

**Certified Incident Safety Officer
Fire Suppression**

**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 measurers 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

INCIDENT SAFETY OFFICER-FIRE SUPPRESSION RECERTIFICATION

The purpose of this plan is to provide a mechanism for re-certification for Certified Incident Safety Officers – Fire Suppression. The goal is to provide an easy and effortless method for an ISO to re-certify. However the candidate must demonstrate that he/she has kept abreast in current fire suppression and risk management methodologies. There are two methods for demonstrating currency. The candidate will select the method that meets their needs.

METHOD 1 Written Examination

Take and successfully pass FDSOA's most current Incident Safety Officer – Fire Suppression 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. Ways to Test

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.

Section 2. Reference Materials.

Fire Department Incident Safety Officer, Dodson David, 1998.
Fire Department Safety Officer, NFPA. Standard 1521, 2002

The textbook for the re-certification exam can be obtained from FDSOA or fire service book vendors, the 1521 Standard can be purchased from the National Fire Protection Association.

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 thirty 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 candidate 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
- Fire Suppression Techniques
- Building Construction
- Personal Protective Equipment
- Incident Management Systems
- Wildland Firefighting

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 2005 a candidate must earn forty (40) CEUs.
- If certification expires in 2006 a candidate must earn sixty (60) CEUs.
- If certification expires in 2007 a candidate must earn eighty (80) CEUs.
- If certification expires in 2008 a candidate must earn one hundred (100) CEUs.

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.

DIRECTIONS FOR COMPLETING FORMS

General Information

Anyone who has been certified by the Fire Department Safety Officers Association as an Incident Safety Officer – Fire Suppression 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 the 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 an Incident 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 15 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.

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