



FIRE PREVENTION OFFICER 1 RECREDENTIAL INFORMATION GUIDE AND APPLICATION PROCESS

Fire Prevention Officer Re-Credential 1 Candidate Guide and Application replaces all former versions.

The Fire Prevention Officer 1 Credential designation is issued the Massachusetts State Fire Marshal to acknowledge the professional development of fire prevention officer and not the intent to set standards or qualifications for an individual to hold the designation of Fire Prevention Officer.

This credential program provides recognition of career excellence and achievement and encourages continued personal and professional development during a consecutive 36-month period. This includes remaining current and active with organizations and committees and by keeping certifications current. The goal is to assist the credentialed Fire Prevention Officer in maintaining a higher level of professionalism within the fire service.

The Fire Prevention Officer (FPO1) Credential designation is awarded to all Massachusetts Fire Service Personnel who have successfully completed the Massachusetts Firefighting Academy Fire Prevention Officer – Level 1 training program.

The Fire Prevention Officer (FPO1) Credential is NOT a certification and it is not equivalent to the Pro-Board Certification to the level of Fire Inspector I set forth by the NFPA Standard 1031 Professional Qualifications for Fire Inspector.

Once the Fire Prevention Officer – Level 2 designation is achieved, the Fire Prevention Officer – Level 1 designation no longer needs to be maintained.

The re-credential application process is the ONLY eligible process to maintain your Fire Prevention Officer Credential. If you choose to retake the Fire Prevention Officer – Level 1 course, the points awarded for the class can be included in your re-credential application but will NOT re-credential you with a new expiration date.

An individual wishing to maintain the Fire Prevention Officer Credential – Level 1 will be required to accumulate 36 points of approved attendance/activities in a consecutive 36-month period that begins on the date of issuance of the Fire Prevention Officer Credential.

In the event a previously credentialed individual fails to acquire the minimum points in the consecutive 36-month period the Fire Prevention Officer Credential shall become void.

An individual previously awarded credential by the State Fire Marshal who has allowed it to expire and wishes to have the credentialing reinstated will be required to comply with the current minimum standards established for “re-credentialing”. Minimum standards are defined as: accumulating the required points of approved attendance/activities in a consecutive 36-month period from the date of the submitted application. Credit will only be awarded for each of the categories if achieved during the consecutive 36-month period and cannot exceed the max points awarded per credential level per category as listed in the Application Directions.

The application must be completed in its entirety. Incomplete portfolios will delay processing and will not be accepted for review.

All applications and resources can be accessed on the [Fire Prevention Officer Credential webpage](#).



Department of Fire Services

Fire Prevention Officer Re-Credential

Only the most current version of the application will be accepted.

Application Review and Re-credential Award Process

- Hard Copy Applications will **NOT** be accepted
- Applications **MUST** be submitted to DFS.credentialing@mass.gov
- Once your application is submitted, you will receive an email indicating receipt
- Once received, it will be reviewed within 14 business days
- Once reviewed, you will receive an email indicating the status of your application or additional information is required
- Once approved, you will receive your certificate within 14 business days via the email listed in your application

Submit Completed Applications to: DFS.credentialing@mass.gov

HARD COPY APPLICATIONS WILL NOT BE ACCEPTED



Department of Fire Services
Fire Prevention Officer Re-Credential

APPLICATION REQUEST FOR FIRE PREVENTION OFFICER 1 RECREDENTIAL

Name _____ LMS Student ID _____

Department _____ Current Rank _____ Years in Position _____

Daytime Phone _____ Email _____

Work Address _____

City, State, Zip _____

Date of Last Credential: ____/____/____ Date of Application Submitted: ____/____/____

COMPLETE PORTFOLIO CHECKLIST

		Max Points	Your Points
Category 1	Professional Designation: Center for Public Safety Excellence <ul style="list-style-type: none"> Copy of certificate 	34	
Category 2	Professional Work Experience	3	
Category 3	Professional Work Experience: Fire Prevention Officer <ul style="list-style-type: none"> Current resume Organization chart verifying position within the department 	6	
Category 4	Formal Education <ul style="list-style-type: none"> Copy of certificates 	20	
Category 5	Professional Certifications: Fire Officer <ul style="list-style-type: none"> Copy of certificates 	20	
Category 6	Professional Certifications <ul style="list-style-type: none"> Copy of certificates 	10	
Category 7	Professional Development: Trainings/Courses <ul style="list-style-type: none"> Copy of transcripts or certificates 	36	
Category 8	Professional Memberships <ul style="list-style-type: none"> Copy of membership cards or letter acknowledging membership 	5	
Category 9	Professional Memberships: State HAZMAT Team <ul style="list-style-type: none"> Copy of letter acknowledging membership 	3	
Category 10	Professional Contributions: Boards/Commissions/Technical Committees <ul style="list-style-type: none"> Letter acknowledging role on board/committee 	12	
	Credential Commitment Statement <ul style="list-style-type: none"> Signed 		
	FIRE PREVENTION OFFICER 1 TOTAL REQUIRED POINTS	36	



