

# Maine Fire Chiefs' Chief Fire Officer Certification



Approved July 12, 2012  
Revised August 1, 2019  
Revised January 1, 2023



## CHIEF FIRE OFFICER CERTIFICATION

The Maine Fire Chiefs' Association has established a Chief Officer Certification program. This program is designed to enhance the professionalism of chief officers throughout the state; to promote excellence in the fire and emergency services; to acknowledge the achievements of those officers who have excelled in developing their personal knowledge, skills, and abilities; to encourage the need for continued education and professional development. This certification establishes a mark of distinction for those who want to achieve it and challenges other chief officers to obtain the pinnacle mark of Chief Fire Officer (CFO). The Maine Fire Chiefs' Association believes in professional development of fire and emergency service personnel by providing guidance for career planning through participation in the Chief Fire Officer Certification program.

The Maine Fire Chiefs' Association Board of Directors encourages all its' members to participate and undertake the process to become Certified Chief Fire Officers to enhance the level of professionalism for chief officers throughout the state.

The Maine Fire Chief's Certification Committee was established through the by-laws and is the committee responsible for reviewing all certification applications.

The Maine Fire Chiefs', through this program, has established occupational education, fire service-related training and experience criteria relevant to the position of fire chief. This process provides an equal opportunity for the volunteer, call or full-time chief to meet the minimum criteria for achieving Chief Fire Officer Certification.

This Maine Fire Chief's Association offers three levels of Maine Chief Fire Officer Designation. They are:

Maine Chief Fire Officer Level I.	CFO ME I
Maine Chief Fire Officer Level II.	CFO ME II
Maine Chief Fire Officer Level III.	CFO ME III

Each level recognizes a higher degree of professionalism achieved. Candidates may strive for a higher level to successfully carry the title of Maine Chief Fire Officer but still be able to carry the designation at a lower level.

The committee has established Education, Training, and experience *criteria* relevant to the position of Chief Officers as described in the Maine Fire Chief's Association by-laws, and to certify that the candidates have met these criteria.

This program is solely administered by the Maine Fire Chief's Association through its Certification Committee.

By participating in this program, the applicant agrees to abide by the International Association of Fire Chiefs Code of Conduct as adopted by the Maine Fire Chiefs' Association. Abiding by these standards is required for initial and continued certification as a Chief Fire Officer.

**To apply you must be a member of the Maine Fire Chiefs Association.**

**Must hold a State or National Firefighter 1 certification.**

**Starting January 1, 2024, all candidates must hold a State or National Fire Officer 1 certification.**

**Please provide a copy of your certificate in your packet under certifications.**

Each candidate must submit a letter of introduction expressing his/her wishes and a brief narrative description of himself/herself outlining the reasons for applying for Fire Chief Certification.

Each candidate must submit a letter of recommendation for certification from their supervisor. This letter of recommendation must be on official letterhead of the person providing the recommendation and signed by that person.

Each candidate must submit the names of two references and information on these references on the REFERENCE sheet for the committee to contact them if so desired. Examples of both qualifying and non-qualifying references are provided in the certification packet. Letters from the individuals providing the references are not required. If letters are submitted, they must be signed by the person providing the reference.

1. Complete the form fillable PDF CERTIFICATION APPLICATION.
2. Read, print, sign, and date the application.
3. Make use of the Contents checklist to ensure a complete certification application is submitted.
4. Incomplete certification packets will not be reviewed and may or may not be returned to you.
5. Submit electronically. If you must submit a paper packet, there needs to be six copies each in a separate binder.

Tips for a successful certification package

- No handwritten forms please.
- Run a spell and grammar check on your package
- Copies of appropriate documents and records **must** be part of your certification packet
- Be sure that what is submitted is applicable to the criteria you are trying to meet
- **Most important, documents in one section cannot be credited in another section.**

The \$75.00 application fee must be received before the certification packet will be reviewed. This is non-refundable. A check or money order is acceptable, payable to the Maine Fire Chiefs 'Association. Do not send cash or purchase orders. Send the completed application packet and check to:

Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330

Supporting documentation **MUST** be arranged in the order shown in the Contents checklist. **It should be the section cover page followed by the supporting documentation.** Each certificate will be issued after the application has been reviewed and scored. The following are the points required for each of the three levels.

