



APPLICATION FOR Fall 2018 Pre-CERTIFICATION TRAINING Fire Code Inspector Module AND Fire Investigator Module

No applications will be accepted after July 11, 2018 | Acceptance letters will be emailed August 1, 2018

Important Notice to Students and All Appointing Authorities

Students in the Fire Code Inspector module must complete an **online training program, Fire Inspector Principles and Practices**, by **October 5th** in order to be admitted to class on October 24th. The application deadline of July 11th is firm — no applications will be accepted after this date. **No “to be determined”** candidates will be considered. Students will need time to successfully complete the online training.

Requirements to be Considered for Enrollment in Either Module

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

Requirements to Become Certified as a Fire Marshal

- Candidate must be certified as a Fire Code Inspector.
- Candidate must be certified as a Fire Investigator.
- All candidates, regardless if sponsored by an Appointing Authority or not, **must provide a letter from their employer or department documenting that they meet one of the minimum standards of qualification as set forth in CGS Section 29-298(a)** (see back page)

Module Selection *Check the appropriate box(es) below.*

FIRE INVESTIGATOR MODULE

September 5, 2018—October 19, 2018
Mondays, Wednesdays, Fridays 8:30—4:00
Rocky Hill Fire Headquarters, Rocky Hill

FIRE CODE INSPECTOR MODULE

October 24, 2018—January 18, 2019
Mondays, Wednesdays, Fridays 8:30—4:00
Rocky Hill Fire Headquarters, Rocky Hill

Student Information *Complete the following in its entirety. Incomplete applications will not be processed.*

ETC Card ID Number _____
First three letters of Last Name — Last Four Digits of SS Number

Email _____

First Name _____ Last Name _____

Address _____
Street and Number City State Zip

Day Phone_(_____)_____ Cell Phone_(_____)_____ Date of Birth _____

Name of High School or Vocational/Technical School _____ Year Graduated _____

Address of High School or Vocational/Technical School _____

If Vocational/Technical School, Discipline Studied _____ College Degree(s) Earned _____

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.

The Office of State Fire Marshal and the Office of Education and Data Management 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/or Fire Investigation module(s).*

For All Fire Marshal Candidates

Check the box below that indicates which standard of qualification applies (only one required). You must submit a letter from your employer or department documenting your years of experience.

CGS Section 29-298 (a) establishes minimum standards of qualification for local fire marshals.

- 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

<input type="checkbox"/> Documentation approved by State Fire Marshal _____ <div style="text-align: right; font-size: small;">SFM Initials</div>

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 s/he will be appointed to the position indicated.

Signature	Date	Please Print Name and Title
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IF JURISDICTION HAS MORE THAN ONE CANDIDATE, PLEASE CHECK THE PRIORITY OF THIS APPLICANT: 1 2 3 4

Sponsoring Jurisdiction (Town or District) _____

Address of Appointing Authority _____ Phone _____

Email _____ Name and Number of Contact (if different) _____

Where to Send your Application and (if applicable) Documentation

Mail:

**Connecticut Department of Administrative Services
 450 Columbus Boulevard—Suite 1306
 Hartford, CT 06103**

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

Fax: **860.920.3093**

<i>For Office Use Only</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date Received	OEDM Initials/Date	SFM Initials/Date
	_____	_____

For application questions contact Maria Baez at 860-713-6434 or maria.baez@ct.gov

The Fire Code Inspector Module is made possible through the Code Training and Education Fund. Revenue for the fund comes from assessments on the construction value of building permits.