

# FIRE OFFICER DESIGNATION



## Guide and Application

### Version 3

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## APPLICATION GUIDELINES

This designation program provides recognition of career excellence and achievement and provides a roadmap for continued personal and professional development.

The mission of the Commission on Professional Credentialing (CPC) is to assist in the professional development of emergency services personnel by providing guidance for career planning through participation in the professional designation program.

The Fire Officer (FO) designation is open to all Company Officer level (either full-time or intermittent acting for a minimum of 12 months) and above who have supervisory responsibility. An applicant seeking FO designation must be either currently or within the past 12 months be an active member of a fire/EMS organization at the time of application.

Individuals seeking to utilize this process shall complete the form by typing all responses. **Handwritten applications will not be accepted.** Individuals will electronically upload a copy of their application and supporting documents to the designated CPSE server. To access the server, please click [here](#). The portfolio should be arranged in the following order:

1. Eligibility Requirements Sheet
2. Component 1 plus attachments (resume, position description and organization chart)
3. Component 2
4. Components 3 plus attachments (copies of official transcripts and certifications)
5. Component 4
6. Component 5
7. Component 6
8. Component 7

The application form must be completed in its entirety. Applicants must show some level of achievement in every category and core competency. Incomplete portfolios will delay processing and may disqualify the applicant for the Fire Officer designation.

Below are the directions for completing each component of the Fire Officer Designation application:

### **Component 1: Personal & Employment Information**

- Personal Information – self-explanatory
- Employment Information –
  - Complete for current position only.
  - Attach a current resume.
  - Attach a detailed organization chart verifying position within the department.
  - Attach a position description for current position only.
- Demographic Information – Complete for current position only.
- Supervisor Attestation Statement – Obtain signature from Fire Chief or Level I Officer (second in command).

## Component 2: Letters of Reference

- This component requires that you get three (3) letters of reference from people who can attest to your knowledge, education, experience, training, and are willing to recommend you for the designation. One of the letters should be from your immediate supervisor. To help strengthen your packet it is recommended that you go outside of your organization for the other two letters. Getting letters from outside of the department shows a wide scope of your career and accomplishments. These letters do not have to be from fire service members. Elected officials, church leaders, board members, charitable organization leaders, or business leaders are examples of others who could write your letters.

## Component 3: Professional Development

- Education –
  - List all formal educational degrees and certificate programs.
  - Attach copies of your transcripts. (Please white-out your SSN and/or DOB, if listed.)
  - All degrees and education certificates must be from an accredited institution.
- Certifications –
  - List current, applicable certifications. Examples of these include, but are not limited to: Fire Officer I-IV, Fire Instructor I-III, EMT, Paramedic, CFPS, CFEI, CEM, etc.
  - If the certification is one that requires a renewal process, list the date that you first received the certification and the expiration date.
  - Attach copies of certificates.
- Training/Courses –
  - List training courses / conferences / CEU programs you have attended in the last five years. These items are to be listed chronologically from newest to oldest. Examples of the training courses are listed below:
    - Conference attendance: CPSE Excellence, Firehouse Expo / World, FRI, FDIC, ISFSI, IAAI, Regional / State Conference, etc.
    - Training courses: National Fire Academy, State Fire Academy, In-house training programs, etc.
    - CEU programs: any training that you have attended to maintain a current certification
    - Internal trainings: department trainings, human resource trainings, community based trainings such as chamber leadership.
  - Do **not** attach copies of certificates.
- Designee Development Goals – In this section, the applicant should articulate a plan of action for where they want to take their career and the contributions they plan to make during the next three years. The key here is to write in the future tense and not produce a document about what you have done in your career. The narrative should include future training and education, continuation of association memberships and affiliations, and community involvement and how you would implement or address Firefighter Life Safety Initiatives #1, 2, and 4. The section should be written in paragraph format.

## Component 4: Professional Contributions

This component is where you get to talk about the things you have done to progress the fire service profession over the past five years. This is where you will list any research (published or un-published), speaking, teaching, articles, or awards that you have done or received in the past five years.