Chief Fire Officer Level I	50 points
Chief Fire Officer Level II	75 points
Chief Fire Officer Level III	100 points

Certification will be good for a ten-year period. Re-Certification point's, assigned for accomplishments after the date of original/most recent certification, requirements are as follows.

Chief Fire Officer Re-Cert Level I	25 Points
Chief Fire Officer Re-Cert Level II	35 Points
Chief Fire Officer Re-Cert Level III	45 Points

If you have questions, please contact the Chair of the Certification Committee. Contact information for the Chair may be found in Maine Fire Chiefs' Association Resource Directory.



## CERTIFICATION APPLICATION

---

Name:

Current Position:

Municipality:

Work Address:

City/Town:

Zip Code:

Years in current position:

Total years as a Chief Officer:

### **Contents checklist**

Personal Introduction Letter

Letter from Supervisor

Experience / Work History

2 Professional References (Letters Not Required)

Formal Education

Certifications and Licenses-

Professional Development

Professional Contributions

Active Association Membership

Community Involvement

\$75.00 application fee enclosed. THIS IS NON-REFUNDABLE. Check or money order accepted. Make check payable to Maine Fire Chiefs' Association.

### Personal Certification Statement

I understand that certification is subject to present criteria and approval of the Certification Committee of the Maine Fire Chiefs' Association. I will execute the necessary documents and supply further information as determined by the committee.

I understand that any false statements or documentation may subject me to disqualification, denial or revocation of my professional designation credentials.

I understand that the sole purpose in submitting this application, its contents and attachments, is to evaluate my qualifications for the recognized professional designation as a Maine Chief Fire Officer (MECFO) according to criteria as established by the Maine Fire Chiefs' Association Certification Committee.

I give permission to verify any information contained in this package.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CHIEF FIRE OFFICER CERTIFICATION**

**WORK EXPERIENCE**

The Candidate must be a member in good standing of a Fire Department or Fire District. Time served as a chief officer on a department outside of Maine will be counted but will require written verification of these years of service.

You must provide the committee with proof that you are a member in good standing by attaching a letter stating your date of appointment and years served; from the appointing authority including, but not limited to, the Town/ City Manager, Town Administrator, Selectman, Councilor, Mayor or Supervisor.

If you have been a chief officer with multiple departments then a letter from each Town/ City will be required. Time served, while working concurrently as a Chief Officer in multiple departments is not double counted. These letters will be on official letter head. A sheet simply stating the dates of service in the positions listed may be disqualified.

Department (1 pt per year)	Max Points 30	Dates (YYYY-YYYY)	Your Points
		<b>Total Points</b>	



## CHIEF FIRE OFFICER CERTIFICATION

### PROFESSIONAL REFERENCES

Each candidate must submit the names of two references and their contact information.

#### **Qualifying References**

- A past supervisor (within seven years)
- Local, state or federal officials or department heads
- Emergency services organization officials (public, private, military etc.)

#### **Non-Qualifying References**

- A subordinate
- A former student
- Friends, neighbors or relatives

---

#### REFERENCE #1

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Years in Position** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

#### REFERENCE #2

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Years in Position** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_



**CHIEF FIRE OFFICER CERTIFICATION**

**Formal Education**

• Only post High School Education that pertains to the Fire Service, Emergency Medical Service, Personnel Management, Business Management, Technical Management, EMA or a related field will be considered as part of this certification process. If an individual has multiple degrees, the committee will consider these and has the discretion to award up to five (5) additional points. **Points will be awarded for ONLY the highest degree submitted.**

- - Certificate five (5) points
  - An Associate Degree will accumulate ten (10) points
  - A Bachelors' Degree will accumulate twenty (20) points
  - A Masters' Degree will accumulate thirty (30) points
- EFO will accumulate two and a half for each class for a total of ten (10) points, once EFO is achieved. Points for EFO can be stand alone or in addition to a college degree.

- To satisfy this requirement the candidate must provide appropriate documentation
- Copy of transcripts from accredited schools
- A list of classes and credit hours is **NOT** acceptable for any credit in any category.

