



Fire Prevention Officer Certification Renewal

Approved – March 25, 2004

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Executive Summary

In developing the renewal model, the members of the Certification Council concentrated on how fire prevention officers seeking certification renewal could document ongoing professional development and demonstrate competence to the current Ontario Fire Services Standards. In their deliberations, members tried to be sensitive to the needs of the fire service – time and cost efficiency – while maintaining the credibility of the certification program. They also considered the diversity within the fire prevention officer role and the need to address emerging issues of importance to the role.

The process for finalization of this certification renewal model included consultation with selected departments/practitioners within the Ontario Fire Service and approval from the:

- Certification Council
- Professional Standards Setting Body
- OFM/OAFC/OMFPOA partnership

General Information about Certification

Authority¹

The Office of the Fire Marshal certifies Ontario Fire Service personnel to the respective Ontario Fire Services Standards, based on criteria developed by the Certification Council, approved by the Office of the Fire Marshal and agreed to by the Ontario Association of Fire Chiefs.

The Fire Protection and Prevention Act, 1997 (FPPA), in Part III, clause 9 (2) (d) provides authority to the Fire Marshal for the training and evaluation of Firefighters.

Purpose of Certification²

Certification formally acknowledges that Ontario Fire Service personnel meet the recognized job performance standards and educational/training requirements as approved by the Office of the Fire Marshal and agreed to by the Ontario Association of Fire Chiefs.

Certification is not a means of determining who shall participate in the practice or profession of fire prevention and its related activities. A lack of certification is only an indication that the individual has not applied for or fulfilled the requirements of certification.

¹ Office of the Fire Marshal, *Ontario Certification Program*, January 2004, page 23

² Ibid., page 25

Who is a Fire Prevention Officer?

For the purposes of certification of fire prevention personnel, a fire prevention officer is a member of a municipal fire department in Ontario whose primary responsibilities include duties such as, conducting regular and specialized fire inspections, evaluating and monitoring fire safety plans, developing, implementing and evaluating public education programs, performing public relations, communicating with the public, prosecuting offenders of fire safety legislation and performing administrative duties.³

Certification Requirements⁴

Certification is based on the candidate's ability to:

- a) Meet established educational/training qualifications
- b) Provide proof of current employment in a municipal fire department in Ontario
- c) Meet job experience requirements
- d) Demonstrate competencies to current standards

General Information about Certification Renewal

There are many different factors that contribute to a fire prevention officer's development, and each adds a different, but equally important element to the developmental process.

Training and education are critical to the certification process. In renewal, there is an emphasis on maintaining currency and developing new learning.

"During the last century we have moved from the Industrial Age through the Information Age to the Knowledge Age. The ability to obtain, assimilate and apply the right knowledge effectively, will become the key skill in the next century. Our ability will no longer be judged solely by qualifications gained in the past, but will also be assessed by our capacity to learn and adapt in the future."⁵

A candidate's practical experience was also a key component of the certification process and it continues to be an important factor throughout the individual's professional career.

Renewal, therefore, is a process whereby the fire prevention officer demonstrates on-going maintenance and enhancements of competency.

Renewal is required every five years.

³ Ibid., page 9

⁴ Ibid., page 26

⁵ www.campaign-for-learning.org.uk, *About Learning*

Purpose of Certification Renewal

The purpose of certification renewal is to confirm that the candidate continues to demonstrate competence to the current standards and has pursued ongoing professional development as approved by the Office of the Fire Marshal and agreed to by the Ontario Association of Fire Chiefs.

Certification Renewal Principles

1. Certification renewal is based on approved, current Ontario Fire Services Standards.
2. Candidates shall assume responsibility for their certification and initiate renewal.
3. Accountability for certification renewal requirements (for example, training) shall rest with the fire department, fire chief and candidate.
4. The renewal process shall include appropriate considerations to accommodate the diverse needs of practitioners.
5. The renewal process shall be adaptive to the changing nature of the profession.

Certification Renewal Requirements

Certification renewal is based on a candidate's ability to:

- Demonstrate continuous employment as a fire prevention officer in a municipal fire department in Ontario
- Provide documentation of ongoing training and continuing education
- Provide documentation of job-related activities
- Provide proof of demonstrated competence to the current standards

Continuous Employment

A candidate must provide proof of continuous employment as a fire prevention officer in a municipal fire department in Ontario. Continuous is defined by government human resources, as having a break in employment of not greater than 13 weeks.

