



**A Volume From the Library**



***Applying for Certification***

*Today, we look at our certification process and some of the common mistakes when applying for certification. Our goal is to keep you as informed as possible to avoid any delays or denials of certification. Educating yourself and your department on the application procedures will keep the process moving smoothly.*

Throw away old copies of forms and print the latest version from our website on a regular basis!

**If you're qualified, you can apply for more than one certificate at a time on the same application.**

If you apply for more than one certificate, make sure that the total amount of the payment includes the appropriate fee for **each** certification box checked on each form.

**Enclose the proper amount of money and required documentation:**

Application for Certification—submit \$85 for **each** certificate you're applying for.

Application for IFSAC seals are \$15 for **each** seal.

We accept checks, money orders or cashier's checks made out to TCFP. Supporting documentation must be **legible** copies of certificates of completion, official transcripts or IFSAC seals.

**Getting the application to us:**

The best way to submit an application for certification is to mail it through the U.S. postal service **to the address on the form.**

Please be aware that if you mail an application by *certified* mail, it can actually slow down delivery. This is because the U.S. postal service delivers only to our P.O. box address, which then comes to us through the state mail system.

If you're up against a deadline and you need to confirm our receipt or delivery time, **please** use an over night mail service to our street address. Overnight mail services deliver directly to our street address:

1701 N. Congress Ave., Ste 1-105  
Austin, TX 78701

Our application processing time varies depending on the workload, but we typically average two to three weeks to issue a certificate. We process applications in the order we receive them.

**Verify prerequisites for each certification or IFSAC seal:**

Please review the Standards Manual and our Frequently Asked Questions to make sure you meet any prerequisites for the certificate you're applying for.

One commonly missed prerequisite is the "years of service." For advanced certificates, you have to have the required years of service. The agency calculates years of service by adding your certification time to the time you've been associated with a department.

Academy time, probation time or time spent as "individual" certificate holder (that is, time when you were not associated with a paid, volunteer or regulated entity) do not count towards years of service.

Another commonly missed prerequisite is the requirement to hold another certificate before application for an advanced certificate. For example, for the **Incident Safety Officer** certification, before you can apply you must also currently hold a:

- Level 1 Instructor certification AND
- Fire Officer 1 certification

As always, if you have any questions, please call or e-mail our certification staff (see <http://www.tcfp.texas.gov/home/contacts.asp>).

For assistance in choosing training materials, or to make recommendations for additions to the library, please contact the commission librarian at (512) 936-3833, via e-mail at [library@tcfp.state.tx.us](mailto:library@tcfp.state.tx.us), or visit the [Emerson Library](#) at the commission's headquarters facility during regular business hours.

**May 4, 2013**



Visit us at the William B. Travis Building Suite 1-105.

Latest version of TCFP forms:

[TCFP Forms](#)

Please check out our Audio Visual Catalog at:

[Audio Visual Library Resources](#)

The next Newsletter will cover training options for continuing education that will include a list of videos by discipline that are available from Library.