

**COLORADO DIVISION OF FIRE  
PREVENTION AND CONTROL  
Colorado Executive Fire Administrator  
Matrix - Document Checklist**

- Completed Division Application and Request for Examination Form
  - Do not hole punch or staple
  
- Cover Sheet
  - Fire Department Name & Certification Level Desired
  - Candidates Name, Address, City, State, Zip, Telephone Number
  
- Table of Contents
  
- Colorado Executive Fire Administrator Supplemental Application
  
- Colorado Executive Fire Administrator Matrix - Document Checklist
  
- Required Documents
  - Current resume listing education, training and experience
  - Current personnel/organizational chart
  - Current Fire Fighter II or higher Certificate
  - Current Fire Instructor I Certificate
  - Current Colorado Emergency Services Responder or higher level certification
  
- Current Status in the Fire Service**
  - **Documents showing your current or past status in the fire service**
  - Documents showing your current or past position as a Chief Level officer as defined by the Colorado Division of Fire Prevention and Control
  
- Fire Service Experience
  - Documents showing the total number of years in the fire service, including the number of years in the position of Company Officer and Chief Officer.
  
- Education
  - Copy of High School diploma or GED certificate
  - Copy of Associate Degree(s) or documentation of undergraduate hours
  - Copy of Bachelors Degree(s) or documentation of undergraduate hours
  - Copy of Masters Degree(s) or documentation of graduate hours
  - Copy of Ph.D. Degree or documentation of post graduate hours

Documents showing participation in or graduation from the Executive Fire Officer program by the National Fire Academy.

  - Copy of certificates for completed courses in the EFO Program
  - Copy of the certificate of completion for the EFO Program

Documents showing completion of each National Fire Academy Resident Course of 80 hours or more per course. (Excluding EFO Courses)

  - Copy of certificates for completed resident courses
  
- State Certifications - Documents showing current state firefighter certification level (Submit highest level only plus Instructor)
  - Current Firefighter I, Firefighter II, Firefighter III, Fire Officer I or Fire Officer II certificate.
  - Current Fire Instructor I certificate

# Colorado Division of Fire Prevention and Control

## Colorado Executive Fire Administrator Certification

### Supplemental Application

To: Colorado Executive Fire Administrator Candidate

From: Colorado Executive Fire Administrator Review Panel

Date:

Subject: Review of Colorado Executive Fire Administrator Qualifications

After reviewing your application and qualifications for Colorado Executive Fire Administrator, the Review Panel has determined that your application (does) or (does not) contain the necessary qualifications or documentation for certification as Colorado Executive Fire Administrator.

Comments:

# Colorado Division of Fire Prevention and Control

## Colorado Executive Fire Administrator Certification

### Supplemental Application

The following matrix will assist the Division of Fire Prevention and Control, the Chief Executive Officer/Fire Chief, and the Colorado Executive Fire Administrator candidate to determine if the candidate meets all the requirements for certification. An official Colorado Division of Fire Prevention and Control Application must accompany this matrix.

The following is to be completed by the Executive Fire Administrator Candidate

I. Current Status in the Fire Service: (mark Yes or No only)

Chief Level Officer Rank (Past/Present)

To be considered a Chief Level Officer, the applicant must have served or be serving in that capacity. As per Division of Fire Prevention and Control guidelines, a Chief Officer is defined as follows:

- 1) Chief/CEO of the Department
- 2) Chief Officer or equivalent who are heads of major bureaus or divisions within a fire department/organization: e.g., suppression, prevention, training, etc.
- 3) Chief Officer or equivalent who command multi-company or multi-station operations on the emergency scene or who may command a greater alarm incident.

Chief Level Officer Rank (20pts)	_____	Points by DFS	_____
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**Total Points for Section I:** [\_\_\_\_\_]

II. Fire Service Experience: (enter the number of years) Points by DFS

Years in the Fire Service (1pt/year)	_____	_____
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Years as Company Officer (1pt/year)	_____	_____
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Years as a Chief Officer (1pt/year)	_____	_____
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**Total Points for Section II:** [\_\_\_\_\_]

III. Education: (mark all that apply including number of each degree)

High School/GED (5 pts) \_\_\_\_\_

Associate Degree (10 pts/degree) \_\_\_\_\_  
 (5pts for 30 hours)

Bachelors Degree (15 pts/degree) \_\_\_\_\_  
 (7.5 pts for 60 hours)

Masters Degree (20 pts/degree) \_\_\_\_\_  
 (10 pts for 20 graduate hours)

Ph D Degree (25 pts/degree) \_\_\_\_\_  
 (12.5 pts for 20 doctorate hours)

*Executive Fire Officer Program by National Fire Academy (check only one)*

1 year completed (5 pts) \_\_\_\_\_

2 years completed (10 pts) \_\_\_\_\_

3 years completed (15 pts) \_\_\_\_\_

Graduate of EFO Program (20 pts) \_\_\_\_\_

*Resident Classes Completed at NFA, 80 hours or more: (other than EFO Classes)*

Number completed (5 pts/class) \_\_\_\_\_

**Total Points for Section III [\_\_\_\_\_]**

IV State Firefighter Certifications (mark highest level only plus Instructor)

Firefighter I (5 pts) \_\_\_\_\_

Firefighter II (10 pts) \_\_\_\_\_

Firefighter III (15 pts) \_\_\_\_\_

Firefighter III/Officer I (15 pts) \_\_\_\_\_

Fire Officer II (20 pts) \_\_\_\_\_

Fire Instructor I (10 pts) \_\_\_\_\_

**Total Points for Section IV. [\_\_\_\_\_]**

**Candidate must submit a complete resume, attached supporting documents, and a personnel/organizational chart indicating their position.**

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Colorado Executive Fire Administrator Candidate Signature

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Date

**As the candidate=s supervisor by signing below, I am certifying that the requirements have been met and that the organizational records exist to support the fact that the candidate has met all the criteria as identified in the NFPA Standard 1021 for Fire Officer Professional Qualifications and the Colorado Division of Fire Prevention and Control Fire Service Training and Certification Advisory Board Rules for Colorado Executive Fire Administrator certification.**

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Candidate=s Department Head/Supervisor

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Date

### **To Be Completed by the Review Panel Only**

**Total number of points in Section I, II, III, IV:**

[ \_\_\_\_\_ ]

(A minimum of 100 points are required for consideration)

We, the review panel have determined the Colorado Executive Fire Administrator Candidate (does) or (does not) possess supporting documentation for Professional Qualifications and the Colorado Division of Fire Prevention and Control as required by the certification Board Rules for the State of Colorado. Refer to Comments Section.

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Panel Member Signature

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Date