- Speaking: this can range from speaking at national conferences down to giving a safety talk to a local seniors group or delivering a fire safety talk to a school group. Any type of public speaking that you have done related to the fire service should be listed here.
- Research: the most common piece listed here is typically EFO papers, but if you have done any research for a degree or other project this is where you should list it. You should list if it was published or unpublished.
- Teaching: any instruction you have done whether it is internally for your own department, assisting with a recruit academy, teaching at conferences or symposiums should be listed here.
- Articles: any articles that you have wrote in the past five years should be listed.
- Awards: any awards, citations, commendations, or other forms of recognition who have received for your work in the last five years should be listed here.

Some other items that could be listed here is any work you might have done for your department if it has gone through the accreditation process or ISO mitigation review. If you serve as a peer assessor or team leader for the CFAI accreditation process. Also if you have written any grants, regardless if awarded, you should list those in component 4.

### **Component 5: Professional Memberships, Affiliations and Community Involvement**

- Professional Memberships and Affiliations
  - In this section, the applicant should list any organizations in which you are actively involved during the last five (5) years and the degree of involvement. These organizations should be fire and/or emergency services related, i.e., IAFF, IAFC, state and local firefighter/chiefs associations, NFPA, etc. Level of involvement includes: chair, president, director, member, etc.
- Community Involvement
  - In this section, the applicant should list the community and charitable organizations that you've participated in during the last five (5) years. This is an area where applicants tend to sell themselves short. Some examples of community involvement include the following:
    - School PTO/PTA
    - Youth sports program
    - Youth band program
    - Youth dance program
    - Boy / Girl Scouts
    - Church involvement
    - Involvement in non-profit groups (Habitat, MDA, Goodwill, etc.)
    - Civic Groups (Lions, Rotary, Chamber, etc.)
  - For the level of involvement box you could be a member, coach, volunteer, board member, etc. Your level of involvement you can spell out as best possible, 4 hours a week, 6 hours per month, or 60 hours per year. If you are still current with the group please list your start date – current. If you have ceased activity with the organization list the time frames in which you were involved.

### **Component 6: Technical Competencies**

There are 12 technical competencies to address. Each competency includes a list of “Learning Content” which outlines knowledge, skills and abilities related to that particular competency. The title and learning content dictate what the topical area is and should be followed. Applicants should have a general awareness of most of the elements of learning content contained within each of the Technical Competencies.

- Education –
  - List up to seven (7) courses/training classes you have participated in that corresponds to the competency. List should include:
    - College level courses
    - National Fire Academy classes
    - Certification level courses
    - Special seminars and conferences
  
- Experience –
  - Provide a narrative that addresses relevant experience to the competency. Applicant should have experience in initial research, preparation, limited implementation and/or use of all core Technical Competencies. Present and/or prior work experience can be used.
  - Each narrative should only be a few paragraphs that provide the salient points as it relates to the learning content.
  - The primary question that most candidates ask is how much should I write? At a minimum you should write a paragraph (4 sentences) that outline things you have done or are doing in your career. For example technical competency 2 talks about department reporting and records management. For experience you would want to talk about you current use / knowledge of your organization’s records management. If you have ever assisted with reporting to the NFIRS system that would also be another good thing to talk about.

Following the technical competency section is an attestation statement that must be completed and signed from an individual(s) who can verify your experience for each competency. You should make copies of this form if you are using more than one individual to attest to your experience.

### **Component 7: Additional Information and Certification Statement**

- There is a space for the applicant to provide any additional information that should be considered in the evaluation of the application for FO designation.
  
- All applicants must sign and date the certification statement.

Candidate applications will be reviewed by a minimum of two peer reviewers. Peer reviewers are given the latitude to review the applicant’s competency documentation and to discuss with the applicant their background and experience. The applicant shall keep a copy of the completed portfolio to aid in the discussion between the applicant and the peer reviewer. Upon completion of reviewing the applicant’s portfolio, the peer reviewer will submit their recommendations to the CPC. The CPC has the sole authority to award the designation.

All materials submitted to the CPC become the property of CPC. The CPC will take care to protect confidential information in the destruction or disposal of candidate applications.

FEES: The Fire Officer Designation application fee is \$225.00 and is due upon submission of the portfolios and can be paid by credit card on-line through the CPSE secured store. Please click [here](#) to access on-line payment.



## Code of Professional Conduct

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In fulfilling their responsibilities, each individual participant in the Fire Officer Designation program serves as a moral and ethical agent. Every action will affect the health and well-being of individuals, organizations and communities; therefore, participants must assess the consequences of their decisions and actions and accept responsibility for them. Fire Officer's must speak out and strive for the most moral and ethical course of action for themselves and for the sections, divisions, or organizations they lead.

