ALL CERTIFICATION APPLICATIONS MUST BE TYPED

FIRE OFFICER II APPLICATION

PENNSYLVANIA VOLUNTARY FIRE SERVICE CERTIFICATION PROGRAM
NFPA 1021 – 2020 Edition

Effective March 1, 2026:

- All certification candidates are required to maintain an active Acadis user portal account. (Acadis portal location = OSFC website/ Training and Certification Portal, or click here: ENVISAGE Acadis®)
- All certification candidates are to be registered with the designated test site and rostered for the certification test.

Fire Officer II certification is completed through either an open challenge or following (i.e., post) an approved training program. **Please Check Method Used:** Open Challenge **OR** Post-Course Completion

SECTION I MUST USE YOUR LEGAL NAME AS SHOWN ON GOVERNMENT ISSUED ID

FEMA Student Identification Number (FEMA SID#): To register or view your FEMA SID, go to https://cdp.dhs.gov/FEMASID	*Enter your 10-digit FEMA SID#*

Last Name	First Name	M.I.	Suffix	SSN# (last 4-digits only)

Mailing Address	City	State	Zip Code	County

Date of Birth	Primary Phone	Alternate Phone	Email Address

Affiliation (Fire Dept./Organization)	Title/Rank	Date Hired/Joined

Fire Dept/Organization Address	City	State	Zip Code	County

Section I: Please Read and Check One:

☐ I read (or had explained to me) and understand the job performance requirements for the Fire Officer II certification test. I have no conditions that preclude me from safely or effectively performing all functions and tasks (practical skills and written test) for the level I am seeking national certification.

☐ I read (or had explained to me) and understand the job performance requirements for the Fire Officer II certification test. I will submit a request for accommodation for the written national certification test. I understand I MUST contact the Certification Program Manager no later than twenty days before the scheduled certification exam.

Disclosure of your social security number is required. Your social security number is being solicited pursuant to Pennsylvania Crimes Code *18 Pa C.S. 4904 and* Section 7384 of the Emergency Management Services Code (35 Pa. C.S. §§ 7101 *et seq*. The Office of the State Fire Commissioner/ Pennsylvania State Fire Academy collects these numbers only for tracking, processing of certifications, and verification purposes; information is only shared where required to do so for and is not sold, bartered, rented, or otherwise distributed.

By signing and dating this document, I certify that the information contained in this Application and any attachments is accurate and complete to the best of my knowledge and submitted as true and correct in accordance with the OSFC/PSFA certification testing policy and in accordance with Pennsylvania Crimes Code *18 Pa C.S. 4904*, relating to unsworn falsifications to authorities.

Click Here to View the Candidate Handbook

_____ _____

Signature of Candidate **Date**

Test Site Official Use Only: Test Site: _____ Test Site Number: _____
Date Application Received at Test Site: _____ Date Application Approved: _____
Candidate Number: _____ Written Exam Results ___ PASS ___ FAIL Skills Exam Results ___ PASS ___ FAIL

SECTION II

Chapter 77, Section 7713 of Title 35 Health and Safety, Part V the Pennsylvania Emergency Management Services Code reads:

"A person convicted of violating 18 Pa. C. S. § 3301 (relating to arson and related offenses) or any similar offense under Federal or State law shall be prohibited from serving as a firefighter in this Commonwealth and shall be prohibited from being certified as a firefighter under Subchapter F of Chapter 73 (relating to State Fire Commissioner)."

All individuals applying for certification testing must provide background check documentation. Proof of a non-conviction MUST consist of *either* of the following:

1. An official criminal history record check obtained pursuant to Chapter 91 (relating to criminal history record information) indicating no arson convictions.

   OR

2. By dating and signing the following statement by the person swearing to the following:

   "I have never been convicted of an offense that constitutes the crime of "arson and related offenses" under 18 Pa. C.S. 3301 or any similar offense under any Federal or State law. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to penalties prescribed by law, including, but not limited to, a fine of at least $1,000.00."

_____
Signature of Certification Candidate

_____ _____
Name of Certification Candidate (please type) **Date**

SECTION III - Please read and complete all information:

A candidate should meet the requirements of *NFPA 1580 (2025) Standard for Emergency Responder Occupational Health and Wellness* before physical testing to ensure their ability to perform the required tasks safely.

