



### Continuous cycle of self-evolution

Self-assessments allow you to take control of your own destiny.

*"Don't look for the next opportunity. One you have in your hand is the opportunity."*

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- Personal Self-Assessment
- Complete Portfolio
- Peer Review and Interview
- Commission Decision

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### CPC Designations and Eligibility

	<b>Chief Fire Officer</b>	Battalion Chief level and higher
	<b>Chief EMS Officer</b>	EMS officers with a minimum of 10 years experience
	<b>Fire Marshal</b>	Fire Marshal or fire prevention officer
	<b>Chief Training Officer</b>	Administrators of training programs in fire and emergency service agencies
	<b>Fire Officer</b>	Junior or Company Officers with supervisory responsibilities; or served in an intermittent acting status for 12 months

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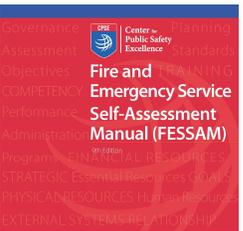
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**Performance Indicator 8A.5**  
 A command and staff development program is in place **that encourages pursuit of professional credentialing.**



**Fire and Emergency Service Self-Assessment Manual (FESSAM)**



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### Determining Eligibility

- CATEGORY A –
  - Senior Chief Officers
  - Exempt from Technical Competencies
- CATEGORY B –
  - Based on Points – minimum 150 (100 for FO)
    - Education
    - Experience (Current Position and Length of Service)
    - Complexity of Department
    - CPC Designation
    - Complete Entire Application

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**CATEGORY B**

- Accreditation Manager
  - 5 Points
- Team Leader
  - 5 Points
- Accreditation Manager and Team Leader
  - Add 5 Points



**CATEGORY A – CFO Only**

- Fire Chief of Accredited Agency

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**Category A Eligibility**

**CHECK ONLY 1 BOX**

- 5 years as a Fire Chief with a Masters Degree
- 5 years as a Fire Chief with a Bachelors Degree and EFO certificate through the National Fire Academy or Fire Officer IV (accredited) (ProBoard or IFSAC)
- 10 years as a Fire Chief with a Bachelors Degree
- 10 years as a Fire Chief with an Associates Degree (or international equivalent degree) endorsement from your supervisor and EFO certificate through the National Fire Academy or Fire Officer IV (accredited) (ProBoard or IFSAC)
- 15 years as a Fire Chief with an Associates Degree (or international equivalent degree) & endorsement from your supervisor
- 5 years as a Chief Fire Officer with a Masters Degree and EFO certificate through the National Fire Academy or Fire Officer IV (accredited) (ProBoard or IFSAC)
- 10 years as a Chief Fire Officer with a Masters Degree
- 10 years as a Chief Fire Officer with a Bachelors Degree and EFO certificate through the National Fire Academy or Fire Officer IV (accredited) (ProBoard or IFSAC)
- 15 years as a Chief Fire Officer with a Bachelors Degree
- 20 years as a Chief Fire Officer with an Associates Degree (or international equivalent degree) & endorsement from your supervisor
- Fire Chief of an accredited agency (candidate must have been Chief during the accreditation process)



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**Category B - CFO, CEMSO, CTO, FM**

**Education (highest level only)**

- PhD or Masters Degree – 150 points
- Bachelors Degree – 100 points
- Associates Degree (or international equivalent degree) – 50 points
- Academic Certificate – 25 points  
(A college program designed to provide basic training in a specific field of study)
- EFO through NFA or FO IV (accredited) add 10 points to the above



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**Experience**

- Current Position:
 

Level 1 - Fire Chief	60 pts	Level 2 – 50 pts
Level 3 – 40 pts		Level 4 – 30 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 2-4 – 2 pts/year	__ pts
Level 5-6 – 1 pt/year	__ pts
- Complexity (based on the department’s workforce in your current department):
 

751+ – 50 pts
400-750 – 40 pts
100-399 – 20 pts
Less than 99 – 20 pts

**TOTAL POINTS MUST BE 150 OR MORE**



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### Fire Officer

Education (points for highest level only)

- Doctorate or Masters Degree – 150 points
- Bachelors Degree in a fire service related field – 100 points
- Bachelors Degree in a non-fire service related field – 75 points
- Associates Degree (or 60 credit hours in higher education) in a fire service related field – 50 points
- Associates 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)

Receive additional points:

- Fire Officer II (accredited) – additional 25 points



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### EXPERIENCE

**Current Position:**

Fire Chief	Level 1 – 50 pts	Level 2 – 40 pts
Level 3 – 30 pts	Level 4 – 20 pts	Level 5 – 10 pts

