

NORTH CAROLINA STATE FIREMEN'S ASSOCIATION



North Carolina State Firemen's Association

THE NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL CERTIFICATE PROGRAM *VERSION 1.4*

In order to formally recognize the advanced level of competence of firefighters directly or indirectly serving the governmental units within the State of North Carolina, to foster increased interest in formal college education and professional fire protection programs, and to attract highly qualified individuals into a fire and rescue department, the North Carolina State Firemen's Association has established a voluntary FIREFIGHTER'S ADVANCED PROFESSIONAL CERTIFICATE PROGRAM. Approved and implemented by the North Carolina State Firemen's Association Board of Directors in 2004, this completely voluntary program is an innovative method by which dedicated firefighters may receive statewide recognition for education, professional training, and on-the-job experience. The State Firemen's Association makes these awards available under the authority granted through North Carolina General Statutes for firefighters who are members of the North Carolina State Firemen's Association.

GENERAL INFORMATION

The Firefighter's Advanced Professional Certificate Program is administered as follows:

In order to be eligible for consideration of the advanced professional certificate, a firefighter must meet **all five** (5) core competencies or qualifications. He or she must:

1. hold a valid Firefighter II certification issued by the North Carolina Fire and Rescue Commission ; and
2. hold a valid Hazardous Materials Level I (Operations) certification issued by the North Carolina Fire and Rescue Commission; and
3. be certified as an Emergency Medical Technician (EMT), or higher, issued by the North Carolina Office of Emergency Medical Services; and
4. be a sponsored member in good standing with a state recognized Fire Department, County Fire Marshal's Office or State Fire Marshal's Office within the State of North Carolina and be a current member of the North Carolina State Firemen's Association; and
5. have at least four (4) years of experience as a firefighter.

Training hours used to earn the basic certifications required above with the associated FIP or EMT designations are allowed to be used in the education and training computation listed below when supported by a Community College transcript.

EDUCATION, TRAINING AND EXPERIENCE

After meeting the core criteria above, a firefighter can then qualify for the Firefighter's Advanced Professional Certificate if he or she has any one of the following nine combinations of formal education, continuing education training and experience:

1. has at least 1130 documented FIP OR EMT curriculum and/or continuing education hours and at least twenty-four (24) years experience, or

2. has at least 1238 documented FIP OR EMT curriculum and/or continuing education hours and at least twenty-one (21) years experience, or
3. has at least 1346 documented FIP OR EMT curriculum and/or continuing education hours and at least eighteen (18) years experience, or
4. has at least 1454 documented FIP OR EMT curriculum and/or continuing education hours and at least fifteen (15) years experience, or
5. has at least 1,562 documented FIP OR EMT curriculum and/or continuing education hours and at least twelve (12) years experience, or
6. has at least 1,802 documented FIP OR EMT curriculum and/or continuing education hours and at least nine (9) years experience, or
7. has an Associate degree from an accredited college or university; has at least 1,322 documented FIP OR EMT curriculum and/or continuing education hours and at least nine (9) years experience, or
8. has a Baccalaureate degree from an accredited college or university; has at least 1,082 documented FIP OR EMT curriculum and/or continuing education hours and at least six (6) years experience, or
9. has a Graduate or Professional Degree from an accredited college or university; has at least 922 documented FIP OR EMT curriculum and/or continuing education hours and at least four (4) years experience.

CERTIFICATE COMPUTATION FORMULA

Awards are based upon a formula which combines formal education, fire and rescue continuing education training and actual experience as a firefighter. Components are calculated in the following manner:

- **Formal Education** - Each FIP OR EMT semester credit hour with a grade of "C" or better shall credit for 20 hours of documented education hours. Each FIP OR EMT quarter credit hour with a grade of "C" or better shall equal 13 hours of documented education hours. Curriculum credit is given for all FIP OR EMT courses where an official transcript is produced. Generally, curriculum courses have three digits after the FIP OR EMT designation. Teaching curriculum FIP OR EMT courses cannot be counted to meet this requirement. The

academic institution issuing the grade must be recognized by the United States Department of Education and the Council for Higher Education Accreditation.

