



**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 – PUBLIC FIRE EDUCATOR II**

---

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 # <b>**REQUIRED**</b>           | 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 <b>**REQUIRED**</b> | 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 <u>on record</u> . 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) SFFMA Public Fire Educator I             | The applicant must have been issued Public Fire Educator I certification. Attach a copy of the certificate.                                                                                                             |
| 10) Curriculum documentation                | Provide documentation that either: 1) the required training from TEEEX; or 2) equivalent Public Fire Educator II coursework meeting NFPA 1035 requirements.                                                             |

---

**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.