



**September 7, 14, 21, 28, 2017**  
**October 5, 19, 26, 2017**  
**November 2, 16, 30, 2017**  
**December 7, 14, 2017**  
**January 11, 25, 2018**

## CHIEF FIRE OFFICER TRAINING

This course, presented in partnership with the University of Massachusetts Edward J. Collins Jr. Center for Public Management, is designed to provide the new chief officer with a variety of leadership and management skills essential in municipal management. The information covered and case histories will be pertinent to Massachusetts municipal government.

**Course Number:**

200-014-331-2017-FA-A

**Location:**

Massachusetts Firefighting Academy  
One State Road  
Stow, MA  
Classroom - 127

The topics covered include: leadership and the chief officer; administrative structure; communication skills; budget and financial skills; supervision and management; human resource management; community and intergovernmental relations; emergency management; logic, ethics and decision making; comprehensive safety and health programs; fire and life safety programs; and organizational and strategic planning.

**Time:**

0800-1600

This course consists of one hundred and twelve (112) hours of instructor-led classroom training with considerable out-of-class reading and research as preparation.

**Application Due Date:**

May 31, 2017

This intensive course requires students to have 100% mandatory attendance and to successfully develop an applied research paper on a topic relevant to the duties and responsibilities as a senior fire official and practice public speaking in a presentation to a panel.

**Notes:**

This is a "Priority Selection" course which is not first come-first serve.

This course meets or exceeds the job performance requirements in the NFPA Standard 1021 Fire Officer Professional Qualifications for Fire Officer III and IV.

**Priority Selection Date:**

June 21, 2017

**Selection Criteria:** This is a very competitive, highly demanding cap-stone course in the overall Fire Officer training track. Preference is given to Officers that have demonstrated their commitment to professional development; through achieving an academic degree from an accredited college or university and/or fire certifications with greater weight given for Fire Officer Certifications. The candidate's current position and administrative responsibilities within their respective fire department will also receive consideration in the selection process.



Department of Fire Services, Massachusetts Firefighting Academy  
University of Massachusetts  
Edward J. Collins Jr. Center for Public Management  
**Chief Fire Officer Program**  
**Application**



Name \_\_\_\_\_  
MFA Student ID # \_\_\_\_\_  
Fire Department \_\_\_\_\_ Current Position/Rank \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

**A completed application includes:**

- Letter of Intent (explaining your reason for applying to the course)
- Fire Officer Trainings (if applicable)  
Check box(es) of all trainings and provide proof  
 Fire Officer I    Fire Officer II    Fire Officer III    Fire Officer IV
- Fire Officer Certifications (if applicable)  
Check box(es) of all certifications and provide proof  
 Fire Officer I    Fire Officer II    Fire Officer III    Fire Officer IV
- National Fire Academy Education Programs (if applicable)  
Check box(es) of all that apply and provide proof  
 Executive Fire Officer Program    Managing Officer Program
- Formal Education (if applicable)  
Check box below of highest level achieved and provide proof  
 College Certificate    Associates    Bachelors    Masters
- A professional resume which details your fire service experience
- Copy of organizational chart, indicating your position within your fire department
  
- I understand that if selected for this program I will be expected to fully participate in 100% of all 14 classroom sessions. I also acknowledge that I will be required to do considerable out-of-class preparation in advance of each week's session. I further understand successful completion of this program requires the successful completion of an applied research paper on a topic relevant to my duties and responsibilities as a senior fire official.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application deadline is May 31, 2017**

**Submit Completed Applications to:**

[MFA.Registration@state.ma.us](mailto:MFA.Registration@state.ma.us)

**HARD COPY APPLICATIONS WILL NOT BE ACCEPTED**