

CHIEF TRAINING OFFICER DESIGNATION



Candidate Guide and Application

Version 2

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CHIEF TRAINING OFFICER (CTO) DESIGNATION

APPLICATION GUIDELINES

This version offers one standard application package for those Chief Training Officers seeking the Chief Training Officer (CTO) designation. This designation program provides recognition of career excellence and achievement and provides 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.

There are two methods to evaluate the candidate's criteria for eligibility to proceed with the application process. Those meeting the requirements defined in Category A (page 6) are eligible to complete the application process **and** are exempt from completing Component 6: Technical Competency component of the application. Those meeting the requirements defined in Category B (page 8) are eligible to complete the application process in its entirety. Those not meeting Category A **or** Category B requirements are not eligible to apply for the CTO designation.

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 through the designated CPSE server. To access the server, please click [here](#). The portfolio should be arranged in the following order:

- Applicable Eligibility Requirements Sheet (Category A or Category B)
- Component 1 plus attachments (resume, position description and organization chart)
- Component 2
- Components 3 plus attachments (copies of official transcripts and certifications)
- Component 4
- Component 5
- Component 6 (if applicable)
- Component 7

The application form must be completed in its entirety. In the event there is an inquiry for which the candidate has no information, that element must be responded to with an "N/A". Candidates must show some level of achievement in every category. Incomplete portfolios will delay processing and may disqualify the candidate for the CTO designation. Candidates applying under Category A should not include Component 6 (pages 19 to 33) in their portfolios.

Below are the directions for completing the CTO designation candidate application:

Component 1: Personal & Employment Information

- Personal Information – self-explanatory
- Employment Information –
 - Complete for current position only.
 - Attach a current resume
 - Attach organization chart verifying position within the department
 - Attach copy of current position description
- Demographic Information – Complete for current position only.

- Supervisor Attestation Statement – Obtain signature from current supervisor.

Component 2: Letters of Reference

- Submit three letters of reference. One letter must be from the candidate's current immediate supervisor. The remaining letters can be from anyone the candidate chooses but should be from an individual who is knowledgeable on the candidate's experience, education and accomplishments. One of the three portfolios submitted should include the original letters.

Component 3: Professional Development

- Education –
 - List all formal educational degrees and certificate programs.
 - Attach copies of the 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 application certifications, i.e., Fire Officer, Fire Instructor, EMT, Paramedic, CFPS, CFEI, CEM, etc.
 - Attach copies of certificates. (Transcripts in lieu of certificates are acceptable.)
- Training/Courses –
 - List fire and emergency services as well as business management, human resource development or public administration related courses/classes completed in the last five (5) years, i.e., NFA; state fire schools; local, state and national conferences;
 - Do not attach copies of certificates.
- Designee Development Goals – In this section the candidate should articulate a plan of action for where they want to take their career and the contributions they plan to make along the way. The narrative should include future training and education, continuation of association memberships and affiliations, and community involvement.

Component 4: Professional Contributions

- In this component the candidate should list teaching, public speaking, research published or unpublished, professional articles or other contributions to the emergency services field as well as any professional recognition during the previous five (5) years. Each area does not need to be addressed. However, the candidate should adequately demonstrate contributions not just at the local level but at state and national levels as well.

Component 5: Professional Memberships, Affiliations and Community Involvement

- Professional Memberships and Affiliations
 - In this section the candidate should list the 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., IAFC, state and local chiefs associations, NFPA, IFE, etc. Level of involvement includes: chair, president, director, member, etc.
- Community Involvement
 - In this section the candidate should list the community and charitable organizations that you've participated in during the last five (5) years. Organizations include: civic groups (Rotary, Lions Club, American Legion); religious affiliations; youth organizations; scouts, school groups (PTA, PTO) and community organizations (American Red Cross, United Way), etc. Level of involvement

includes: chair, president, member, coach, supporter, etc. Hours of involvement can be listed as weekly, monthly or annually.

Component 6: Technical Competencies

Candidates meeting the eligibility requirements under Category B are required to complete Component 6. There are 17 technical competencies that must be addressed. 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. Candidates are required to address the education and experience sections under each technical competency.

- 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. Present and/or prior work experience can be used to identify what the candidate has done to show competency in each area.

Each technical competency must be accompanied by a signed attestation statement from an individual who can verify your experience as it pertains to that competency.

Component 7: Certification Statement

All candidates must sign and date the certification statement.

All new designation candidate applications will be reviewed by a minimum of two peer reviewers. Peer reviewers are given the latitude to review the candidate’s competency documentation and to discuss with the candidate their background and experience. The candidate shall keep a copy of the completed portfolio to aid in the discussion between the candidate and the peer reviewer. Upon completion of reviewing the candidate’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 CTO designation application fee is **\$375.00** and is due upon submission of the candidate portfolios. Payment is accepted through our secure on line store. Click [here](#) to access.

