



## **MASSACHUSETTS FIRE CHIEF CREDENTIAL (FCC) CANDIDATE APPLICATION**

The Massachusetts Fire Chiefs credentialing and recredentialing program is intended to provide the opportunity for all full-time, call and volunteer applicants to demonstrate, through recognition at the highest level, their skills, knowledge and professional achievements that benefit their respective departments and the cities or towns they serve. Such recognition is critical to the ongoing professional development of both the individual in particular and the fire service, in general.

The Fire Service Commission, consistent with its mission, is dedicated to the development, oversight, and implementation of a credible and sustainable credentialing and recredentialing program that provides the opportunity to both recognize and foster the professionalism of the individual and fire service for the benefit of the citizens of the Commonwealth.

This credentialing program has been developed to promote career long learning, development and engagement in the fire service and is solely administered by the Massachusetts Fire Service Commission. Any fire officer holding the rank of Lieutenant or above shall be eligible to apply for credentialing. All qualified applicants are encouraged to participate in this voluntary program.

Any applicant aggrieved by a decision of the Fire Service Commission may petition for review for good cause. Any determination regarding review by the Commission shall be final.

**Submit Completed Applications to: [DFS.credentialing@mass.gov](mailto:DFS.credentialing@mass.gov)**

**HARD COPY APPLICATIONS WILL NOT BE ACCEPTED**



## **CODE OF PROFESSIONAL CONDUCT**

A key value within the fire and emergency service is strong, ethical and competent leadership. Most professionals abide by a Code of Ethics or Code of Conduct, which expresses their understanding of what constitutes acceptable behavior.

Abiding by these standards is required for continued recognition as a designated Fire Chief and serves notice to the public who entrust their confidence in the abilities and integrity of the Fire Chief. It is meant to foster the need for our fire chiefs to follow these codes in their daily professions as well as in their daily lives.

### **SECTION 1**

We shall be dedicated to the concepts of effective fire protection by responsible fire chiefs and we believe that professional management is essential to the achievement of this objective. We pledge ourselves to advance the science of fire service through training courses and other methods to meet the proper requirements of our profession.

### **SECTION 2**

We recognize that the most important function of local fire departments is to serve the best interests of the community.

### **SECTION 3**

We shall be dedicated to the highest ideals of personal character, honor and integrity in all public and personal relationships in order that fire chiefs may merit the respect and confidence of the community.

### **SECTION 4**

We shall refrain from participating in political activities which may impair our performance as professional administrators.

### **SECTION 5**

We shall handle all matters in our best judgment so that fairness and impartiality govern our decisions.

### **SECTION 6**

We shall observe all of the provisions of the Constitution of the United States, the laws of the Commonwealth of Massachusetts and all applicable local statutes.

### **SECTION 7**

We shall make known the risks to be anticipated, should the fire chief's professional recommendations be disregarded by others.

### **SECTION 8**

We shall recognize the professional competence and the mutual dependence of all fire chiefs and we pledge cooperation to those professionals and agencies concerned with the improvement of fire protection.



**APPLICATION REQUEST FOR FIRE CHIEF CREDENTIAL**

Name \_\_\_\_\_ LMS Student ID \_\_\_\_\_  
 Department \_\_\_\_\_ Current Rank \_\_\_\_\_ Years in Position \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Work Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**COMPLETE PORTFOLIO CHECKLIST**

