MASSACHUSETTS FIRE CHIEF CREDENTIAL (FCC)

COMMONWEALTH OF MASSACHUSETTS
FIRE SERVICE COMMISSION

SAMPLE

Submit Completed Applications to:
DFS.credentialing@state.ma.us

HARD COPY APPLICATIONS WILL NOT BE ACCEPTED

If you have any questions, please contact

Alanna Malatos
978-567-3210 or Alanna.Malatos@state.ma.us

JANUARY 2017

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JANUARY 2017

Fire Service Commission
Fire Chief Credential

APPLICATION REQUEST FOR FIRE CHIEF CREDENTIAL

Name JOHN SMITH

Department ANYTOWN FIRE Current Position/Rank FIRE CHIEF Years in Position 3

Daytime Phone 555-555-5555 Email JOHNSMITH@EMAIL.COM

Work Address 1 MAIN STREET

City, State, Zip ANYTOWN, MA 01775

A COMPLETED APPLICATION INCLUDES:

- ❒ Signed Credential Commitment
- ❒ Letter of Introduction Attached
- ❒ Signed Mission and Code of Conduct
- ❒ Formal Education Score Card — Formal Education 10 points (max 20)
  - ❒ High School Diploma or GED Certificate Attached
  - ❒ College Degree or Certificate Attached
- ❒ Certifications and Exams Score Card — Fire Certs/Exams 15 points (max 20)
  - ❒ Proof of Certifications Attached — Other Certs/Exams 15 points (max 15)
- ❒ Professional Memberships Score Card — Membership 10 points (max 10)
  - ❒ Proof of Membership Attached
- ❒ Boards/Commissions/Technical Committees Score Card — Boards/Commissions 16 points (max 20)
- ❒ Professional Development Score Card — Professional Development 6 points (max 50)
  - ❒ Transcripts or Course Certificates Attached
- ❒ Fire Service/Fire Officer Work Experience Score Card — Fire Service 20 points (max 20)
  - ❒ Proof of Appointment Attached — Fire Officer 20 points (max 20)
  - ❒ Resume Attached
- ❒ Professional References
  - ❒ Individual Letters Attached
- ❒ Organization Chart of Department

All supplemental verification documents should be at the end of the document or in 1 additional separate file.

YOUR 112 POINTS

TOTAL REQUIRED 100 POINTS

(DFS Use Only) ❒Denied ❒Approved

Name/Title _____ Authorized Signature _____ Date_____ Approval # _____

JOHN SMITH

Fire Service Commission
Fire Chief Credential

The Fire Service Commission has identified the need to further enhance the professionalism of Fire Chiefs throughout the Commonwealth of Massachusetts by the establishment of a uniform credentialing program. The goal of the program is to ensure a strong degree of accountability and to provide that as many fire chiefs as possible can be involved in this process. The Credentialing Program sets forth the goals needed for fire chiefs to enhance their knowledge, skills, and abilities to be fire chiefs in Massachusetts. It establishes a higher degree of professionalism so that chiefs may be better prepared to serve their department, their community and other organizations. The goal is to promote the professional development of the fire chief in Massachusetts and to assist these chiefs in their daily operations, including the management of large-scale incidents. Credentialed participants will be required to renew their credentials every three years.

The Fire Service Commission, through this program, has attempted to establish occupational education, fire service related training, and experience criteria relevant to the position of fire chief. This process provides an equal opportunity for the volunteer, call, or full-time applicant to meet the minimum criteria for achieving the fire chief credentialing.

This program is not associated with the certification process established by the Massachusetts Fire Training Council.

By participation in this program, an applicant agrees to abide by a Mission Statement and Code of Professional Conduct.

This credentialing program is solely administered by the Massachusetts Fire Service Commission. Any current Chief of Department or Chief Officer shall be eligible to apply for credentialing. Additionally, any person holding the rank of Lieutenant or above shall also be eligible to apply for credentialing. Participation in this program is voluntary and all eligible personnel are encouraged to participate.

Credential Commitment

I understand that credentialing is subject to the approval of the Fire Service Commission. I will execute the necessary documents and supply further information as determined by the committee. I understand that any false statements or misrepresentation submitted in the course of these proceedings may result in the revocation of any credentialing.

I hereby attest that I am currently an active member of the Massachusetts Fire Service and give permission for verification of any information provided in this application.

Sign_____ Date 01/01/2017

Credentialing is valid for 3-years and requires 72 points of continuing education during a consecutive 3-year period.

The Continuing Education component is designed to encourage that new achievement is made during each consecutive 3-year period. This includes remaining current and active with organizations and committees and by keeping your certifications current, if they require continuing education. The goal is to assist the credentialed Fire Chief in maintaining a higher level of professionalism within the fire service after initial credentialing.

