



# *The Ohio Fire Chief Credentialing Program*

Ohio Fire Chiefs' Association



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## **Ohio Fire Chief Credentialing Program**

The Ohio Fire Chiefs' Association (OFCA) and the Ohio Fire & Emergency Services Foundation (OF&ESF) have identified the need to further enhance the professionalism of chief fire officers throughout the State of Ohio by the establishment of a uniform credentialing program. The goal of the program is to ensure a strong degree of accountability. The Credentialing Program sets forth the goals needed for chief fire officers to establish a higher degree of professionalism so that fire chiefs may be better prepared to serve their department, their community, and other organizations. The goal is to promote the professional development of the chief fire officer in Ohio and to assist these chiefs in their daily operations, management, and leadership.

Credentialed participants will be required to renew their credentials every three years. The OFCA, 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, paid-on-call, or full-time applicant to meet the minimum criteria for achieving the Ohio Fire Chief credential.

At this time, the chief fire officer designation is open to officers serving at the Battalion Chief level or above. Candidates are required to provide an organizational chart verifying their position within the department.

By participation in this program, an applicant agrees to abide by a Mission Statement and Code of Professional Conduct. The Credentialing Review Committee will review all applications and make a recommendation to the OFCA Board of Directors. The OFCA Board of Directors will retain the final approval of all credentialing applications.

## **What is required for credentialing?**

(See score sheet on page 11)

1. Candidate's Letter of Introduction
2. Organizational Position Chart
3. Candidate's Credentialing Application Package (Items must be in order with appropriate documentation)
  - a. Work History / Experience
  - b. Fire Officer Experience
  - c. Formal Education
  - d. Fire Officer Certifications
  - e. Other Certifications
  - f. Professional Development
  - g. Active Association Memberships
4. Professional References with Letters, minimum of (2) required (to be included with submission of application package)
5. Candidate's Signed Statement of Application
6. Score Sheet

### **Mission Statement of the Ohio Fire Chiefs' Association**

*The Ohio Fire Chiefs' Association represents, educates and supports the leadership of Ohio's fire and emergency services.*

### **Fire Chiefs' Code of Professional Conduct**

#### **SECTION 1**

We shall be dedicated to the concepts of effective fire protection by being responsible chief fire officers and we believe that professional leadership 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 chief fire officers 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 State of Ohio and all applicable local laws.

## **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 Ohio chief officers and we pledge cooperation to those professionals and agencies concerned with the improvement of fire protection.

# Guidance for completion of credentialing application

## WORK HISTORY/EXPERIENCE

**Experience: 1 point for each year served– Maximum of 20 points.** The candidate must be a member in good standing of a Fire Department, Division, or District. Time served on fire departments other than Ohio municipal departments will be counted. You must provide the Association with proof that you are a member in good standing. A letter from the appointing authority including but not limited to the Township, Fire District, City Manager, Town Administrator, Mayor, or Supervisor showing the dates served.

## FIRE OFFICER EXPERIENCE

**Experience: 2 points per year, Maximum of 10 points.** You must provide dated letter from the appointing authority including but not limited to the City Manager, Town Administrator, Mayor, or Supervisor showing the dates served as an officer. A resume of your fire service is also required. It should show appointment dates, departments served and ranks attained.

## FORMAL EDUCATION

Minimum of a High School Diploma or GED required. A copy of the Diploma/certificate, or official transcript is required (*please complete the information on page 15 if you are not able to obtain a copy of your diploma*).

College degrees can be in any subject for credit. A copy of the degree, certificate, or official transcript is required. There is no need to submit the High School documents if you completed an advanced degree. No credit for partial completion of degree requirements will be awarded in this section. All degrees or course work must be from an accredited college or university.

**Formal Education: – Max. Points 25**

1. College certificate = 3 pts.
2. Associate Degree = 5 pts.
3. Bachelor’s Degree = 10 pts.
4. Master’s Degree = 15 pts.
5. Doctorate PhD = 25 pts. (Note: Only 1 point value may be selected).

**FIRE CERTIFICATIONS**

Applicants must provide proof of certification for recognized fire related fields.

