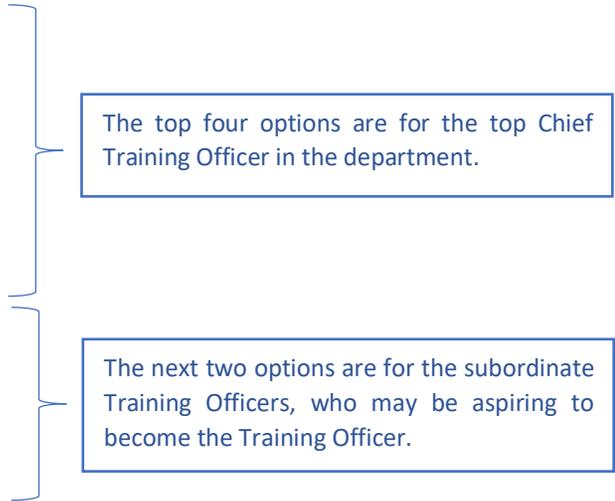


Eligibility Requirements: Category A

Those meeting one or more of the criteria below are excluded from the Technical Competency component of the 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 a Chief Training Officer with a Masters Degree
- 5 years as a Chief Training Officer with a Bachelors Degree and EFO certificate through the National Fire Academy or Fire Instructor III (accredited) (ProBoard or IFSAC) or ISFSI Professionally credentialed instructor
- 10 years as a Chief Training Officer with a Bachelors Degree
- 10 years as a Chief Training Officer with an Associates Degree (or international equivalent degree)endorsement from your supervisor and EFO certificate through the National Fire Academy or Fire Instructor III (accredited)(ProBoard or IFSAC) or ISFSI Professionally credentialed instructor
- 15 years as a Chief Training Officer with an Associates Degree (or international equivalent degree) & endorsement from your supervisor
- 20 years as a Chief Training Officer with Fire Officer III and Instructor III (accredited) (ProBoard or IFSAC) and an endorsement from your supervisor



CREDENTIALING TIPS

How to Complete the Chief Training Officer Application

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.

Education (check highest level only)

- Doctorate or Masters Degree – 150 points
- Bachelors Degree – 100 points
- Associates Degree (or international equivalent degree) – 50 points
- Academic Certificate – 25 points
(A college program designed to provide basic training in a specific field of study)
- Executive Fire Officer Certificate through the National Fire Academy or Fire Officer IV (accredited) – 25 points

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

Points:

Check if you hold the National Fire Academy Executive Fire Officer and/or Fire Officer IV (accredited by Pro Board or IFSAC).

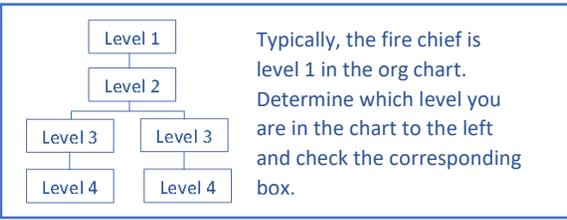
Points:

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 Chief – 60 pts
- Level 2 – 50 pts
- Level 3 – 40 pts
- Level 4 – 30 pts



Typically, the fire chief is level 1 in the org chart. Determine which level you are in the chart to the left and check the corresponding box.

Points:

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

Length of Service:

Maximum number of points: 30

- Level 1 – 3 pts/year _____ pts
- Levels 2-4 – 2 pts/year _____ pts
- Levels 5-6 – 1 pt/year _____ pts

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

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

Points:

Current Designee in Good Standing:

- CFO, CEMOS, FM – 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

List total points earned...if 150 or more 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, 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/organization you are currently working for.

Select the type of department/organization you represent:

Fire Department: State Fire Training Academy: Regional Fire Training Academy:

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 (Haz Mat, Rescue, etc.)?

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 names and contact info 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 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 colleges.

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 certificate copy 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.

Component 3: Professional Development, Continued

Designee Development Goals

As a candidate for this designation, you must show that you will continue to grow personally and professionally. Please indicate your intended participation in courses, workshops, professional memberships and affiliations, and community involvement.

- 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 achievements but should be mostly future goals.
- Should be in paragraph format.

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 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: Assessment & Planning

Category: Strategic Planning

Learning Content: Insurance Grading, Community General Planning, Planning Methodologies, Collecting and Analyzing Data, Risk Assessment. Change Process, Trends and Patterns. Development of Long Term Training Plans, Training Facility Planning

Reference: ; NFPA 1021-2009 6.1.2, NFPA 1041-2007 5.2.2

EDUCATION

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

EXPERIENCE

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: Certification Statement

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 Chief Training Officer (CTO). By submitting this application, I agree to conduct an interview with a peer reviewer for confirmation purposes.

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.