- Continuing Education-** Courses and associated contact hours must be FIP OR EMT courses as identified by the North Carolina Department of Community Colleges or the National Emergency Training Center (NETC). These FIP OR EMT courses may be found on transcripts from any North Carolina Community College, NETC, or the equivalent from other accredited colleges. Some additional classes coded SAF, EMS, and COD are eligible for credit. Continuing education credit must be documented from the Community College system. Generally, continuing education courses have four digits after the FIP OR EMT designation. Teaching continuing education FIP OR EMT courses cannot be counted to meet this requirement. The academic institution issuing the continuing education transcript must be recognized by the United States Department of Education and the Council for Higher Education Accreditation. The NETC requires a written request for transcripts for resident courses.
- Experience** - a member of a state recognized fire and rescue department, County Fire Marshal's Office or State Fire Marshal's Office agency or the equivalent experience shall be accepted for consideration. Example: 10 years, 6 months equals 10.5 years. A signed service time statement from the appropriate agency or agencies is required as part of the application. Service with multiple departments in one year only earns one year of service.

Effective November 7, 2004, the following Computation Formula applies to the applicants for the Firefighter's Advanced Professional Certificate Program.

The ADVANCED FIREFIGHTER CERTIFICATE may be awarded upon accomplishment of one of the following five combinations:	Full-time Equivalent Years Experience
1,130 total FIP OR EMT curriculum/con. ed. hours &	24
1,238 total FIP OR EMT curriculum/con. ed. hours &	21
1,346 total FIP OR EMT curriculum/con. ed. hours &	18
1,454 total FIP OR EMT curriculum/con. ed. hours &	15
1,562 total FIP OR EMT curriculum/con. ed. hours &	12
1,802 total FIP OR EMT curriculum/con. ed. hours &	9
AA/AS Degree & 1,322 FIP OR EMT curriculum/con. ed. hours &	9
BS/BA Degree & 1,082 FIP OR EMT curriculum/con. ed.	6

hours &	
Grad/Pro Degree & 922 FIP OR EMT curriculum/con. ed. hrs. &	4

STEPS ON HOW TO APPLY FOR A FIREFIGHTER'S ADVANCED PROFESSIONAL CERTIFICATE

- A. Determine if you meet ALL five of the core competencies/qualifications for the advanced certificate. If yes, proceed.
- B. Compute your qualifications. Obtain college transcripts. How many FIP OR EMT curriculum hours do you have with a grade of "C", or better? Convert these credit hours to curriculum hours using the formula. How many FIP OR EMT continuing education hours do you have?
- C. How years of experience do you have?
- D. Compare your degree or accumulated points and your total fire and rescue experience with the certificate requirements. Do you qualify? If yes, proceed.
- E. If you are qualified to receive an award, complete an Application Form following the instructions or download from the North Carolina State Firemen's Association web site at www.ncsfa.com . This application has ten parts to complete.
- F. Complete the application fully and attach the necessary documents to verify all of your qualifications. Incomplete applications will be returned and the application fee forfeited. **Certifications as well as formal education and continuing education training MUST BE supported by official transcripts, copies of certifications, or other reliable documentary materials.**
- G. Return the application to your agency head for their review and endorsement. No award will be issued unless recommended by the Chief/ agency head.
- H. Forward the application to the North Carolina State Firemen's Association for processing. The application must include a non-refundable check in the amount of \$25.00 made payable to the "North Carolina State Firemen's Association". Completed applications will become property of the North Carolina State Firemen's Association and will not be returned to the applicant or applicant's agency. The State Association accepts no responsibility or liability for any lost applications or for issuing the certificate.