The fire chief (or designate⁶) signs the application for renewal to provide proof of continuous employment.

⁶ The fire chief may designate signing authority for the certification program/parts of the certification process through a letter from the Chief to the Certification Office. The designate must meet established criteria, such as, an understanding of the Certification Program.

Job-related Activities and Ongoing Training and Education

The renewal process is based on a points system that recognizes and gives credit for the varied training, continuing education and job-related activities of fire prevention officers across the province, making certification renewal accessible and achievable. A minimum of 100 points is required in the five-year renewal period. Fifty points shall be related to ongoing training and education. Fifty points shall be related to job-related activities. For the details of the points system, please see the chart entitled *Fire Prevention Officer Certification Renewal Requirements*.

Comprehensive documentation of training, continuing education and job-related activities must be maintained by the candidate during the five-year renewal period and by the fire department at the time of application for certification renewal. (See the log that is provided.) The fire chief or his/her designate must review this documentation and attest to its accuracy by signing the application for renewal.

A representative of the OFM Certification Office may audit the candidate's records.

Competence to the Current Standard

For certification renewal, competence to the current standards shall be based on the general performance objectives outlined in the *Ontario Fire Prevention Officer Standards*. Candidates shall demonstrate their ability to perform the requirements of the skills performance objectives for each general performance objective, preferably on-the-job but in a simulated situation, if necessary. The fire department shall determine how the competencies are documented.

To ensure continued credibility of the certification process and program, the application for renewal requires the signatures of the candidate and fire chief (or designate).



This information is gathered to correctly identify candidates for certification renewal and to evaluate the certification program. Information is being collected solely for the purpose listed above in accordance with the Freedom of Information and Protection of Privacy Act.

Form with fields for Last name, Given names, Rank, Address, Telephone no., Fax no., Employer, and Address.

Confirm completion of the following criteria for certification renewal

Table with 14 rows of criteria for certification renewal, including 'Revised (2003) Ontario Fire Services Fire Prevention Officer Standards' and 'Demonstrated Competence to the Standards'.

I certify that the foregoing statements are true. I am aware that if any of the foregoing statements are willfully false, certification may be denied, revoked or suspended.

Signature and Date lines for individual and fire chief or designate.

Note: The Certification Office will notify you within thirty (30) working days of receipt of your Application for Certification Renewal if certification has been granted or has been denied, with the reason. For Office Use Only:

Table for tracking application progress: Date received, Registration number, Documentation checked by secretary of Certification Office, Date forwarded to Council Chairperson, Date forwarded to Fire Marshal, Certificate number, Date mailed, Not granted: date notification sent.

Fire Prevention Officer Certification Renewal Requirements

Ongoing Training and Continuing Education	- a minimum of 50 points required
Job-related Activities	- <u>a minimum of 50 points required</u>
Total	- 100 points

Fire Prevention Officer Certification Renewal Requirements and Possible Ways to Achieve Points			
Ongoing Training and Continuing Education	For Example ⁷	# of Points	Documentation Required ⁸
Successful completion of university credit courses (including distance education courses with a formal evaluation process or examination) or a community college credit course that has been accepted by a university for transfer	Ryerson's certificate, advanced certificate or degree in Public Administration and Governance Diploma in Public Administration Professional engineer Fire Science Technology Certificate in Fire Service Leadership Certificate in Fire Service Administration	10 points/ course to a maximum of 40 points in one five-year renewal period	A copy of the grade report, transcript or certificate of completion, showing course title, dates of attendance and credit(s) received
Successful completion of community college/OFC credit courses (including distance education courses with a formal evaluation)	OFC FPO Diploma Program courses Fire Protection Technology Adult Education/Staff Training certificate Public Fire and Life Safety Educators' Certification Program	7 points/ course to a maximum of 40 points in one five-year renewal period	A copy of the grade report, transcript or certificate of completion, showing course title, dates of attendance and credit(s) received
Successful certification in a fire-related discipline	Certified Engineering Technologist (CET) certification Qualified Building Code Official Fire Alarm System Technician	5 points/ course to a maximum of 40 points in one five-year renewal period	A copy of the grade report, transcript or certificate of completion, showing course title, dates of attendance and credit(s) received A copy of certificates or letters of notification confirming certification

⁷ Examples are provided to guide the candidate in identifying how to achieve points towards certification. The candidate and fire chief may identify other similar training, educational or job-related activities.

