10 points

□  NFA Incident Safety Officer (ISO) (16 hours) or FDSOA’s ISO: 1 point

□  Hazmat – choose all that apply (may be current or previous certification):
  ○  Technician: 5 points
  ○  Other Hazmat Classes (excluding HM Awareness and HM Operations): 1 point per 15 contact hours:
    •  
    •  
    •  

□  Technical Rescue: 5 points for completion of a minimum of three UFRA Technical Rescue qualifying courses.
  ○  
  ○  
  ○  

□  NFA Courses (no maximum – include certificates in portfolio)
  ○  Two Week Courses (6 points each)
    •  
    •  
    •  
    •  
    •  
    •  

  ○  One Week Courses (3 points each)
    •  
    •  

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• __________________________________________________________
• __________________________________________________________
• __________________________________________________________

• Other (1 point per 15 contact hours)
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________

□ UFRA or Other specialized/professional training (1 point per 15 contact hours (no maximum))
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________

□ NWCG Wildland Courses (1 point per 15 contact hours)
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________

□ Public Education Courses: (1 point per 15 contact hours):
  • __________________________________________________________
  • __________________________________________________________
  • __________________________________________________________

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<tr>
<th>POINTS REQUESTED PER CATEGORY</th>
<th>Category</th>
<th>Points Requested</th>
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<td>FDSOA’S ISO</td>
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<td>NFA Courses</td>
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<td>UFRA or Other</td>
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UFRA CTC Phase One Obtained?  Yes _____  No _____

Total Training Points Requested: ________________

Training Points Awarded: _________________

Training Element Met?  Yes _____  No _____

Verified by: ____________________________

Date: ________________________________
REVIEW PANEL

Once candidate has completed the Worksheet, the candidate must submit all of above in a portfolio. In addition, they may be required to present their portfolio and answer questions about it in an oral interview.

(Administrative Use Only)

☐ Application Submitted?
☐ Portfolio Submitted?
☐ Fee included?
☐ Resume submitted?
☐ Qualitative Requirements met?
  ☐ Certifications
  ☐ Education
  ☐ Experience
☐ Quantitative Requirement met?
  ☐ Training points awarded: __________
☐ Oral Presentation & Interview date: __________

Verified by: __________________________________________

Date: __________________________________________

Designation as a Supervisory Fire Officer Awarded?  Yes _____  No _____

Review Panel Chair Signature __________________________________________

Date: __________________________________________