		Max Points	Your Points
Category 1	Professional Designation: Center for Public Safety Excellence <ul style="list-style-type: none"> <li>• Copy of certificate</li> </ul>	100	
Category 2	Professional Work Experience	20	
Category 3	Professional Work Experience: Fire Officer <ul style="list-style-type: none"> <li>• Current resume</li> <li>• Organization chart verifying position within the department</li> </ul>	20	
Category 4	Formal Education <ul style="list-style-type: none"> <li>• Copy of certificates</li> </ul>	40	
Category 5	Professional Certifications: Fire Officer <ul style="list-style-type: none"> <li>• Copy of certificates</li> </ul>	40	
Category 6	Professional Certifications <ul style="list-style-type: none"> <li>• Copy of certificates</li> </ul>	40	
Category 7	Professional Development: Trainings/Courses <ul style="list-style-type: none"> <li>• Copy of transcripts or certificates</li> </ul>	70	
Category 8	Professional Memberships <ul style="list-style-type: none"> <li>• Copy of membership cards or letter acknowledging membership</li> </ul>	20	
Category 9	Professional Memberships: State HAZMAT Team <ul style="list-style-type: none"> <li>• Copy of letter acknowledging membership</li> </ul>	12	
Category 10	Professional Contributions: Boards/Commissions/Technical Committees <ul style="list-style-type: none"> <li>• Letter acknowledging role on board/committee</li> </ul>	40	
Category 11	Professional Letters of Reference <ul style="list-style-type: none"> <li>• Two (2) Individual Signed Letters</li> </ul>		
	Credential Commitment Statement <ul style="list-style-type: none"> <li>• Signed</li> </ul>		
	<b>TOTAL REQUIRED POINTS</b>	<b>100</b>	

**(DFS Use Only)**    Denied    Approved  
 Name/Title \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



**CATEGORY 1: PROFESSIONAL DESIGNATION: CENTER FOR PUBLIC SAFETY EXCELLENCE (CPSE)**

- The Commission recognizes the Center for Public Safety Excellence (“CPSE”) Chief Fire Officer Designation Credential as satisfying the requirements and standards set forth by the Massachusetts Fire Chief Credential /or Re-credential Designation program.
- This is **not** the DFS/MFA Chief Fire Officer Training Program
- Enter date designation was awarded
- Attach copy of certificate
- Max Points Awarded FCC: 100

	Points	Date Completed	Your Points
CPSE - Chief Fire Officer	100		

**CATEGORY 2: PROFESSIONAL WORK EXPERIENCE**

- Candidate must be a member in good standing of a Fire Department or District
- Time served on fire departments other than Massachusetts’ departments will be counted
- Enter years served in the Fire Service
- 1 point awarded per year served
- Max Points Awarded FCC: 20

	Max Points	Date Began	Your Points
1 point per year served	20		

**CATEGORY 3: PROFESSIONAL WORK EXPERIENCE: FIRE OFFICER**

- Candidate must be a member in good standing of a Fire Department or District
- Time served on fire departments other than Massachusetts’ departments will be counted
- Enter years served as a Fire Officer
- Attach a current resume
- Attach organization chart verifying position within the department
- 2 points awarded per year served
- Max Points Awarded FCC: 20

	Max Points	Date Began	Your Points
2 points per year served	20		



**CATEGORY 4: FORMAL EDUCATION**

- Degrees or education certificate must be from an accredited institution
- Degree can be in any subject for credit
- No credit will be awarded for partial completion of degree
- Include ALL levels attained
- Enter date certificate or degree was attained
- Attach copies of certificates or degrees
- Max Points Awarded FCC: 40

	Points	Date Completed	Your Points
College Certificate	5		
Associates	10		
Bachelors	20		
Masters	30		
Doctorate PhD	40		

**CATEGORY 5: PROFESSIONAL CERTIFICATIONS: FIRE OFFICER**

- Certifications can be issued by Federal, State, NFPA, or other entity recognized by the commission
- Credit for fire examinations will only be awarded if a passing score is achieved
- The Massachusetts HRD “Chief of Department” or an equivalent exam with a passing score will be considered when requesting the points in the Fire Officer IV or Chief of Department exam
- Include ALL levels attained
- Enter dates certifications were awarded
- Attach copies of certificates
- Max Points Awarded FCC: 40

	Points	Date Completed	Your Points
Fire Officer I: Lieutenant	10		
Fire Officer II: Captain	20		
Fire Officer III: Deputy/District/Assistant Chief	30		
Fire Officer IV: Chief of Department	40		



### CATEGORY 6: PROFESSIONAL CERTIFICATIONS

- Certifications can be issued by Federal, State, NFPA, or other entity recognized by the commission
- Credit for fire examinations will only be awarded if a passing score is achieved
- Continued professional development to maintain a certification is credited in the Professional Development section i.e. National Continued Competency Programs (NCCR/AEMT/NCCP), Massachusetts Fire Prevention Officer Re-Credentials
- Enter dates certifications were awarded
- Attach copies of certificates
- Max Points Awarded FCC: 40

