

# Guidelines for a Successful Fire Officer Designation Application



# Application Questions

Have questions? Get help with your application by contacting:

- Dennis Goudy at: [dennis.goudy@uvu.edu](mailto:dennis.goudy@uvu.edu) or 801-652-3852



# Part I: Submit Online Application

- Download the applicable application (Supervising Fire Officer or Managing Fire Officer) from the UFRA website.
  - In order for the application to function correctly, use the download arrow (in the top right portion of screen).
- Save the application to your desktop with your name and the date.
- Complete each field in the application.
- Save the completed application and email it to [Lori.Marshall@uvu.edu](mailto:Lori.Marshall@uvu.edu).









# Part II: Put Documentation in OneDrive

- You will receive an email from Lori Marshall with a link to a shared folder in OneDrive. (OneDrive is like Google Drive, Drop Box, and other cloud-based file-sharing services.)



# OneDrive Account Instructions

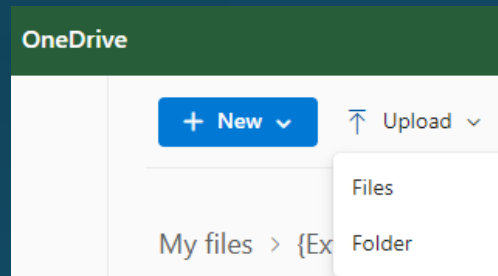
- Once you have access to your OneDrive folder, you will see the subfolders that will be used to organize all the other documentation you will be required to turn in.

 Name ▾	Modified ▾	Modified By ▾
 Certifications	About an hour ago	SharePoint App
 Education	About an hour ago	SharePoint App
 Experience	About an hour ago	SharePoint App
 Receipt	About an hour ago	SharePoint App
 Trainings	About an hour ago	SharePoint App



# Organizing Your Documents into Folders

- It is very important that you organize all your uploaded documents into their correct folders. Pay close attention to details during this step.



- When scanning copies of your original documents, make sure to save each one with a name that describes what it is (such as "ICS 100," "Hazmat Awareness," etc.) or with the folder name (such as "Training"), if you are scanning and saving documents as a group.



# Verify that all documents uploaded correctly

- Once you are satisfied with the order and completion of all sections of your application and portfolio, send an email to Lori Marshall, the treasurer of the Utah Commission for Fire Officer Professional Development, indicating that you have completed it. At that point, it will be sent in for review by members of the Commission.



# Examples

- The next few slides provide examples of documents that need to be included in your OneDrive folders.
- It is highly recommended that you create copies of everything on your desktop first and then upload the copies to the OneDrive account.
- Remember to put them in order in each of the specific folders.





# Certification Documents for the SFO Designation

- Upload copies of each of the required certifications.

- Firefighter I
- Firefighter II
- Hazmat Awareness
- Hazmat Operations
- Instructor I
- *Certificate of completion* for Company Officer Inspector Course (UFRA)
- Officer I



- Copies can be obtained online at [uvu.edu/ufra/lookup/index.php](http://uvu.edu/ufra/lookup/index.php)



# Certification Documents for the MFO Designation

- Upload copies of each of the required certifications.

- Fire Inspector I
- Fire Officer II
- Fire Investigator I
- NIMS – ICS 300



- Copies can be obtained online at [uvu.edu/ufra/lookup/index.php](http://uvu.edu/ufra/lookup/index.php)



# NIMS Course Certificates

- Include copies of each of the required NIMS Certificates.
  - FEMA no longer sends paper copies. All FEMA certificates will be sent to you electronically.

- ICS 100
- ICS 200
- IS-700 B
- IS-703 A
- IS-800 C

## Emergency Management Institute



JOHN FIREFIGHTER

**FEMA**

This Certificate of Achievement is to acknowledge that

**WILLIAM V ELSON**


has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00100.a**  
**Introduction to the Incident Command System,**  
**ICS-100**

*Issued this 9th Day of October, 2008*



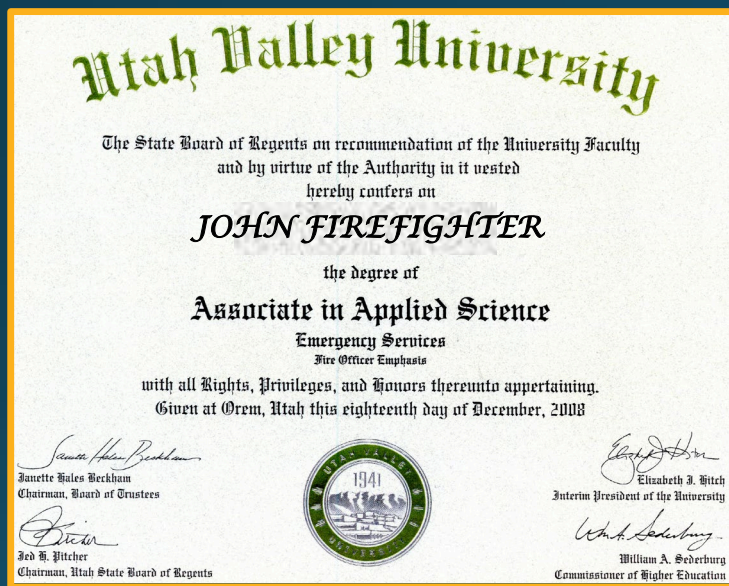
0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute



