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 consecutive years of experience as a public information officer with a master's degree from an accredited university.

☐ 5 consecutive years of experience as a public information officer with a bachelor's degree from an accredited university *and* certification as either Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) Master PIO, FBI-LEEDA's MPO, or Certified Communicator in Public Health (CCPH) programs.

☐ 10 consecutive years of experience as a public information officer with a bachelor's degree from an accredited university.

☐ 10 consecutive years of experience as a public information officer an associate's degree and certification through either FEMA EMI's Master PIO, FBI-LEEDA's MPO, or CCPH programs.

> These are for the top Public Information Officer in the department.

Eligibility Requirements: Category B

Are you the assigned or designated public information officer for a governmental or quasi-governmental entity as a person actively employed full or part-time with, contracted with, or as a volunteer for a federal, state, local or tribal government agency, public safety agency, emergency services organization, or a privately owned industry that is supported by government or that serves in emergency support functions (ESF)? ☐ Yes ☐ No

If No, You do not meet the minimum requirements to complete the PIO application).

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 master's degree – 150 points
- ☐ Bachelor's 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. In this case English Composition, Journalism, Public Relations, or some related field)

- ☐ Master (Executive) PIO through the Emergency Management Institute – 25 points*
- ☐ Master PIO (MPO) through FBI-LEEDA -- 15 points*
- ☐ NFPA 1035 Certification-- 5 points*

*(these points may be added to any one formal education point total above)

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.

Length of Service – (up to a maximum of 30 points)
- ☐ 3 pts/year _____ pts

Complexity (based on the department's/agencies workforce in your current department/agency):
- ☐ 751+ - 50 pts
- ☐ 400-750 – 40 pts
- ☐ 100-399 – 30 pts
- ☐ Less than 99 – 20 pts

Current Designee in Good Standing:
- ☐ CFO, CTO, CEMSO, FM – 10 Points   ☐ FO – 5 Points   ☐ Dual Designated – add 5 Points

Affiliations: Add 5 points for any membership or combination of memberships Applicants belonging to the National Information Officers Association (NIOA), National Association of Government Communicators (NAGC), City-County Communications & Marketing Association (3CMA), or International Association of Chiefs of Police PIO Section (IACP PIO), National Association of County Information Officers:
- ☐ 5 Points

Total points received: _____

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

Points: _____

Check if you have Master (Executive) PIO through EMI and/or Master PIO through FBI-LEEDA

Points: _____

Calculate your length of service points. You can achieve up to 30 points.

Points: _____

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

Points: _____

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

Points: _____

Check the box if you have any of the associated affiliations.

Points: _____

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

Total Points: _____

Component 1: Personal & Employment Information

Personal Information

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, Candidates are required to provide an organization chart verifying position within an organization. In the absence of a formalized organizational chart, candidates must provide a description of responsibilities along with a letter from their supervisor verifying their role as PIO.

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/agency you are currently working for.

Total Personnel:

Uniformed: Civilian: Paid on Call: Paid: Volunteer:

Type of Department/Agency:

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

Federal/Military: ☐   Industrial: ☐   Other: ☐

What other services does your department/agency provide (Emergency Response, Law Enforcement, Public

Health etc.)?

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

Component 2: Letters of Reference

All applicants must submit **three (3)** letters of reference from individuals who are knowledgeable of your experience, education, and accomplishments during your career.   List the names and contact info below (include email address and phone number(s)):

1.

2.

3.

Three letters of reference are required:

- 3 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., FEMA EMI Master PIO, FBI-LEEDA's MPO, CCPH, etc.). *Please attach copies of certificates and list in chronological order. Please attach copies of certificates and list in chronological order with the most recent applicable certification listed first.*

Certification	Certification Agency	Date(s)

- List all applicable certifications: e.g. PIO, FBI-LEEDA's MPO, CCHP etc..
- Attach certificate copy or transcript.
- List only current certifications.
- Do not use more spaces than provided in the application.
- Must be in chronological order

Please list only one certification per line, and not more than the number of spaces provided.

