

Public Information Officer Portfolio Checklist

Date of Submission:			
Full Name:			
Department or Agency:			
Current Job Title:		Birthdate (mm/dd/yyyy):	

To obtain certification as a **Public Information Officer** within the Utah Fire Service Certification System, this portfolio checklist must be completed (prior to the written exam). You must provide the required documentation for each area listed. This information and the supporting documentation will constitute your portfolio.

Instructions to Candidate:

1. To obtain certification as a Public Information Officer within the Utah Fire Service Certification System, complete the following form and provide documentation as required.
 - a. Address each requirement in the standard and document how you meet the criteria.
 - i. Skill 1 will be tested in person, on the written exam day.
 - b. Each requirement must have a minimum of one (1) submission. Candidates may submit more documentation if desired.
 - c. Each requirement should list the corresponding skill number and NFPA reference on the submitted documentation.
 - d. Each requirement must be completed during the current NFPA standard rotation schedule. NFPA 1030 is updated every 5 years.
2. Documents should be submitted in a binder and in an orderly fashion. Items should be tabbed and well documented.
3. A letter of recommendation from your immediate supervisor or fire chief to include verification of skills.
4. Candidates must meet these requirements before certification will be processed.
5. These requirements for Public Information Officer certification are based on NFPA 1030, Chapter 12, 2024 edition.

These requirements are based on NFPA 1030 (2024), chapter 12.

NFPA Reference	Skill #	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
12.2.1, 12.2.3, 12.2.5, 12.2.9	1	<i>In person: This skill will be tested on the written exam day.</i>		
12.2.4, 12.2.7	2	Coordinate dissemination of information to the media (using a completed News Release, an Incident Information worksheet, and/or a Media Advisory) so that the information is communicated to the media accurately, in the correct format, and within the desired time frame.		
12.2.6	3	Prepare a one-page Media Advisory so that the objectives are met and the information is communicated to the groups accurately and within the desired time frame.		
12.1.2, 12.2.5	4	Prepare a one- to two-page News Release so that the objectives are met and the information is communicated to the groups accurately and within the desired time frame.		

12.2.9	5	Coordinate a press conference for local media so that a site is obtained, desired media are notified, a press conference agenda is established, media materials are created, and participants in the conference are notified.		
12.2.4, 12.2.9	6	Coordinate dissemination of information to specific community groups (for example: the city council, care centers, businesses, residential groups, the county commission, a community council, etc.) so that the information is communicated to the groups accurately and within the desired time frame.		
12.2.8	7	Coordinate dissemination of information to an internal target audience so that the information is communicated to the target audience accurately, in the correct format, and within the desired time frame.		
12.2.2, 12.2.10	8	Develop a social media communication plan for dissemination of information through applicable electronic forms of communication, given organizational policies and access to media outlets.		

By signing below, I attest that the documents contained in this portfolio are true and accurate and were created and compiled by the candidate.	
Applicant Signature:	
Chief/Training Officer Signature:	
Date:	

Certification Office Use Only

Approved by Certification Council? Yes No

Date approved: _____

Appeals Process

Examinations and portfolios may be appealed. Candidates desiring to appeal should submit their appeal to the Certification Office in writing within 30 days of taking the exam. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council. If that council turns down the appeal, the candidate can appeal to the Fire Prevention Board. If that board turns down the appeal, the candidate can request a judicial review. A judicial review of all final board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.