



# Application for Certifying Officer

STATE OF ALASKA  
DEPARTMENT of PUBLIC SAFETY  
FIRE STANDARDS COUNCIL

## I. Description and Minimum Criteria

The Alaska Fire Standards Council utilizes Certifying Officers to manage and conduct certification testing for approved programs. This application is for individuals who meet the minimum criteria (*listed in section VI*) and are interested in assignments as a Certifying Officer.

### Application Process:

1. Ensure minimum requirements are met (*Note: items with an \* should be completed before submitting an application*)
2. Complete this application and attach a short resume with three fire service references listed
3. Upon approval, the individual becomes an eligible CO Trainee and will be included in the CO notification list.
4. Upon completion of training and final approval the individual becomes eligible for CO assignments.

## II. Personal Information

First Name:	Initial:	Last Name:	
Mailing Address:			
City:	State:	Zip Code:	
Contact Phone:	Work Phone:	DOB:	Age:
Email Address:			

## III. Department or Employer Information

Department/Employer:		
Address:		
City:	State:	Zip Code:
Present Job/Rank/Affiliation:		

## IV. Present Certification Level

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Firefighter I                  | <input type="checkbox"/> Firefighter II          | <input type="checkbox"/> Fire Instructor Level    | <input type="checkbox"/> Fire Officer I    |
| <input type="checkbox"/> Hazardous Mat. Aware           | <input type="checkbox"/> Hazardous Mat. Ops      | <input type="checkbox"/> Investigator I           | <input type="checkbox"/> Investigator II   |
| <input type="checkbox"/> Aircraft Rescue<br>Firefighter | <input type="checkbox"/> Public Fire Life/Safety | <input type="checkbox"/> Emergency Vehicle Driver | <input type="checkbox"/> EVD Instructor    |
| <input type="checkbox"/> Rescue Intervention Tech       | <input type="checkbox"/> RIT Instructor          | <input type="checkbox"/> Advanced Marine FF       | <input type="checkbox"/> Marine Instructor |
| <input type="checkbox"/> Other _____                    |  |   |  |

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## V. Approvals

### Applicant

As an applicant for Certifying Officer, I attest that all the information above is accurate and that I will assist the Fire Standards Council in performing the duties of Certifying Officer to the best of my abilities. In applying for consideration as CO I understand that I will serve as a representative of the Fire Standards Council. Any assignment as a CO must be conducted in accordance with established AFSC policies and procedures.

CO Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

### Applicant's Supervisor and/or Fire Chief Agreement to provide support

By signing this application I agree to provide support and assistance to this applicant in performing the duties of a Certifying Officer. This may include assistance with time off from his or her job and/or support and assistance with \*travel to and from the testing site (\*Note that most assignments are reimbursed fully by the AFSC, unless specified in advance).

Supervisor/Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

## VI. Minimum Criteria for Final Consideration as a Certifying Officer:

The CO candidate must have a current AFSC Fire Service Instructor I certification (*preferably a Fire Service Instructor II or above*) and must meet the following criteria:

- \*has a minimum of five years experience as an active firefighter or instructor; and
- \*has completed an AFSC approved Certifying Officer workshop or completed a AFSC approved Certifying Officer seminar; and
- \*has successfully completed a CO Exam worksheet with 100% accuracy; and
- \*has read the Certifying Officer Manual in its entirety; and
- has completed a Certifying Officer Application; and
- has reviewed and signed the CO Code of Ethics Compliance form; and
- has successfully assisted an AFSC approved Certifying Officer in the administration of two complete examinations (*each pre-approved by the AFSC Executive Director*):
  - A. one assignment as a CO Trainee assistant observer (STEP A), and
  - B. one assignment as a CO Trainee lead proctored by a current CO (STEP B); and
- has been endorsed for Certifying Officer privileges by another CO, and
- has received final written approval by the AFSC Executive Director.

(Note: items with an \* should be completed before submitting this application)

### Mail application to:

Department of Public Safety  
Alaska Fire Standards Council  
5700 E. Tudor Road  
Anchorage, Alaska 99507  
[dpsakfirestandards@alaska.gov](mailto:dpsakfirestandards@alaska.gov)

### Fire Standards Council Office Use Only

AFSC Executive Director CO **Initial** Approval and Date:

AFSC Executive Director CO **Final** Approval and Date: