



ICC Preferred Provider (PP) Application

The Washington State Association of Fire Marshals (WSAFM) has long been a supporter of fire prevention professionals in providing educational training credits required for certifications as well as re-certifications. With the recent changes to ICC continuing education units (CEU), WSAFM has entered into an agreement to be a Preferred Provider (PP) through ICC so that CEU can be issued. This agreement allows members of WSAFM to apply for CEU for training courses through a two tier process. The approval process may take up to 30-days.

Tier I Process:

The host agency provides their own registration, marketing, issues certificates, and other needs. The cost is \$10.00 per student. Payable at the completion of the class.

1. The host agency:
 - a. Fills out the attached application form and sends it to the WSAFM President.
 - b. Provides information regarding the instructor: who, certifications, and qualifications to teach the course.
2. WSAFM reviews the course and instructor information in meeting requirements of the PP CEU process.
3. After approval, WSAFM enters information from the form into ICC's PP database for ICC's review and approval.
4. Once the course is approved by ICC, WSAFM notifies the host agency so that the CEU can be used to market the course.
5. During the class, the host agency is responsible for keeping an accurate roster of attendees using the WSAFM class roster form. The host will issue the WSAFM provided certificates.
6. After the class the host agency will send the roster to WSAFM. Roster of attendees is required in the event ICC chooses to perform an audit



Tier II Process:

The host agency will apply for approval through the WSAFM to have the WSAFM sponsor the event. If WSAFM conducts more than three classes per year the cost associated with the class will be passed on to the host requesting the CEU. Call the WSAFM President for pricing. WSAFM and the Washington Fire Chiefs (WFC) will be overseeing registration, marketing, tuition costs, and collection of fees. The class must be at least one-day in length.

1. The host agency:
 - a. Fills out the attached application form and sends it to the WSAFM President.
 - b. Provides information regarding the instructor: who, certifications, and qualifications to teach the course.
 - c. Provides location, time, suggested tuition amount, and other logistical information (lunch & refreshments).
 - d. Administers the speaker agreement.
2. WSAFM reviews the course and instructor information in meeting requirements of the PP CEU process.
3. After approval, WSAFM enters information from the form into ICC's PP database for ICC's review and approval.
4. Once the course is approved by ICC, WSAFM notifies the host agency.
5. WSAFM, after ICC approval, will initiate the marketing:
 - a. Development of the educational flyer for email blasts.
 - b. Online registration.
6. During the class, the host agency is responsible for keeping an accurate roster of attendees using the WSAFM class roster form.
7. After the class the host will send the roster to WSAFM. Roster of attendees is required in the event ICC chooses to perform an audit.
8. After the class WSAFM will issue the certificates based on the submitted roster.



Application for Training Course Approval

Name:

Agency:

Phone:

E-mail:

Type of Membership with WSAFM indicate type held (check one):

<input type="checkbox"/> Associate	<input type="checkbox"/> Governmental	<input type="checkbox"/> Educational	<input type="checkbox"/> Retired
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Type of Tier Request (Check one): Tier I Tier II

Course Title:

Date of Course:

Location of Training:

Category Delivery - Select One

Course Description – include major topics and/or learning objectives of the course such that the general course content can be easily and accurately determined.
(500 characters maximum)

Course Specialty - Select One

Contact Hours

Please attached the instructor curriculum vitae/resume. Applications may take up to 30-days for approval.