**Length of Service:**  
Points are awarded for entire fire service career **up to a maximum of 30 points.**

Level 1 – 3 pts/year	Level 2-3 – 2 pts/year	Level 4-5 – 1 pt/year
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**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 Involvement:**

Accreditation Manager – 5 pts	Team Leader – 5 pts	AM and TL – 5 pts
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### The Model




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### Employment

- General Overview of the Candidate and Department
  - Resume or curriculum vitae
  - Organization Chart / Job Description
- Department Demographics
  - Size of Community, Number of Personnel, Type of Department , Services Provided

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### Education

Higher Education

- List everything but only get credit for highest level
- “Official Transcript”

Certifications

- Difference between classes and certifications
- IFSAC, Pro-Board, ICC, NREMT, State Agencies
- Copies for verification

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### Professional Development

- Training courses in the last five years
- Conferences, NFA, Webinars
- Doesn't have to be outside training

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### Professional Contributions / Recognition

- Harder area for most candidates → scope is often too small
- Doesn't have to be on the national level → local is fine
- Chronological → last five years
- People often sell their self short or go beyond 5 years
- Type of Contribution / Organization / Dates

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**Affiliation**

- Member
- Committee/Section Member / Chair
- Board Member/Officer
- Contributor

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**Governance Groups**      **Service Groups**

**Youth Activities**      **Charitable Organizations**

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**Community Involvement**

In the spaces below, list the community and charitable organizations and level and hours of involvement you have participated in during the last five (5) years.

Organization	Level of Involvement	Hours of Involvement	Dates
Rotary	President / Merriol Day chair	4.5 hours week	02 - current
Washington State Soccer Association	Board Member	12 hours month	09 - current
Spokane Shadow FC	Club Member	10 hours month	15 - current
Reading to Kindergarten	Volunteer	1 hour month	03 - current
Catholic Charities	Volunteer	2 hours month	15 - current

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Technical Competencies

- Chief Fire Officer – 20 TCs
  - NFPA 1021
- Chief EMS Officer – 18 TCs
  - NFPA 1021; NFPA 450
- Fire Marshal – 7 TCs
  - NFPA 1037, 1021 and 1031
- Chief Training Officer – 15 TCs
  - NFPA 1021 and 1041
- Fire Officer – 12 TCs
  - NFPA 1021



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Technical Competencies

► EDUCATION –

- Identifies courses and training you have participated in that corresponds to the competency.
- College level courses
- National Fire Academy
- Training/Certification level courses
- Special seminars
- Webinars
- On-line training
- Conferences



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Technical Competencies

► EXPERIENCE –

- ▶ Title and learning content dictate what the topical are is and should be followed.
- ▶ Narrative that identifies how you have demonstrated either present or prior work experience corresponding to the competency.
- ▶ Include experience outside emergency services.
- ▶ What YOU DID, NOT your department.



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### Common Mistakes to Avoid

<ul style="list-style-type: none"> <li>• Education           <ul style="list-style-type: none"> <li>• Not reading the packet / JPRs</li> <li>• Not listing enough education</li> <li>• Relying to much on two or three courses</li> <li>• Building your packet off your degree</li> <li>• Not completely filling out a row</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience           <ul style="list-style-type: none"> <li>• Not reading the packet / JPRs</li> <li>• Spelling and Grammar</li> <li>• Too little / Too much</li> <li>• Failure to outline actual experience</li> </ul> </li> </ul>
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### SUGGESTIONS

- Start at the end of the application with the Technical Competence.
- Set aside time, get a few competencies done a week.
- Spell check and proofread.
- Find a mentor.

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### Code of Professional Conduct



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**Code of Professional Conduct**

In fulfilling his/her responsibilities, each individual participant in the Chief 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. Chief Fire Officer's (CFO's) must speak out and strive for the most moral and ethical course of action for themselves and for the organizations they lead.

Participants in the Chief Fire Officer program are required to comply with this Code of Professional Conduct and the administration thereof. Non-compliance may be cause for termination from the program or revocation of the CFO designation.



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**Responsibilities to Individuals:**

*The Chief 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.



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**Responsibilities to the Profession:**

*The Chief 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.



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### Maintaining designation

Designation is valid for 3 years

- Professional Development
- Professional Contributions/Recognition
- Professional Memberships and Affiliations
- Community Involvement



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### Summary

An individual must remember that designation is a process, which means it never ends.

Embracing and institutionalizing the self-assessment process, along with the other elements or components of designation, ensures that you will not consider this a project that does have an end.

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