During your participation in the certification test, in the event of injury/illness, are you protected by an insurance carrier providing hospitalization or Workmen's Compensation? ____ YES ____ NO

Liability Waiver

I, the undersigned, have hospitalization insurance and do hereby release the following individuals and organizations from any and all liabilities or causes of action for any injuries or illness incurred during or after my participation in the Voluntary Certification Program Test sponsored by the Office of the State Fire Commissioner/Pennsylvania State Fire Academy, Pennsylvania Emergency Management Agency and hosted by the

_____

(Name of Test Site)

The release covers all the aforementioned individuals and agencies as well as their agents, employees, or volunteers participating in this event.

This release covers all injuries or illnesses occurring during or because of the activities engaged in by the undersigned during the Voluntary Certification test, including any injuries which might result from physical abuse from third-party participants or other individuals in or around the area where the examination is being conducted.

This release is intended to release all injuries, damages, or lawsuits to the undersigned person and property, whether known, unknown, foreseen, unforeseen, patent, or latent, which the undersigned may have against the Office of the State Fire Commissioner, the Pennsylvania Emergency Management Agency, the Host Entity, or its agents as listed above. The undersigned understands and acknowledges the significance and consequence of such specific intentions to release all claims and hereby assumes full responsibility for any injuries, damages, or losses that may occur from the above-mentioned event.

By signing and dating this document, **I HEREBY ACKNOWLEDGE** that **I HAVE READ THE CONTENTS** of this waiver and that **I FULLY UNDERSTAND THE SAID CONTENTS** of the release and that **I HAVE SIGNED INTENDING TO BE LEGALLY BOUND.**

_____	_____	_____
Candidate Name (please type)	**Signature of Candidate**	**Date**

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SECTION IV

It is understood that the Candidate registered on this form does so with full knowledge, consent, and approval of the named organization on Page One of this application; furthermore, the Candidate is protected by an insurance carrier or the organization. Additionally, I attest that the Candidate meets the requirements noted in **Section III** of this application. Participation approved by:

Chief Officer Name (please type)	**Daytime Phone**	**Email**
Signature of Chief Officer	**Title**	**Date**

SECTION V

For certification at the Fire Officer II Level, the Candidate shall meet the following requirements:

1. Successful completion of an approved Incident Command Course: **Please check one.**
   - ☐ Incident Command System Course - National Fire Academy
   - ☐ NIMS ICS for Fire Service
   - ☐ Incident Command System and Resource Management for the Fire Service
   - ☐ NIMS ICS for EMS
   - ☐ NFA ICS 100 and 200 (Independent Study or Facilitated Course)

2. Fire Instructor I as defined in NFPA 1041. Attach a copy of your certificate

   Fire Instructor I Certification Number: _____

NFPA 1021 Chapter 5 JPR 5.1 Requirements

3. Fire Officer I certification as defined in NFPA 1021. Attach a copy of your certificate.

   Fire Officer I Certification Number: _____

4. Candidates **MUST** be trained or certified at the Hazardous Materials Operations Level in accordance with NFPA 472 (2013) *Standard for Professional Competency of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, Chapter 5 (Core Competencies) and Chapter 6 (Mission-Specific), Section 6.2 (PPE) and Section 6.6 (Product Control) **OR** NFPA 1072 (2017) *Standards for Hazardous Material /Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications,* Chapter 5 (Operations Level Responders) and Chapter 6 (Mission-Specific), Section 6.2 (PPE) and Section 6.6 (Product Control). **OR** NFPA 470 (2022) *Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders.* Chapters 6 (Operations Core Competencies 472), Chapter 7 (Operations Core Competencies 1072), Chapter 8 (Operations Mission Specific 472) Section 8.2 (PPE) and Section 8.6 (Product Control) and Chapter 9 (Operations Mission Specific 1072) Section 9.2 (PPE) and Section 9.6 (Product Control).

   Attach a copy of one of the following recognized certificates (Must be Jones & Bartlett curriculum).
   - ☐ Hazardous Materials Operations Level training **OR**
   - ☐ Hazardous Materials Operations Level Annual Refresher training (candidate must have completed an approved operations initial course) **OR**
   - ☐ Hazardous Materials Operations Level Responder National Certification (ProBoard or IFSAC)

   NOTE: The certificate (training, refresher training, or certification) **MUST** be current and dated within one (1) year of the certification application and **MUST** meet the requirements of NFPA 472 (2013) **OR** NFPA 1072 (2017)

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Method: Fire Officer II certification is completed either by open challenge or following (i.e., post) an approved training program. **Please Check Method Used:** ____ Open Challenge ____ Post-Course Completion

Post-Course Challenge

To certify by this method, you **MUST** complete a Fire Officer 2 course of instruction approved by the State Fire Academy within one (1) year of the date of this application. You **MUST** also successfully pass the written and practical skills and provide a current certification application. Applying, taking the written test, and completing the required practical skills are coordinated through an approved test site. If choosing this option, proceed to the end of this application and complete the Prerequisite Verification Form.

