



# New Hampshire Association of Fire Chiefs

## NH CHIEF FIRE OFFICER DESIGNATION INITIAL APPLICATION

## **Introduction**

The New Hampshire Association of Fire Chief's (NHAFC) has developed a credentialing program to further enhance the professionalism of Fire Chiefs throughout the State of NH.

This program consists of two (2) levels of designation;

New Hampshire Chief Fire Officer Level I. NH CFO I  
New Hampshire Chief Fire Officer Level II. NH CFO II

It is not the intent of NHAFC to establish standards or qualifications for an individual to hold the rank of chief fire officer or fire chief in the State of New Hampshire. Seeking designation is a voluntary program that evaluates and recognizes education, training, and experience relevant to the position of chief fire officer.

New Hampshire Chief Fire Officer Designation is solely administered by the NHAFC.

## **Eligibility Requirements**

NH CFO I: Candidates must hold the rank of captain or higher for a minimum of one (1) year at the time of application submittal.

NH CFO II: Candidates must hold the rank of deputy, assistant or higher for a minimum of one (1) year at the time of application submittal.

Candidates must be a current member of NHAFC.

## **Minimum Points Required for Each Level**

NHCFO I: 100 points

NHCFO II: 150 points

## **Designation**

Designation will be awarded upon completion of the application, submittal to the NHAFC CFO Review Committee, and determination by the Committee that the candidate meets all requirements of the application.

Designees will receive a NHAFC NH CFO Certificate and Commendation Bar.

## **Designation Maintenance**

In order to maintain designation, NH CFO I and II designees must 1) maintain membership in the NHAFC, 2) meet or exceed the rank requirement of the designation achieved, and 3) submit a Renewal Application within 3 months of the 3-year date listed on the awarded NH CFO Certificate.

## Component 1: Personal and Employment Information

### Personal

Last Name

First Name

Cell Phone

Email Address

Home Address

City / Town

State

Zip Code

### Department Affiliation

Department Name

Work Phone

Address

City / Town

State

Zip Code

### Employment (please attach current resume, organization chart, and position description)

Length of Service: (up to maximum of 30 pts total, select all that apply)

#### Experience

Current Position: (select one)

Chief

Points

Chief - 4 pts /yr

Points

Chief Officer

Points

Chief Officer - 3 pts/yr

Points

Battalion / Captain

Points

Battalion / Captain -2 pts/yr

Points

Lieutenant - 1 pt/yr

Points

Total Points

(to avoid error message, do not exceed 30 points)

### Other credentialing designations in Good Standing (max 20 points)

Candidates will need to provide copies of certificates. (select one)

NFA-EFO

Points

Fire Officer (FO)

Points

## Component 2: Letters of Reference

All candidates must submit two (2) letters of reference from individuals that are knowledgeable of your experience, education, and accomplishments during your career. One letter must be from your immediate supervisor.

Please list the two (2) names, their respective agency and contact information below and attach the signed letters of reference.

Reference #1 Name

Title / Rank

Organization

Contact Number

Reference #2 Name

Title / Rank

Organization

Contact Number

## Component 3: Professional Development

Candidates will need to provide copies of diplomas, certificates, or transcripts.

**Higher Education** (select highest level achieved)

Points

**NFA Executive Fire Officer and Managing Company Officer** (select highest level achieved)

Points

**Certifications (max 20 points)** (check all that apply)

Fire Officer I

ICS 300

Fire Officer II

ICS 400

Fire Officer III

Haz-Mat Operations

Fire Officer IV

Haz-Mat Technician

Fire Inspector I

EMT

Fire Inspector II

A-EMT / Paramedic

ICS 200

Total Points

**Training and Courses (max 20 points)**

List fire and emergency services, as well as leadership / public administration related courses completed in last 5 years. Do not attach copies of certificates of completion. Two (2) point each.

Sponsor

Course Name

Date(s)

**Total Points**

Please calculate total from above

**Component 4: Professional Contributions (max 20 points)**

List any teaching, public speaking, research published or unpublished, or other professional contributions in last five (5) years. Also list any professional recognition (service, merit, valor awards) received anytime during your career. Two (2) points each.

Organization	Contribution	Date(s)
--------------	--------------	---------

Total Points  
Please calculate total from above

**Component 5: Professional Memberships, Affiliations and Community Involvement (max 20 points)**

**Professional Memberships and Affiliations**

NH Association of Fire Chiefs Current Member	Points	IAFC Current Member	Points
NH Association of Fire Chiefs Board or Committee Member	Points	IAFC or NEDIAFC Board or Committee Member	Points
NE Association of Fire Chief Board or Committee Member	Points	Local IAFF Board Member	Points
Mutual Aid District Board or Committee Member		State IAFF Board or Committee Member	

Total Points

**Community Involvement**

List the community and charitable organization / events you have participated in during last five (5) years. Two (2) points each for Service or Charitable Organizations. One (1) point each for non-service volunteering.

Level of Involvement

Organization

Hours of Involvement

Total Points  
Please calculate total from above

**Point Total for All Components**

## Component 6: Certification Statement

Name

I, \_\_\_\_\_, certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements or documentation will disqualify me for this designation.

Initials

Date

## Completed Application

1. Please review application for correctness.
2. Save As: lastname\_first name\_NHCFOApplication\_date
3. Scan and/or save supporting documents as one (1) PDF file and add to application file
4. Forward to by email to: nhfirechiefs@gmail.com