Instructions for Training Facility / Department Certification Application Form

Submission Method

- This form must be submitted **electronically** through your organization's online account.
- All required documentation must be uploaded at the time of submission.
- **Incomplete applications will not be processed.**
- **This form may only be submitted for one (1) certification level at a time in FIDO.** Each submission must include all required documents specific to the level being requested.

General Requirements

1. Be an established **training facility or fire department in FIDO**. If you do not have a FIDO account, please contact the **Certifications Department** for assistance.
2. Have appropriate classroom capacity and required instructional resources.
3. Maintain current versions of all required references, manuals, and instructional materials.
4. Have access to the necessary equipment, props, or training areas for each course requested.
5. Submit all requested documentation for verification and recordkeeping.

Required Attachments

- **Course Syllabus:** Outline of topics, objectives, and course structure.
- **Pictures of Facilities / Skills Area:** Images showing classrooms, skills grounds, or simulation areas.
- **Pictures of Required Skills Equipment:** Verification that all mandatory course equipment is available.
- **Proof of Required References:** Documentation showing possession or access to required reference materials.
- **Memorandum of Understanding (if applicable):** Required when facilities rely on another entity for shared resources, equipment, or sites.

Important Notes

- Applications missing required signatures or attachments will be returned without review.
- Course authorization is valid only for the facility and delivery method approved (in-person or distance learning).
- Any material change in facility, staffing, or delivery method must be reported prior to conducting additional courses.
- Approval to deliver a course does not grant certification authority; all certification exams must still be conducted under approved procedures.

Training Facility / Department Certification Application Form

Section 1: Applying Entity Information

Entity Name: _____

Head of Department / Entity Head: _____

Training Coordinator: _____

Facility Type: ☐ In-Person Training ☐ Distance Learning

Section 2: Requested Course Authorizations

☐ Structural Firefighter	☐ Hazardous Materials Technician	☐ Hazardous Materials Incident Commander
☐ Driver Operator – Pumper	☐ Driver Operator – Aerial	☐ Aircraft Rescue Firefighter
☐ Marine Firefighter	☐ Instructor I	☐ Instructor II
☐ Instructor III	☐ Investigator	☐ Fire Inspector
☐ Wildland Firefighter	☐ Incident Safety Officer	☐ Officer I
☐ Officer II	☐ Officer III	☐ Officer IV
☐ Plans Examiner	☐ Fire and Life Safety Educator	☐ Incident Commander
☐ Fire Marshal	☐ Rope Rescue Awareness & Operation	☐ Rope Rescue Technician

Section 3: Facility Information

Primary Training Site / Location Name: _____

Classroom Capacity: _____

Attach the following documentation (uploads required where applicable):

- Course syllabus
- Pictures of facilities / skills area
- Pictures of required skills equipment
- Proof of required references
- Memorandum of Understanding (if applicable)

Section 4: Certification Statement

I certify that the information provided is accurate and complete. The applying entity agrees to comply with all applicable standards, policies, and procedures for the administration and instruction of approved certification courses.

Training Coordinator:

Signature:

Entity Head / HOD :

Signature: