



# State Firemen's and Fire Marshals' Association of Texas

## Texas Volunteer Firefighters' and Fire Marshals' Certification Board

4450 Frontier Trail ♦ Austin, Texas 78745-1514 ♦ (512) 454-3473  
certification@sffma.org ♦ www.sffma.org ♦ (800) 580-7336

Shoulder patches are optional. To request a patch with the certificate check the box at the bottom of the form.

### Instructions for Application Completion – INSTRUCTOR

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Membership dues for the department as well as the applicant must be paid in order to issue certification(s).

- 1) Instructor Certification(s) Indicate which certification the application covers. Processing fees for all indicated levels must accompany application. Austin office holds Applications received without appropriate or missing fees.
- 2) Applicant Name Legibly print the applicant's name as it is to appear on the certificate.
- 3) SFFMA ID # **\*\*REQUIRED\*\*** Provide the applicant's SFFMA ID number found on the membership card or on the dues renewal notice. This is required information and the application cannot be issued without inclusion.
- 4) Last 4 digits of SSN **\*\*REQUIRED\*\*** Provide the last four digits of the applicant's SSN for comparison against SFFMA records. The full SSN must have been previously provided, either through the SFFMA Online program or on a membership application form.
- 5) Gender Indicate whether the firefighter is male or female. This information is kept for demographic purposes only.
- 6) E-mail Legibly print the applicant's preferred e-mail address. We send the e-InfoFire newsletter as a member benefit.
- 7) Fire Department Legibly print the department name on record. Changes to the department name must be made separately, and cannot be submitted on certification applications.
- 8) Dept SFFMA ID # Provide the department's SFFMA ID number found on the departmental membership certificate and dues renewal notice.
- 9) Dept E-mail Legibly print the department's e-mail address. Questions from Austin staff can be resolved quickly via e-mail and reduces the number of applications returned to the department.
- 10) Total # of years in Fire Service Provide the number of total years in the fire service, not just those served in the department on the application. Applicant for Departmental Instructor must have served a minimum of two (2) years in a fire department, state or federal agency, educational institute, or a public or private entity devoted to fire service training and related responsibilities, all other levels require three (3) years.
- 11) SFFMA Firefighter Certification Held Indicate the highest level of certification issued by the SFFMA. TCFP firefighter certification cannot be used in place of SFFMA certification.
- 12) Instructional Coursework Held Indicate at least one course for each applicable level and attach documentation
- 13) SFFMA Instructor Certification Held Applicants for Instructor II or III must either currently hold the immediately lower level of certification unless applications are combined.

**Applications received without the required documentation will be returned.**

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**NOTE:** As this is a legal document, we can only accept original signatures in ink for issuance of certifications. Applications submitted with photocopied, faxed or pencil signatures will be returned for re-signature.

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Mail completed application, documentation and application processing fee to the Austin office.

**Allow at least 30 to 60 days for the Austin office to process applications.** Although applications may be issued prior to the 30-day point, frequent requests for status updates slows the Certification Department's ability to process applications in a timely manner.