

Health and Safety Officer

Re-certification Policy and Procedure Guide

Fire Department Safety Officers Association
Dedicated to the support and education of safety professionals



Professionalism has long been a goal sought by the fire service. It has only been within the past 25 years that a system has evolved to produce national professional qualifications standards that an agency can use to establish performance measures for training programs. Agencies that achieve Pro Board accreditation are recognized as having met the rigors of review by an independent organization. This independent review is the best way to assure candidates and governance bodies that the training agency's program meets the national standard.

The Fire Department Safety Officers Association is Pro Board Accredited

Health and Safety Officer RECERTIFICATION

The purpose of this plan is to provide a mechanism for re-certification for Certified Health and Safety Officers. The goal is to provide an easy and effortless method for an HSO to re-certify. However the candidate must demonstrate that he/she has kept abreast in current safety and risk management methodologies. There are two methods for demonstrating currency. The candidate will select the method that meets their needs. **Once a person has become a Certified Health and Safety Officer they will no longer have to maintain their Incident Safety Officer Certification.**

METHOD 1 Written Examination

Take and successfully pass FDSOA's most current Health and Safety Officer exam. The exam consists of one hundred (100) multiple-choice questions. The duration of the exam is four (4) hours maximum and passing is seventy (70) percent.

Section 1. Exam Methodology.

Individualized Testing: The exam is administered to the certification candidate at their location utilizing a local proctor. Testing materials are sent to the proctor, and the candidate reports to the proctor for testing.

Departmental Testing: The exam is administered to two or more certification candidates from the same emergency service organization at the organization's location utilizing a local proctor. Testing materials are sent to the proctor, and the candidates report to the test site for testing.

Regional Testing: The exam is administered to two or more certification candidates from different emergency service organizations at a host organization's location utilizing a local proctor. Testing materials are sent to the proctor, and the candidates report to the host organization's test site for testing. Host organizations are responsible for providing a room for testing and promoting the exam. The dates, times and locations are listed on the Events Page at www.fdssoa.org.

Conference Testing: The exam is administered in conjunction with national conferences such as FDSOA Annual Conference, FDSOA Apparatus Symposium, FDIC and Fire Rescue International. The dates, times and locations are listed on the Events Page at www.fdssoa.org.

During a calendar year numerous examinations are scheduled and the date and location of all examinations are published in FDSOA's Newsletter *Health and Safety* and posted on FDSOA's website www.FDSOA.org. Candidates may also contact FDSOA's Programs Office at 618-344-2595.

Section 2. Reference Materials.

Required:

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Programs*, 2002 edition.

NFPA 1971, *Standard on Protective Ensemble for Structural Fire Fighting*, 2000 edition.

****FEMSA User Information Guide for Protective Garments for Structural Firefighting is** an alternate book for NFPA 1971 and can be used in conjunction with Chapter 5; Personal Protective Equipment. It can be obtained from your protective clothing manufacturer or by contacting the Total Fire Group.

Fire Department Safety Officer, International Fire Service Training Association, Stillwater, Oklahoma, 2001.

Federal Emergency Management Agency/United States Fire Administration Publications: The following documents can be ordered at no cost from FEMA/USFA. They can be ordered at www.usfa.fema.gov/usfapubs/

Developing Effective Standard Operating Procedures for Fire & EMS Departments, FA-197, December 1999.

Emergency Incident Rehabilitation, FA-114, July 1992.

Guide to Developing an Emergency Services Infection Control Program, FA-112, January 2002.

Risk Management Practices in the Fire Service, FA – 166, December 1996.

Safety & Health considerations for the Design of Fire and Emergency Medical Services Stations, FA-168, May 1997.

Recommended:

Health and Safety Officer Study Guide, Fire Department Safety Officers Association, June 2005.

METHOD 2

Continuing Education Units

Accumulate and maintain Continuing Education Units (CEU) based on work experience, safety instruction/post incident analysis and classroom education.

Section 1. General Information

A candidate must acquire a total of one hundred (100) CEUs over a five-year period. Twenty (20) CEUs must be earned in a calendar year based on work experience, safety instruction/post incident analysis and education. Ten (10) CEUs may come from work experience and ten (10) may come from safety instruction/post incident analysis and education. However, if a candidate cannot accumulate ten (10) CEUs based on work experience the balance must be acquired through safety instruction/post incident analysis and education. Continuing Education Units are non-transferable and may not be carried forward into a new calendar year.

Candidates have a responsibility for maintaining his or her personal records. All documentation will be submitted to FDSOA at the time of application for re-certification. The re-certification application and all supporting documentation must be submitted to the administrative office of FDSOA fifteen days (15) days prior to the expiration date on the candidate's original FDSOA certification certificate.

Section 2. Work Experience

Work experience is defined as an incident in which the Health and Safety Officer functions as an Incident Safety Officer or an Assistant Incident Safety Officer.

Two (2) CEU will be awarded for every twenty-five (25) responses not to exceed ten (10) CEUs.