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

**Fire Certifications/ (highest level attained) Max. Points 20**

1. Fire Officer I = 5 pts.
2. Fire Officer II = 10 pts.
3. Fire Officer III = 15 pts.
4. Fire Officer IV = 20 pts. **(Select only one level)**

**OTHER CERTIFICATIONS**

**Highest level attained Max. Points 15**

1. Hazardous Materials – Operational = 5 pts.
2. Hazardous Material – Technician = 10 pts.
3. EMT-Basic = 5 pts.
4. EMT-Intermediate = 10 pts.
5. EMT-Paramedic = 15 pts.
6. Fire Inspector I = 5 pts.
7. Fire Inspector II = 10 pts.
8. Fire or EMS Instructor I = 5 pts.
9. Fire or EMS Instructor II = 10 pts.
10. Any level technical rescue certification = 5 pts.
11. Other

## PROFESSIONAL DEVELOPMENT

Certificates of attendance or completion for all courses to be credited must be provided for examination. A transcript, syllabus or course outline should also be included and in the case where no certificates are given, these items alone will also be considered as the necessary documentation for credit when distributed by the course provider or instructor. All attended courses or seminars must be associated with leadership focused information designed specifically for chief grade officers. These certificates may come from many places that provide professional development for the fire service and emergency medical services but must be earned within the **past five years (Except EFO or OFE)**. They may come from accredited colleges or universities (*if not counted in a degree for which you have previously received points*), fire schools, weekend seminars or workshops, OFCA & OF&ESF sponsored courses, Ohio Fire Academy courses, National Fire Academy courses, or weekends, chiefs' conferences, vendor courses and other learning institutions.

Certificate or other proof (outline/summary)-**Maximum of 25 points**

Completed Executive Fire Officer = 10 pts.

or Ohio Fire Executive Officer Program = 7.5 pts.

National Fire Academy = 2 pts. for each 6 hrs. or 1 day course

Ohio Fire Academy, Ohio Fire Chiefs' Association sponsored Courses, or In-house training = 1 pt. for each 6 hrs. or 1-day course or 0.5 pts. for each 3 hr. night / program (In house training requires a course outline or Ohio Department of Public Safety credits for approval).

## ACTIVE ASSOCIATION MEMBERSHIP

**1 point per Association – Maximum of 5 points**

Only active membership in fire, rescue, or emergency management organizations will be accepted. Local, county, state, regional, and international organizations are accepted. Examples are OFCA, the International Association of Fire Chiefs,



International Association of Firefighters, International Association of Arson Investigators, National Fire Protection Association (NFPA) and District Organizations.

The applicant must provide copies of membership cards, letters acknowledging acceptance of membership, or other proof. The applicant must be a member for at least one year prior to the date of application.

## **TOTAL POINTS**

75 Points are needed to become credentialed.

## **CREDENTIALING CRITERIA**

**Experience:** Years of Service in Fire Service – 1 point per year – **Max. Points 20**

**Fire Officer Experience:** Years as Fire Officer – 2 points per year – **Max. Points 10**

**Formal Education:** Post High School Education. – **Max. Points 25**

1. College certificate = 3 pts.
2. Associate Degree = 5 pts.
3. Bachelor's Degree = 10 pts.
4. Master's Degree = 15 pts.
5. Doctorate PhD = 25 pts.

**Fire Certifications: Max. Points 20**

1. Fire Officer I = 5 pts.
2. Fire Officer II = 10 pts.
3. Fire Officer III = 15 pts.
4. Fire Officer IV = 20 pts.

**Other Certifications: Max. Points 15**

1. Hazardous Materials – Operational = 5 pts.
2. Hazardous Materials – Technician = 10 pts.
3. EMT-Basic = 5 pts.
4. EMT-Intermediate = 10 pts.
5. EMT-Paramedic = 15 pts.

6. Fire Inspector I = 5 pts.
7. Fire Inspector II = 10 pts.
8. Fire or EMS Instructor I = 5 pts.
9. Fire or EMS Instructor II = 10 pts.
10. Any level technical rescue certification = 5 pts.
11. Other

**Professional Development:** Certificate or other proof -**Max. Points 25**

Completed Executive Fire Officer = 10 pts.

Ohio Fire Executive Officer Program = 7.5 pts.

