

Michael Worthington

Memorial Scholarship Application for

FIRE OFFICER DESIGNATION

# Scholarship Application Guidelines

This scholarship will pay for the entire fee of an initial application for selected individuals. **Submission of this application does not guarantee award of scholarship nor award of FO designation.**

**The annual application period is September 1 – October 31.**

The Fire Officer (FO) designation scholarship is open to all Company Officer level who have supervisory responsibility. An applicant seeking the FO designation scholarship must be an active member of a fire/EMS organization.

Individuals seeking a scholarship shall complete the form by typing all responses. **Handwritten applications will not be accepted.** The application form must be completed in its entirety.

**Eligibility Requirements**

Applicants must have a minimum of 100 points in Education and Experience to qualify for completing the scholarship application.

When completing the application, please refer to the current version of the candidate guidelines and application for Fire Officer (FO) designation as the criteria in that application will be used as a scoring guideline in rating your application.

Below are the directions for completing each of the four (4) parts of the Fire Officer Designation scholarship application:

**Component 1: Personal & Employment Information**

* Personal Information – self-explanatory
* Employment Information –
  + Complete for current position only.
  + Attach a current resume.
    - Resume should include employment for the last 10 years and training classes, professional memberships/affiliations and community involvement for the last 5 years.
  + Attach a copy of your college transcripts
  + Attach a copy of your certification certificates
  + Attach a detailed organization chart verifying position within the department.
  + Attach a position description for current position only.
* Demographic Information – Complete for current position only.

**Component 2: Personal Essays**

* Applicants are required to write two personal essays. Each essay shall be no less than 750 words and no more than 2,500 words.
  + Essay 1:
    - Describe your qualifications as they relate to achieving Fire Officer (FO) Designated Status. Include the following:
      * Qualifications as they relate to achieving Fire Officer (FO) Designated status
        + Applicants are encouraged to use the technical competencies of the current application for FO designation as a guide to completing this section.
      * Applicant’s personal philosophy of what this designation means
      * Applicant’s role in local, regional, and/or national initiatives
  + Essay 2:
    - Describe the role of officer development and succession planning in a contemporary fire department.

**Component 3: Fire Chief or Level I Officer (second in command) statement**

* Supervisor Attestation Statement – Obtain signature from Fire Chief or Level I Officer (second in command).
* Attach letter of reference outlining support for applicants FO designation efforts, influence as a leader in the department, and other noteworthy accomplishments.

**Part 4: Certification Statement**

All information contained in this scholarship application will become the property of the Center for Public Safety Excellence, Inc. (CPSE) and shall remain confidential.

**Application Submission**

Upload application along with supporting documentation to the CPSE drop box: <https://www.hightail.com/u/CpseAdmin>.

**Rating Criteria**

In selecting scholarship recipients, the CPC will use the current Fire Officer Designation application as a guide to awarding points.

**Awarding of Scholarship**

CPC will award up to five (5) scholarships per year. Scholarship recipients will have the entire fee of an initial FO application waived.

**Code of Professional Conduct**

In fulfilling their responsibilities, each individual participant in the Fire Officer Designation program serves as a moral and ethical agent. Every action will affect the health and well-being of individuals, organizations and communities; therefore, participants must assess the consequences of their decisions and actions and accept responsibility for them. Fire Officer’s must speak out and strive for the most moral and ethical course of action for themselves and for the sections, divisions, or organizations they lead.

Participants in the Fire Officer program are required to comply with this Code of Professional Conduct and the administration thereof. Non-compliance may subject me to disqualification, denial, or revocation of my professional designation credentials.

**Responsibilities to Individuals:**

*The Fire Officer shall:*

* Set an exemplary standard for subordinates and peers to follow.
* Be courteous and tactful in all interactions.
* Ensure the communication of rights, responsibilities and information are upheld to foster informed decision making.
* Respect the customs and beliefs of others – consistent with the mission of the organization.
* Respect the confidentiality of information, except where it is in the public interest or where there is a legal obligation to divulge such information.
* Promote competence and integrity among individuals associated with the fire and emergency services.