⁸ This documentation will be maintained by the candidate during the five-year renewal period, reviewed by the fire chief or his/her designate and maintained by the fire department at the time of certification renewal.

Fire Prevention Officer Certification Renewal Requirements

Ongoing Training and Continuing Education – a minimum of 50 points required
 Job-related Activities – a minimum of 50 points required
 Total – 100 points

Ongoing Training and Continuing Education	For Example	# of Points	Documentation Required
Attending fire prevention professional development conferences/seminars	Institute of Fire Engineers NFPA Conferences OFM (OFC)/FFAO/OPFFA Executive Development seminars OMFPOA conferences MFSIA conference OFC Training Officers/Fire Prevention Officers/Mechanical Officers seminars OAFIC annual conference Fire Con NE Educational Conference (Fire Ed)	½ day = 1 point 1 day = 2 points 2 day = 3 points 3 days = 4 points 4 + days = 5 points to a maximum of 40 points in one five-year renewal period	A copy of the certificate of attendance and/or a course/seminar outline showing dates of attendance and length of course/seminar
Completion of short courses/seminars including internal, employer-sponsored courses/seminars	Law and courtroom procedures Canadian Association of Fire Investigators courses Ontario Municipal Managers' Institute courses Building Code courses - Part 3, Part 9, Part 10, Part 11, Plans Examination, Legal NFPA 921 Ontario Police College courses Courses from the insurance industry Courses from the Ontario Building Officials Association Cross training with other departments Mutual aid association training Drafting Institute of Fire Engineers training Health and safety courses Computer training MSHA courses WETT Fire Alarm System Technician Critical Incident Stress counselor Fire Alarm Technician (courses related to maintenance of certification)	½ day = 1 point 1 day = 2 points 2 day = 3 points 3 days = 4 points 4 + days = 5 points to a maximum of 40 points in one five-year renewal period	A copy of the certificate of attendance and/or a course/seminar outline showing dates of attendance and length of course/seminar

Fire Prevention Officer Certification Renewal Requirements

Ongoing Training and Continuing Education – a minimum of 50 points required
 Job-related Activities – a minimum of 50 points required
 Total – 100 points

Ongoing Training and Continuing Education	For Example	# of Points	Documentation Required
Completion of short courses/seminars including internal, employer-sponsored courses/seminars related to career development	Career planning Business and report writing Budgeting and financial management Leadership training Drafting Communication techniques/skills Negotiation skills Conflict resolution/management Critical thinking Presentation skills Public speaking Coaching Team building Project management Problem solving Change management Time management Facilitation skills Performance management Diversity in the workplace	½ day = 1 point 1 day = 2 points 2 day = 3 points 3 days = 4 points 4 + days = 5 points to a maximum of 20 points in one five-year renewal period	A copy of the certificate of attendance and/or a course/seminar outline showing dates of attendance and length of course/seminar
Licensing in related trades	Electrician Plumber Gas Fitter Masonry Carpentry Sheet Metal	Achieving – 15 points to a maximum of 15 points in one five-year renewal period Maintaining – 10 points to a maximum of 10 points in one five-year renewal period ⁹	A copy of the licence
Number of Points Required in One Five-year Renewal Period Related to Ongoing Training and Continuing Education		50 points	

⁹ Points for attendance at courses may only be claimed once either related to licensing or attendance at community college courses.