A list of Approved Training Programs and other credential documents are available at
http://www.mass.gov/eopss/agencies/dfs/dfs2/osfm/boards-and-coms/massachusetts-fire-service-commission.html

If there is a training that does not appear on the Approved Trainings List with credit or you would like to challenge the awarded credit, you MUST submit a Training Request for Credit Application and receive an Approval # prior to including the training in this application.

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Fire Service Commission
Fire Chief Credential

MISSION

Our mission is to provide effective leadership to the fire and emergency services of the Commonwealth.

CODE OF PROFESSIONAL CONDUCT

A key value within the fire and emergency service is strong, ethical and competent leadership. Most professionals abide by a Code of Ethics or Code of Conduct, which expresses their understanding of what constitutes acceptable behavior.

Abiding by these standards is required for continued recognition as a designated Fire Chief and serves notice to the public who entrust their confidence in the abilities and integrity of the Fire Chief. It is meant to foster the need for our fire chiefs to follow these codes in their daily professions as well as in their daily lives.

SECTION 1

We shall be dedicated to the concepts of effective fire protection by responsible fire chiefs and we believe that professional management is essential to the achievement of this objective. We pledge ourselves to advance the science of fire service through training courses and other methods to meet the proper requirements of our profession.

SECTION 2

We recognize that the most important function of local fire departments is to serve the best interests of the community.

SECTION 3

We shall be dedicated to the highest ideals of personal character, honor and integrity in all public and personal relationships in order that fire chiefs may merit the respect and confidence of the community.

SECTION 4

We shall refrain from participating in political activities which may impair our performance as professional administrators.

SECTION 5

We shall handle all matters in our best judgment so that fairness and impartiality govern our decisions.

SECTION 6

We shall observe all of the provisions of the Constitution of the United States, the laws of the Commonwealth of Massachusetts and all applicable local statutes.

SECTION 7

We shall make known the risks to be anticipated, should the fire chief's professional recommendations be disregarded by others.

SECTION 8

We shall recognize the professional competence and the mutual dependence of all fire chiefs and we pledge cooperation to those professionals and agencies concerned with the improvement of fire protection.

Sign_____ Date 01/01/2017

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Fire Service Commission
Fire Chief Credential

FORMAL EDUCATION

☑ High School Diploma or GED Certificate Attached

If you are not able to obtain and attach a copy of your high school diploma, please complete the following information of the high school you graduated from:

High School Name ANYTOWN HIGH SCHOOL Year of Graduation: 1980

Address 100 MAIN STREET

City, State, Zip ANYTOWN MA 01775

☑ College Degree or Certificate Attached

College degrees can be in any subject for credit. No credit for partial completion of degree requirements will be awarded. All degrees or course work must be from an accredited college or university.

Choose ONLY highest level attained for maximum points.

	CRITERIA POINTS	DATE (S)	YOUR POINTS
MAX	20		10
College Certificate	3		
Associates Degree	5		
Bachelors Degree	10	1984	10
Masters Degree	15		
Doctorate PhD	20		

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CERTIFICATIONS AND EXAMS

☐ Proof of Certifications Attached

Certifications can be issued by Federal, State, NFPA, or other entity recognized by the commission.

Credit for fire examinations will only be awarded if a passing score is achieved. Full point credit assumes examinations were administered by the Massachusetts Human Resources Division. The commission will consider examinations conducted by other entities on an individual basis.

Choose ONLY highest level attained for maximum points.

FIRE OFFICER CERTIFICATIONS AND EXAMS

	CRITERIA POINTS	DATE	YOUR POINTS
MAX	**20**		15
Fire Officer I or Fire Lieutenant	**5**		
Fire Officer II or Fire Captain	**10**		
Fire Officer III or Deputy/District/Assistant Chief	**15**	1999	15
Fire Officer IV or Chief of Department*	**20**		

** The Massachusetts HRD "Chief of Department" or an equivalent exam with a passing score will be considered when requesting the 20 points in the Fire Officer IV or Chief of Department exam.*

OTHER CERTIFICATIONS AND EXAMS

	CRITERIA POINTS	DATE	YOUR POINTS
MAX	**15**		15
EMT: Basic	**5**		
EMT: Intermediate	**10**		
EMT: Paramedic	**15**		
Fire Inspector I	**5**		
Fire Inspector II	**10**		
Fire Inspector III	**15**		
Fire Instructor I	**5**		
Fire Instructor II	**10**	1992	10
Fire Instructor III	**15**		
Fire Prevention Officer I Credential	**10**		
Fire Prevention Officer II Credential	**15**		
Incident Safety Officer	**10**		
Hazardous Materials: Operations	**5**	1994	5
Hazardous Materials:Technician	**10**		
Public Fire and Life Safety Educator I	**5**		
Technical Rescuer: Confined Space Rescue I/II	**5**		
Technical Rescuer: Rope Rescue I/II	**5**		
Technical Rescuer: Trench Rescue I/II	**5**		

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Fire Service Commission
Fire Chief Credential

PROFESSIONAL MEMBERSHIPS

☐ Membership Cards or a Letter Acknowledging Acceptance of Membership Attached

Only active membership in fire, rescue, or emergency management organizations will be accepted.