Participants in the Fire Officer program are required to comply with this Code of Professional Conduct and the administration thereof. Non-compliance may subject me to disqualification, denial, or revocation of my professional designation credentials.

### Responsibilities to Individuals:

*The Fire Officer shall:*

- ❑ Set an exemplary standard for subordinates and peers to follow.
- ❑ Be courteous and tactful in all interactions.
- ❑ Ensure the communication of rights, responsibilities and information are upheld to foster informed decision making.
- ❑ Respect the customs and beliefs of others – consistent with the mission of the organization.
- ❑ Respect the confidentiality of information, except where it is in the public interest or where there is a legal obligation to divulge such information.
- ❑ Promote competence and integrity among individuals associated with the fire and emergency services.

### Responsibilities to the Profession:

*The Fire Officer shall take a leadership role to ensure the fire service:*

- ❑ Serves the public interest in a moral, ethical and efficient manner.
- ❑ Strives to provide quality services as defined by the community and based upon accepted industry standards.
- ❑ Communicates truthfully and avoids misleading representation, raising unreasonable expectations in other persons, or in the community as a whole.
- ❑ Uses sound management practices and makes efficient, effective, economical, and ethical use of resources.
- ❑ Promotes understanding of public protection and safety services and issues.
- ❑ Conducts inter and intra organizational activities in a cooperative way that improves community well-being and safety.
- ❑ Develops and maintains the required level of physical and mental health to enhance and promote individual quality of life which allows for the proper discharge of duties.
- ❑ Reports to the Commission on Professional Credentialing when there are reasonable grounds to believe a member has violated this Code of Professional Conduct.



## Code of Professional Conduct - Continued

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### Responsibility to the Community and Society:

*The Fire Officer shall:*

- ❑ Abide by the laws of all levels of government, but may seek changes by lawful means where deemed appropriate.
- ❑ Contribute to improving the well-being and safety of the general population, including participation in educational programs, dialogue and recommendations to enhance the quality of life and to improve fire and emergency services.
- ❑ Strive to identify and meet the needs of the community within the resources available and within the mission of the organization.
- ❑ Consider the effects of management policy decisions on the community and society and make recommendations based on these considerations.

### Conflict of Interest:

*A conflict of interest exists when the Fire Officer uses their position, authority, or privileged information to:*

1. Obtain an improper benefit, tangible or otherwise, either directly or indirectly.
2. Obtain an improper benefit for another.
3. Make decisions that attempt to, or do, negate the effectiveness of the Fire Officer Designation program.

*The Fire Officer shall:*

- ❑ Conduct all relationships in a way that assures management decisions are not compromised by a perceived or real conflict of interest.
- ❑ Disclose to the appropriate authority all direct or indirect personal or financial interests, appointment, or elections which might create a conflict of interest whether real or perceived.
- ❑ Neither accept nor offer personal gifts or benefits with the expectation or appearance of influencing decisions.
- ❑ Refrain from using the Fire Officer Designation or credentials to promote or endorse commercial products or services without the express written permission of the Commission on Professional Credentialing.
- ❑ Value ethics within the fire and emergency services. Most professions abide by a “Code of Ethics or Conduct,” which expresses their members’ agreement as to what constitutes acceptable behavior.

The Code of Professional Conduct has been adopted by the Commission on Professional Credentialing to promote and maintain the highest standards of professional performance and personal conduct. Abiding by these standards is required for continued designation as a Fire Officer, and serves notice to the public who entrust their confidence in the abilities and integrity of the fire officers.



## Eligibility Requirements

Applicants must have a minimum of 100 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 in a fire service related field – 100 points
- Bachelors Degree in a non-fire service related field – 75 points
- Associates Degree, International Equivalent Degree, or 60 credit hours in higher education in a fire service related field – 50 points
- Associates Degree, International Equivalent Degree, or 60 credit hours in higher education in a non-fire service related field – 25 points
- Academic Certificate in a fire service related field– 15 points  
(A college program designed to provide basic training in a specific field of study)
- Fire Officer II (accredited) – additional 25 points (points may be added to any one point total above)

### Experience

Applicants 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:

- Fire Chief
- Level 1 – 50 pts
- Level 2 – 40 pts
- Level 3 – 30 pts
- Level 4 – 20 pts
- Level 5 – 10 pts

“Levels” are described as the number of supervisor positions between the applicant and the Fire Chief.

