

### *Individual Requirements*

Applicants for Certification Coordinator must meet the definition of an active firefighter. The Certification Coordinator and the Fire Chief CANNOT be one in the same person and there can be only one Certification Coordinator per department.

### *Training requirements*

For full certification, the applicant must hold an SFFMA Firefighter I certificate; and have successfully completed one of the following:

1. Methods of Teaching Course for the Fire Service;
2. Instructional Techniques for Company Officers;
3. NFPA 1041: Instructor I; or
4. Any Board-approved comparable educational instructional course

### *Provisional Coordinator Status*

Applicants not meeting both of the above training requirements may serve on a provisional basis as follows:

1. Applicant must complete ALL of the training requirements within five (5) years of the issuance of the provisional certificate.
2. If all requirements are not met by the end of the five (5) year period, a new individual must be named to the position.
3. Upon completion of the required training, personnel MUST submit appropriate documentation to the Austin office. This documentation will then become be attached to the original application. Additional fees are not required.
4. After verification of completion of required training, the Austin office will issue a new Certification Coordinator certificate replacing the Provisional certificate previously issued.

### *Reinstatement*

Personnel previously certified as a department's Certification Coordinator, and having left that position only to return at a later date to same-said position, MUST submit in writing to the Austin office verification from the Fire Chief that they have returned to the position of Certification Coordinator. Re-application is not necessary if the letter is signed by the Chief and can be verified as such.

### *Continuing Education*

To maintain participation status, the Certification Coordinator MUST attend as follows:

1. Full Coordinator: at least one (1) Certification Workshop every two (2) years.
2. Provisional Coordinator:
  - a. at least once in person the first year of their provisional status
  - b. at least one (1) Certification Workshop every year of their provisional status
3. Every other Certification Workshop may be completed online by contacting the SFFMA Certification Office.