



STATE OF CONNECTICUT

Department of Administrative Services
Division of Construction Services
Office of the State Fire Marshal

Policy Directive: 1, Addendum 3

Replaces: New

Administered by: Office of Education and Data Management

Date: March 27, 2020

Duration: Until Revised

Authority: State Fire Marshal

SUBJECT: LOSING OR RETIRING CERTIFICATION

Purpose:

To outline the State Fire Marshal's procedures for decertification of a fire official, and to present the procedures for retiring fire official certification.

Decertification

Discussion:

Per Connecticut General Statutes (CGS) 29-298, to maintain certification status, fire officials are required to complete a specified number of hours of continuing education over a three-year period.

The State Fire Marshal may, after notice and opportunity for hearing, and with the participation of one or more members of the Fire Marshal Training Council, revoke any certificate issued under the provisions of CGS 29-298(b) for failure on the part of a local fire official to present such proof.

Policy:

To clarify the process, the Office of the State Fire Marshal (OSFM) sets forth the following policy:

1. The Office of Education and Data Management (OEDM) will maintain a record of training hours awarded for fire officials.
2. Fire officials will have 24/7 access to their training records on the OEDM LMS.
3. Six months before a fire official's cycle end date, OEDM will email a reminder that tells the official s/he has not met his/her credit requirements. The email includes links to live and online training, the outside credit application, and the voluntary retirement form.
4. Three months before a fire official's cycle end date, OEDM sends, via certified mail, an intent-to-decertify letter to the official and his/her appointing authority (if applicable) that tells the official s/he has not met his/her required credit hours. The letter offers the following options:
 - a. Earn the necessary continuing education credits.



- b. Request an informal compliance hearing conference or a hearing within 30 days from date of letter. Fire officials must attend a compliance conference first.
 - c. Retire fire official certification.
 - d. Present justification for an extension to his/her training cycle.
5. Upon request for a compliance conference, the individual will be scheduled to meet with the Director of the Office of Education and Data Management.
 - a. The respondent will be required to bring any necessary training information or documentation that may be relevant to the discussion of compliance with the training requirements.
 - b. The Director of the Office of Education and Data Management will advise the State Fire Marshal of the disposition of the case.
6. The respondent may request a hearing if they are not satisfied with the recommendation.
7. Upon request of a hearing, OEDM will schedule a hearing.
 - a. The respondent will be notified of the hearing in writing via certified mail, be given 30 days' notice, and advised that they may bring legal counsel to the proceeding. A copy will be mailed to the appointing authority and the fire marshal (in the case of a subordinate).
 - b. The hearing will be conducted under procedures established in RCSA 29-2-1 through 29-2-10.
 - c. A panel of one or more members of the Fire Marshal Training Council shall attend the hearing and make a recommendation to the State Fire Marshal.
 - d. The State Fire Marshal, or designee for the State Fire Marshal, will render a decision. The notice of decision will be sent certified mail to the fire official and appointing authority.
8. If no action is taken in response to the intent-to-decertify letter, the fire official's certification will be revoked on midnight of the last day of his/her three-year training cycle.
 - a. The only way to reinstate certification will be to pass the challenge exam.
 - b. No outside credit applications will be processed at this point.
9. The State Fire Marshal will notify the respondent in writing by certified mail that s/he is no longer certified. A copy will be mailed to the appointing authority and the fire marshal (in case of a subordinate).

Retiring Certification

A fire official may retire his/her certification at any point during his/her training cycle.



1. Fire official must submit a written request to retire his/her fire certification.
2. OEDM prepares a certificate of emeritus and congratulatory letter and gives them to the State Fire Marshal.
3. Per CGS 29-298(b), the State Fire Marshal presents the retirement request to the Codes and Standards Committee, who acknowledge the request.
4. The fire official is designated as retired inactive in the OEDM LMS.
5. OEDM mails the certificate of emeritus and congratulatory letter to the retired official on behalf of the State Fire Marshal.
6. The retired official may no longer hold himself or herself out as a certified local fire official.

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