Component 3: Professional Development, Continued

Training/Courses

List any training or courses in public information, fire and emergency services management, public administration, human resource development, or business management related courses/classes completed in the last five (5) years. Do **not** attach copies of the certificates of completion. List in chronological order starting with the most recent course.

Training Sponsor	Course Name	Date(s)	Contact Hours

Please list only one certification per line, and not more than the number of spaces provided.

- List training courses, CEU programs, conferences attended during the past 5 years. Possible course topics includes: public information, 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

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 and how you would implement the three areas below:

Accountability: Make a personal commitment to accountability regarding health and safety issues at all times and at all levels.

Response Policies: Advocate for a minimum set of activities that are universally recognized and understood to assure life safety at every incident—regardless of organizational composition, or geographic location.

Public Education: Advocate for and recognize the central and enduring value of public education, through organizational operations.

References: http://www.lifesafetyinitiatives.com; FEMA.gov education; FEMA.gov Policy; CDC Public Education

- 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 4: Professional Contributions/Recognition

Professional Contributions/Recognition

In the spaces below, list any teaching, public speaking, research published or unpublished, professional articles, or other contributions to the field of public information in the last **five (5)** years. Also, list any professional recognition (service/awards) you have received in the last **five (5)** years. List in chronological order.

Type of Contribution	Organization	Date(s)

Please list only professional contribution or recognition per line, and not more than the number of spaces provided.

- List all teaching, public speaking, research published or un-published (i.e. EFO paper), professional articles, and other contributions, during the past 5 years.
- These contributions can be at any level: local, state, regional, national.
- List recognitions received in the last 5 years (e.g. commendations, citizen of the year, service club recognition).
- **List chronologically** (earliest to newest).
- Do not use more spaces than

Professional Memberships and Affiliations

In the spaces below, list professional memberships and relevant affiliations within the public information 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, continued

Technical Competency #PIO 4: Joint Information Center

Learning Content: JIS/JIC operations, operational roles and assignments, interpersonal relationships, functional assignments and goals, roles and responsibilities, worksheets, organization and coordination, scheduling, unit logs, training & coaching.

Reference: FEMA E/K0393, E/K0394, NFPA-1035, National Response Team (NRT) Joint Information Center Model Guide, FEMA ICS-100, 200, 203, 300, 400, 403, 420, 700, 800, IS-250, 702, E-388, G-290, G-291;E/L0105; FBI-LEEDA Master PIO Course; CDP Training to include: MPI MGT-902 and 902 v 1; MPV2 MGT 902-V2; V10; V6; V9; PIOAT GO289

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:
  o List up to seven courses/training classes you have participated in that corresponds to the competency.
  o List should include include (in preferred priority order): college level courses, National Fire Academy courses, certification courses, special seminars or conferences.
  o It is not required to fill all the spaces.
  o Do not use more spaces than the application provides.
- Experience:
  o Provide a narrative that addresses relevant experience to the competency.
  o Include present and prior work experience.
  o Current examples preferred, include major projects completed during your career.
  o The technical competency should be written in paragraph format, with no minimum length requirement. Must sufficiently cover the requirements.
  o Two paragraphs is a good rule of thumb…not a requirement.
  o This is a professional designation so spelling and grammar are extremely important.
- Resources:
  o CPSE University: Credentialing Resources

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies Attestation Statement

ATTESTATION STATEMENT

From an individual who can verify your experience with this competency.

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.

SUBMIT 1 PDF DOCUMENT, ASSEMBLED AS DESCRIBED IN THE PORTFOLIO INSTRUCTIONS

Component 7: Additional Information and Certification Statement

Please provide any additional information you feel should be considered in the evaluation for PIO 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 Public Information Officer (PIO). 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.