Code of Professional Conduct

In fulfilling their responsibilities, each individual participant in the Chief Training 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. Chief Training Officer's (CTO's) must speak out and strive for the most moral and ethical course of action for themselves and for the organizations they lead.

Participants in the Chief Training Officer program are required to comply with this Code of Professional Conduct and the administration thereof. Non-compliance may be cause for termination from the program or revocation of the CTO designation.

Responsibilities to Individuals:

The Chief Training 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.
- ❑ Strives to provide quality, reality based, on-going education to fire service personnel.

Responsibilities to the Profession:

The Chief Training 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

Responsibility to the Community and Society:

The Chief Training 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 Chief Training Officer uses their position, authority, or privileged information to:

- ❑ Obtain an improper benefit, tangible or otherwise, either directly or indirectly.
- ❑ Obtain an improper benefit for another.
- ❑ Make decisions that attempt to, or do, negate the effectiveness of the Chief Training Officer Designation program.

The Chief Training 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 Chief Training 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 Chief Training Officer, and serves notice to the public who entrust their confidence in the abilities and integrity of the Chief Training Officers.

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

Eligibility Requirements: Category A. Continued

CHECKLIST FOR CATEGORY A ELIGIBILITY

√ Completed	Required Components
<input type="checkbox"/>	COMPONENT 1: Personal & Employment Information (Pages 11-12) 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 13)
<input type="checkbox"/>	COMPONENT 3: Professional Development (Pages 14-16) Attachments: <input type="checkbox"/> Copies of Transcripts <input type="checkbox"/> Copies of Certification Certificates
<input type="checkbox"/>	COMPONENT 4: Professional Contributions (Page 17)
<input type="checkbox"/>	COMPONENT 5: Professional Memberships and Affiliations; Community Involvement (Page 18)
<input type="checkbox"/>	COMPONENT 7: Certification Statement (Page 35)

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

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

“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

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

Current Designee in Good Standing:

- CFO, CEMSO, FM – 10 Points
- FO – 5 Points
- Dual Designated add 5 points

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: _____

Eligibility Requirements: Category B. Continued

CHECKLIST FOR CATEGORY B ELIGIBILITY

√ Completed	Required Components
<input type="checkbox"/>	COMPONENT 1: Personal & Employment Information (Pages 11-12) 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 13)
<input type="checkbox"/>	COMPONENT 3: Professional Development (Pages 14-16) Attachments: <input type="checkbox"/> Copies of Transcripts <input type="checkbox"/> Copies of Certification Certificates
<input type="checkbox"/>	COMPONENT 4: Professional Contributions (Page 17)
<input type="checkbox"/>	COMPONENT 5: Professional Memberships and Affiliations; Community Involvement (Page 18)
<input type="checkbox"/>	COMPONENT 6: Technical Competencies (Pages 19-33) <input type="checkbox"/> Attestation Statement
<input type="checkbox"/>	COMPONENT 7: Certification Statement (Page 35)

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:		

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:		

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: <input type="checkbox"/>	State Fire Training Academy: <input type="checkbox"/>	Regional Fire Training Academy: <input type="checkbox"/>	
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 (Haz Mat, Rescue, etc.)?			

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: _____

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.

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

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

Training/Courses

List fire and emergency services as well as business management, human resource development or public administration related courses/classes completed in the last five (5) years. Do **not** attach copies of the certificates of completion.

Training Sponsor	Course Name	Date(s)	Contact Hours

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.

Component 4: 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 fire and emergency services in the last **five (5)** years. Also, list any professional recognition (service/valor awards) you have received in the last **five (5)** years.

Professional Contributions/Recognition

Type of Contribution	Organization	Date(s)

Please do not list more than the space provided.

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

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

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

Component 6: Technical Competencies, continued

Technical Competency #2: Goals and Objectives

Category: Strategic Planning

Learning Content: Functions of Management, Leadership Activities, Components and Cycle of Management, Formal Theories of Formal and Informal Organizations, Organizational Principles, Guidelines for Improvement, Options and Alternatives, Alternative Delivery Systems, Incentives for Innovation, Barriers to Innovation. Managing the Change Process, Total Quality Management, Long Range Planning.

Reference: NFPA 1021-2009 7.4.1, NFPA 1041-2007 5.2.2

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #3: Organizational Structure

Category: Administration

Learning Content: Local or State Legal System, The American Legal System, Creation of Legislation and Statutes, Common Law, Jurisdiction, Due Process, Negligence, Immunity, Civil and Criminal Law, Liability.

Reference: NFPA 1021-2009 6-2.1; 6-4.6

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #4: Financial Practices

Category: Administration

Learning Content: Managing Material Resources, Theory and Practice of Budgeting, Types of Budgets, Determining Costs, Preparing Budget Documents, , Managing Material Resources, Capital Improvement and Outlay Plans, Training Facility Budgeting and Planning, Equipment Amortization Plans.

