

MAINE FIRE SERVICE INSTITUTE

SERVING MAINE'S TRAINING NEEDS SINCE 1948



Reciprocity Guidelines For Service in Maine Fire

Departments

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RECIPROCITY CANDIDATE INFORMATION

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FORWARD

The Maine State Legislature created Maine Fire Service Training in 1948 in response to the fires that burned across the state in 1947. This organization dedicated to the training of fire fighters has seen many changes over the years.

In the early 80's, Maine Fire Training & Education, a non-academic program of Southern Maine Technical College, initiated certification programs for fire fighters, fire instructors and fire officers. Through the 1980's and 1990's, MFT&E offered Fire Fighter I & II training and certification based on the 1982, 1987 and 1992 editions of NFPA 1001 Professional Qualifications Standard. In 1992, MFT&E, introduced a Fire Fighter I and II training program designed to comply with the National Fire Protection Association Standard 1001-1992. Testing procedures were developed and implemented to certify fire fighters to this standard. Over the next few years Fire Officer & Fire Service Instructor were added.

In 2006, MFT&E achieved Pro-Board accreditation for the levels of Fire Fighter I & II, Fire Service Instructor I & II and Fire Officer I & II.

In 2011, the Maine State Legislature passed legislation which reorganized the Maine Fire Training and Education into the Maine Fire Service Institute. In July of 2012, the Maine Fire Service Institute moved to the former Brunswick Naval Air Station. With a new name and home the Maine Fire Service Institute stands ready to continue its mission of training and certifying fire fighters to meet the demanding challenges of today.



INTRODUCTION

As individuals who may already be fire service professionals from other States, the Maine Fire Service Institute understands the need for standardized yet contemporary rules; and concern of the Maine fire service for standardization of the fire training and certification programs.

There are documents pertaining to each level of certification that may provide information on the process, steps and helpful information to pursue certification in Maine. If you already have State certification from another State, the purpose of this document is to condense information to get reciprocity on your certificates from Maine.

Many changes have occurred in the certification process since Maine Fire Service Institute was accredited by the PRO Board in 2006 and Re-Accredited in 2013.

This document attempts to include all the information that you might find useful. If, however, you do not find the information you need or have a question regarding the application or a procedure, please contact Peter Rines, Certification and Curriculum Manager.

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Thank you for your continued support of our efforts to provide quality training and certification opportunities and to assist you as well as the communities you serve to achieve your professional development and certification goals.



Reciprocity Candidate Check List

Candidate Name: _____

Make sure that you read this manual and have copies of all appropriate certification to submit to MFSI and that they meet the requirements to be granted reciprocity. Refer to MFSI Certification Policy Information Manuals for each level you need for reciprocity.

Submit Information of a Maine Fire Department affiliation with a Chief's signature.
Maine does not grant reciprocity without a Maine Department affiliation.

Complete and submit Information of a Maine Fire Department affiliation with a Chief's signature and authorization to release information to a Chief on Page 7.

DATE / / Submitted

Complete and submit Page 8 SMCC Registration Form so that MFSI has personal mailing information. DATE / / Submitted

Complete and submit Page 9 Reciprocity Form

DATE / / Submitted

Once approved, you will be invoiced \$10.00 for each certificate level you are applying for and once payment is received, it will be mailed to you. Do not submit payment until approved.

Please take the time to read the rest of the materials enclosed in the Information Packets for each level you are requesting. It will provide you with helpful information. Contact MFSI Curriculum and Certification Program Manager with any questions

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RECIPROCITY

See Section 8.1 of Maine Fire Service Institute's Certification Policy & Procedures Manual

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (NBFSPQ) or Department of Defense (DOD) must comply with the following guidelines:

- A. Candidate must complete the Reciprocity application and SMCC registration card (See pg. 73 and pg. 67) and attach supporting documentation.
- B. Certificates must clearly indicate NBFSPQ Accreditation for the level of certification and be verifiable from the accrediting agency.
- C. The candidate must be a member of a Maine Fire Department and must have letter from the Fire Chief in order to request reciprocity
- D Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.
- E. Must pay a \$10.00 fee *EACH* level for the Reciprocity Certificate

The Certification Program Mangers office will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. If denied, and the candidate wants certification in Maine, they would be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.

MFSI will not consider certificates issued from local, county or any other non-state agency for reciprocity. Because the State of Florida does not reciprocate with Maine, MFSI does not grant reciprocity for the State of Florida.

