



MAINE FIRE SERVICE INSTITUTE

# ADVANCED FIRE OFFICER

VIRTUAL PROGRAM | SUMMER 2021

COURSE FEE: \$150 | APPLICATION DEADLINE: JULY 1, 2021 | CONDUCTED VIA ZOOM

**ORIENTATION: JULY 14, 2021**  
**CLASS DATES: WEDNESDAYS**  
**AT 7-10PM FROM AUGUST 4**  
**- OCTOBER 6 (10 WEEKS)**

This course will be conducted via Zoom - all students must have access to a reliable Internet connection.

The course fee includes the cost of the student workbook (Jones & Bartlett Fire Officer I & II). Please see attached Billing Procedure sheet for more information about how and when to submit payment.

Registration materials must be sent to: MFSI - ATTN: AFO, 19 Sewall Street, Brunswick, ME 04011.

**FOR MORE INFORMATION,  
PLEASE CONTACT CHIEF  
HOWARD RICE AT HRICE@  
SMCCME.EDU**

MFSI has developed this training program to better prepare firefighters to command and manage today's fire service. The Advanced Fire Officer program consists of the 10 chapters in the Jones & Bartlett Fire Officer I & II curriculum not presented in the Basic Fire Officer program. Completion of BFO and AFO does provide the participant with the knowledge and skills that meet the NFPA 1021 Standard required for ProBoard Fire Officer I & II certification. Those who complete BFO and AFO may take the written examinations required to obtain ProBoard Fire Officer I & II certification.

**PREREQUISITE: You must complete BASIC FIRE OFFICER prior to attending the ADVANCED FIRE OFFICER program.** Participants will complete a brief written project after each class which will reinforce the concepts discussed in class.

DATE	UNIT	J&B
Aug 4	1: Preparing for Promotion	Chapter 1
Aug 11	2: Firefighters & the Fire Officer	Chapter 2
Aug 18	3: Evaluation & Discipline	Chapter 3
Aug 25	4: Organized Labor & the Fire Officer	Chapter 4
Sep 1	5: Working in the Community	Chapter 5
Sep 8	6: Handling Problems, Conflicts, & Mistakes	Chapter 6
Sep 15	7: Pre-Incident Planning & Code Enforcement	Chapter 7
Sep 22	8: Budgeting	Chapter 8
Sep 29	9: Fire Cause Determination	Chapter 9
Oct 6	10: Crew Resource Management & Leading Change	Chapter 10



# 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
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			ADVANCED FIRE OFFICER			
			Summer 2021 (July 14 – October 6)			

STUDENT SIGNATURE \_\_\_\_\_



*In Service Since 1948*

## **COVID-19 Billing Procedure**

In the past, MFSI has collected payment for programs and courses at the time of registration. However, given the increased likelihood of program cancellations due to the ongoing pandemic - and in an effort to avoid delays in departments/individuals/agencies receiving their reimbursement funds for canceled programs - we will not be collecting payment for any program until it has begun.

Please use this form to provide information about the intended payment method (whether it will be an individual or a fire department/other agency) so that MFSI can invoice the payer after the program's start date. We ask that you write legibly or type your responses. **Your application will not be considered complete without this form filled out in its entirety.**

**Payment method\*:** Purchase order from fire department/municipality  Personal check

**Purchase order number (if applicable):**

**Payer (name/department name):**

**Candidate's name (if different from payer):**

**Course name:**

**Course location:**

**Payer's address for receipt of invoice:**

**Alternative contact method for payer (email, phone number, etc):**

This form, and all other registration materials, should be submitted to Anne Heinig at [aheinig@smccme.edu](mailto:aheinig@smccme.edu) or MFSI, ATTN: Anne Heinig, 19 Sewall Street, Brunswick, ME 04011.

If you have any questions about payment options or other billing concerns, please contact Melissa Turner at [mturner@smccme.edu](mailto:mturner@smccme.edu).

*\*Please note: MFSI cannot accept payments made via credit card.*