#### Length of Service:

Points are awarded for the applicant’s entire fire service career up to a maximum of 30 points.

- Level 1 – 3 pts/year \_\_\_\_\_ pts
- Level 2-3 – 2 pts/year \_\_\_\_\_ pts
- Level 4-5 – 1 pt/year \_\_\_\_\_ pts

“Levels” are described as the number of supervisor positions between the applicant and the Fire Chief.

#### Complexity (based on the department’s workforce in your current department):

- 751+ - 20 pts
- 400-750 – 30 pts
- 100-399 – 40 pts
- Less than 99 – 50 pts

**CFAI Accreditation Experience:** Add 5 points for each box checked:

- Current Accreditation Manger (AM);
- Current Team Leader (TL);
- Current AM and TL

**Total points received:** \_\_\_\_\_





## Checklist

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√ Completed	Required Components
<input type="checkbox"/>	COMPONENT 1: Personal & Employment Information (pages 10 and 11) Attachments: <input type="checkbox"/> Current Resume <input type="checkbox"/> Organization Chart <input type="checkbox"/> Position Description
<input type="checkbox"/>	COMPONENT 2: Letters of Reference (page 12)
<input type="checkbox"/>	COMPONENT 3: Professional Development (pages 13-15) Attachments: <input type="checkbox"/> Copies of Official Transcripts <input type="checkbox"/> Copies of Certification Certificates
<input type="checkbox"/>	COMPONENT 4: Professional Contributions (page 16)
<input type="checkbox"/>	COMPONENT 5: Professional Memberships and Affiliations; Community Involvement (page 17)
<input type="checkbox"/>	COMPONENT 6: Technical Competencies (pages 18-29)
<input type="checkbox"/>	COMPONENT 6: Technical Competencies Attestation Statement (page 30)
<input type="checkbox"/>	COMPONENT 7: Additional Information and Certification Statement (page 31)



## Component 1: Personal & Employment Information

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### 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:		

### Employment Information

***Please attach a current resume, detailed 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:		



## Component 1: Personal & Employment Information, Cont'd

### Demographic Information

Please fill in the requested information on the department you are currently working for.

Population Served:			
Total Personnel:	Uniformed:	Civilian:	
Paid on Call:	Paid:	Volunteer:	
Type of Department:			
Fully Paid: <input type="checkbox"/>	Mostly Paid: <input type="checkbox"/>	Fully Volunteer: <input type="checkbox"/>	Mostly Volunteer: <input type="checkbox"/>
Federal/Military: <input type="checkbox"/>	Industrial: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Annual Budget:			
What level of EMS service does the department provide?			
First Responder: <input type="checkbox"/>	Basic Life Support: <input type="checkbox"/>	Advanced Life Support: <input type="checkbox"/>	
Does not provide EMS: <input type="checkbox"/>			
Does your department transport patients?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
What other services does your department provide (HazMat, Rescue, etc.)?			

### Fire Chief or Level I Officer (Second in Command) Attestation Statement

Please have your Fire Chief or Second in Command sign below.

I, _____ (applicant's Fire Chief or Second in Command) do attest that the above information is true and complete to the best of my knowledge.	
Signature: _____	Date: _____



## Component 2: Letters of Reference

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All applicants must submit **three (3)** letters of reference from individuals who are knowledgeable of your experience, education and accomplishments during your career.



## Component 3: Professional Development

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### 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

### 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)

*Please do not list more than the space provided.*





## Component 3: Professional Development, Continued

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### Development Goals

As an applicant for this designation, you must show that you will continue to grow personally and professionally. In paragraph format, please indicate your intended participation in courses, workshops, professional memberships and affiliations, and community involvement and how you would implement or address Firefighter Life Safety Initiatives #1, 2 and 4.

- 1 – Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility;
- 2 – Enhance the personal and organizational accountability for health and safety throughout the fire service;
- 4 – All firefighters must be empowered to stop unsafe practices.







## Component 5: Professional Memberships, Affiliations and Community Involvement

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### 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

### Community Involvement

In the spaces below, list the community and charitable organizations and level of involvement you have participated in during the last **five (5)** years.

