



APPLICATION FOR CERTIFYING OFFICER

**STATE OF ALASKA
DEPARTMENT of PUBLIC SAFETY
FIRE STANDARDS COUNCIL**

I. Description and Minimum Criteria

The Alaska Fire Standards Council employs Certifying Officers (CO's) to manage and conduct certification testing under its operational directives. This application is for individuals who meet the minimum criteria (*listed in section VI*) and are interested in AFSC endorsement as a Certifying Officer.

Application Process:

1. Ensure minimum requirements are met (*Note: items with an * must be completed **before** submitting an application. See section V I. for list*)
2. Upon initial approval, an individual is an eligible CO Trainee and will be included in the active Certifying Officer notification process.
3. Eligibility for CO assignments is activated upon completion of training and final endorsement approval.

II. Personal Information

First Name:		Middle Initial:	Last Name:	
Mailing Address:				
City:		State:	Zip Code:	
Contact Phone:		Work Phone:	DOB:	Age:
A VALID EMAIL ADDRESS MUST BE LISTED TO RECEIVE AFSC ENDORSEMENTS				
Email Address:				
ID#:	The ID# is the first three letters of the last name and the last four numbers of the applicant's Social Security Number. This number is mandatory and is used for data base tracking only.			

III. Department or Employer Information

Department/Employer:				
Address:				
City:		State:	Zip Code:	Dept. Phone:
Present Job/Rank/Affiliation:			Years of fire service experience?	

IV. Present Alaska Certification Level

<input type="checkbox"/> Firefighter - <i>Select level</i>	<input type="checkbox"/> Hazardous Materials- <i>Select level</i>	<input type="checkbox"/> Fire Officer- <i>Select level</i>
<input type="checkbox"/> Fire Instructor- <i>Select level</i>	<input type="checkbox"/> Driver Apparatus - <i>Select level</i>	<input type="checkbox"/> Land-Based Marine FF
<input type="checkbox"/> Certified Fire Investigator	<input type="checkbox"/> AK Fire Investigator Tech (AKFIT)	<input type="checkbox"/> Airport Firefighter
<input type="checkbox"/> Rapid Intervention Crews	<input type="checkbox"/> Fire Life Safety Educator- <i>Select level</i>	<input type="checkbox"/> Other:

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V. Criteria for Initial Application as a Certifying Officer:

The CO candidate must meet the following criteria before submitting this application:

1. Prerequisites

- *Current AFSC Fire Service Instructor: list expiration date; and
*Minimum of five years' experience as an active firefighter or fire instructor; and
*Completion of an AFSC approved Certifying Officer workshop/seminar; and
*Completion of an CO Exam worksheet with 100% accuracy; and
*Read the Certifying Officer Manual in its entirety

2. Forms (CO applicant must meet the above criteria or AFSC will NOT accept this application.)

- Complete a Certifying Officer Application; and
Review and sign the CO Code of Ethics Compliance form; and
Attach a short resume that highlights instructor experience and include three fire service references

VI. Department Approvals

Applicant

As an applicant for Certifying Officer, I attest that all the information above is accurate and that I will assist the Fire Standards Council in performing the duties of Certifying Officer to the best of my abilities. In applying for consideration as CO I understand that I will serve as a representative of the Fire Standards Council. A CO must conduct assignments in accordance with established AFSC policies and procedures.

CO Applicant: Signature Date:

Applicant's Fire Chief/Designated Supervisor Acknowledgement of Support

By signing this application, I acknowledge the applicant may be asked to assist the AFSC as a Certifying Officer. This may include assistance with time off from his or her job and/or support with *travel to and from the testing site (*Note that most assignments are fully reimbursed by the AFSC, unless specified in advance).

Fire Chief/Designated Supervisor: Signature Date:

Mail completed forms to the address below, or, scan and email to: dpsakfirestandards@alaska.gov

VII. AFSC Processing- Official Office Use Only

1. Initial AFSC Approval

AFSC Administrator Initial Approval: Date:

2. Practical Assignments

- have successfully assisted an AFSC approved Certifying Officer in the administration of two complete examinations (each pre-approved by the AFSC Administrator);
STEP A: one assignment as a CO Trainee assistant observer (w/ CO endorsement)
STEP B: one assignment as a CO Trainee lead proctored by a current CO (w/ CO endorsement)

3. Final AFSC Approval

AFSC Administrator Final Approval: Date: