

FIRE OFFICER I APPLICATION
PENNSYLVANIA VOLUNTARY FIRE SERVICE CERTIFICATION PROGRAM
NFPA 1021 – 2020 Edition



s**All certification candidates are required to have an established and up to date user portal account in the PA State Fire Academy's Acadis Learning Management System prior to participating in **ANY** certification testing opportunity. Please log in to your Acadis portal account and update all personal information before submitting your certification application. (Access can be gained through the OSFC website – [Training and Certification Portal](#)).

The Fire Officer I 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 Challenge

SECTION I

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

| | | | | |
|---------------------------------------|---------------|-----------------|-------------------|---------------------------|
| 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 |

Please Read and Check One:

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

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 | |

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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 making applications for certification testing must provide documentation of a background check. 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. CS 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

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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 certification testing, 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 event mentioned above.

By signing and dating of 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

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

| | | |
|---|----------------------|--------------|
| <hr/> | <hr/> | <hr/> |
| Chief Officer Name (please type) | Daytime Phone | Email |
| <hr/> | <hr/> | <hr/> |
| Signature of Chief Officer | Title | Date |

SECTION V

NFPA 1021 Chapter 4 JPR 4.1 Requirements

For certification at Fire Officer I level, the candidate shall meet the following requirements:

1. Successful completion of an approved Incident Command Course: (JPR 4.4.4) **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 Courses)

2. Firefighter II Certification as defined in NFPA 1001, (JPR 4.1). Attach a copy of your certificate.
Firefighter II Certification Number: _____

3. Fire Instructor I Certification as defined in NFPA 1041, (JPR 4.1) Attach a copy of your certificate.
Fire Service Instructor I Certification Number: _____

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1. Hazardous Materials Training or Certification:

Candidates **MUST** be trained or certified at the Hazardous Materials Operations Level in accordance with NFPA 1072 (2017), Chapter 5 (Core Competencies) and Chapter 6 (Mission-Specifics) Section 6.2 (PPE) and Section 6.6 (Product Control), **OR** NFPA 470 (2022) *Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders*. Training standards as outlined in Chapters 6 and Chapter 8, Section 8.2 (PPE) and Section 8.6 (Product Control) or in Certification standards as outlined in Chapter 7 and Chapter 9, Section 9.2 (PPE) and Section 9.6 (Product Control)

Attach a copy of one of the following recognized certificates. Training certificates **MUST** be from the PSFA-approved Jones & Bartlett curriculum **OR** the PSFA-approved IFSTA 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 1072 (2017) **OR** NFPA 470 (2022).

METHOD FOR COMPLETING CERTIFICATION

Fire Officer I 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

Open Challenge:

All skills are mandatory through the open challenge process. To begin, candidates must submit a completed application, which will be reviewed for accuracy. Once the application is successfully processed, the candidate will receive the necessary documents from the Pennsylvania State Fire Academy (PSFA) to achieve the required skills based on the Urtown Fire & Emergency Services organization standards.

Skills A, B, and C are in-person skills that can be tested at the PSFA or an approved Fire Officer I test site.

Once all required skills are completed, the documentation should be sent to the Pennsylvania State Fire Academy, ATTN: Certification. At that point, the candidate can schedule a test at the State Fire Academy or an approved test site.

Post-Course Challenge:

To certify by this method, you **MUST** successfully complete a Fire Officer I 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.

NOTE: You must submit a copy of your Fire Officer I course completion certificate with your application.

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

There are six (6) parts to this challenge exam. Each part is identified below; additional information is found in the Fire Officer I Candidate Handbook. All materials should be assembled sequentially from Part I through VI. Materials used to complete each part **MUST** be labeled appropriately, indicating the JPR(s) met; furthermore, materials submitted **MUST** be the candidate's original work written specifically for this certification.