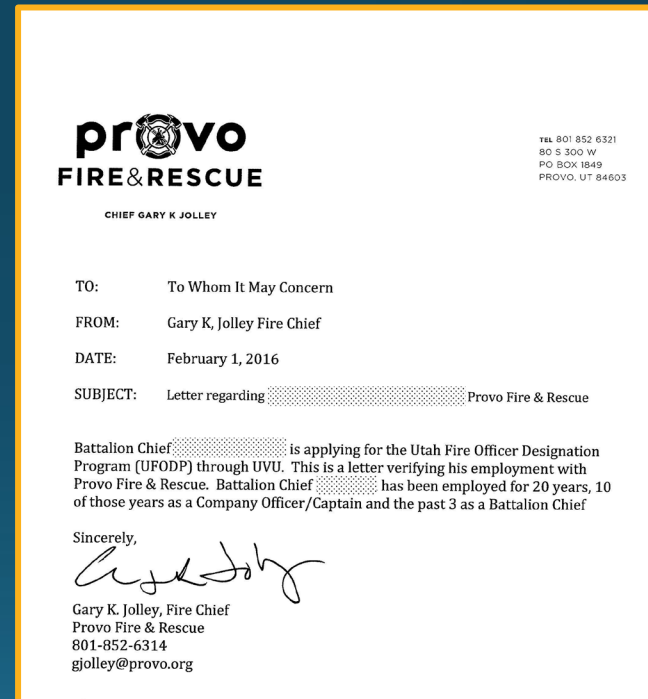
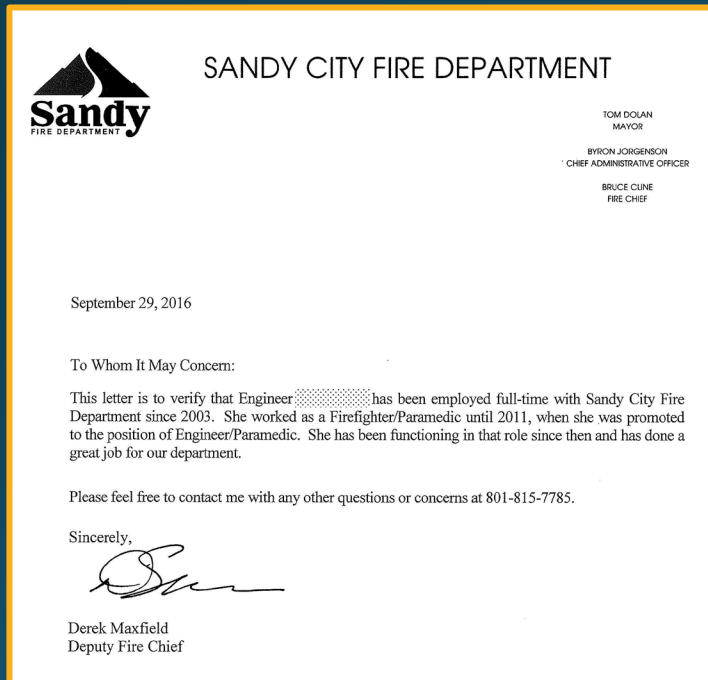
# Education

- Include copies of your diploma or official transcripts.