NOTE: See Certification and Testing Policy Procedures Manual Section 8.1 and appropriate Certification Program Booklet



Applying for Fire Fighter I & II, Fire Instructor I&II and Fire Officer I&II Reciprocity

For Reciprocity, the candidate must either mail in all documentation or email them to the Certification Program Manager. The Reciprocity application and SMCC registration card must be original; all other documentation may be copies. MFSI will not accept any faxed applications.

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) or Department of Defense (DOD) must comply with the following guidelines:

- A. A. Candidate must complete the Reciprocity application and SMCC registration card (See pgs. 8 and 9) and attach supporting documentation.
- B. Certificates must clearly indicate NBFSPQ Accreditation for the level of certification and be verifiable from the accrediting agency.
- C. The candidate must be a member of a Maine Fire Department and must have letter from the Fire Chief in order to request reciprocity
- D. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.
- E. Must pay a \$10.00 fee **EACH** level for the Reciprocity Certificate

MFSI Certification Program Manager will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams. (See Application for Reciprocity pg. 9).



Fire Department Individual Affiliated Candidate Fire Chief's Permission to Participate Form

The following listed member of the _____ Fire Department is authorized to participate in the _____ program to be conducted at the _____ Fire Department on _____ date _____.

(THIS SECTION MUST BE FILLED OUT BY THE CHIEF OF THE DEPARTMENT)

Name of Department _____

- YES NO 1. All participating firefighters are covered by Worker's compensation.
- YES NO 2. All participating firefighters is not presently drawing Worker's compensation benefits.
- YES NO 3. All students attending hands on training are medically and physically fit and aware of the physical demands
- YES NO 4. All students attending training sessions requiring the use of S.C.B.A. have met the Maine State Respiratory Standard 1910.134

Signature of Chief: _____ Date: _____

Candidate's Authorization of Release of Information

I, (Print Full Name) _____
hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer, Program Coordinator or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ Date: _____



Registration Form

SMCC ID# _____ TODAY'S DATE _____

LAST NAME _____ FIRST _____ MIDDLE _____

BIRTH/OTHER NAME _____ E-MAIL _____

CELL PHONE _____ HOME PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTY _____ SOCIAL SECURITY # _____

GENDER* FEMALE MALE BIRTHDATE* _____

MINOR RELEASE FORM REQUIRED FOR STUDENTS UNDER 18 YEARS OF AGE

ETHNIC GROUP* (CHOOSE ONE) HISPANIC/LATINO NOT HISPANIC/LATINO

RACE* (CHOOSE ALL THAT APPLY) AMERICAN INDIAN OR ALASKA NATIVE ASIAN

BLACK OR AFRICAN AMERICAN WHITE

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING DEGREE OR CERTIFICATE PERSONAL ENRICHMENT

TRANSFER TO ANOTHER COLLEGE SKILLS FOR EMPLOYMENT OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE _____ (for non-educational purposes)
MONTH/YEAR

ARE YOU A U.S. CITIZEN? YES NO PROOF OF MAINE/US RESIDENCY REQUIRED TO QUALIFY FOR IN-STATE TUITION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? YES NO

REGISTRATION YEAR _____ TERM FALL SPRING SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	CREDITS	A AUDIT R REPEAT	OFFICIAL USE

YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM.

STUDENT SIGNATURE _____



RECIPROCITY APPLICATION

NAME _____	SOC. SEC. # _____
ADDRESS _____	
TOWN _____	STATE _____ ZIP _____
F.D. POSITION _____	
E-MAIL _____	
TEL. # (H) _____	(C/W) _____

RECIPROCITY LEVEL APPLIED FOR

FIREFIGHTER I

OFFICE SECTION		
RECIPROCITY DENIED _____	RECIPROCITY GRANTED _____	DATE _____
TESTING COORDINATOR _____		

FIREFIGHTER II

OFFICE SECTION		
RECIPROCITY DENIED _____	RECIPROCITY GRANTED _____	DATE _____
TESTING COORDINATOR _____		

FIRE INSTRUCTOR I & II (counts as two certificate levels)

OFFICE SECTION		
RECIPROCITY DENIED _____	RECIPROCITY GRANTED _____	DATE _____
TESTING COORDINATOR _____		

FIRE OFFICER I & II (counts as two certificate levels)

OFFICE SECTION		
RECIPROCITY DENIED _____	RECIPROCITY GRANTED _____	DATE _____
TESTING COORDINATOR _____		



MISSION

The Mission of Maine Fire Service Institute is to assist in the development of skills and abilities in support of Maine's Fire Service at the local, regional and State level in collaboration with the fire chiefs of Maine.