1 to 25	responses	2 CEU
26 to 50	responses	4 CEU
51 to 75	responses	6 CEU
76 to 100	responses	8 CEU
Over 100	responses	10 CEU

Candidates who do not earn ten (10) CEUs for work experience may acquire the remainder of their twenty (20) CEUs through safety instruction and/or education.

Candidate must complete an FDSOA Work Experience Form and have it signed by their immediate supervisor or Chief Officer for the calendar year in which they earned CEUs.

Section 3. Safety Instruction/Post Incident Analysis

Candidates may acquire a total of twenty (20) CEUs per year by teaching, conducting a post incident analysis or establishing incident scene safety at live fire training evolutions.

Candidates will receive one (1) CEU for one contact hour of teaching safety topics, conducting a post incident analysis or by serving as a safety officer or assistant safety officer during a live fire training evolution. Each teaching presentation must be on a different topic or subject.

Candidates must complete an FDSOA Safety Instruction/Post Incident Analysis Form and have it signed by his immediate supervisor or Chief Officer for the calendar year in which he/she is earning CEUs.

Section 4. Education

Candidates may acquire twenty (20) CEUs through a formal educational process. One (1) CEU will be awarded for one (1) contact hour of classroom attendance. Courses should contain or partially contain but not be limited to the following NFPA Standards, 1001, 1002, 1003, 1021, 1051, 1250, 1403, 1500, 1521, 1561 and 1600. CEUs will be awarded for classroom attendance in the following topic areas:

- Risk Management
- Safety Management
- Fire Suppression Safety
- Health and Wellness
- Building Construction
- Personal Protective Equipment
- Incident Management Systems
- Accident Investigation

CEUs will only be awarded for classroom instruction by the following United States or Canadian equivalent:

- Federal Emergency Management Agency
- United States Fire Administration
- National Fire Academy
- Department of Defense
- National Wildland Coordinating Group
- State/Provincial Fire Training Academies or Agencies
- County Fire Training Academies
- Departmental Training Academies
- National Fire Service Associations and/or Organizations
- State/Provincial Fire Service Associations and/or Organizations

County Fire Service Associations and/or Organizations
Agencies contracted by the authority having jurisdiction
Fire Service Insurance providers.
Education providers approved by FDSOA

Section 5. Implementation

The CEU method for re-certification will be implemented on January 1, 2004. The following timetable and number of CEUs will be required for re-certification.

If certification expires in 2009 a candidate must earn eighty (80) CEUs.
If certification expires in 2010 or there after a candidate must earn one hundred (100) CEUs

Section 6. Appeals Process

The Fire Department Safety Officers Association's Committee on Certification will review all re-certification appeals. The decision of the Committee on Certification will be made known to the appealing candidate in writing no less than thirty (30) days after the committee meets. The Committee on Certification will consist of the Executive Director one member of the Board of Directors and one member from the general membership. Decisions made by the Committee on Certification will be final.

The Board of Directors of the Fire Department Safety Officers Association reserves the right to change, alter or modify the Association's policies and procedures for certification and re-certification. From this date forward, January 1, 2004, if the Board of Directors elects to make changes or modifications in policy or procedure the membership and general public will be notified 60 days prior to the new policy or procedure becoming effective.

Section 7. DIRECTIONS FOR COMPLETING FORMS

General Information

Anyone who has been certified by the Fire Department Safety Officers Association as a Health and Safety Officer may apply for recertification. When completing the application or CEU forms please print or type in the space provided. A method of payment must accompany all applications. A full refund will be given the applicant or sponsoring organization provided that a written notification is received by FDSOA at least one week prior to an exam or expiration date. However, a 25% processing fee will be applied. It may be necessary to duplicate some or all forms. Completed applications and forms should be sent to: **FDSOA Programs Office, 522 St. Louis Road, Collinsville, IL 62234**

Application and forms for recertification must be received by FDSOA 15 days prior to exam dates or certification expiration date.

Method I Examination

The examination will be a 100 question multiple-choice test written in English. The test will measure your knowledge, abilities and aptitude to function as a Health and Safety Officer. You will be notified, by mail, on when and where to report for the exam. Please bring a valid picture ID to the exam location. Test scores will be mailed approximately 10 days after the completion of the exam.

The application for the exam must be received by FDSOA 15 days prior to test dates. A method of payment must accompany the exam application.

METHOD II CONTINUING EDUCATION UNITS

Method II is a five-year process. Applicants will be responsible for keeping their personal records. Completed documentation should be submitted to FDSOA 15 days prior to the certification expiration date. The following forms should be submitted for documentation, Application, Work Experience, Safety Instruction/Post Incident Analysis and Education. Incomplete forms will be returned to the applicant and certification will be denied until a completed form is received by FDSOA. A method of payment must accompany the application and documentation.

FDSOA, 30 Main Street, Suite 6, PO Box 149, Ashland, MA 01721
Voice: 508-881-3114 ? Fax: 508-881-1128
Web: www.fdsoa.org ? Email: fdsoa@fdsoa.org