



APPLICATION FOR Spring 2022 FIRE INVESTIGATOR MODULE and FOR FIRE CODE INSPECTOR MODULE

Application deadline: December 20, 2021 | Acceptance letters will be emailed January 14, 2022

Notice to Appointing Authorities

Change in application process:

Proof of meeting one of the minimum standards of qualifications identified in CGS 29-298(a) must be included with application. This can be a letter from the candidate's employer or department on letterhead. See back page for details.

Every effort will be made to hold live training classes. If the COVID-19 pandemic dictates, OEDM will provide online instruction in place of in-person classes.

Requirements to Apply for Either Module

- ✓ Candidate must be at least 18 years of age
- ✓ Candidate must have a high school diploma or equivalent.
- ✓ 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 qualifications as set forth in CGS Section 29-298(a). See back page.
- ✓ 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 have provided a letter from their employer or department documenting that they meet **one** of the minimum standards of qualifications as set forth in CGS Section 29-298(a). See back page.

The applicant must submit a letter from his/her employer documenting years of qualifying employment (see back page). **Without the letter the application will not be processed.** Only one letter per applicant required.

Module Selection

☐ FIRE INVESTIGATOR MODULE

February 23, 2022—April 11, 2022
Mondays, Wednesdays, Fridays 8:30—4:00
PTSD Training April 12, 2022
Rocky Hill Fire Department, Rocky Hill, CT

☐ FIRE CODE INSPECTOR MODULE

PTSD Training April 14, 2022
April 13, 2022—June 29, 2022
Mondays, Wednesdays, Fridays 8:30—4:00
Rocky Hill Fire Department, Rocky Hill, CT

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

I am currently certified as a: ☐ Fire Investigator ☐ Fire Code Inspector ☐ Neither

ETC Card ID Number _____ Email _____
First 3 letters of last name last 4 number of SS No.

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) _____

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 your residential address is exempt under this law, make a check mark in the box. ☐

For All Candidates

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

CGS Section 29-298(a) establishes minimum standards of qualification for fire code inspectors, fire investigators and 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 member of the ☐ Connecticut State Police or ☐ local police dept. _____
- ☐ Equivalent experience as determined by the State Fire Marshal and the Codes and Standards Committee

☐ Documentation approved by State Fire Marshal _____
SFM Initials

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 may be given to individuals who will be appointed to a jurisdiction upon successful completion of the Fire Code Inspector and/or Fire Investigator module(s).*

For Candidates Sponsored by an Appointing Authority

Upon earning certification as a Fire Code Inspector and/or 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	Printed Name and Title
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IF JURISDICTION HAS MORE THAN ONE CANDIDATE, 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 Blvd—Suite 1306
Hartford, CT 06103

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

Fax:
860-920-3093
Attention: Pre-Cert App

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

For application questions contact Maria Baez at 860-713-5522 or maria.baez@ct.gov

The pre-certification training program is made possible through the Code Training and Education Fund. Revenues for the fund come from assessments on the construction value of building permits.