

CHAPTER EIGHT - FIRE OFFICER CERTIFICATION

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SECTION 8.100: PROGRAM ADMINISTRATION

- 8.101: The purpose of this policy is to detail the procedures and guidelines for certification as a Fire Officer I, II or III by the Colorado Metropolitan Certification Board, hereafter known as the Board. The policy is intended to:
- ensure fire service officers are qualified by completing a CMCB approved program,
 - outline the procedures necessary to successfully complete the certification process.
- 8.102: It is the intent of the Board that the policies set forth herein meet the requirements of the *National Fire Protection Association Standard 1000, Fire Service Professional Qualifications Accreditation and Certification Systems*.
- 8.103: This policy and all procedures contained within shall be established by the Board. The Chief Training Officer of each member department is responsible for implementing the policy locally.
- 8.104: This policy shall apply to all personnel pursuing certification(s) as a Fire Officer I, II or III.
- 8.105: The Board may grant a variance of this policy when such variance meets the intent of the *National Fire Protection Association Professional Qualification Standard 1021* and its additions, and is in the best interest of the Board or member department. Any such request for variance must be submitted in writing to the Board through the appropriate chain of command.
- 8.106: This policy and its procedures shall meet or exceed any requirements for Fire Officer I, II or III as set forth in the current edition of the *National Fire Protection Association Professional Qualification*

Standard 1021, Fire Officer and its additions as approved and adopted by the Board. The Board shall be considered the authority having jurisdiction (AHJ) as specified in the standard.

- 8.107: It is the responsibility of the Fire Officer I, II or III candidate to demonstrate that they meet or exceed the requirements of this policy.
- 8.108: All appeals from Fire Officer I, II or III candidates shall be filed according to the appeals process specified in Chapter 1, Section 1.500 of the Policies and Procedures Manual of the Colorado Metropolitan Certification Board.

SECTION 8.200: PROGRAM DEVELOPMENT

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- 8.201: The Board shall develop a process that includes a test bank and other evaluation instruments, which meet the requirements of the adopted *NFPA 1021 Standard* and its additions (See Section 8.106).
- 8.202: The evaluation process shall be reviewed by the Board. The purpose of the Board in the review process is to ensure the evaluation processes have been validated.
- 8.203: The Board shall ensure that the evaluation process meets the following criteria:
- written evaluation process is statistically reliable,
 - the minimum passing scores on the evaluation process represent real job requirements,
 - each test item is valid,
 - test construct is appropriate,
 - all written and performance evaluation instruments are valid and objective.
- 8.204: The Board shall provide to the member departments all materials necessary to conduct the evaluation set forth in Section 8.202.
- 8.205: The Board shall review the evaluation process annually.

SECTION 8.300: CERTIFICATION PROCESS FOR FIRE OFFICER I

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- 8.301-I: All candidates must have three (3) years of full time experience in the fire service. The experience does not have to be continuous. However, the cumulative experience must have been obtained within the previous six (6) years prior to certification.
- 8.302-I: The candidate for Fire Officer I must be a certified Fire Fighter II and Fire Instructor I or currently in the promoted position of Lieutenant or greater. Certification must be from an International *Fire Service Accreditation Congress* or *National Board of Fire Service Professional Qualifications* accredited program or a CMCB Certificate of Compliance.
- 8.303-I: The candidate shall make application for certification following the procedure set forth in Chapter 3, Section 3.100. The candidate must have completed the course within the previous two (2) years and submit a course description including learning objectives and proof of successful completion. The submittal will be reviewed and approval may be granted for certification testing.
- 8.304-I: The candidate must submit documentation of:
- Three (3) years of full time experience in the fire service.
 - Firefighter II certification or CMCB Certificate of Compliance.
 - Fire Instructor I certification
 - Completion of an approved Fire Officer I training program within the previous two (2) years.

The Department Training Chief [or his/her designee](#) must review and approve the Fire Officer I training program as well as the performance evaluation sheets submitted by each candidate. Performance evaluation sheets can be submitted either before or after the written test. The candidate must successfully complete both written and performance evaluation sheets within one year of each other to be eligible for certification.

A review by the Board of all documentation will be required prior to awarding certification. In this case, a completed and signed CMCB Fire Officer Prerequisite Form shall be submitted to the Board.

- 8.305-I: The evaluation process for certification will include a written evaluation. The written evaluation shall consist of one hundred (100) questions randomly selected from a validated test bank. (See Reading List for

CMCB Written Certification Tests). No challenges to the written exams or evaluation will be accepted with Board approval.

8.306-I: Refer to Chapter 3 regarding testing policies.

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8.307-I: Refer to [Section 8.400: Term of Certification](#) regarding term of certification.