NOTE: Attach a copy of your Fire Officer 2 course completion certificate to this application.

Open Challenge:

You must submit the application and practical skills (i.e., practicum) to certify by this method. Six (6) parts to this challenge exam are outlined in the application. Section VI of the application provides specific details about what is required for the practicum. Additional information can also be found within this handbook. All materials **MUST** be assembled sequentially from Parts I through VI. Materials used to complete each part **MUST** be appropriately labeled, indicating the JPR(s) met. Your materials will be evaluated against the JPRs of chapter 4 NFPA 1021 *for Fire Officer Professional Qualifications, 2020 Edition.* Furthermore, materials submitted **MUST** be the candidate's original work.

NOTE: You should contact the certification staff at the Academy before starting the open challenge process.

SECTION VI - Complete this section only if using the challenge method.

There are six (6) parts to this challenge exam. Each part is identified below. Additional information is found in the Fire Officer II Candidate Handbook. All materials **MUST** be assembled sequentially from Parts I through VI. Materials used to complete each part **MUST** be appropriately labeled, indicating the JPR(s) met. Furthermore, materials submitted **MUST** be the Candidate's original work.

PART I – Human Resource Management

1. *JPRs 5.2, 5.2.1 – Provide the following*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet A.
   See Guide 1 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

2. *JPRs 5.2, 5.2.2, 5.2.3, 5.2.1 – Provide the following*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet B.
   See Guide 2 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

   - The Candidate ***MUST*** attach the completed job performance evaluation form.
   - The Candidate ***MUST*** attach a copy of the policy or procedures pertaining to the evaluation.
   - The Candidate ***MUST*** attach a copy of the policy or procedures establishing the evaluation process.
   - The Candidate ***MUST*** attach an individual development plan.

PART II – Community and Government Relations / Emergency Service Delivery

3. *JPRs 5.3, 5.3.2, 5.6.3 – Provide the following:*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet J.
   See Guide 9 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

4. *JPR 5.3, 5.3.1 – Provide the following:*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet K
   See Guide 11 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

PART III – Administration

5. *JPRs 5.4, 5.4.1 - Provide the following:*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet C.
   See Guide 3 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

6. *JPRs 5.4, 5.4.2, 5.4.3 - Provide the following:*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet D.
   See Guide 4 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

   *The Candidate **MUST** attach the completed budget request form, including the support data. Support data means information used to develop the budget (e.g., past budgets, previous trends, needs assessment, the scope of service change, cost estimates, etc.).*

7. *JPRs 5.4, 5.4.4 - Provide the following:*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet E.
   See Guide 5 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

   *The Candidate **MUST** attach a complete, correctly formatted news release that properly identifies the specific audience for which the release intends to inform.*

8. *JPRs 5.4, 5.4.5, 5.4.6 - Provide the following:*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet F.
   See Guide 6 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

   *The Candidate **MUST** provide a memo to a supervising officer indicating the challenge, issue, or problem identified from the data. The memo **MUST** explain the nature of the situation and how the scenario was identified. Documentation that supports the memo shall also be provided and **MUST** include descriptive statistics (e.g., trends, variances, averages, etc.). If using a local data management system, the existing policy for that system shall be submitted with this skill.*

PART IV – Inspection and Investigation

9. *JPRs 5.5, 5.5.1 – Provide one of the following:*
   PA State Fire Academy Certification Program Fire Officer II Skill Sheet G.
   See Guide 7 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

   *The Candidate **MUST** provide the investigation and fire incident reports. The investigation report shall include information about the occupancy type, hazards, point of origin, and potential cause. In addition, sketches, photographs, and diagrams are to be included.*

   This skill can be fulfilled by submitting a copy of one of the following:
   - National Certification (ProBoard or IFSAC) Fire Inspector I **AND** Arson Detection for First Responders (ADFR) course completion;
   - National Certification (ProBoard or IFSAC) Fire Investigator I;
   - Any formal course of instruction presented by accredited agencies (such as a state fire academy) addresses the prerequisite knowledge and skills listed under JPR 5.5.1of the current NFPA 1021 Standard. **A certificate OR a transcript and course syllabus must be attached, which confirms this fact.**

