
APPLICATION PROCESS

Through a Department

To file for any certification through a Fire Department:

1. Department must meet all participation requirements as listed in section *IV. Participation Requirements*.
2. Coordinator must:
 - a. complete the proper application form;
 - b. ensure signature by all required individuals (photocopied, stamped and pencil-written signatures are not accepted);
 - c. attach a record of all required training achieved; and
 - d. send form, along with the required twenty-five dollar (\$25) processing fee, to the Austin Office.

For Individuals unable to volunteer with a department

To file for any certification as an Honorably Separated/Retired:

1. The applicant must:
 - a. complete the proper application form;
 - b. ensure signature by their Zone Representative to the Certification Board (photocopied, stamped and pencil-written signatures are not accepted);
 - c. attach a record of all required training achieved; and
 - d. send form, along with the required twenty-five dollar (\$25) processing fee, to the Austin Office.

After Submitting

Allow 30-60 days for review. Effective dates are based on the date application is initially received in the Austin Office.

Office Processing

Upon approval of the application, the Austin Office will:

1. *without* proof of examination as a portion of coursework, issue a certificate or Endorsement of Eligibility;
2. *with* proof of examination as a portion of coursework, issue a full certification and shoulder patch, if offered; and
3. maintain a permanent record of the certification.

Patches

Certificate holders may purchase replacement certificates for \$5.00 each and/or additional shoulder patches for \$3.00 each from the Austin Office.