

# MASSACHUSETTS FIRE CHIEF CREDENTIAL (FCC)

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COMMONWEALTH OF MASSACHUSETTS  
FIRE SERVICE COMMISSION

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Submit Completed Applications to:  
[DFS.credentialing@state.ma.us](mailto: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](mailto:Alanna.Malatos@state.ma.us)

JANUARY 2017



**APPLICATION REQUEST FOR FIRE CHIEF CREDENTIAL**

Name \_\_\_\_\_  
Department \_\_\_\_\_ Current Position/Rank \_\_\_\_\_ Years in Position \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_  
Work Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**A COMPLETED APPLICATION INCLUDES:**

- Signed Credential Commitment
- Letter of Introduction Attached
- Signed Mission and Code of Conduct
- Formal Education Score Card Formal Education \_\_\_\_ points (max 20)
  - High School Diploma or GED Certificate Attached
  - College Degree or Certificate Attached
- Certifications and Exams Score Card Fire Certs/Exams \_\_\_\_ points (max 20)
  - Proof of Certifications Attached Other Certs/Exams \_\_\_\_ points (max 15)
- Professional Memberships Score Card Membership \_\_\_\_ points (max 10)
  - Proof of Membership Attached
- Boards/Commissions/Technical Committees Score Card Boards/Commissions \_\_\_\_ points (max 20)
- Professional Development Score Card Professional Development \_\_\_\_ points (max 50)
  - Transcripts or Course Certificates Attached
- Fire Service/Fire Officer Work Experience Score Card Fire Service \_\_\_\_ points (max 20)
  - Proof of Appointment Attached Fire Officer \_\_\_\_ 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 \_\_\_\_ POINTS**

**TOTAL REQUIRED 100 POINTS**

(DFS Use Only)  Denied  Approved  
Name/Title \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Approval # \_\_\_\_\_



## Fire Service Commission Fire Chief Credential

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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 \_\_\_\_\_

**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.



Fire Service Commission  
Fire Chief Credential

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## **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 \_\_\_\_\_



## 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 \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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
<b>MAX</b>	<b>20</b>		
College Certificate	<b>3</b>		
Associates Degree	<b>5</b>		
Bachelors Degree	<b>10</b>		
Masters Degree	<b>15</b>		
Doctorate PhD	<b>20</b>		



## 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
<b>MAX</b>	<b>20</b>		
Fire Officer I or Fire Lieutenant	5		
Fire Officer II or Fire Captain	10		
Fire Officer III or Deputy/District/Assistant Chief	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
<b>MAX</b>	<b>15</b>		
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		
Fire Instructor III	15		
Fire Prevention Officer I Credential	10		
Fire Prevention Officer II Credential	15		
Incident Safety Officer	10		
Hazardous Materials: Operations	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		











### **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
<b>MAX</b>	<b>20</b>	
1 Point Per Year Served	<b>List Dates (YYYY-YYYY)</b>	

#### **FIRE OFFICER EXPERIENCE**

	CRITERIA POINTS	YOUR POINTS
<b>MAX</b>	<b>20</b>	
2 Point Per Year Served	<b>List Dates (YYYY-YYYY)</b>	



Fire Service Commission  
Fire Chief Credential

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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
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**REFERENCE #1**

Name \_\_\_\_\_  
Organization \_\_\_\_\_ Title \_\_\_\_\_ Years in Position \_\_\_\_\_  
Work Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**REFERENCE #2**

Name \_\_\_\_\_  
Organization \_\_\_\_\_ Title \_\_\_\_\_ Years in Position \_\_\_\_\_  
Work Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_