



# TRAINING REPS



## Professional Qualification Certifications

BC Scott Ebbert

The Baltimore County Fire-Rescue Academy is an Accredited Training Review Agency (ATRA) and is able to process applications for Professional Qualification Certifications. Any career or volunteer member may submit a completed application to the FRA. It is important to understand that successful completion of a class is not considered certification. Certification indicates that your training meets the Job-Performance Requirements (JPRs) as specified by the National Fire Protection Association (NFPA).

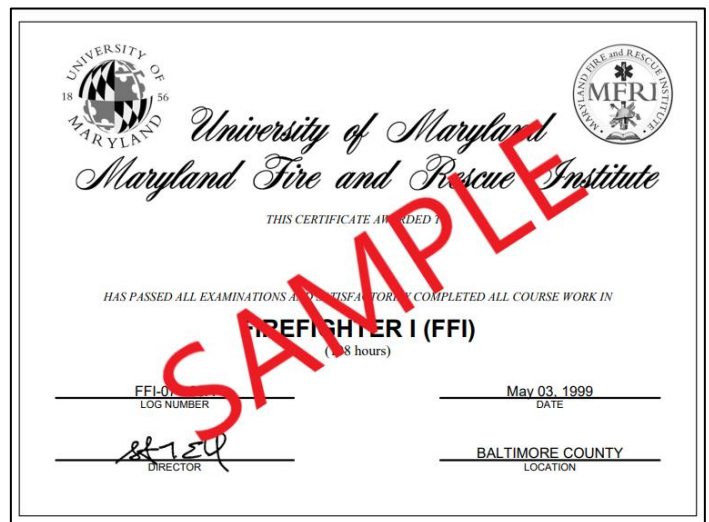
Applications must be reviewed and approved by the FRA prior to submission to the Maryland Fire Service Personnel Qualifications Board (MFSPQB). Applications that are incomplete or missing the required supporting documentation cannot be processed and will be returned to the applicant, resulting in a delay in certification.

Here are some of the common problems and some helpful tips to ensure your applications is processed timely:

- Complete the application in **contrasting ink**
- Fill out the application in its entirety, be sure to sign and date the form at the bottom!
- Affiliation: Career members: **["Baltimore County Fire Department, Station #"]**  
Volunteer members: **Name of volunteer company**
- Baltimore County currently covers the cost associated with all certification applications
- Pay close attention to prerequisites. "certifications" and "courses" are not the same.
  - **Certification**=you possess a certificate that indicates you have achieved Pro-Board certification in accordance with a standard. A certification may require the applicant to meet certain prerequisites, have completed one or more courses, and/or possess a specified level of experience, license, etc.
  - **Course**=you have completed a course (usually MFRI).
- On the application, some courses require completion by a specific date or within a specific date range. These dates reflect changes in the course necessitated by changes in the course. If your course is outside of that date range, you may need to submit a previous edition certification application.



PRO-BOARD CERTIFICATION



COURSE CERTIFICATE

*Desire* ★ *Determination* ★ *Dedication*

- Be sure to include the required supporting documentation for EACH APPLICATION submitted.
  - **Certifications:** You only need to submit a copy of the Pro-Board certificate **OR** your Pro-Board transcript
  - **Courses:** You only need to submit a copy of your course certificate **OR** your MFRI transcript
- For certification applications that require a driver’s license you must provide a copy of both the front and back of the valid license.
- Driver/Operator applications must include the current skills checklist. The evaluator must be **CERTIFIED** as an Instructor I. Proof of the evaluator’s certification **MUST** be included with the application! The skills checklists can be found in the “Drivers Training” page on our website. \*applies to career members only\*
- Completed applications should be sealed in an envelope and either sent via inter-office mail or hand delivered to the Fire-Rescue Academy. Applications are reviewed and those approved are submitted to the MFSPQB on the first Thursday of every month.
- Members in need of Pro-Board certification(s) for promotion are highly encouraged to submit their applications at least two (2) months in advance of the deadline. Members may schedule an appointment with MFRI’s certification coordinator to process their application and walk out with a certification. The application must first be reviewed and approved by the BCoFD FRA!

Application status inquiries may be directed to Office Coordinator [Debbie Blades](#) (x4531).



MFRI Unofficial Transcript Requests



Pro-Board Certification Transcript Requests



Pro-Board Certification Applications



FRA Professional Qualifications Webpage