**Responsibilities to the Profession:**

*The Fire Officer shall take a leadership role to ensure the fire service:*

* Serves the public interest in a moral, ethical and efficient manner.
* Strives to provide quality services as defined by the community and based upon accepted industry standards.
* Communicates truthfully and avoids misleading representation, raising unreasonable expectations in other persons, or in the community as a whole.
* Uses sound management practices and makes efficient, effective, economical, and ethical use of resources.
* Promotes understanding of public protection and safety services and issues.
* Conducts inter and intra organizational activities in a cooperative way that improves community well-being and safety.
* Develops and maintains the required level of physical and mental health to enhance and promote individual quality of life which allows for the proper discharge of duties.
* Reports to the Commission on Professional Credentialing when there are reasonable grounds to believe a member has violated this Code of Professional Conduct.

**Code of Professional Conduct, Continued**

**Responsibility to the Community and Society:**

*The Fire Officer shall:*

* Abide by the laws of all levels of government, but may seek changes by lawful means where deemed appropriate.
* Contribute to improving the well-being and safety of the general population, including participation in educational programs, dialogue and recommendations to enhance the quality of life and to improve fire and emergency services.
* Strive to identify and meet the needs of the community within the resources available and within the mission of the organization.
* Consider the effects of management policy decisions on the community and society and make recommendations based on these considerations.

**Conflict of Interest:**

*A conflict of interest exists when the Fire Officer uses their position, authority, or privileged information to:*

1. Obtain an improper benefit, tangible or otherwise, either directly or indirectly.
2. Obtain an improper benefit for another.
3. Make decisions that attempt to, or do, negate the effectiveness of the Fire OfficerDesignation program.

*The Fire Officer shall:*

* Conduct all relationships in a way that assures management decisions are not compromised by a perceived or real conflict of interest.
* Disclose to the appropriate authority all direct or indirect personal or financial interests, appointment, or elections which might create a conflict of interest whether real or perceived.
* Neither accept nor offer personal gifts or benefits with the expectation or appearance of influencing decisions.
* Refrain from using the Fire Officer Designation or credentials to promote or endorse commercial products or services without the express written permission of the Commission on Professional Credentialing.
* Value ethics within the fire and emergency services. Most professions abide by a “Code of Ethics or Conduct,” which expresses their members’ agreement as to what constitutes acceptable behavior.

The Code of Professional Conduct has been adopted by the Commission on Professional Credentialing to promote and maintain the highest standards of professional performance and personal conduct. Abiding by these standards is required for continued designation as a Fire Officer, and serves notice to the public who entrust their confidence in the abilities and integrity of the fire officers.

**Eligibility Requirements**

Applicants must have a minimum of 100 points in Education and Experience to qualify in completing the remainder of the application.

**Education (check highest level only)**

Doctorate or Master’s Degree – 150 points

Bachelor’s Degree in a fire service related field – 100 points

Bachelor’s Degree in a non-fire service related field – 75 points

Associate’s Degree or 60 credit hours in higher education in a fire service related field – 50 points

Associate’s Degree or 60 credit hours in higher education in a non-fire service related field – 25 points

Academic Certificate in a fire service related field– 15 points

(A college program designed to provide basic training in a specific field of study)

**Certification**

Managing Fire Officer through the NFA or Fire Officer II (accredited) – additional 15 points (points may be added to any one point total above)

**Experience**

Applicants will need to provide an organizational chart to verify their position within the department. Points will also be given for the length of time in a position.

Current Position:

Fire Chief  Level 1 – 50 pts  Level 2 – 40 pts

Level 3 – 30 pts  Level 4 – 20 pts  Level 5 – 10 pts

*“Levels”* are described as the number of supervisor positions between the applicant and the Fire Chief.

**Length of Service:**

Points are awarded for the applicant’s entire fire service career up to a maximum of 30 points.

Level 1 – 3 pts/year       pts

Level 2-3 – 2 pts/year       pts

Level 4-5 – 1 pt/year       pts

*“Levels”* are described as the number of supervisor positions between the applicant and the Fire Chief.