Local, county, state, regional, and international organizations are accepted.

Examples of approved memberships include: the International Association of Fire Chiefs, Fire Chiefs Association of Massachusetts, New England Association of Fire Chiefs, International Association of Arson Investigators, NFPA and District Organizations.

The applicant must be a member for at least one year prior to the date of application.

	CRITERIA POINTS	YOUR POINTS
MAX	10	10
1 Point Per Year Per Membership	List Dates (YYYY-YYYY)	
FCAM	2010-2015	5
IAFC	2011-2016	5

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Fire Service Commission
Fire Chief Credential

BOARDS/COMMISSIONS/TECHNICAL COMMITTEES

Examples of approved organizations include: Massachusetts Fire Training Council, Fire Service Commission, Board of Fire Prevention Regulations, Hazardous Materials Advisory Board, 9-1-1 Commission, Massachusetts Homeland Security Councils, NFPA Technical Committees, City/Town Comittees, etc.

	CRITERIA POINTS	YOUR POINTS
MAX	**20**	16
4 Points Per Year Per Board/Commission/Technical Committee	**List Dates (YYYY-YYYY)**	
HAZMAT ADVISORY BOARD	2009-2011	12
ANYTOWN BIG EVENT COMMITTEE	2010	4

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PROFESSIONAL DEVELOPMENT

ALL trainings included below MUST have been evaluated for credit and appear on the Approved Trainings List with an Approval #.

If there is a training that does not appear on the Approved Trainings List with credit or you would like to challenge the awarded credit, you MUST submit a Training Request for Credit Application and receive an Approval # prior to including the training below.

☐ Transcripts or Certificates Attached

All attended courses or seminars must be associated with fire service activities, functions or organizations.

Examples of approved organizations include: Accredited colleges or universities *(if not counted in a degree for which you have previously received points)*, fire attack schools, weekend seminars or workshops, Massachusetts Firefighting Academy, National Fire Academy, chiefs' conferences, vendor courses, and other learning institutions.

APPROVAL #	TRAINING PROGRAM TITLE (EXACTLY AS LISTED ON APPROVED LIST)	CRITERIA POINTS	YOUR POINTS
	MAX	50	6
		List Date(s)	
SOL	SFOF In Honor of The Charleston 9: A Study of Change Following Tragedy - Davi	11/10/16	4
351	Chemical (Detergent) Suicide Awareness (Online)	10/25/16	1
COA	Company Officer Seminar: Fire In 2 1/2 Story Wood Frames	12/1/15	1

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APPROVAL #	TRAINING PROGRAM TITLE (EXACTLY AS LISTED ON APPROVED LIST)	CRITERIA POINTS	YOUR POINTS
		List Date(s)	

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Fire Service Commission
Fire Chief Credential

FIRE SERVICE AND FIRE OFFICER WORK EXPERIENCE

The candidate must be a member in good standing of a Fire Department or Fire District. Time served on fire departments other than Massachusetts municipal departments will be counted.

☐ I am a member in good standing of a fire department or fire district.

You must provide the commission with proof that you are a member in good standing by attaching one of the following documents:

- Dated appointment cards
- Fire Department Identification Cards
- A letter from the appointing authority including but not limited to the Town Manager, Town Administrator, Selectman, Mayor, or Supervisor showing the dates served.

☐ A resume Attached (Must include appointment dates, departments served, and ranks attained).

FIRE SERVICE EXPERIENCE

	CRITERIA POINTS	YOUR POINTS
MAX	**20**	20
1 Point Per Year Served	**List Dates (YYYY-YYYY)**	
	1996-2016	20

FIRE OFFICER EXPERIENCE

	CRITERIA POINTS	YOUR POINTS
MAX	**20**	20
2 Point Per Year Served	**List Dates (YYYY-YYYY)**	
	2006-2016	20

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PROFESSIONAL REFERENCES

☐ Individual Letters Signed and Attached

QUALIFYING REFERENCES

- A past supervisor (within 5 years)
- Local, state, or federal officials or department heads
- Emergency services organization officials (public, private, military, etc.)

NON – QUALIFYING REFERENCES

- A subordinate
- A former student
- Friends, neighbors or relatives

REFERENCE #1

Name JOHN DOE

Organization ANYTOWN POLICE DEPT Title POLICE CHIEF Years in Position 5

Work Address 2 STATE ROAD

City, State, Zip ANYTOWN MA 01775

REFERENCE #2

Name JANE SMITH

Organization SOMEWHERE FIRE DEPT Title SOMEWHERE Years in Position 7

Work Address 1 MAIN STREET

City, State, Zip SOMEWHERE, MA 01854