

## **How to apply for certification:**

Submit completed application to one of the Accredited Training Review Agencies. If the jurisdiction in which you are active is an ATRA, please submit your application there:

Anne Arundel County, 410-222-8360  
Baltimore County, 410-887-7523  
Baltimore City, 410-396-9984  
Frederick County, 301-600-6784  
Howard County, 410-313-1361  
Montgomery County, 301-279-1834  
Prince George's County, 301-856-3410

If your jurisdiction is not an ATRA, please submit your application to the State Certification Office at the Maryland Fire and Rescue Institute, 301-226-9922 or 301-226-9926.

Complete an application for each level of certification you are interested in and include the required payment made payable to **MFSPQB**. (Check or Money Order Only) The payment includes a \$10.00 non-refundable processing fee. Checks returned due to insufficient funds will be assessed an additional administrative fee of \$10.00.

## **Explanation of the “Options” for certification:**

There are five options an applicant may choose to achieve certification.

### **Option 1, Course:**

A training course that meets all of the objectives of the specified standard. Approved courses are listed on the applications. If the course is not listed, documentation is required to show that it meets **all** of the **current** standards (apply for approval using Option 2, Breakdown).

Example:

Successful completion of the MFRI Fire Department safety Officer Course.

Successful completion of the MFRI Fire Officer I Course.

### **Option 2, Breakdown:**

The breakdown enables the applicant to apply a combination of several courses, seminars and experience to meet all Job Performance Requirements of the specified standard. Many courses have been presented, reviewed, accepted and are currently listed in the Training and Education for Certification (T.E.C.) Book. The applicant is required to submit documentation for each course used; this includes college courses as well as various academy classes.

The applicant is strongly encouraged to contact their local ATRA or any MFRI office for guidance prior to applying. This enables the applicant to learn about the process and what is required. The ATRA will assign an advocate to assist with the application process. This option utilizes the local review group (LRG) established within each ATRA. The LRG will review in detail the applicant's submission and rule on what is accepted on each point of the standard. This review by the LRG becomes the evaluation process for the applicant.

On the following page is an example of the format used on the breakdown form.

**NOTE:** Out of state applicants must apply through the State Certification Office at the Maryland Fire and Rescue Institute. The applicant must pay a separate processing fee of \$500.00 payable to the University of Maryland. The application fee is \$250.00, payable to the MFSPQB. Payment must be made with two separate checks or money orders.

### **Option 3, Challenge Examination:**

The Challenge Examination allows the applicant to challenge the current standard for certification by taking some form of an examination. This may include a written and a practical test. This is only available for some of the standards. The Special Programs Section of the Maryland Fire and Rescue Institute has been authorized by the Board to develop and administer these examinations.

Example:

Challenge examination demonstrating proficiency of NFPA 1021, Chapter 4 (Fire Officer I).

### **Option 4, Menu:**

The Menu option lists courses, that when coupled together, meet the objective of that standard. These courses are listed on the applications and should be carefully reviewed by the applicant to ensure that all courses required are met.

Example:

Successful completion of the MFRI Firefighter I course and  
Successful completion of the EMT/B and  
Successful completion of Hazardous Materials-Operations

The applicant must have successfully completed all three courses.

### **Option 5, Other:**

The Other option is available *only* if approved by the Maryland Fire Service Personnel Qualifications Board and does not fall within the options as listed above (1-4).