Fire Prevention Officer Certification Renewal Requirements

Ongoing Training and Continuing Education

- a minimum of 50 points required

Job-related Activities

- a minimum of 50 points required

Total

- 100 points

Job-related Activities	For Example	# of Points	Documentation Required
Teaching at a community college or university	Includes the Pre-Service Firefighter Education and Training Program	20 points/ full-semester course to a maximum of 20 points in one five-year renewal period	Documentation to verify teaching assignment, including course outline, and dates and length of the course
Teaching the public and/or fire department personnel, including assigned mentoring (multiple presentations of the same course/seminar may only be claimed once in each calendar year)	Teaching as a seconded/associate instructor for the OFC Teaching within the Pre-Service Firefighter Education and Training Program	½ day = 2 points 1 day = 4 points 2 + days = 5 points to a maximum of 20 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal
Developing fire prevention related courses internally or externally to the fire department	For a target audience within the department's community	5 points to a maximum of 20 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal
Giving a presentation at a fire prevention professional development conferences/seminars	Institute of Fire Engineers NFPA Conferences OFM (OFC)/FFAO/OPFFA Executive Development seminars OMFPOA conferences MFSIA conference OFC Training Officers/Fire Prevention Officers/Mechanical Officers seminars O AFC annual conference Fire Con NE Educational Conference	½ day = 2 points 1 day = 4 points to a maximum of 10 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal or a conference brochure

Fire Prevention Officer Certification Renewal Requirements

Ongoing Training and Continuing Education – a minimum of 50 points required
 Job-related Activities – a minimum of 50 points required
 Total – 100 points

Job-related Activities	For Example	# of Points	Documentation Required
Developing fire prevention policy/training manuals		5 points to a maximum of 10 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal
Developing SOGs/SOPs		2 points to a maximum of 10 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal
Participation on internal/external committees	OFM committee such as Certification Council or a test bank review session Professional Standards Setting Body Endorsement Review Board OAFCA committee OMFPOA committee Fire Marshal's Public Fire Safety Council Joint Health and Safety Committee Equipment/vehicle committee NFPA committee	1 point/activity/year to a maximum of 10 points in one five-year renewal period	A letter or other document of appointment to a committee including the organization, name of the committee or office and inclusive dates of service
Publication of a fire-related article	<i>The Messenger</i> Trade Journal, for example, <i>The Fire Services Journal</i> OMFPOA/Association Newsletter	5 points to a maximum of 5 points in one five-year renewal period	Copy of publication(s) or a copy of the first page of the article indicating its title, journal/magazine/book name, date of publication and other authors

Fire Prevention Officer Certification Renewal Requirements

Ongoing Training and Continuing Education

– a minimum of 50 points required

Job-related Activities

– a minimum of 50 points required

Total

– 100 points

Job-related Activities	For Example	# of Points	Documentation Required
Editorial board participation as a content expert on articles, etc.		1 point to a maximum of 5 points in one five-year renewal period	Letter from the publisher
Publication of a fire-related text book as author or co-author or contribution of a chapter		30 points to a maximum of 30 points in one five-year renewal period	A copy of the title page, table of contents, publisher, date of publication and other authors
Qualified as an expert witness in a legal proceeding		2 points/proceeding/year to a maximum of 10 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal
Participated in code/standard development	Technical Review Committee Membership Objective-Based Codes Committee Membership	20 points to a maximum of 40 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal
Internal/external special fire-related awards	Bravery award Long-service award	Maximum 5 points/year to a maximum of 10 points in one five-year renewal period	Confirmation by the fire chief on the application for renewal
Number of Points Required in One Five-year Renewal Period Related to Job-related Activities		50 points	

Fire Prevention Officer Certification Renewal Requirements

Ongoing Training and Continuing Education – a minimum of 50 points required
 Job-related Activities – a minimum of 50 points required
 Total – 100 points

Emerging Issues			
Certification Council in consultation with the FPO Steering Committee may identify and determine the value of emerging issues	Objective-Based Codes Bill 124 (Fire Protection Classification)	To Be Determined	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Fire Prevention Officer Certification Renewal Log¹⁰			
Ongoing Training and Continuing Education	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Successful completion of university credit courses (including distance education courses with a formal evaluation process or examination) or a community college credit course that has been accepted by a university for transfer	Names of courses completed c/w start and finish dates	10 points/course to a maximum of 40 points in one five-year renewal period	
Successful completion of community college/OFC credit courses (including distance education courses with a formal evaluation)	Names of courses completed c/w start and finish dates	7 points/course to a maximum of 40 points in one five-year renewal period	

¹⁰ Please refer to the *Fire Prevention Officer Certification Renewal Requirements* chart for examples of each activity and the documentation that is required.