PART V – Emergency Service Delivery

10. *JPRs 5.6, 5.6.1, 5.6.2 – Provide one of the following:*
PA State Fire Academy Certification Program Fire Officer II Skill Sheet H.
See Guide 8 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

*The Candidate **MUST** provide the following documents:*

- *a complete pre-incident plan (i.e., pre-plan) of a commercial facility. The facility cannot be a structure used previously by the Candidate for a certification test;*
- *a complete operational plan (i.e., incident action plan - IAP) which utilizes the appropriate ICS forms; and*
- *a post-incident analysis (PIA) utilizing the provided criteria.*

PART VI – Health and Safety

11. *JPRs 5.7.1, 5.2.1 – Provide the following items:*
PA State Fire Academy Certification Program Fire Officer II Skill Sheet I.
See Guide 9 in the Fire Officer II Candidate Handbook for additional information to complete this skill.

*The Candidate **MUST** provide a complete report that investigates the incident and documents the scenario, sequence of events, and outcomes, in addition to providing recommendations. A copy of the Candidate's Health and Safety department policy shall also be submitted. If a local policy does not exist, the Candidate needs to develop and submit a policy with the application.*

*Candidate **MUST** also attach a copy of one of the following:*

☐ *NFA Health and Safety Officer certificate (course or certification certificate);*

☐ *Any formal course of instruction (e.g., college-level occupational safety course) which addresses the prerequisite knowledge and skills listed under JPR 5.7 Subsection 5.7.1 of the NFPA #1021 standard. A certificate indicating equivalency **OR** a transcript and course syllabus must be attached which confirms this fact.*

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Prerequisite Verification Form

Candidate Name: _____

My signature below indicates that I read and understand the requirements of this program - Fire Officer II. Furthermore, I meet the prerequisites established by the Standard or the Authority Having Jurisdiction.

_____ I am 18 years of age or older.

_____ I signed the Chapter 77, Section 7713 of Title 35 Health and Safety or provided an official criminal history record check obtained pursuant to Chapter 91

_____ I signed the application (Wet signatures (blue or black ink) OR digital signatures - but they **MUST** Adobe Signatures - **NOT** Freedom Signatures);

_____ I had a chief officer sign Section IV of this application.

_____ I signed the liability waiver section of the application.

_____ I attached a copy of an approved Incident Command Course.

_____ I attached a copy of my Fire Officer I certification certificate.

_____ I attached a copy of my Fire Instructor I certification certificate.

_____ I attached a copy of my Fire Officer II course completion certificate ***(if applicable)***.

_____ I attached a copy of an approved course certificate for a current HAZMAT Operations course or refresher course (Jones & Bartlett curriculum) or a certification certificate.

_____ I have registered with the designated test site and rostered for the certification test

_____ I have created an account with Acadis

Complete this section for the Open Challenge Method

_____ I attached the documentation for JPR 5.2, 5.2.1 (Skill A: Evaluating Member Performance)

_____ I attached the documentation for JPRs 5.2, 5.2.2, 5.2.3, and 5.2.1 (Skill B: Evaluating Job Performance)

_____ I attached the documentation for JPRs 5.3, 5.3.1, and 5.6.3 (Skill J: Community & Government Relations)

_____ I attached the documentation for JPR 45.4, 5.4.1 (Skill C: Policy/Procedure Development)

_____ I attached the documentation for JPRs 5.4, 5.4.2, and 5.4.3 (Skill D: Project or Divisional Budget)

_____ I attached the documentation for JPR 5.4, 5.4.4 (Skill E: News Release)

_____ I attached the documentation for JPRs 5.4, 5.4.5, and 5.4.6 (Skill F: Data Processing Report)

- Continue to Next Page –

_____ I attached the documentation for JPRs 5.5, 5.5.1 (Skill G: Inspection and Investigation)

_____ I attached the documentation for JPRs 5.6, 5.6.1, and 5.6.2 (Skill H: Emergency Services Delivery)

_____ I attached the documentation for JPR 5.7, 5.7.1 (Health and Safety)

Testing Assistance

_____ I am physically capable of completing the practical skill exercises.

_____ I am able to read and comprehend the written test and related materials.

☐ I ***will not*** submit a request for accommodation for the National Certification exam.

OR

☐ I ***will*** be submitting a request for accommodation for the National Certification exam. I understand that I **MUST** contact the Certification Program Manager no later than two weeks before the certification exam.

_____	_____	_____
Candidate Name (please type)	Signature of Candidate	Date