

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

Texas Volunteer Firefighters' and Fire Marshals' Certification Board  
 4450 Frontier Trail ♦ Austin, Texas 78745-1514 ♦ (800) 580-7336

## CERTIFICATION COORDINATOR APPLICATION

SFFMA OFFICE USE ONLY	
Certified Date:	DD <input type="checkbox"/> ID <input type="checkbox"/>

1) Applicant Name:			6) Fire Department:		
2) SFFMA ID #:	3) Last 4 digits of SSN:	4) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	7) Dept SFFMA ID #:		
5) E-mail:			8) Dept E-mail:		

### THIS SECTION IS TO BE COMPLETED BY THE APPLICANT

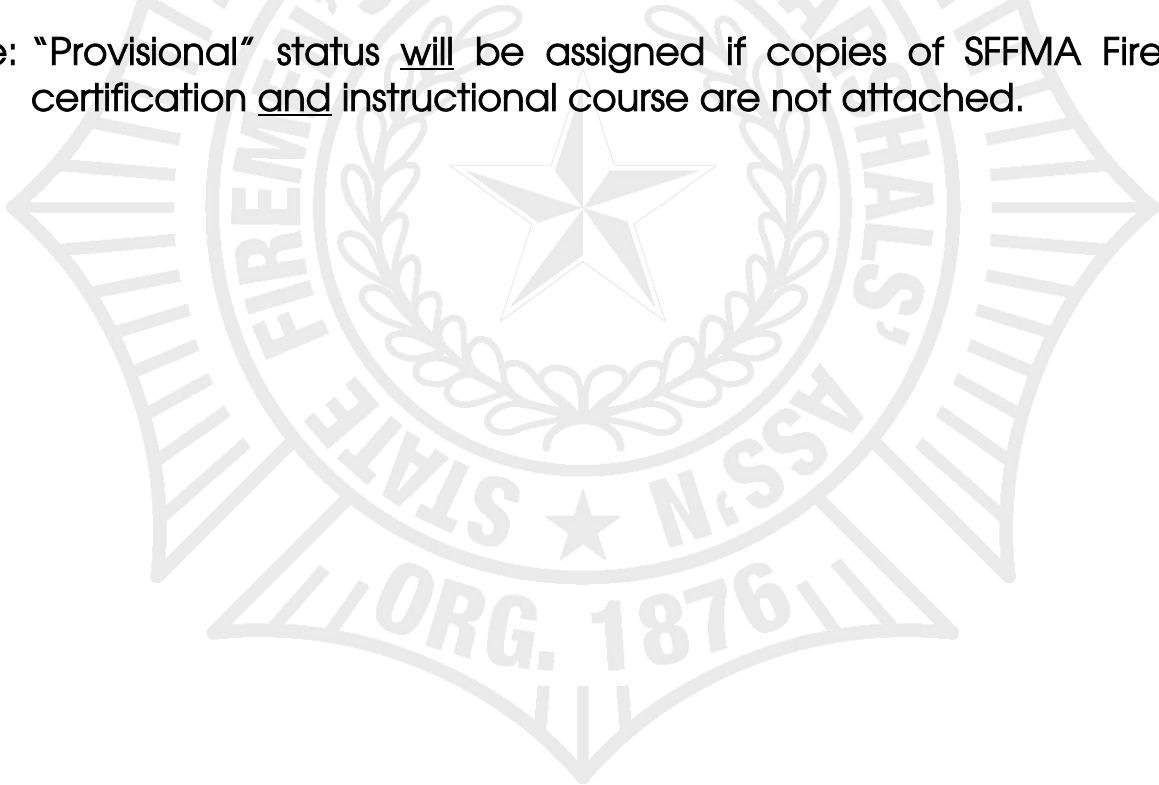
9) Total Number of Years Applicant Has Served in the Fire Service: \_\_\_\_\_

Each of the following requirements have been completed in order to qualify for this certification:

10) SFFMA Certification Held:  Basic  Intermediate  Advanced  Master

11) Courses Completed:  Methods of Teaching  Instructional Techniques  Other

Notice: "Provisional" status will be assigned if copies of SFFMA Firefighter certification and instructional course are not attached.



I attest that the information contained in this application is true and correct to the best of my knowledge, and that the fire department has access to all required manuals and reference guides.

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Print Name Here

Revised 01/08

Photocopied, faxed and pencil signatures are not accepted.

**ALLOW 30-60 DAYS FOR PROCESSING**

**PLEASE ENCLOSE \$10.00 PROCESSING FEE**



## 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

### **Instructions for Application Completion – CERTIFICATION COORDINATOR**

---

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

- 1) Applicant Name Legibly print the applicant's name as it is to appear on the certificate.
- 2) SFFMA ID # 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.
- 3) Last 4 digits of SSN 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.
- 4) Gender Indicate whether the firefighter is male or female. This information is kept for demographic purposes only.
- 5) E-mail Legibly print the applicant's preferred e-mail address. We send the e-InfoFire newsletter as a member benefit.
- 6) 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.
- 7) Dept SFFMA ID # Provide the department's SFFMA ID number found on the departmental membership certificate and dues renewal notice.
- 8) 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.
- 9) 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.
- 10) SFFMA Certification Held Indicate the highest level of certification issued by the SFFMA. TCFP firefighter certification cannot be used in place of SFFMA certification.
- 11) Courses Completed Indicate the instructional course completed by the applicant. A copy of the indicated certificate MUST be attached to the application or a "provisional" certificate will be issued. Attachment of an SFFMA Level II Instructor certificate will not be accepted.

---

**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.

---

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.