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## PARTICIPATION REQUIREMENTS

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### *For the Individual*

Any participating individual must have and maintain a current individual membership in the SFFMA, and be:

1. an active member in good standing of a regularly organized Fire Department; or
2. an honorably retired or honorably separated member of a regularly organized Fire Department.

### *For the Department*

When participating through a department, the department MUST:

1. maintain a current membership in the SFFMA (participation at the district association level is strongly encouraged);
2. appoint by application a Certification Coordinator who meets and maintains participation and workshop attendance requirements;
3. submit to the Austin Office an annual Progress Report, showing training received by participating members (This report is to be received in the Austin Office by January 31 of each year for the training received through the previous year. The Austin office will assess a twenty-five dollar (\$25) late fee on all reports received after the due date.);
4. the report should include all participating members of the department who trained during the reporting year (In order to show proficiency in an area of certification, it is necessary to include training for subjects and at levels for which individuals have already certified.);
5. departments which do not meet the participation requirements will have applications/Progress Reports held until such time as requirements are met.

### *For Individuals unable to volunteer with a Department*

Individuals participating as Honorably Separated/Retired MUST:

1. maintain a current membership in the SFFMA (Participation at the district association level is strongly encouraged);
2. submit all certifications and/or training records to their Zone Representative for verification;
3. submit to the SFFMA office, via their Zone Representative, an annual Progress Report showing training received by the participating member (This report is to be received by the Zone Representative by January 31 of each year for the training received through the previous year. The Zone Representative will forward the report to the Austin Office before March 1 each year. The Austin office will assess a twenty-five dollar (\$25) late fee on all individuals whose reports are received after the due date.);
4. the report should include all of the individual's acquired training during the reporting year (In order to show proficiency in an area of certification, it is necessary to include training for subjects and at levels for which the individual has already certified.).