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Ongoing Training and Continuing Education	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Successful certification in a fire-related discipline	Names of courses completed c/w start and finish dates	5 points/course to a maximum of 40 points in one five-year renewal period	
Attending fire prevention professional development conferences/seminars	Names of conferences/seminars c/w start and finish dates	½ day = 1 point 1 day = 2 points 2 day = 3 points 3 days = 4 points 4 + days = 5 points to a maximum of 40 points in one five-year renewal period	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Ongoing Training and Continuing Education	Activities Completed	Points Claimed	Specify What Documentation Is Attached
<p>Completion of short courses/seminars including internal, employer-sponsored courses/seminars</p>	<p>Names of short courses/seminars c/w start and finish dates</p>	<p>½ day = 1 point 1 day = 2 points 2 day = 3 points 3 days = 4 points 4 + days = 5 points to a maximum of 40 points in one five-year renewal period</p>	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Ongoing Training and Continuing Education	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Completion of short courses/seminars including internal, employer-sponsored courses/seminars related to career development		½ day = 1 point 1 day = 2 points 2 day = 3 points 3 days = 4 points 4 + days = 5 points to a maximum of 20 points in one five-year renewal period	
Licensing in related trades	Name of licence	Achieving – 15 points to a maximum of 15 points in one five-year renewal period Maintaining – 10 points to a maximum of 10 points in one five-year renewal period	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Number of Points Achieved in One Five-year Renewal Period Related to Ongoing Training and Continuing Education _____ points (50 points required)			
Job-related Activities	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Teaching at a community college or university	Names of course(s) taught c/w start and finish dates	20 points/ full-semester course to a maximum of 20 points in one five-year renewal period	
Teaching the public and/or fire department personnel, including mentoring (multiple presentations of the same course/seminar may only claimed once in each calendar year)	Activity c/w start and finish dates	½ day = 1 point 1 day = 2 points 2 day = 3 points 3 days = 4 points 4 + days = 5 points to a maximum of 20 points in one five-year renewal period	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Job-related Activities	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Developing fire prevention related courses internally or externally to the fire department	Course name and description	5 points to a maximum of 20 points in one five-year renewal period	
Giving a presentation at a fire prevention professional development conferences/seminars	Conference/seminar name and date, and topic of presentation	½ day = 2 points 1 day = 4 points to a maximum of 10 points in one five-year renewal period	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Job-related Activities	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Developing fire prevention policy/training manuals	Details of policy/manual c/w date of completion	5 points to a maximum of 10 points in one five-year renewal period	
Developing SOGs/SOPs		2 points to a maximum of 10 points in one five-year renewal period	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Job-related Activities	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Participation on internal/external committees	Name of committee c/w start and finish dates	1 point/activity/year to a maximum of 10 points in one five-year renewal period	
Publication of a fire-related article		5 points to a maximum of 5 points in one five-year renewal period	
Editorial board participation as a content expert on articles, etc.		1 point to a maximum of 5 points in one five-year renewal period	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Job-related Activities	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Publication of a fire-related text book as author or co-author or contribution of a chapter	Title and date of book published	30 points to a maximum of 30 points in one five-year renewal period	
Qualified as an expert witness in a legal proceeding	Date(s) qualified and type of legal proceeding	2 points/proceeding/year to a maximum of 10 points in one five-year renewal period	
Participated in code/standard development	Activity c/w start and finish dates	20 points to a maximum of 40 points in one five-year renewal period	

Fire Prevention Officer Certification Renewal Log

Candidate's Name _____

Start Date _____

Finish Date _____

Job-related Activities	Activities Completed	Points Claimed	Specify What Documentation Is Attached
Internal/external special fire-related awards		Maximum 5 points/year to a maximum of 10 points in one five-year renewal period	
Number of Points Achieved in One Five-year Renewal Period Related to Job-related Activities _____ points (50 required)			
Total points achieved; a candidate must have a minimum of 50 points for ongoing training and continuing education and a minimum of 50 points for job-related activities			
		ongoing training and continuing education	_____ points (50 required)
		job-related experience	_____ points (50 required)
<p style="text-align: center;">Emerging Issues</p>			
Certification Council in consultation with the FPO Steering Committee shall identify and determine value of emerging issues		To Be Determined	

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