

NORTH CAROLINA STATE FIREFIGHTERS' ASSOCIATION



THE NORTH CAROLINA FIREFIGHTER'S ADVANCED PROFESSIONAL CERTIFICATE PROGRAM *Version 1.6*

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 Firefighters' Association has established a voluntary FIREFIGHTER'S ADVANCED PROFESSIONAL CERTIFICATE PROGRAM. Approved and implemented by the North Carolina State Firefighters' 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 Firefighters' Association makes these awards available under the authority granted through North Carolina General Statutes for firefighters who are members of the North Carolina State Firefighters' 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 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. hold a valid Rescue Technician or Technical Rescuer (any level) certification issued by the North Carolina Fire and Rescue Commission;

OR

- 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 Firefighters' 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 Emergency Services 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. have at least 1130 documented Emergency Services curriculum and/or continuing education hours and at least twenty-four (24) years' experience, or

2. have at least 1238 documented Emergency Services curriculum and/or continuing education hours and at least twenty-one (21) years' experience, or
3. have at least 1346 documented Emergency Services curriculum and/or continuing education hours and at least eighteen (18) years' experience, or
4. have at least 1454 documented Emergency Services curriculum and/or continuing education hours and at least fifteen (15) years' experience, or
5. have at least 1,562 documented Emergency Services curriculum and/or continuing education hours and at least twelve (12) years' experience, or
6. have at least 1,802 documented Emergency Services curriculum and/or continuing education hours and at least nine (9) years' experience, or
7. have an Associate degree from an accredited college or university; have at least 1,322 documented Emergency Services curriculum and/or continuing education hours and at least nine (9) years' experience, or
8. have a Baccalaureate degree from an accredited college or university; have at least 1,082 documented Emergency Services curriculum and/or continuing education hours and at least six (6) years' experience, or
9. have a Graduate or Professional Degree from an accredited college or university; have at least 922 documented Emergency Services 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 Emergency Services semester credit hour with a grade of "C" or better shall credit for 20 hours of documented education hours. Each Emergency Services quarter credit hour with a

grade of “C” or better shall equal 13 hours of documented education hours. Curriculum credit is given for all Emergency Service courses where a transcript is produced. Generally, curriculum courses have three digits after the Emergency Services designation. Teaching curriculum Emergency Services 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 Emergency Services courses as identified by the North Carolina Department of Community Colleges or the National Emergency Training Center (NETC). These Emergency Services courses may be found on transcripts from any North Carolina Community College, NETC, or the equivalent from other accredited colleges. Continuing education credit must be documented from the Community College system. Generally, continuing education courses have four digits after the Emergency Services designation. Teaching continuing education Emergency Services courses cannot be counted to meet this requirement. The United States Department of Education and the Council for Higher Education Accreditation must recognize the academic institution issuing the continuing education transcript. 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 nine combinations:	Full-time Equivalent Years' Experience
1,130 total Emergency Services curriculum/con. ed. hours &	24
1,238 total Emergency Services curriculum/con. ed. hours &	21
1,346 total Emergency Services curriculum/con. ed. hours &	18
1,454 total Emergency Services curriculum/con. ed. hours &	15
1,562 total Emergency Services curriculum/con. ed. hours &	12
1,802 total Emergency Services curriculum/con. ed. hours &	9
AA/AS Degree & 1,322 Emergency Services curriculum/con. ed. hours &	9
BS/BA Degree & 1,082 Emergency Services curriculum/con. ed. hours &	6
Grad/Pro Degree & 922 Emergency Services curriculum/con. ed. hrs. &	4

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

- A.** Determine if you meet five of the core competencies/qualifications for the advanced certificate. If yes, proceed.
- B.** Compute your qualifications. Obtain college transcripts. How many Emergency Services curriculum hours do you have with a grade of "C," or better? Convert these credit hours to curriculum hours using the formula. How many Emergency Services continuing education hours do you have?
- C.** How many 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

Firefighters' 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. **DO NOT** staple the documents. Only include **SINGLE-SIDED** copies if possible. Incomplete applications will be returned and the application fee forfeited. **Certifications as well as formal education and continuing education training MUST BE supported by 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 Firefighters' Association for processing. The application must include a non-refundable check in the amount of \$25.00 made payable to the "North Carolina State Firefighters' Association." The State Association accepts no responsibility or liability for any lost applications or for issuing the certificate.
- I. After consideration of your qualifications, if you meet the criteria, your numbered advanced firefighter certificate will be mailed to the address on the application.

NORTH CAROLINA STATE FIREFIGHTERS' ASSOCIATION

323 West Jones Street, Suite 401, Raleigh, NC 27603
Telephone: (919) 821-2132
Toll Free: (888) 546-2732
www.ncsfa.com



**APPLICATION FOR FIREFIGHTER'S ADVANCED
PROFESSIONAL CERTIFICATE**
Version 1.6
PLEASE PRINT OR TYPE ALL RESPONSES

Part 1 – Basic Information (please print): (Required)

Applicant Name: _____
First Middle Last

Applicant's NCSFA Membership Number:

Applicant's Fire/Rescue Agency Name: _____

Applicant contact phone (include area code):_(_____)_____

Agency's Chief or Agency Head:_____

Agency's Business Phone Number:_(_____)_____

Applicant's Mailing Address:_____

_____ City 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 nine 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 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 documentation to prove that the applicant has earned a college degree from a properly accredited college or university. A copy of a diploma or transcript will be accepted to meet this criterion.

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 Emergency Services curriculum courses from an accredited college or university. Attach college transcripts that prove that the applicant has earned credit for Emergency Services curriculum courses with a grade of "C" or better. Only original transcripts will be accepted. Generally Emergency Services curriculum courses have a three digit identification after the Emergency Services designation.

Emergency Services Curriculum Hours that the Applicant Desires to Claim: _____

Accredited Institutions Where Emergency Services Curriculum Hours Were Earned:

Part 6 – Verification of Continuing Education (Required)

This section must be completed. Attach college or NETC transcripts for all Emergency Services continuing education courses. Generally, Emergency Services continuing education courses have a four digit identification after the Emergency Services designation.

Emergency Services Continuing Education Hours that the Applicant Desires to Claim: _____

Accredited Institutions Where Emergency Services Continuing Education 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 Firefighters' Association, its officers or its 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 Firefighters' Association, its officers or its 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 Firefighters' Association along with a non-refundable check for the \$25.00 application fee made payable to:

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



APPENDIX A
ADVANCED PROFESSIONAL FIREFIGHTER CERTIFICATE
CHECKLIST FOR SUBMISSION FOR THE EMT OPTION

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.

APPENDIX B
ADVANCED PROFESSIONAL FIREFIGHTER CERTIFICATE
CHECKLIST FOR SUBMISSION FOR THE RESCUE TECHNICIAN or
TECHNICAL RESCUER OPTION

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 the Rescue Technician or Technical Rescuer Certification issued by the North Carolina Fire and Rescue Commission is attached. (A copy of the applicant's summary sheet of certification as found on the OSFM website 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.