National Fire Academy = 2 pts. for each 6 hrs. or 1 day course

Ohio Fire Academy, OFCA or OF&ESF sponsored Courses, In-house training = 1 pt. for each 6 hrs. or 1-day course or 0.5 pts. for each 3 hr. night / program

**Active Fire Association Membership:** 1 point per Association – **Max. Points 5**

*Examples but not limited to: Assoc. Memberships and/or having served as officers, boards, other committees (OFCA, OF&ESF, IAFF, IAFC, Task forces) etc.*

**Fees: \$200.00 for initial application (three year cycle). Check should be made payable to:**

**Ohio Fire Chiefs' Association**

**450 West Wilson Bridge Road, Suite 150**

**Worthington, Ohio 43085**

**Credentialing application fee is non-refundable.**

**Please do not place materials in a binder or staple them together.**

**SCORE SHEET**

**Candidate:** \_\_\_\_\_ (Print your full name)

**75 POINTS REQUIRED FOR CREDENTIALING**

- \_\_\_\_\_ Letter of Introduction
- \_\_\_\_\_ Organizational Position Chart
- \_\_\_\_\_ Work History/Experience (*Max. 20 pts.*)
- \_\_\_\_\_ Fire Officer Experience (*Max. 10 pts.*)
- \_\_\_\_\_ Formal Education (*Max. 25 pts.*)
- \_\_\_\_\_ Fire Officer Certifications (*Max. 20 pts.*)
- \_\_\_\_\_ Other Certifications (*Max. 15 pts.*)
- \_\_\_\_\_ Professional Development (*Max. 25 pts.*)
- \_\_\_\_\_ Active Association Memberships (*Max. 5 pts.*)
- \_\_\_\_\_ Letters of Reference
- \_\_\_\_\_ Signed Statement of Application
  
- \_\_\_\_\_ **TOTAL POINTS (must total 75 pts.)**

**Reviewer Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PROFESSIONAL REFERENCE SHEET

Candidates must submit the names of two references and information on these references.

Examples of both qualifying and non-qualifying references:

- **Qualifying References**

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

- References that **DO NOT** qualify

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

Letters from references are required and must be signed by the person and attached to the application.

**Reference #1**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Association: \_\_\_\_\_

Years of association: \_\_\_\_\_

\_\_\_\_\_ *Letter of reference received*

**Reference #2**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Association: \_\_\_\_\_

Years of association: \_\_\_\_\_

\_\_\_\_\_ *Letter of reference received*

## REQUIREMENT CHECK OFF LIST

- \_\_\_\_\_ Letter of Introduction
- \_\_\_\_\_ Organizational Position Chart
- \_\_\_\_\_ Credentialing Application Packet (Certificates and Documentation attached)
- \_\_\_\_\_ Professional references with letters, minimum of 2 required and to be included in application package
- \_\_\_\_\_ Signed Statement of Application
- \_\_\_\_\_ Completed score sheet

## APPLICATION FOR CREDENTIALING

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Position: \_\_\_\_\_

Town/City: \_\_\_\_\_

Work Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Years in current position: \_\_\_\_\_

***If you were not able to obtain and include a copy of your high school diploma, please complete the following:***

***Name/Address of High School graduated from:*** \_\_\_\_\_

***Year of Graduation:*** \_\_\_\_\_

I understand that credentialing is subject to the approval of the OFCA. 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 give permission for verification of any information provided in this application package.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you have questions, contact the OFCA administrative staff at 614.410.6322 or 1.800.347.3704*

**Credentialing will be for a three-year period.**

**Mail one copy (not in a binder) of the completed application package to:**

The Ohio Fire Chiefs' Association  
Attn: Credentialing Committee  
450 West Wilson Bridge Road, Suite 150  
Worthington, OH 43085

## Ohio Fire Chiefs' Credentialing Fire Certifications

(List all the certification levels submitting for review along with proper documentation)

Fire Certification Level	Issuing Organization	Year	Reviewer Only – Pts.

Candidate (Print Your Name): \_\_\_\_\_



Ohio Fire Chiefs' Credentialing  
Active Association Membership

(List all associations submitting for review along with proper documentation)

Organization	Year(s)	Reviewer Only – Pts.

Candidate (Print Your Name): \_\_\_\_\_

## Ohio Fire Chiefs' Credentialing Other Certifications

(List all other certifications submitting for review along with proper documentation)

Certification Level	Training Organization	Dates	Reviewer Only – Pts.

Candidate (Print Your Name): \_\_\_\_\_

## Ohio Fire Chiefs' Credentialing Professional Development

(List all professional development submitting for review along with proper documentation)

Course Name	Training Organization	Dates	Credit/Contact Hours	Reviewer Only – Pts.

Course Name	Training Organization	Dates	Credit/Contact Hours	Reviewer Only – Pts.

Candidate (Print Your Name): \_\_\_\_\_