



Date: November 26, 2014
To: Fire Marshals, Appointing Authorities
From: Craig Russell, Director, Office of Education and Data Management
Re: Spring 2015 Fire Marshal/Inspector and Fire Investigator Pre-Certification Training Program Announcement

The Office of Education and Data Management, in cooperation with the Office of State Fire Marshal, will be conducting the Fire Code Inspection Pre-Certification Module and the Fire Investigation Pre-Certification Module in the spring of 2015. The Fire Investigation Module will also be offered in the spring of 2015; the Fire Inspection Module will be under development to incorporate the 2015 Connecticut fire codes, and the date of its next offering is undetermined.

REQUIREMENTS:

Applicants must meet the following criteria *to be considered* for **enrollment** in the module(s):

- 1) Candidate must be at least 18 years of age
- 2) Candidate must have a high school diploma or its equivalent
- 3) Appointing Authority (if applicable) must provide signed statement indicating that s/he will appoint applicant upon earning certification.

Candidates must meet the following criteria to be **certified** as a Fire Marshal:

- 1) Candidate must be certified as a Fire Code Inspector
- 2) Candidate must be certified as a Fire Investigator
- 3) Appointing Authority or individual must provide signed statement indicating that s/he has met minimum standards of qualification as set forth in CGS *Section 29-298(a)*. (Required experience detailed on application form.)

Class size is limited based on seating capacity. Preference will be given to individuals who will be appointed to a jurisdiction upon earning certification.

Applications for the **Fire Investigation Module** must be received no later than **December 19, 2014**, and applications for the **Fire Code Inspection Module** must be received no later than **February 2, 2015**. Notification of acceptance into the Fire Investigator Module will be sent no later than January 16, 2015, and acceptance into the Fire Code Inspector Module no later than March 9, 2015.

Fire Investigation Module: February 18, 2015 – April 1, 2015*
 Mondays, Wednesdays and Fridays
 8:30 a.m. to 4:00 p.m.

Fire Code Inspection Module: April 8, 2015 – June 17, 2015*
Fire Code: Safety, Prevention and Special Materials Mondays, Wednesdays and Fridays
 8:30 a.m. to 4:00 p.m.

* Completion Date Subject to Change

Questions regarding the application process should be directed to Douglas Schanne, OEDM Training Program Supervisor, at **860-713-6432** or douglas.schanne@ct.gov



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APPLICATION FOR SPRING 2015 PRE-CERTIFICATION TRAINING PROGRAM

Please type or print clearly. Complete application in its entirety. Incomplete applications may result in delay or denial of admittance to the program or examination.

Section 1-217 of the Connecticut General Statutes exempts the residential addresses of a number of occupational categories from

release to the public under the Freedom of Information Act. Such categories include, but are not limited to, police officers, firefighters and employees of the Department of Correction. If you believe that your residential address is exempt under this law, please make a check mark in the box.

Module Selection

FIRE INVESTIGATION MODULE
FEBRUARY 18, 2015—APRIL 1, 2015
MONDAYS, WEDNESDAYS, FRIDAYS 8:30—4:00

Application Deadline: December 19, 2014
Notification of Acceptance: January 16, 2015

FIRE CODE INSPECTION MODULE
FIRE CODE: SAFETY, PREVENTION AND HAZARDOUS MATERIALS
APRIL 8, 2015—JUNE 17, 2015
MONDAYS, WEDNESDAYS, FRIDAYS 8:30—4:00

Application Deadline: February 2, 2015
Notification of Acceptance: March 9, 2015

Certification as both a Fire Investigator and a Fire Code Inspector, plus minimum standards of qualification (CGS 29-298(a)) are necessary to be certified as a Fire Marshal.

APPLICANT

LAST NAME	FIRST NAME	MI
HOME ADDRESS		
TOWN/CITY, STATE, ZIP	DATE OF BIRTH	
DAY PHONE () -	BUSINESS PHONE () -	
HOME PHONE () -	CELL PHONE () -	
FAX NUMBER () -	ID #	APPLICATION DATE
EMAIL	ID # is the first 3 letters of your last name and the last 4 digits of your Social Security Number. Example: ABC-1234	

High School	NAME OF SCHOOL
	ADDRESS
	TOWN/CITY, STATE, ZIP
	DATES ATTENDED FROM: TO:
	YEAR GRADUATED
	CERTIFICATE EARNED IF VOCATIONAL/TECHNICAL SCHOOL DISCIPLINE

CIRCLE HIGHEST LEVEL ACHIEVED — COLLEGE: 13 14 15 16 POST GRADUATE: 17 18 19 20

This year OEDM will consider applications from candidates who are sponsored by an appointing authority, as well as from candidates who are not sponsored by an appointing authority. **Preference will be given to individuals who will be appointed to a jurisdiction upon successful completion of the Fire Inspector and Fire Investigation modules and examinations.**

REQUIRED EXPERIENCE FOR FIRE MARSHAL CANDIDATES:

Effective October 1, 2014, *CGS Section 29-298 (a)* establishes minimum standards of qualification for local fire marshals, deputy fire marshals, and fire inspectors. **Indicate which of the following minimum standards of qualification applies:**

- At least three years experience in fire suppression or fire prevention activities
- At least three years experience in responding and controlling the release or potential release of hazardous materials
- At least three years experience in inspection activities concerning the fire safety or prevention code or hazardous materials
- At least three years experience in the investigation of the cause and origin of fires and explosions
- At least three years experience as a sworn member of the Division of State Police, DESPP or an organized local police department
- Equivalent experience as determined by the State Fire Marshal and the Codes and Standards Committee

FOR CANDIDATES SPONSORED BY AN APPOINTING AUTHORITY:

Upon earning certification as a Fire Code Inspector and/or a Fire Investigator, _____
NAME OF APPLICANT

will be appointed to the position of _____ in the jurisdiction of _____.

By signing below, I attest that the above applicant has met the experience requirement checked above, and that s/he will be appointed to the position indicated.

APPOINTING AUTHORITY SIGNATURE AND DATE

IF YOU HAVE MORE THAN ONE CANDIDATE, PLEASE CIRCLE THE PRIORITY OF THIS APPLICANT: 1 2 3 4

APPOINTING AUTHORITY INFORMATION

SPONSORING JURISDICTION (Town or District)

APPOINTING AUTHORITY (Name and Title)

ADDRESS

TOWN/CITY, STATE, ZIP

BUSINESS PHONE
() -

EMAIL

NAME AND NUMBER OF POINT OF CONTACT IF DIFFERENT

FOR CANDIDATES NOT SPONSORED BY AN APPOINTING AUTHORITY:

Applicants for Fire Marshal who do not have an appointing authority **must submit documentation** that they meet the minimum standard of qualification for local fire marshals, deputy fire marshals and fire inspectors checked above.

Where to Send Your Application:

Mail:
**Connecticut Department of Administrative Services
Office of Education and Data Management
165 Capitol Avenue, Room 431
Hartford, CT 06106**

Email:
OEDM@ct.gov
Subject: Pre-Cert

Fax:
860.713.7426

Please direct any questions regarding applications to Douglas Schanne at douglas.schanne@ct.gov or 860-713-6432.

The Fire Code Inspector Module is made possible through the Code Training and Education Fund.