SECTION 8.300: CERTIFICATION PROCESS FOR FIRE OFFICER II

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8.301-II: The candidate for Fire Officer II must be certified as a Fire Officer I and Fire Instructor I or currently in a promoted position of Captain or greater. Certification must be from an *International Fire Service Accreditation Congress* or *National Board of Fire Service Professional Qualifications* accredited program or CMCB Certificate of Compliance.

8.302-II: The candidate shall make Application for Certification following the procedure set forth in Chapter 3, Section 3.100. Each candidate must submit documentation of successful completion of an officer training program for entrance into the certification process. The candidate must have completed the course within the previous two (2) years and submit a course description including learning objectives and proof of successful completion. The submittal will be reviewed and approval may be granted for certification testing.

8.303-II: The candidate must submit documentation of:

- Fire Officer I certification or
- Successful completion in promoted position of Lieutenant or greater for at least one full year
- Completion of Fire Officer II course within the previous two (2) years

The Department Training Chief [or his/her designee](#) must review and approve the Fire Officer II training program as well as the performance evaluation sheets submitted by each candidate. Performance evaluation sheets can be submitted either before or after the written test. The candidate must successfully complete both written and performance evaluation sheets within one year of each other to be eligible for certification.

A review by the Board of all documentation will be required prior to awarding certification. In this case, a completed and signed CMCB Fire Officer Prerequisite Form shall be submitted to the Board.

- 8.304-II: The evaluation process for certification will include a written evaluation. The written evaluation shall consist of one hundred (100) questions, randomly selected from a validated test bank. (See Reading List for CMCB Written Certification Tests) [No challenges to the written exams or evaluation will be accepted without Board approval.](#)
- 8.305-II: Refer to Chapter 3 regarding testing process.
- 8.306-II: Refer to [Section 8.400: Term of Certification](#) regarding term of certification.

SECTION 8.300: CERTIFICATION PROCESS FOR FIRE OFFICER III

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- 8.301-III: The candidate for Fire Officer III must be certified as a Fire Officer II and Fire Instructor II, or currently in a promoted position of Battalion Chief or greater. Certification must be from an *International Fire Service Accreditation Congress* or *National Board of Fire Service Professional Qualifications* accredited program or CMCB Certificate of Compliance.
- 8.302-III: The candidate shall make application for certification through a portfolio process following the procedure set forth in Chapter 3, Section 3. Each candidate must submit a portfolio demonstrating competence in each job performance requirement for review. The portfolio shall be submitted to the candidate's Chief Training Officer. If the candidate is the agency's Chief Training Officer, the portfolio shall be submitted to the Board Chair.
- 8.303-III. The Chief Training Officer shall verify all signatures and materials contained within the portfolio and forward the portfolio to the Board Chair for review.
- 8.304-III: Refer to Chapter 3 regarding the portfolio review process.
- 8.305-III: The following National Fire Academy courses have been evaluated for applicability to Fire Officer III. A candidate who verifies successful

completion of a course shall receive credit for the listed job performance requirements during the review process.

R151 – Management of Emergency Medical Services

- 6.2.1
- 6.2.2
- 6.2.3
- 6.2.4

R154 – Advanced Safety Operations and Management

- 6.7.1

R225 – Management of Fire Prevention Programs

- 6.5.2

R304 – Command & Control of Fire Department Operations at Multi Alarm Incident

- 6.6.1
- 6.6.2

R331 – Organizational Theory in Practice

- 6.2.1
- 6.2.2
- 6.2.4
- 6.4.7

R333 – Fire Service Financial Management

- 6.4.1
- 6.4.2

R343 – Community Education Leadership

- 6.3.1

R342 – Training Program Management

- 6.4.8

8.306-III: Refer to [Section 8.400: Term of Certification](#) regarding term of certification.

SECTION 8.400: TERM OF CERTIFICATION

- 8.401: The certifications issued by Colorado Metropolitan Certification Board will remain valid as long as the person is an employee in good standing with one of the member departments. In cases of termination of employment and/or retirement, the certification would be valid for up to one year from the date of termination or retirement.

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CMCB Fire Officer Test Prerequisite Form

By signing below, I hereby verify that the personnel listed below have completed or obtained the following requirements:

Please check the box in front of those requirements that apply:

Fire Officer I

- ☐ FO1 – three (3) years of full time experience in the fire service
- ☐ FO1 – certified Firefighter II and Fire Instructor I
- ☐ FO1 – completion of approved Fire Officer I training program within the previous two years
- ☐ FO1 – completion of Fire Officer I performance evaluation sheets

Fire Officer II

- ☐ FO2 – certified Fire Officer I
- ☐ FO2 – completion of approved Fire Officer II training program within the previous two years
- ☐ FO2 – completion of Fire Officer II performance evaluation sheets

Name	Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fire Department: _____ Date: _____

Training Chief (Print): _____

Training Chief (Sign): _____