# Experience

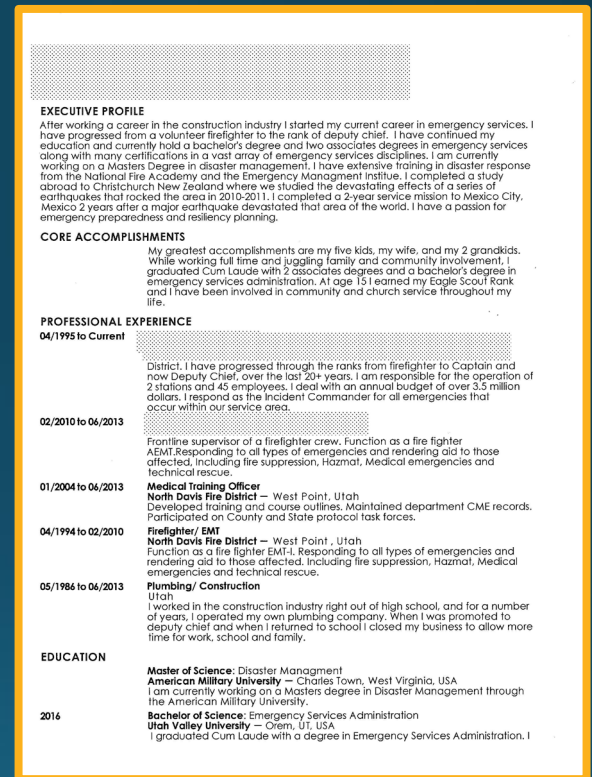
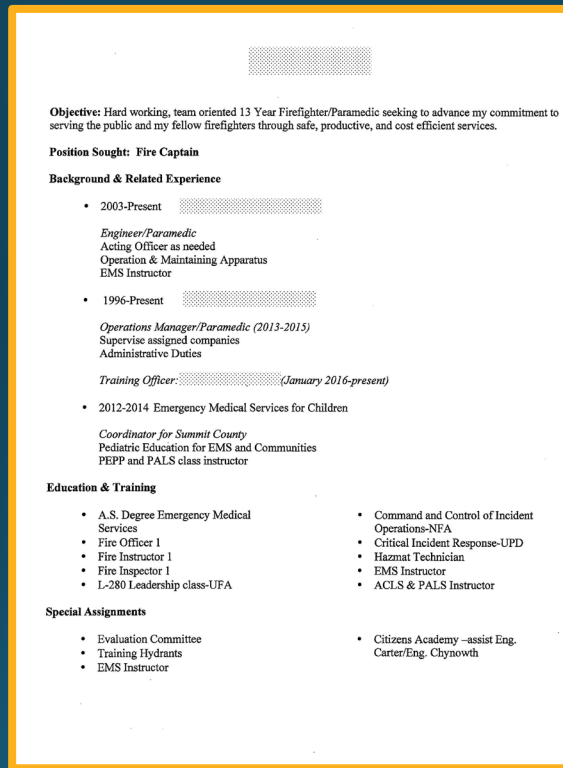
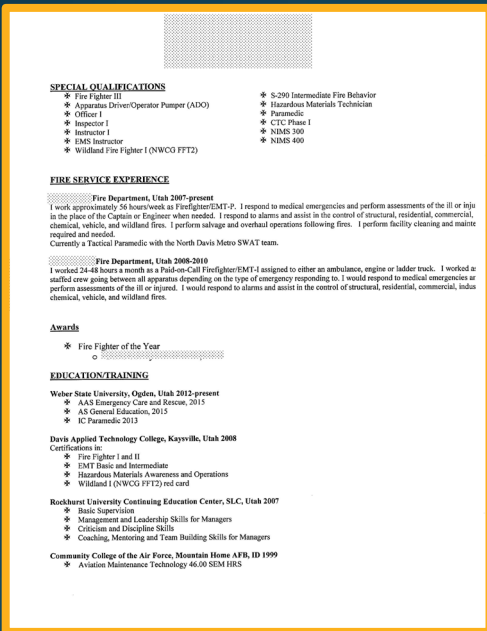
- Include a letter on department letterhead verifying your required years of experience.





# Resumé

There is no set standard on the resumé format. However, with most resúmes, less is more. Provide a copy that is well written, well edited, and to the point.



# Training

- List all the formal training you have received, including multi-company drills, training exercises, regional fire schools, conferences, Winter Fire School, and formal training from your department.
- Include “contact hours” where requested.

**TRAINING**

In addition to certifications, education, and experience, professional development training is required. Training listed will be measured using a point system based on contact hours as shown on official transcripts or certificates of completion (include copies with portfolio). A total of 25 points are required to meet this element. The resource matrix, (last 4 pages of this document) among other things, shows recommended and required training courses.

Please fill in the point values earned.

Command Training Center is required (but no points awarded)

UFRA Phase I Command Training (or any equivalent that meets this requirement as determined by the UFOD Review Committee).

Use check boxes, tables and spaces below to document applicable classes. Use the “points per category” table on page 11 to combine all calculated points requested for the training section:

EMS—choose only one of the following (may be current or previous certification)

EMT: 5 Points  
 AEMT: 7 Points  
 Paramedic: 10 Points

Total EMS Points:

Hazmat—choose all that apply (may be current or previous certification)

Hazmat Technician: 5 points

Total HM Tech Points:

Use this table to list all other Haz Mat classes taken. List location of the class Note: Do not include Hazmat Awareness or Operations in this table.	Number of Contact Hours
Hazardous Materials Incident Commander, St. George, Utah	30
FEMA Crt for Domestic Preparedness Hazmat Evidence Coll. SLC.	16
Enter total points (# of contact hours / by 15) for all other Hazmat classes here:	3



# Training Form Example (continued)

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National Wildland Coordination Group (NWCG) training	Number of Contact Hours
S-290 Intermediate Fire Behavior	32
L-380 Fireline Leadership	32
S-330 Task Force / Strike Team Leader	24
Enter total points (# of contact hours / by 15) for all NWCG Classes:	6

Point calculation box - Total all points from the training check boxes and tables above and place them in the table below. The committee will review and confirm the numbers.

TRAINING POINTS PER CATEGORY TALLY		
Category	Points Requested	Points Awarded
EMS	10	
Hazmat	8	
Technical Rescue		
NFA (all courses including ISO)		
UFRA or Other	2	
Pub Ed		
NWCG	6	
<b>Total Training Points</b>	<b>26</b>	

(Administrative Use Only)

UFRA CTC Phase I Obtained?  Yes  No

Training Element Met?  Yes  No

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_





# Accompanying Documentation

- The types of training certificates shown below should be included in the "Training" folder.



# EMS Verification

- Copies of EMT/Paramedic cards should be included in your folder titled "Certifications."