PART I – HUMAN RESOURCE MANAGEMENT

1. JPR 4.2.1, 4.6.2, 4.2.6 (4.1.1, 4.1.2) – Provide the following
PA State Fire Academy Certification Program Fire Officer I Skill Sheet A
Refer to Guide 1 in the Fire Officer 1 Candidate Handbook.
2. JPR 4.2.2 (4.1.1, 4.1.2) – Provide the following
PA State Fire Academy Certification Program Fire Officer I Skill Sheet B
Refer to Guide 1 in the Fire Officer 1 Candidate Handbook.
3. JPR 4.2.3(4.1.1, 4.1.2) – Provide the following
PA State Fire Academy Certification Program Fire Officer I Skill Sheet C
Refer to Guide 1 in the Fire Officer 1 Candidate Handbook.
4. JPR 4.2.4, 4.2.6 (Human Resource Management) - Provide **ONE** of the following:
 - PA State Fire Academy Certification Program Fire Officer I Skill Sheet D
Refer to Guide 2 in the Fire Officer 1 Candidate Handbook.
 - National Fire Academy, Fire Service Supervision Course #Q318
 - A formal course of instruction (such as a college-level management or human resources course) addressing the pre-requisite knowledge and pre-requisite skills listed under JPR's 4.2.4, 4.2.5, and 4.2.6 of the current edition of NFPA 1021. A certificate OR a transcript and the course syllabus **MUST** be attached, confirming this fact. It is the candidate's responsibility to submit all the required documentation.
5. JPR 4.2.5 (Human Resource Management) - Provide the following:
Candidate **MUST** attach a one-page essay (minimum of 200 words) written by the candidate on the topic:

"HOW TO DEAL FAIRLY, FIRMLY, AND EQUALLY WITH PERSONS UNDER MY COMMAND"

PART II – COMMUNITY AND GOVERNMENT RELATIONS

6. JPR 4.3.1, 4.3.2, 4.3.3 (4.1.1, 4.1.2) – Provide one of the following:
 - PA State Fire Academy Certification Program Fire Officer I Skill Sheet E
 - Fire & Life Safety Educator I Certification
 - A formal course of instruction (such as a college-level management or human resources course) addressing the pre-requisite knowledge and pre-requisite skills listed under JPR's 4.3.1, 4.3.2, and 4.3.3 of the current edition of NFPA 1021. A certificate OR a transcript and course syllabus must be attached, confirming this fact. It is the candidate's responsibility to submit all the required documentation.

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PART III – ADMINISTRATION

7. JPR 4.4.1, 4.4.2 (4.1.1, 4.1.2) – Provide one of the following:
- PA State Fire Academy Certification Program Fire Officer I Skill Sheet F
 - A formal course of instruction (such as a college-level management or human resources course) addressing the pre-requisite knowledge and pre-requisite skills listed under JPR's 4.4.1, 4.4.2, and 4.4.4 of the current edition of NFPA 1021. A certificate OR a transcript and course syllabus must be attached, confirming this fact. It is the candidate's responsibility to submit all the required documentation.
8. JPR 4.4.2, 4.4.5 (Administration) – Provide the following items:
- The candidate **MUST** attach a copy of their fire department's incident ("run") report, properly completed for an actual incident by the candidate. The report must meet the NFIRS reporting standards.

AND

- The candidate **MUST** attach a one-page essay (**minimum 200 words**) written by the candidate on the topic:

"EXPLAIN THE NEEDS AND BENEFITS OF COLLECTING INCIDENT RESPONSE DATA"

9. JPR 4.4.3 Budget - Provide the following:
- Given a need and budget form(s), prepare a budget request so that the request is in the proper format and is supported with data.

Refer to Guide 10 in the Candidate Handbook for more information.

PART IV – INSPECTION AND INVESTIGATION

10. JPR 4.5.1, 4.5.2, 4.5.3 (Inspection & Investigation) - Provide one of the following:
- NFA Arson Detection for the First Responder (ADFR)
 - National Certification (ProBoard or IFSAC) Fire Inspector I and ADFR
 - National Certification, (ProBoard or IFSAC) Fire Inspector I and PSFA Fire Officer I Skill Sheet G
 - National Certification, (ProBoard or IFSAC) Fire Investigator I
 - A formal course of instruction presented by an accredited agency (such as a state fire academy) addressing the pre-requisite knowledge and pre-requisite skills listed under JPR's 4.5.1, 4.5.2, and 4.5.3 of the current edition of NFPA 1021. A certificate OR a transcript and course syllabus must be attached, confirming this fact. It is the candidate's responsibility to submit all the required documentation.