College Degree/ Transcript attached and/or EFO Certificate

	Criteria Points	Major	Your Points
Certificate	5		
Associate Degree	10		
Bachelors Degree	20		
Masters Degree	30		
EFO Certificate	10		
		TOTAL POINTS	





**CHIEF FIRE OFFICER CERTIFICATION**

**Certifications**

This section is for Professional Certifications and Licenses. If you have any of these Certifications/ Licenses and you used them towards a Degree, **then they are not eligible for points in this section.**

These points are awarded based on Certifications and Formal Licenses. The points are predetermined, and you will only get points for the **highest level obtained for Firefighter 1 thru Fire Officer 4, Fire Inspector 1 or 2 and EMT thru Paramedic.**

You must provide a copy of the certification or license from the State certifying agency to receive credit.

**MUST be Firefighter 1 to apply and, January 1, 2024, all candidates MUST be Fire Officer 1 Certified in order to apply.**

	Criteria Points	Your Points
Firefighter 1		
Firefighter 2	3	
Fire Instructor 1	4	
Fire Instructor 2	5	
Fire Officer 1	6	
Fire Officer 2	7	
Fire Officer 3	8	
Fire Officer 4	9	
Fire Inspector 1	3	
Fire Inspector 2	4	
Fire and Life Safety Educator 1	3	
EMT Basic	3	
EMT Advanced	4	
Paramedic	5	
	<b>TOTAL POINTS</b>	



CHIEF FIRE OFFICER CERTIFICATION

**PROFESSIONAL DEVELOPMENT**

Certificates of attendance or completion must be provided for examination and proof of related professional development. All certificates must be fire related as determined by the committee. These certificates may come from many places providing professional development from colleges and universities to Fire Attack Schools, other weekend seminars or workshops, National Fire Academy courses/weekends, Chiefs conferences etc. Any numerous learning institutions or private entities of instruction are acceptable. **Maximum Points allowed is 10.**

**MFCA Chief Officer Development Program**

**An additional 5 points will be awarded for completion of the 16-hour Maine Fire Chief's Workshop,  
And 20 additional points for completion of the entire MFCA Chief Officer Professional Development  
Program (3 NFA Modules and MFCA Command & Control Module).**

- Seminars, fire schools, fire academies or other activities that develop management, leadership or interpersonal skills to promote professional growth in fire administration.
- One point per day (8 hours) for each activity.
- Copies of certificates must be submitted.
- Multiple certificates for the same activity will only be considered once.

TRAINING PROGRAM TITLE	Points (1 per day or 8 hours)
<b>Total Points for Section</b>	



**CHIEF FIRE OFFICER CERTIFICATION**

**PROFESSIONAL CONTRIBUTIONS**

The MFCA Chief Officer Certification requires chief officers to participate in fire service organizations locally, regional, statewide, and national, by actively getting involved on boards and committees.

This section requires documentation of such things as teaching fire service-related courses, writing published/unpublished papers, public speaking engagements, appointments to boards and committees.

**A minimum of 3 points is REQUIRED to a Maximum Points allowed of 25**

Documentation required for each item. Examples: contract, letter of appointment, certificate of appreciation, event program, copy of paper, copy of article, testimonials, letters of reference, certificates

Description of Contribution	Points
<b>Total Points</b>	



CHIEF FIRE OFFICER CERTIFICATION

ACTIVE ASSOCIATION MEMBERSHIP

Active membership in Local, County, State, Regional, International; Fire, rescue or EMA organizations will be valid. Copies of membership cards or a brief letter or email from the organization stating verifying membership is acceptable.

**You must have been a member of the organization for at LEAST 1 YEAR prior to your application date for certification.**

**A minimum of 2 points is REQUIRED to a Maximum of 10 Points allowed.**

Examples- Maine Fire Chiefs, New England Chiefs, International Fire Chiefs, International Association of Arson Investigators, NFPA, County Chiefs or Firefighter Association, MSFFF, LEPC, FOOLS

ORGANIZATION NAME	YOUR Points
<b>Total Points</b>	



**CHIEF FIRE OFFICER CERTIFICATION**

**COMMUNITY INVOLVEMENT**

Documentation of active membership in Local and Regional; Governmental or Service Organizations. This section would require copies of membership cards or letters acknowledging acceptance of your membership etc. You must be a member for at least one year prior to application for certification. **Maximum Points allowed is 10.**

**Minimum of 2 points REQUIRED to a Maximum of 10 points allowed**

Examples: Girl Scouts, Boy Scouts, Church, PTO/PTA, Masonic, ELKs Club, Key Club, Rotary, Rec/ Youth sports coach

Organization Name	Your Points
Total Points	