

Renewal Guide

For Individual Certificate Holders

IT'S TIME TO RENEW!

Everyone has to renew. **Even if you've only been certified a few months**, you still have to renew your certifications. We don't want anyone to have to pay late fees or retest. So we developed this step-by-step guide to help individual certificate holders navigate the renewal process.

If you currently work for a department, your department has the responsibility to renew for you. You do not have to renew your certifications yourself; let them do it.

But, **if you're an individual certificate holder**, (maybe you're not currently working for a fire department), you need to process your annual renewal by yourself. This guide is for you!

WE ARE HERE TO HELP

If you read through this guide and you still have questions, we are here for you! Please send us an email (certifications@tcfp.texas.gov) or give us a call (512-936-3820). Don't wait—contact us today to ensure you are renewed on time.



CONTACT US

By email:

certifications@tcfp.texas.gov

By telephone:

512-936-3820

RENEWAL FEES

- Annual renewal fee = \$60 per person
- Additional late fee, if 1–30 days late = \$30
- Additional late fee, if 31+ days late = \$60



DEADLINE: OCTOBER 31, 2023

Renewal happens every year. You can renew your certifications on-line any time from September 1 through October 31. If you do not process your renewal by October 31, 2023 you can still renew but you will have to pay a late fee.

But sometimes life gets in the way, and we understand. Just know up front that if you miss the 10/31/2023 deadline, you only have one year during which you can renew your certs and pay the cost of renewal plus the late fee. But if you miss this last deadline and don't renew by October 31, 2024, you can no longer simply pay a late fee and renew. At this point, you will have to re-test. In other words,

you will have to retake and pass the state exam (written exam and skills) in order to get your certifications current. In order to retake the state exam, you must re-take your training. ***You heard that right!*** You must go through fire school again. **This is a very costly mistake** so don't let it happen to you. If your certifications are not current, you cannot work as a paid fire fighter in the state of Texas. Please make sure you renew your certs on time.

Don't wait; get started today!

If you don't renew your certs by October 31, 2023, you will have to pay a late fee. If you don't renew your certs (and pay the late fee) by October 31, 2024, you will have to re-train and pass the state certification exam all over again.

***PLEASE... Don't send us
your CE***

You should not submit CE hours to us when you renew. KEEP COPIES of all completed CE in case you are audited, though. Acceptable records to keep are copies of completion certificates, a copy of an official transcript to document fire science courses, or commission form TCFP-10, which you can find on our website. <https://www.tcfp.texas.gov/services/forms>

If you need to complete some CE in order to renew your certs this year, check out this [page](#) on our website.

<https://www.tcfp.texas.gov/services/ce-sources>

If you have questions about CE requirements, send an email to certifications@tcfp.texas.gov.

CONTINUING EDUCATION (CE)

To maintain your fire fighter certification in Texas, you must complete continuing education hours every year. To understand what type of CE (and how much) you need to complete before renewing your certifications, take a few minutes to review the information on this web page: <https://www.tcfp.texas.gov/services/individual-ce>

You must finish your CE hours prior to completing the renewal process.

PREPARING FOR RENEWAL—CE CHECKLIST

COMPLETE 20 HOURS OF CE

- CE must be completed AFTER November 1, 2022
- A MAXIMUM of 4 CE hours per Level 1 subject (medical training, ropes, ladders, etc.) will be accepted
- Level 2 subjects (NFA courses, college-level fire science courses, etc.) have no maximum
- You must have 2 CE hours from reviewing TCFP's annual injury report. This is a new requirement this year. It applies to everyone.

EXCEPTIONS:

- Wildland** certificate holders—you must include 4 hour of wildland-specific CE which includes fire shelter deployment training. You are still only required to complete 20 hours of CE per year.
- Hazmat Technician** certificate holders—you must have 8 ADDITIONAL HOURS of CE in Tech-level training. As a result, you are required to complete 28 hours of CE per year.

RENEWAL PROCESS, STEP-BY-STEP

- Renewal starts on 9/1/2023. You cannot renew prior to this date.
- Login 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
- Pay your invoice by mail. Be sure to include:
 - A printed copy of your invoice
 - A check or money order (made payable to TCFP)
 - Your mailing address must be listed on the invoice
 - Must be postmarked no later than 10/31/2023 to avoid an extra late fee

**If you cannot remember your FIDO login credentials:*

- 1. Go to the TCFP website.*
- 2. Click FIDO in the top right corner.*
- 3. Click either Forgot password? or Forgot username? and follow the steps.*
- 4. Email helpdesk@tcfp.texas.gov if you are still stuck and need more assistance.*

Important Dates

9/1/2023—10/31/2023: Open Renewal Period. You must finish all of your CE hours prior to completing the renewal process.

10/31/2023: Deadline to complete renewal process on-time

11/1/2023—11/30/2023: If you complete your renewal process during this time, you must pay a \$30 late fee in addition to the \$60 renewal fee.

12/1/2023—10/31/2024: If you complete your renewal process during this time, you must pay a \$60 late fee in addition to the \$60 renewal fee.

11/1/2024 and on: You cannot renew your certifications. You must re-train and re-take (and pass) the TCFP certification exam to work as a paid fire fighter in the state of Texas.

MAILING

INSTRUCTIONS

If you choose to print your invoice and mail it to us with a check or money order, it must be postmarked by 10/31/2023 to avoid late fees.

US POSTAL MAIL

If you will be using the US Postal Service to mail something to us, YOU MUST USE OUR PO BOX. **The postal service will not deliver mail to our street address.** If you send us a letter to our street address via the USPS it may take weeks to get to us, or it may never arrive. We are not responsible for lost mail that is sent to our street address using the US Postal Service.

Send all US Postal Service mail to our PO Box address:

Texas Commission on Fire Protection
PO Box 2286
Austin, TX 78768-2286

UPS, FEDEX, etc.

If you will be mailing something to us using UPS, FEDEX or any shipping service other than the US Postal Service, please use our street address:

Texas Commission on Fire Protection
1701 N. Congress Ave Suite 1-105
Austin, TX 78701