PART V – EMERGENCY SERVICES DELIVERY

11. JPR 4.6.1 (Pre-Incident Planning) Provide the following
- PA State Fire Academy Certification Program Fire Officer I Skill Sheet H
12. JPR 4.6.2 (Incident Action Plan) Provide the following:
- PA State Fire Academy Certification Program Fire Officer I Skill Sheet I
 - A formal course of instruction presented by an accredited agency (such as a state fire academy) addressing the pre-requisite knowledge and pre-requisite skills listed under JPR's 4.6.1 of the current NFPA 1021. A certificate OR a transcript and course syllabus must be attached, confirming this fact. It is the candidate's responsibility to submit all the required documentation.
13. JPR 4.6.3 (Post-Incident Analysis) Provide the following
- PA State Fire Academy Certification Program Fire Officer I Skill Sheet K

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PART VI – HEALTH AND SAFETY

14. JPR 4.7.1 (Health & Safety) Provide the following

Candidate *MUST* attach a company-level standard operating procedure (developed and written by the candidate) regarding infectious disease/bloodborne pathogen safety and control.

15. JPR 4.7.2, 4.7.3 (Accident Investigation) - Provide one of the following:

- PA State Fire Academy Certification Program Fire Officer I Skill Sheet J
- NFA Health and Safety Officer Course, OR Certification
- A formal course of instruction (such as a college-level occupational safety course) addressing the pre-requisite knowledge and pre-requisite skills listed under JPR's 4.7.1, 4.7.2, and 4.7.3 of the current edition of NFPA 1021. A certificate **OR** a transcript and course syllabus must be attached, confirming this fact. It is the candidate's responsibility to submit all the required documentation.

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Pre-requisite Verification Form

Candidate Name: _____

My signature below indicates that I have read and understood the requirements of this program, Fire Officer I. Furthermore, I meet the standards or the Authority Having Jurisdiction pre-requisites.

- _____ I am 18 years of age or older.
- _____ I signed the Chapter 77, Section 7713 of Title 35 form or provided an official criminal history record check obtained pursuant to Chapter 91.
- _____ I signed the application.
- _____ I had a chief officer sign Section IV of this application.
- _____ I signed the liability waiver in Section III of the application.
- _____ I attached a copy of an approved Incident Command Course(s).
- _____ I attached a copy of my Firefighter II certification certificate.
- _____ I attached a copy of my Fire Instructor I certification certificate.
- _____ I attached a copy of my Fire Officer 1 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 dated within one year.

Complete this section only for the Open Challenge Method

- _____ I attached the completed documentation for JPR 4.2.1 (Skill A: Emergency Incident)
- _____ I attached the completed documentation for JPR 4.2.2 (Skill B: Non-Emergency Incident)
- _____ I attached the completed documentation for JPR 4.2.3 (Skill C: Training Evolution)
- _____ I attached the completed documentation for JPR 4.2.4 and 4.2.6 (Personnel Policy)
- _____ I attached the completed documentation for JPR 4.2.5 (Human Resources Management)
- _____ I attached the completed documentation for JPR 4.3.1, 4.3.2, and 4.3.3 (Community Relations)
- _____ I attached the completed documentation for JPR 4.4.1, 4.4.2, and 4.4.4 (Administration)

- Continued on the next page -

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- _____ I attached the completed documentation for JPR 4.4.3 (Budget)
- _____ I attached the completed documentation for JPR 4.4.2 and 4.4.5 (Incident Report & Essay)
- _____ I attached the completed documentation for JPR 4.5.1, 4.5.2, and 4.5.3 (Inspection & Investigation)
- _____ I attached the completed documentation for JPR 4.6.1 (Pre-Incident Planning)
- _____ I attached the completed documentation for JPR 4.6.2 (Incident Action Plan)
- _____ I attached the completed documentation for JPR 4.6.3 (Post-Incident Analysis)
- _____ I attached the completed documentation for JPR 4.7.1 (Health & Safety)
- _____ I attached the completed documentation for JPR 4.7.2 and 4.7.3 (Accident Investigation)

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** be submitting 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 prior to the certification exam.

Candidate Name (Print or Type)

Signature of Candidate

Date