Organization	Level of Involvement	Hours of Involvement	Dates



## Component 6: Technical Competencies

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### Technical Competency #1: Human Resources

Category: Human Resources Management

Learning Content: Utilization of human resources; personnel safety; personnel supervision; emergency and non-emergency supervision; department administrative functions as it pertains to human resources.

Reference: NFPA 1021 Ch 4.2.2, 4.2.6, 4.4.4, 5.4.6

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #2: Department Administration

Category: Department Administration

Learning Content: Department administrative functions, organization, policy development, policy implementation, enforcement of policy, departmental reporting requirements, departmental reporting methods, and records management systems.

Reference: NFPA 1021 Ch. 4.4.1, 5.1.1, 5.4.1

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #3: Administration and Reporting

Category: Department Administration and Incident Reporting

Learning Content: Prepare NFIRS reports; station level records; importance of accurate reporting; maintenance of records; records management systems; office technology.

Reference: NFPA 1021 Ch 4.4.2, 4.4.5

#### EDUCATION

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

#### EXPERIENCE



Component 6: Technical Competencies, continued

**Technical Competency #4: Human Resources**

Category: Employee Relations

Learning Content: Utilization of human resources; personnel safety; personnel supervision; emergency and non-emergency supervision.

Reference: NFPA 1021 Ch 4.2.4, 4.2.5, 4.4.2, 5.2.1, 5.2.2, 5.2.3

**EDUCATION**

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

**EXPERIENCE**



## Component 6: Technical Competencies, continued

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### Technical Competency #5: Health and Safety

Category: Health and Safety

Learning Content: Integration of health and safety plans, policies, and procedures into daily operations in both non emergency /emergency incidents and donning necessary PPE when applicable.

Reference: NFPA 1021 Ch 4.7.1, 4.7.2, 4.7.3, 5.7.1

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #6: Codes, Inspections, and Pre-Planning

Category: Codes, Inspections, Pre-Planning

Learning Content: Conduct inspections, reporting of violations in various occupancies, and conducting pre-plans

Reference: NFPA 1021 Ch 4.5.1, 4.5.2

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #7: Origin and Cause Investigations

Category: Origin and Cause Investigations

Learning Content: Determining origin and cause to include scene security, preservation of evidence, conducting investigations, maintaining records.

Reference: NFPA 1021 Ch 4.5.3, 5.5.1

#### EDUCATION

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

#### EXPERIENCE





## Component 6: Technical Competencies, continued

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### Technical Competency #8: Public Education, Relations, and Communications

Category: Public Education, Relations, and Communications

Learning Content: Dealing with public needs, inquiries, maintaining and communicating positive image, role and mission of the fire department, and delivering life safety programs.

Reference: NFPA 1021 Ch 4.3.1, 4.3.2, 4.3.3, 5.3.1, 5.4.4

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #9: Training and Development

Category: Training, Education, Instructional Design

Learning Content: Educational methodology; adult learning; learning styles; conducting training and drills; development of audio visuals; utilizing lesson plans.

Reference: Reference: NFPA 1021 Ch 4.1, 4.2.3

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #10: Company Operations and Deployment

Category: Risk Assessment, Resource Deployment, ICS/IMS, IAP

Learning Content: Assessing resource needs; deployment of resources; assigning resources; responding to single and multi company operations; ICS/IMS and IAP Development.

Reference: NFPA 1021 Ch 4.2.1, 4.6.1, 4.6.2, 4.6.3, 5.6.2

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #11: Emergency Medical Services

Category: EMS Systems, State and Local Protocols, Infection Control

Learning Content: EMS systems; basic life support, Local and State regulations regarding response, Local protocols, and infection control practices.

Reference: NFPA 1021 4.2.1, 4.6.1, 4.6.2

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies, continued

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### Technical Competency #12: Emergency Communications

Category: Radio Communications, Applicable Regulations, Continuity of Operations Plans

Learning Content: Knowledge of radio communications, applicable regulations, backup systems, COOP, ICS/IMS, standard operating guidelines.

Reference: NFPA 1021 4.1.1

#### EDUCATION

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

#### EXPERIENCE



## Component 6: Technical Competencies Attestation Statement

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### 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:



## Component 7: Additional Information and Certification Statement

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Please provide any additional information you feel should be considered in the evaluation for FO designation.

### Certification Statement

I, \_\_\_\_\_ (Applicant) 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 Fire Officer (FO). By submitting this application, I agree to conduct an interview with a peer reviewer for confirmation purposes.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_