

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 certificates 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 — EVERY YEAR

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, 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 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 dead-

line and don't renew by October 31 of the following year, you can no longer simply pay a late fee and renew. 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 certifications by October 31, you will have to pay late fees.

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 the previous year
- A MAXIMUM of 4 CE hours per Level 1 subject (ropes, ladders, etc.) will be accepted
- Level 2 subjects have no maximum
- You must have 2 CE hours from reviewing TCFP's latest annual injury report. The report will be titled for the year previous to your current renewal. (Ex. If you are renewing in 2024, the 2023 injury report will be required)

EXCEPTIONS:

- Wildland** certificate holders—you must include 4 hour of wildland-specific CE which includes a fire shelter deployment.
- 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. 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 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 (current year)

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

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

11/1—11/30: 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—10/31 next year: If you complete your renewal process during this time, you must pay a \$60 late fee in addition to the \$60 renewal fee.

After 11/1 of the next year: You cannot renew your certifications. You must contact the Certifications Department for more info.

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 to avoid late fees.

US POSTAL SERVICE

Do NOT mail us any money or payment through USPS. **USPS will not deliver to our street address**, and due to the nature of the state PO box system, we may not receive your payment for several weeks if not months. Please send all payments through FEDEX, UPS, or another mail service, as seen below.

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 keep a copy of your tracking information and use our street address:

**Texas Commission on
Fire Protection
4800 N Lamar Blvd
Suite 370
Austin, TX 78756**

**TCFP IS NOT
RESPONSIBLE FOR
LATE/LOST MAIL
VIA USPS.**