



Colorado Division of Fire Safety
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Informational Memorandum 09-01

TO: Colorado Fire and Emergency Services
FROM: Colorado Division of Fire Safety
DATE: April 23, 2009
RE: Updated Reciprocity Process

Individuals seeking reciprocity from the Colorado Division of Fire Safety (“DFS”/“Division”) must be a current resident of the state of Colorado and/or affiliated with a Colorado Emergency Services Organization. The Division does not participate in the practice of certifying non-Colorado residents and/or individuals not affiliated with a Colorado Emergency Services Organization.

The Colorado Division of Fire Safety will examine all requests for grants of equivalent reciprocal certification to candidates who are certified by other International Fire Service Accreditation Congress (“IFSAC”) and/or National Board of Fire Service Professional Qualifications (“ProBoard”) accredited entities to determine if the certification is applicable in Colorado. This reciprocity policy applies to DFS certification levels accredited by IFSAC and/or ProBoard.

Effective January 13, 2009, applicants requesting reciprocity from the State of Colorado may be granted reciprocity provided that:

Application Requirements

Applicants for reciprocity must:

- 1.) Be a current resident of Colorado (proof of Colorado Driver’s license or identification) or affiliated with a Colorado Emergency Services Organization.
- 2.) Pay a non-refundable processing fee for level(s) of reciprocity desired.
- 3.) Possess a valid accredited certificate from IFSAC and/or ProBoard by providing a copy of the eligible certificate with IFSAC and/or ProBoard number and seal.
- 4.) Provide proof of certification that must be accredited under the current or previous edition of the applicable standard. The date that the certification was issued, cannot exceed 5 years from date of issue.

The applicant's IFSAC and/or ProBoard certification/seal must have been received through a testing process and not a grandfathering or historical recognition process.

Applicant seeking reciprocity that exceed 5 years from date of certificate issue:

An Applicant that possesses a valid accredited certificate from IFSAC and/or ProBoard that certification exceeds 5 years from date of issue will be issued a "Letter of Recognition".

- 1.) Must be a current resident of Colorado (proof of Colorado Driver's license or identification) or affiliated with a Colorado Emergency Services Organization.
- 2.) Pay a non-refundable processing fee.
- 3.) Possess a valid accredited certificate from IFSAC and/or ProBoard by providing a copy of the eligible certificate with IFSAC and/or ProBoard number and seal.
- 4.) Provide proof that the applicant's IFSAC and/or ProBoard seal was received through a testing process and not a grandfathering or historical recognition process.
- 5.) An applicant that is issued a "Letter of Recognition" will allow the applicant to test into the State of Colorado certification system at his/her current level or next highest level. (This "Letter of Recognition" is valid for one year from the time of issue.)
- 6.) The applicant meets all requirement set forth by the State of Colorado certification policies and procedures.
- 7.) The applicant must pass both the written and psychomotor examinations, when required for the certification level they are requesting.

DFS Reciprocity Application Processing Procedure:

Upon receipt of an application, the applicant possessing a valid IFSAC and/or ProBoard seal on their certification from another state, territory or country shall be granted reciprocity by the Division after for fulfilling the following requirements:

- 1.) The Division determines that training received by the applicant is at least equivalent to the training requirements for Colorado certification.
- 2.) The applicant's certification is current and valid at the time of application.
- 3.) Submit a completed Application and Request for Examination Form.
- 4.) Submit proof of residency (proof of Colorado Driver's license or identification).
- 5.) After verification of certification, DFS will review and approve the application package for testing.
- 6.) The applicant will be notified, of the approval for testing.

Certification Challenge Process:

Individuals that do not meet the above requirements and are seeking to challenge the certification process must be a current resident of the state of Colorado or affiliated with a Colorado Emergency Services Organization.

The applicant must meet all requirement set forth by the State of Colorado certification policies and procedures.

The applicant must pass both the written and psychomotor examinations, when required for the certification level they are requesting.

Applicants for certification challenge process must:

- 1.) Provide the Division training records that are at least equivalent to the training requirements for Colorado certification. Upon receipt of said training records, the Division will determine if the training received by the applicant is at least equivalent to the training requirements for Colorado certification.
- 2.) Submit a completed "Application and Request for Examinations" form.
- 3.) Provide proof of residency (Colorado Driver's license or identification).
- 4.) Pay a non-refundable processing fee for level(s) of reciprocity desired.

DFS Reciprocity Application Processing Procedure:

Upon receipt of the Application and all documentation (including training records), the applicant shall be granted testing ability by the Division after fulfilling the following requirements:

- 1.) The Division will determine whether training received by the applicant is at least equivalent to the training requirements for Colorado certification.
- 2.) Verify applicant has submitted a completed application form.
- 3.) Verify proof of residency (proof of Colorado Driver's license or identification).
- 4.) Receipt of the non-refundable processing fee for level(s) of certification challenge desired.
- 5.) Upon verification of the certification challenge, the Division will contact the applicant.
- 6.) Upon successful verification, the applicant will be notified to complete both the written and psychomotor examinations for the certification challenge the applicant is requesting. Please be advised that verification from the Division is valid from one year from the time of approval.
- 7.) Upon unsuccessful verification, the applicant will not be permitted to continue with the certification challenge process.