



DEPARTMENT OF PUBLIC SAFETY ALASKA FIRE STANDARDS COUNCIL



APPLICATION FOR CERTIFYING OFFICER

I. Description and Application Process

The Alaska Fire Standards Council utilizes Certifying Officers (CO's) to supervise and conduct certification testing in accordance with operational directives. This application is intended for individuals who meet the basic requirements and are interested in acquiring AFSC endorsement as a Certifying Officer.

Once approved, individuals will become eligible as CO Trainees and will be included in the active Certifying Officer notification procedure. Eligibility for CO assignments will be granted upon successful completion of training and final endorsement approval.

II. Criteria for Initial Application as a Certifying Officer:

The CO candidate must meet all prerequisites before submitting this application:

1. Prerequisites

- Complete this Certifying Officer Application; and
• Current AFSC Fire Service Instructor:
o list expiration date _____; and
• Read the Certifying Officer Manual in its entirety; and
• Attach a brief resume with 5 years' experience as an active firefighter/instructor that highlights instructor experience; and
o include three fire service references with email and contact number.

2. Requisites

- Completion of an AFSC approved Certifying Officer workshop/seminar; and
• Completion of CO Exam worksheet with 100% accuracy; and
• Review and sign the CO Code of Ethics Compliance form.

III. Personal Information

Form with fields for First Name, Middle Initial, Last Name, Mailing Address, City, State, Zip Code, Contact Phone, Work Phone, DOB, Age, Email Address, and ID#. Includes instruction: A VALID EMAIL ADDRESS MUST BE LISTED TO RECEIVE AFSC ENDORSEMENTS

IV. Department or Employer Information

Form with fields for Department/Employer, Present Job/Rank/Affiliation, and Years of fire service experience?

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V. Present Alaska Certification Level

<input type="checkbox"/> Firefighter -	<input type="checkbox"/> Hazardous Materials-	<input type="checkbox"/> Fire Officer-
<input type="checkbox"/> Fire Instructor-	<input type="checkbox"/> Driver Apparatus -	<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-	<input type="checkbox"/> Other

VI. Approvals

Applicant

As a candidate for the position of Certifying Officer, I hereby confirm the accuracy of all the information provided above. I am committed to assisting the Fire Standards Council in carrying out the responsibilities of the Certifying Officer role to the fullest extent of my capabilities. I am aware that, if selected as a Certifying Officer, I will represent the Fire Standards Council and must adhere to the established policies and procedures of the AFSC in executing my duties.

CO Applicant: _____ **Date:** _____
Signature

Applicant's Fire Chief/Designated Supervisor Acknowledgement of Support

By signing this application, I hereby acknowledge that the applicant may be required to serve as a Certifying Officer for the AFSC. This role might involve aiding in the arrangement of time off from their current employment. It should be noted that the AFSC typically offers full reimbursement for travel on most assignments unless otherwise specified in advance.

Fire Chief/Designated Supervisor: _____ **Date:** _____
Signature

Email completed forms to: dpsakfirestandards@alaska.gov

VII. AFSC Processing- Official Office Use Only

1. Initial AFSC Approval

AFSC Administrator Initial Approval:	Date:
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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:
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