



RECIPROACITY

The Maine Fire Service Institute is a department of Southern Maine Community College with statewide responsibility for firefighting training and the legislative authority to issue certification.



19 Sewall Street, Building No. 150
Brunswick, ME 04011
Website: MFSI.ME.EDU
Phone: 207-844-2070
Fax: 207-844-2082
Email: mfsiinfo@smccme.edu

Revised February 2024



RECIPROCITY

TABLE OF CONTENTS

History/Governance Authority	3
Purpose of Manual	4
Reciprocity Candidate Checklist	5
Reciprocity Instructions	6

ATTACHED FORMS

Fire Chief's Acknowledgement Form	7
Candidate's Release of Information Authorization	8
MFSI/SMCC Registration Form	9
Reciprocity Application Form	10



RECIPROCITY

HISTORY & GOVERNANCE AUTHORITY

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

In the early 1980's, Maine Fire Training & Education, a non-academic program of what was then known as 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 Standard for Fire Fighter Professional Qualifications. In 1992, MFT&E, introduced a Fire Fighter I & II training program designed to comply with the National Fire Protection Association Standard 1001-1992 Ed. Testing procedures were developed and implemented to certify firefighters 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. Reaccreditation also occurred in 2013 and again in 2018 with the addition of Fire Life Safety Educator I.

In 2011, the Maine State Legislature passed legislation that reorganized MFT&E and created the Maine Fire Service Institute as it exists today. In July of 2012, MFSI relocated to the former Brunswick Naval Air Station. With a new name and a new home, MFSI stands ready to continue its mission of assisting 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.



RECIPROCITY

PURPOSE OF MANUAL

The Maine Fire Service Institute understands the need for standardized and contemporary procedures which allow for individuals who may already be fire service professionals from other states to participate in Maine's fire service. There is a need for standardization and agreement amongst the fire training and certification agencies in order to ensure that all members of the fire service are prepared to perform the job requirements safely and successfully.

This packet contains documents to provide helpful information on the steps involved in pursuing certification in Maine. If you already have certification from another state, this packet is intended to condense the information needed for you to get reciprocity on your certificates from Maine.

Many changes have occurred in the certification process since Maine Fire Service Institute was initially accredited by the National Board on Fire Service Professional Qualifications (more commonly referred to as Pro Board) in 2006. We have since received reaccreditation in 2013 and again in 2018.

If you have any questions about the information contained in this packet, or if you require additional information regarding an application or a procedure, please contact Deputy Director James Roy or Certification & Curriculum Manager John Churchill.

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

James E. Roy

Deputy Director
Maine Fire Service Institute

19 Sewall St.
Brunswick, ME 04011
207-844-2074
jroy2@smccme.edu
mfsi.me.edu



RECIPROCITY

RECIPROCITY CANDIDATE CHECKLIST

Candidate Name: _____ (Print Full Name)

Please ensure that you have read this manual in its entirety and have copies of all appropriate certification required by MFSI, and that these copies meet the requirements in order for reciprocity to be granted.

Note: Maine does not grant reciprocity without a Maine Fire Department affiliation.

Be sure to include information regarding your department affiliation *with* a Chief's signature.

Complete and submit verification of a Maine Fire Department affiliation with a Chief's signature and authorization to release information to a Chief (*see page 6*)

DATE / / Submitted

Complete and submit SMCC Registration Form so that MFSI has the necessary demographic and contact information (*see page 7*)

DATE / / Submitted

Complete and submit Reciprocity Form (*see page 8*)

DATE / / Submitted

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



RECIPROCITY

RECIPROCITY INSTRUCTIONS

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

- A. Candidate must submit application materials via mail to MFSI - Attn: Reciprocity
19 Sewall Street, Brunswick, ME 04011 OR via email to jroy2@smccme.edu
- B. Candidate must complete and submit copies of SMCC Registration Form (*see page 9*) and Reciprocity Form (*see page 10*) and attach supporting documentation (other documents may be copied).
- C. Certificates must clearly indicate accreditation from IFSAC, NBFSPQ, Pro Board or DOD for the level certification and be verifiable from the accrediting agency.
- D. The candidate must be a member of a Maine Fire Department and must have a letter from the Fire Chief in order to request reciprocity (*see page 7*).
- E. Candidate must pay a \$10.00 fee for **each** level of Reciprocity Certificate

The Certification Program Managers office will review and verify all documentation. Once documentation has been confirmed to have met 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 is still seeking 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 including academic institutions.



RECIPROCITY

FIRE CHIEF'S ACKNOWLEDGEMENT FORM

I, _____, as the Fire Chief of _____
Fire Department acknowledge that the candidate, _____,
(Print Full Name) is a current member of the aforementioned Fire Department.

Signature of Chief: _____ Date: _____



RECIPROCITY

CANDIDATE'S RELEASE OF INFORMATION AUTHORIZATION

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 reciprocity application status requesting certification 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: _____



RECIPROcity

MFSI/SMCC REGISTRATION FORM

SMCC ID# N/A TODAY'S DATE _____

LAST NAME _____ FIRST _____ MIDDLE _____

BIRTH/OTHER NAME _____ E-MAIL _____

CELL PHONE _____ HOME PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTY _____ SOCIAL SECURITY # (last 4 digits) _____

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	AUDIT R REPEAT	OFFICIAL USE
			RECIPROcity			

STUDENT SIGNATURE _____

Southern Maine Community College is an equal-opportunity institution and employer. If you have a disability and wish to request accommodations, please contact the Director of Disability Services, Heather Jackson, at 207-741-5923 or via email at hjackson@smccme.edu. Appointments are available by Zoom and in person on both the Brunswick and South Portland campuses. Walk-in appointments are welcome. Documentation of your disability is required, but please do not let the absence of documentation prevent you from seeking accommodation.



RECIPROcity

RECIPROcity APPLICATION

NAME: _____ SOC. SEC. # _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

F.D. POSITION: _____

EMAIL: _____

PHONE: (H) _____ (C/W) _____

REQUESTED RECIPROcity LEVEL/S

FIRE FIGHTER I

FIRE FIGHTER II

MFSI OFFICE SECTION

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)

FIRE INSTRUCTOR I

FIRE INSTRUCTOR II

MFSI OFFICE SECTION

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)

FIRE OFFICER I

FIRE OFFICER II

MFSI OFFICE SECTION

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)

FIRE & LIFE SAFETY EDUCATOR I

MFSI OFFICE SECTION

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)