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

- The Commission recognizes the Center for Public Safety Excellence (“CPSE”) Fire Marshal Designation Credential as satisfying the requirements and standards set forth by the Massachusetts Fire Chief Credential /or Re-credential Designation program.
- Enter date designation was awarded during the 36-month recredential period
- Attach copy of certificate
- Other 2 points to meet 36 required point minimum MUST be the required Massachusetts Firefighting Academy New Fire Code Course in Category 7
- Max Points Awarded FPORC: 34

	Points	Date Completed	Your Points
CPSE Fire Marshal	34		

CATEGORY 2: PROFESSIONAL WORK EXPERIENCE

- Candidate must be a member in good standing of a Fire Department of District
- Time served on fire departments other than Massachusetts’ departments will be counted
- Enter years served in the Fire Service during the 36-month recredential period
- 1 point awarded per year served
- Max Points Awarded FPORC: 3

	Max Points	Years Served	Your Points
1 point per year served	3		

CATEGORY 3: PROFESSIONAL WORK EXPERIENCE: FIRE PREVENTION OFFICER

- Candidate must be a member in good standing of a Fire Department of District
- Time served on fire departments other than Massachusetts’ departments will be counted
- Enter years served as a Fire Officer during the 36-month recredential period
- Attach a current resume
- Attach organization chart verifying position within the department
- 2 points awarded per year served
- Max Points Awarded FPORC: 6

	Max Points	Years Served	Your Points
2 points per year served	6		



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 during the 36-month recredential period
- Attach copies of certificates or degrees
- Max Points Awarded FPORC: 20

	Points	Date Completed	Your Points
College Certificate	3		
Associates	5		
Bachelors	10		
Masters	15		
Doctorate PhD	20		

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 during the 36-month recredential period
- Attach copies of certificates
- Max Points Awarded FPORC: 20

	Points	Date Completed	Your Points
Fire Officer I: Lieutenant	5		
Fire Officer II: Captain	10		
Fire Officer III: Deputy/District/Assistant Chief	15		
Fire Officer IV: Chief of Department	20		



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 during the 36-month recredential period
- Attach copies of certificates
- Max Points Awarded FPORC: 10

	Points	Date Completed	Your Points
EMT: Basic (Initial)	5		
EMT: Advanced (Initial)	5		
EMT: Paramedic (Initial)	5		
Fire Inspector I (Pro-Board)	5		
Fire Inspector II (Pro-Board)	10		
Fire Instructor I	5		
Fire Instructor II	10		
Fire Instructor III	15		
Fire Investigator (Pro-Board)	5		
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
- Do **NOT** include the original Fire Prevention Officer course you completed in order to attain your initial credential designation
- As of 01/01/23, the Department of Fire Services' course #NC3 is **REQUIRED**
- Enter dates trainings were completed during the 36-month recredential period
- Attach copies of education transcript(s) OR certificates
- Max Points Awarded FPORC: 36

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 during the 36-month recredential period
- Attach copies of membership cards or letter acknowledging membership
- 1 point awarded per year served per membership
- Max Points Awarded FPORC: 5

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 during the 36-month recredential period
- Attach copies of membership cards or letter acknowledging membership
- 1 point awarded per year served
- Max Points Awarded FPORC: 3

	Max Points	Dates	Your Points
1 point per year served	3		



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 and evidence a benefit to the fire service or the public as a whole
- Enter dates of active involvement during the 36-month recredential period
- Attach letter acknowledging role on technical board
- 4 points awarded per year served per organization
- Max Points Awarded FPORC: 12

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

CREDENTIAL COMMITMENT STATEMENT

I understand that credentialing is subject to the approval of the State Fire Marshal. I will execute the necessary documents and supply further information as determined by The State Fire Marshal. I understand that any false statements or misrepresentation submitted in the course of these proceedings may result in the revocation of my Fire Prevention Officer 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_____