Reference: NFPA 1041-20075.2.3; 6.2.6

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #5: Administrative Support

Category: Administrative

Learning Content: Office Functions; Office Layout; Workspace Design; Records Management; Information Technologies; Types of Information Management Systems; Data Collection and Analysis; National Fire Incident Reporting System, Training Records Management

Reference: NFPA 1041-20076.2.2; 6.2.3

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #6: External Agency Relationships

Category: Administration

Learning Content: Fundamental Obligations; Local/State Emergency Services Act, Local/State Master Mutual Aid Plan, National, State and Local Training Officer Association Memberships, Certification Agencies

Reference: NFPA 1041-20075.2.5; 6.3.2; 6.5.3

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #7: Administrative Policies

Category: Human Resources

Learning Content: State and Federal Legislation and Statues; Organization for Personnel Management; Human Resource Planning, Position Classification and Job Analysis; Equal Opportunity and Affirmative Action; Hiring Procedures; Recruiting Practices; Selection and Testing, Performance Appraisal Process; Employee Discipline, Development of a Career Development Guide; Job Auditing; Physical Fitness Programs; Developing Job Descriptions, Benefits Administration; Reasonable Accommodations;; Subsidized Educational Programs.

Reference: NFPA 1041-2007 5.2.6; 5.4.3; 6.2.4

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #8: Employee Hiring & Selection Practices

Category: Human Resources

Learning Content: State and Federal Legislation and Statutes; Organizing for Personnel Management; Human Resource Planning, Position Classification and Job Analysis; Hiring Procedures; Recruiting Practices; Selection and Testing; Performance Appraisal Process; Employee Discipline, Development of a Career Development Guide; Job Auditing; Developing Job Descriptions, Benefits Administration; Subsidized Educational Programs.

Reference: NFPA 1041-20076.2.4, 6.2.5, Annex B.2 (2)(3)(4)

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #9: Employee Relations

Category: Human Resources

Learning Content: State and Federal Legislation and Statutes; Organizing for Personnel Management; Human Resource Planning, Position Classification and Job Analysis; Action; Hiring Procedures; Recruiting Practices; Selection and Testing; Performance Appraisal Process; Handling Complaints and Grievances; Employee Discipline, Development of a Career Development Guide; Job Auditing; Developing Job Descriptions, Subsidized Educational Programs.

Reference: NFPA 1041-20075.2.6, 5.4.3, 6.5.4, Annex B.2 (2)(3)(4)

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #10: Health & Risk Management

Category: Human Resources

Learning Content: Occupational Safety and Health Administration (OSHA) Standards; Assessment of Risk; Assessment of Alternatives; Local, State and Federal Legislation and Regulation.

Reference: NFPA 1041-20075.4.3, Annex A.1.3.5(1)(2)(5)

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #11: Instruction

Category: Adult Education & Program Delivery

Learning Content: Adult Education Techniques, Students with Learning Disabilities, Instructor Development, Principles of Learning, The Modern Classroom, Using Technology in the Classroom,

Reference: 8 NFPA 1041-2007 5.2.6, 6.3.3

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #12: Evaluation

Category: Proctoring and Feedback

Learning Content: Test Security, Practical Skills Evaluation, Development of Evaluation Tools, Instructor/Student Feedback Forms, Evaluation Delivery Methods, Types of Testing, Certification Procedures

Reference: NFPA 1041-2007 4.5.2-.5, 5.2.6, 6.2.7, 6.5.4

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #13: Fire, Rescue and EMS Operations

Category: Operations

Learning Content: Comprehensive Staffing and Deployment, Incident Command Systems, Standard Emergency Management System, Program Management, Management Systems, Performance Measurement. Legislative, Regulatory, and Consensus Standards; Hazard Analysis; Incident Management; Site Management and Control; Contamination and Personnel Safety; Record Keeping Requirements.

Reference: NFPA 1021-2009 7-6.2, NFPA 1021-2007 6.3.3

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #14: Technology

Category: Technology

Learning Content: Types of Technology Systems; Standard Operating Procedures, Use of Technology in Training Delivery, Training Record Keeping Flipping the Classroom/Web-Based Education

Reference: NFPA 1021-2009 6-1.2, NFPA 1041-2007 4.4.7, 6.3.3, 6.3.7

EDUCATION

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

EXPERIENCE

Component 6: Technical Competencies, continued

Technical Competency #15-: Physical Training Resources and Facilities

Category: Operations

Learning Content: Layout of Facilities; State, Federal and Local Regulations; Maintenance Cycles. NFPA Standards; Safety Concerns; Bid Preparation, Specification Development, Maintenance Schedules; Maintenance Personnel Certification; Warranty and Follow-up Services; Contract Services. NFPA Standards; Maintenance Schedules; Maintenance Personnel Certification; Warranty and Follow-up Services; Contract Services.

Reference: CFAI FESSAM 8th Edition Category 6, Criterion 6B-F; NFPA 1021-2009 6-4.3; 7-4.2, NFPA 1402-2012

EDUCATION

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

EXPERIENCE

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:

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: _____