Street Address

City N.C. _____
State Zip

**NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL
CERTIFICATE OFFICIAL APPLICATION – PAGE TWO**

Part 2 – Choose the Route Desired to Obtain the Certificate

Which one of the following five methods does the applicant desire to use to obtain the firefighter's advanced professional certificate? (check only one)

- _____ Option 1 – 1,130 training hours, 24 years experience
- _____ Option 2 – 1,238 training hours, 21 years experience
- _____ Option 3 – 1,346 training hours, 18 years experience
- _____ Option 4 – 1,454 training hours, 15 years experience
- _____ Option 5 – 1,562 training hours, 12 years experience
- _____ Option 6 – 1,802 training hours, 9 years experience
- _____ Option 7 – AA/AS degree, 1,322 hours, 9 years exp.
- _____ Option 8 – BS/BA degree, 1,082 hours, 6 years exp.
- _____ Option 9 – Grad/Pro degree, 922 hours, 4 years exp.

Part 3 – Verification of Core Competencies/Qualifications (Required)

Attach official documentation to prove that the applicant meets all five (5) core competencies/qualifications as outlined in the certificate program.

I, _____ Chief or Agency Head of the applicant's sponsoring Fire or Rescue agency have reviewed the attached documentation and concur that the applicant has met all five core competencies/qualifications and is in good standing in the department.

Signed – Chief or Agency Head

Date

Part 4 – Verification of Degrees Earned (Optional)

This section is to be used if the applicant desires to claim credit for earning a college degree. Attach official documentation to prove that the applicant has earned a college degree from a properly accredited college or university. A copy of a diploma or official transcript will be accepted to meet this criteria.

The degree that the applicant desires to use is (check one):

AAS/AS/AA _____, BS/BA _____, MS/MA _____,
Graduate _____

Accredited Institution Awarding Degree:

**NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL
CERTIFICATE OFFICIAL APPLICATION – PAGE THREE**

Part 5 – Verification of Formal Education (Optional)

This section is to be used if the applicant desires to claim credit for curriculum FIP OR EMT courses from an accredited college or university. Attach official college transcripts that prove that the applicant has earned credit for FIP OR EMT curriculum courses with a grade of "C" or better. Only original transcripts will be accepted. Generally FIP OR EMT curriculum courses have a three digit identification after the FIP OR EMT designation.

Curriculum FIP OR EMT Hours that the Applicant Desires to Claim: _____

Accredited Institutions Where Curriculum FIP OR EMT Hours Were Earned:

Part 6 – Verification of Continuing Education (Required)

This section must be completed. Attach official college or NETC transcripts to are required for all FIP OR EMT continuing education courses. Only official transcripts will be accepted. Generally, FIP OR EMT continuing education courses have a four digit identification after the FIP OR EMT designation.

Continuing Education FIP OR EMT Hours that the Applicant Desires to Claim: _____

Accredited Institutions Where Continuing Education FIP OR EMT Hours Were Earned:

**NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL
CERTIFICATE OFFICIAL APPLICATION – PAGE FOUR**

Part 7 – Verification of Experience (Required)

This section must be completed. Space for up to four service agencies is provided. If more space is needed, please make copies and attach additional information. List the dates of service for career service and/or part time service and/or volunteer with the agency name and the signature of the Chief or Agency Head for the agency that service credit is being claimed for:

#1 Fire/Rescue Agency: _____

From: _____ to _____
Month/Year Month/Year

Total Years as a firefighter: _____ Status (check one below):

Career/Full Time: _____ Volunteer/Part Time: _____

I agree with the above service time and status for this applicant:

Current Chief/Agency Head: _____
Signature

Printed Name Date

#2 Fire/Rescue Agency: _____

From: _____ to _____
Month/Year Month/Year

Total Years as a firefighter: _____ Status (check one below):

Career/Full Time: _____ Volunteer/Part Time: _____

I agree with the above service time and status for this applicant:

Current Chief/Agency Head: _____

Signature

Printed Name

Date

NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL CERTIFICATE OFFICIAL APPLICATION – PAGE FIVE
--

#3 Fire/Rescue Agency: _____

From: _____ to _____
Month/Year Month/Year

Total Years as a firefighter: _____ Status (check one below):

Career/Full Time: _____ Volunteer/Part Time: _____

I agree with the above service time and status for this applicant:

Current Chief/Agency Head: _____
Signature

Printed Name

Date

#4 Fire/Rescue Agency: _____

From: _____ to _____
Month/Year Month/Year

Total Years as a firefighter: _____ Status (check one below):

Career/Full Time: _____ Volunteer/Part Time: _____

I agree with the above service time and status for this applicant:

Current Chief/Agency Head: _____
Signature

Printed Name

Date

**NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL
CERTIFICATE OFFICIAL APPLICATION – PAGE SIX**

Part 8 – Verification By Applicant (Required)

I, _____, affirm that the information contained in this application is absolutely true and accurate to the very best of my knowledge. I realize that falsification of any information in this application is reason for denial or revocation of this advanced firefighter certificate. I acknowledge that this application is submitted voluntarily and is for the sole purpose of firefighter recognition. I understand that the North Carolina State Firemen's Association, it's officers or it's designees are not responsible whatsoever for any action or inaction associated with this application or any errors or omissions. I realize that application fees will not be returned if the application is incomplete.

Signature of Applicant

Printed Name of Applicant

Date

Part 9 – Verification By Sponsoring Fire/Rescue Agency (Required)

I, _____, Chief or Agency Head of the Applicant's Sponsoring Fire/Rescue Department have reviewed this application and believe it to be true and accurate. I endorse, support, and sponsor this applicant to receive the North Carolina Firefighter's Advanced Professional Certificate and agree to award the certificate to the applicant if the award is approved. I understand that the North Carolina State Firemen's Association, it's officers or it's designees are not responsible whatsoever for any action or inaction associated with this application or any errors or omissions. I realize that application fees will not be returned if the application is incomplete.

Signature of Applicant's Chief or Agency Head

Printed Name of Chief or Agency Head

Date

**NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL
CERTIFICATE OFFICIAL APPLICATION – PAGE SEVEN**

Part 10 – Submission of Information

Submit this form **with all appropriate documentation and attachments** to the North Carolina State Firemen's Association along with a non-refundable check for the \$25.00 application fee made payable to:

NORTH CAROLINA STATE FIREMEN'S ASSOCIATION
323 West Jones Street, Suite 401
Raleigh, NC 27603



APPENDIX
ADVANCED PROFESSIONAL FIREFIGHTER CERTIFICATE
CHECKLIST FOR SUBMISSION

The following checklist **IS NOT** required to be submitted with the application. This appendix is for the applicant and agency review for determining if the required documentation is attached with the application.

- _____ Application with all required or optional parts completed with required signatures.

- _____ Copy of Firefighter Certification issued by the North Carolina Fire and Rescue Commission is attached. (A copy of the applicant's summary sheet of certifications as found on the OSFM website can be submitted in lieu of the Certification.)

- _____ Copy of the Hazardous Materials Level I (Operations) Certification issued by the North Carolina Fire and Rescue Commission is attached. (A copy of the applicant's summary sheet of certifications as found on the OSFM website can be submitted in lieu of the Certification.)

- _____ Copy of EMT (or higher) Certification issued by the Office of Emergency Medical Services is attached. (A copy of the certification from the OEMS website for the applicant can be submitted in lieu of the Certification.)

- _____ Copy of Diploma if using college degree option.

- _____ Copy of transcript for college degree if you are claiming hours credit from curriculum. This is normally a degree in fire protection or others curriculum that would apply.

- _____ Copy of Community College(s) (may be multiple colleges) or delivery agency transcript for continuing education classes taken attached.