



## State of Vermont Vermont Fire Academy CERTIFICATION RECIPROCITY APPLICATION

### **Eligibility for Reciprocity**

A person may apply for reciprocal recognition of a fire service certification that has been issued by an entity other than the Vermont Fire Academy if the applicant is currently affiliated with a Vermont Fire Department or is applying to take a course or program from the Vermont Fire Academy that requires recognition of prerequisite certification(s).

A Vermont certification can only be issued for certification levels that are authorized by the Vermont Fire Service Training Council and the granting of reciprocity will not lead to the issuance of a Pro Board certificate. A Pro Board certificate can only be issued to an individual who has successfully passed the current certification exam for a given level.

### **Applications for Reciprocity**

Reciprocity requests must be made using the approved Vermont Fire Academy Certification Reciprocity Application form. The Certification Reciprocity Application form must be signed by the applicant and the chief or sponsoring department delegate. It is the responsibility of the applicant to provide the necessary proof of certification with the application including copies of certificates and/or official training transcripts when required. Applications for reciprocity will be reviewed by the Vermont Fire Academy Chief of Training or his/her designee and a decision shall be issued within 30 days of receipt of a completed application.

### **Reciprocity for Certifications Earned Within the Current Certification Term**

A certification term is generally one year. A Vermont certification shall be issued to anyone who has achieved an accredited certification within the current certification term and who meets any additional training requirements for certification as required by the Vermont Fire Service Training Council.

### **Reciprocity for Certification Earned Previous to the Current Certification Term**

A Vermont certification shall be issued to anyone who has achieved an accredited certification who meets any additional training requirements for certification as required by the Vermont Fire Service Training Council. Applicants must provide proof of continued annual training relevant to their level of certification that is equal to or exceeds the minimum requirements for renewal of a Vermont certification at that same level.

An applicant who has an accredited certification as indicated above, but *does not* have the proof of continued annual training equal to or exceeding the minimum requirements for renewal of a Vermont certification at that same level may have their certification recognized for course prerequisite purposes only.

An applicant who does not have an accredited certification as indicated above, but has proof of previous training that is clearly compliant with an applicable standard may have that training recognized for course prerequisite purposes only. These requests shall be evaluated on a case by case basis when the certification level has been added by the Vermont Fire Service Training Council within the last three years and the training was delivered by a contractor when there was no accredited certification available in Vermont at the time that the certification was obtained.

### **Vermont Certification Through Reciprocity**

Applicants who are granted Vermont certification through reciprocity shall be placed on the recertification roster of the sponsoring department. The expiration date of a Vermont certification that is achieved through reciprocity shall be the same as though the certification was initially issued by the Vermont Fire Academy. The recertification requirements for a Vermont Certification received through the reciprocity process shall be the same as that for certifications received through passing the certification exam for that level.



**State of Vermont**  
**Vermont Fire Academy**  
**CERTIFICATION RECIPROCITY APPLICATION**

This application shall be used for applying for recognition of a certification that was issued by an agency other than the Vermont Fire Academy. Such certification may be recognized as equivalent for course prerequisite purposes or for granting Vermont firefighter certification.

Please PRINT all information legibly as it will appear on your permanent records.

| Personal Information   |   |              |
|--|---|--------------|
| First Name:  | Middle Initial:   | Last Name:   |
| Mailing Address:   |   |              |
| City:  | State:  | Zip Code:    |
| Home Phone:  | Work Phone:   | Other Phone: |
| E-Mail:  |   |              |
| Date of Birth:   | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary   |              |
| Last Four Digits of Social Security Number: _ _ _ _  |   |              |
| Agency Information   |   |              |
| Department/Agency Name:  |   |              |
| Rank/Position:   | <input type="checkbox"/> Permanent <input type="checkbox"/> Call <input type="checkbox"/> Volunteer |              |
| Agency Mailing Address:  |   |              |
| City:  | State:  | Zip Code:    |
| Agency Phone:  |   |              |
| <p><b>*NOTE: It is the candidate's responsibility to notify VFA of all address changes.</b></p> <p>By my signature below, I certify that the above information is true and correct to the best of my knowledge. I understand that intentionally making a false statement on this application is a crime. The holder of any certification obtained in such a manner, through fraud or misrepresentation of material fact, will be subject to decertification per Section 6 of the VERMONT FIRE SERVICE TRAINING COUNCIL RULES AND POLICIES, Effective March 15, 2024.</p> <p>I understand that intentionally making a false statement on this application is a crime. The holder of any certification obtained in such a manner, through fraud or misrepresentation of material fact, will be subject to decertification per Section 6 of the VERMONT FIRE SERVICE TRAINING COUNCIL RULES AND POLICIES, Effective March 15, 2024.</p> |   |              |
| Applicant Signature:   |   | Date:        |
| Chief Signature:   | Chief Name Printed:   | Date:        |

## Section 1: General Information

All applicants must complete this section.

Indicate your reason for requesting reciprocity:

- Recognition of a certification to take a course that has prerequisite certification requirements.
- To gain Vermont Firefighter Certification.

Certification levels requested to be reviewed for reciprocity:

- Firefighter I
- Firefighter II
- Fire Officer I
- Fire Officer II
- Fire Service Instructor I
- Fire Inspector I
- Fire Inspector II

My certifications are accredited by:

- National Board on Fire Service Professional Qualifications
- International Fire Service Accreditation Congress Qualifications
- United States Department of Defense

## Section 2: Vermont Certification

Complete this if you are seeking Vermont Firefighter Certification.

You may be granted Vermont Firefighter Certification if your accredited certification was earned within the past certification term. The following documentation is required:

- Current CPR/AED card (or higher level of EMS licensure)
- ICS100 Introduction to Incident Command System Certificate of Completion
- ICS200 Single Resources and Initial Action Incidents Certificate of Completion (required only for certification above Firefighter I)
- National Traffic Incident Management Responder Training Certificate of Completion

You may be granted Vermont Firefighter Certification if your accredited certification was earned more than one year ago. In addition to what is listed above, the following documentation is required:

- Proof of annual continued training relevant to the job performance requirements of your level(s) of certification that meets the following requirements:
  - Documents a minimum of 24 hours of training per year since earning the certification.
  - Include annual SCBA proficiency training, CPR, and Hazardous Materials Operations refresher training.

Submit this completed application with supporting documentation to:

Vermont Fire Academy  
93 Academy Road  
Pittsford, VT 05763

### FOR VFA OFFICE USE ONLY

|   |  |           |  |
|---|--|-----------|--|
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied |  | Comments: |  |
| VFA Approval Authority Signature                                  |  | Date      |  |
| Entered into Database By  |  | Date      |  |