

Individual Certificate Holder Renewal Checklist

Preparing for Renewal

- 20 hours of Continuing Education (CE) - <https://www.tcfp.texas.gov/services/ce-sources>
 - Completed AFTER November 1, 2018
 - MAXIMUM of 4 CE hours **per** Level 1 subject (medical training, ropes, ladders, etc.)
 - Level 2 subjects (NFA courses, college-level fire science courses, etc.) have no maximum

EXCEPTIONS:

- Wildland certificate holders – include 4 Wildland-specific CE hours
TOTAL OF 20 HOURS
- HAZMAT Technician certificate holders must have 8 ADDITIONAL CE hours in Technician level training
TOTAL OF 28 HOURS

You MUST finish your CE hours prior to completing renewal.

Renewal Process

- Log in to FIDO and select Renewal from the sidebar
- Click the button on the dashboard to start the renewal process
- Verify that you have completed your required CE
- File and keep your CE for 3 years in case we audit you
- Create the renewal invoice
- Pay your invoice online with a credit card for immediate renewal

OR

- By mail
 - Be sure to include:***
 - A printed copy of your invoice
 - A check or money order (Pay to the order of: TCFP)
 - The mailing address – listed on the invoice
- DEADLINE: Complete the process by October 31, 2019 to avoid late fees and/or possible retesting requirements!**