**Complexity (based on the department’s workforce in your current department):**

751+ - 20 pts

400-750 – 30 pts

100-399 – 40 pts

Less than 99 – 50 pts

**CFAI Accreditation Experience: Add 5 points for each box checked:**

Current Accreditation Manger (AM);  Current Team Leader (TL);  Current AM and TL

**Total points received:**

**Candidate Checklist**

|  |  |
| --- | --- |
| √  Completed | Required Components |
|  | Eligibility Requirements |
|  | Component 1: Personal & Employment Information (pages 8 and 9)  Attachments:  Current Resume  Copies of College Transcripts  Copies of Certification Certificates  Organization Chart  Position Description |
|  | COMPONENT 2: Personal Essay (page 10) |
|  | COMPONENT 3: Fire Chief or Level I (Second in Command) Statement (page 11)  Attachments:  Letter of Reference |
|  | COMPONENT 4: Certification Statement (page 11) |

**Component 1: Personal & Employment Information**

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Mailing Address | | | |
| Last Name: | First Name: | | MI: |
| Home Address 1: | | | |
| Home Address 2: | | | |
| Home City: | Home State: | | Home Zip: |
| Home Phone: | | Fax: | |
| Mobile Phone: | | | |
| E-mail: | | | |

**Employment Information**

***Please attach a current resume, college transcripts, certification certificates, organization chart, and position description.***

|  |  |  |
| --- | --- | --- |
| Primary Mailing Address | | |
| Agency Name: | | |
| Position Title: | | |
| Years in Position: | Immediate Supervisor: | |
| Work Address 1: | | |
| Work Address 2: | | |
| Work City: | Work State: | Work Zip: |
| Work Phone: | Ext.: | Fax: |
| Mobile Phone: | | |
| E-mail: | | |

**Component 1: Personal and Employment Information (continued)**

**Demographic Information**

Please fill in the requested information on the department you are currently working for.

|  |
| --- |
| Population Served:  Total Personnel:       Uniformed:       Civilian:  Paid on Call:       Paid:       Volunteer:  Type of Department:  Fully Paid:  Mostly Paid:  Fully Volunteer:  Mostly Volunteer:  Federal/Military:  Industrial:  Other:  Annual Budget:  What level of EMS service does the department provide?  First Responder:  Basic Life Support:  Advanced Life Support:  Does not provide EMS:  Does your department transport patients?  Yes  No  What other services does your department provide (HazMat, Rescue, etc.)? |

**Component 2: Personal Essays**

**Essay #1 -**

Please write a 750 – 2,500 word essay describing your qualifications as they relate to achieving Fire Officer (FO) Designated status. Include the following:

* Qualifications as they relate to achieving Fire Officer (FO) Designated status
* Personal philosophy of what this designation means to them
* Applicant’s role in local, regional, and/or national initiatives

**Essay #2 -**

Please write a 750 – 2,500 word essay describing the role of officer development and succession planning in a contemporary fire department.

**Component 3: Fire Chief or Level I Officer (Second in Command) Statement**

Please have your Fire Chief or Second in Command sign below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  | | |
| I, |  | | (applicant’s Fire Chief or Second in Command) do attest that the above | | |
| Information is true and complete to the best of my knowledge and I have provided a statement of support for applicant’s FO designation efforts. | | | | | |
| Signature: | |  | | Date: |  |
|  | |  | |  |  |

**Part 4: Certification Statement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  | | |
| I, |  | | (Applicant) hereby certify that all statements made on this application are | | |
| true and complete to the best of my knowledge. I have read and understand the Code of Professional Conduct and agree to abide by this code. I understand that any false statements or documentation may subject me to disqualification, denial, or revocation of my scholarship and/or professional designation credentials. I understand that the sole purpose in submitting this application, its contents, and attachments is to evaluate my qualifications for the Fire Officer (FO) designation scholarship. By submitting this application, I agree to conduct an interview with a scholarship review committee member for confirmation purposes, if needed. | | | | | |
| Applicant’s Signature: | |  | | Date: |  |
|  | |  | |  |  |