	Points	Date Completed	Your Points
EMT : Basic (Initial)	10		
EMT : Advanced (Initial)	20		
EMT : Paramedic (Initial)	30		
Fire Inspector I	5		
Fire Inspector II	10		
Fire Inspector III	15		
Fire Instructor I	5		
Fire Instructor II	10		
Fire Instructor III	15		
Fire Prevention Officer I Credential (Initial)	10		
Fire Prevention Officer II Credential (Initial)	15		
Hazardous Materials: Operations	5		
Hazardous Materials: Technician	10		
Incident Safety Officer	10		
Public Fire and Life Safety Educator	5		
Technical Rescuer: Confined Space Rescue I/II	5		
Technical Rescuer: Rope Rescue I/II	5		
Technical Rescuer: Trench Rescue I/II	5		



**CATEGORY 7: PROFESSIONAL DEVELOPMENT: TRAININGS/COURSES**

- The [Approved Trainings List](#) includes all training that have been evaluated for credit
- **ALL** trainings listed in your application **MUST** have an approval # and credit awarded on the Approved Trainings List
- If there is a training that does not appear on the Approved Trainings List with credit or you would like to challenge the awarded credit, you **MUST** submit a [Training Request for Credit Application](#) and receive an approval # prior to including the training in your portfolio
- Enter dates trainings were completed
- Attach copies of education transcript(s) OR certificates
- Max Points Awarded FCC: 70

Examples of approved organizations include: Accredited colleges or universities (*if not counted in a degree for which you have previously received points*), fire attack schools, weekend seminars or workshops, Massachusetts Firefighting Academy, National Fire Academy, chiefs' conferences, vendor courses, and other learning institutions.

Approval #	Training Title	Date Completed	Your Points



**CATEGORY 8: PROFESSIONAL MEMBERSHIPS**

- Membership Organizations must be fire, rescue and/or emergency services related
- Enter dates of active membership
- Attach copies of membership cards or letter acknowledging membership
- 1 point awarded per year served per membership
- Max Points Awarded FCC: 20

Examples of approved organizations include: the International Association of Fire Chiefs, Fire Chiefs Association of Massachusetts, New England Association of Fire Chiefs, International Association of Arson Investigators, NFPA and District Organizations etc.

Organization Name (1 point/year)	Dates	Your Points

**CATEGORY 9: PROFESSIONAL MEMBERSHIP: STATE HAZMAT TEAM**

- Enter dates of active membership
- Attach copies of membership cards or letter acknowledging membership
- 4 points awarded per year served
- Max Points Awarded FCC: 12

	Max Points	Dates	Your Points
4 points per year served	12		





**CATEGORY 10: PROFESSIONAL CONTRIBUTIONS: BOARDS/COMMISSIONS/TECHNICAL COMMITTEES**

- Professional Contributions must be fire, rescue and/or emergency services related
- Memberships must be based on regional or statewide service, not at the municipal level and evidence a benefit to the fire service or the public as a whole
- Enter dates of active involvement
- Attach letter acknowledging role on board/committee
- 4 points awarded per year served per organization
- Max Points Awarded FCC: 40

Examples of approved organizations include: Board of Fire Prevention Regulations, Hazardous Materials Advisory Board, 9-1-1 Commission, Massachusetts Homeland Security Councils, NFPA Technical Committees, etc.

Organization Name (4 points/year)	Dates	Your Points

**CATEGORY 11: PROFESSIONAL LETTERS OF REFERENCE**

- Qualifying references include but are not limited to; a past supervisor, local, state or federal officials or department heads, emergency services organization officials (public, private, military)
- Non-qualifying reference include but are not limited to; a subordinate, a former student, friends, neighbors or relatives
- Attach two (2) individual signed letters

**CREDENTIAL COMMITMENT STATEMENT**

*I will execute the necessary documents and supply further information as determined by The Fire Service Commission. I understand that any false statements or misrepresentation submitted in the course of these proceedings may result in the revocation of my Fire Chief Credential designation.*

*I hereby attest that I am currently an active member in good standing of the Massachusetts Fire Service and give permission for verification of any information provided in this application.*

Sign\_\_\_\_\_

Date\_\_\_\_\_