

RENEWAL

Certification/Certificate Application Form



For Official Use Only

Received: _____
Check Number: _____
PO/Voucher: _____
Returned: _____
Received: _____
Approved: _____

1. SSN Number: _____
Certification Number: _____ (Example: 111111)
2. Name: _____
Address: _____
City, State, Zip: _____
Telephones – Home: _____
Work: _____
Cell: _____
E-Mail: _____
Date of Birth: _____
Gender/Race: Male Female Race: _____
EMT?: Yes No (Use Codes on 2nd Page)

4. If you answer YES to the following question, supply documentation or detailed explanation on another sheet of paper.

Have you ever been convicted of a crime or offense other than a traffic violation, or engaged in any behavior or conduct sufficient to deny certification in accordance with N.J.A.C. 5:71-4.4, N.J.A.C. 5:71-4.5, N.J.A.C. 5:73-1.7 and/or N.J.A.C. 5:73-1.9?

 No Yes

3. Certification/Certificate titles: (Check all that apply)

| | |
|--|---|
| <u>Certifications</u> | <u>Certificates</u> |
| <input type="checkbox"/> Fire Official | <input type="checkbox"/> Live Burn Instructor |
| <input type="checkbox"/> Fire Inspector | <input type="checkbox"/> SCBA/Smokehouse Instructor |
| <input type="checkbox"/> Fire Instructor Level 1 | |
| <input type="checkbox"/> Fire Instructor Level 2 | |

5. Application Fees:

| | |
|-------------------------|---------|
| Fire Official | \$45.00 |
| Fire Inspector | \$45.00 |
| Fire Instructor Level 1 | No Fee |
| Fire Instructor Level 2 | No Fee |
| Live Burn Instructor | No Fee |
| SCBA/Smokehouse | No Fee |

Please make a personal check, money order, or municipal purchase order/voucher payable to:

"TREASURER, STATE OF NEW JERSEY"

RENEWAL REQUIREMENTS

| | <u>CEU's</u> | <u>Credit Type</u> |
|-----------------------------|--------------|--------------------|
| FIRE OFFICIAL: | 1.0 | Administrative |
| | 2.0 | Technical |
| FIRE INSPECTOR: | 2.0 | Technical |
| FIRE INSTRUCTOR LEVEL 1: | 1.5 | Instructor |
| FIRE INSTRUCTOR LEVEL 2: | 1.5 | Instructor |
| LIVE BURN INSTRUCTOR: | 0.25 | Live Burn |
| SCBA/SMOKEHOUSE INSTRUCTOR: | 0.25 | SCBA/Smokehouse |

Note: Credit must have been awarded within the current certification cycle.

6. I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature

Date

RENEWAL APPLICATION FORM INSTRUCTIONS

Note: Please type or print clearly on the application form.

Section

1. Enter your Social Security Number (SSN) [e.g., 123-45-6789] and six digit Firefighter Identification Number (FFID) [e.g., 111111], if previously issued to you. The collection of the SSN is **mandatory**, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification.
2. Provide your name, home address, contact telephone numbers, email address, date of birth, gender/race, and whether you hold a valid Emergency Medical Technician (EMT) certification issued by the NJ Department of Health.

3. Please use the following code numbers to indicate your race/
national origin which best applies to your ancestral heritage.
(**Providing this information is voluntary.**)

Indicate which certifications and certificates you are renewing.
Only renew the higher title in a series. Each certificate is
separate from a certification series. Check all that apply.

Example: (1) Fire Official is higher than Fire Inspector.
(2) Fire Instructor 2 is higher than Fire Instructor 1.

| Race/National Origin Codes | |
|----------------------------|--------------------|
| <u>Code</u> | <u>Description</u> |

| | |
|----|-----------------------------------|
| 01 | American Indian or Alaskan Native |
| 02 | Asian or Pacific Islander |
| 03 | Black, not of Hispanic origin |
| 04 | White, not of Hispanic origin |
| 05 | Hispanic |

Certification/Certificate Renewal Requirements:

Note: Courses completed are on file at the Office of Training and Certification.

Fire Official (Certification): 3.0 CEU's (2.0 Technical and 1.0 Administrative), including one Code Update or Core Program of instruction for any Fire Official who is employed by a local enforcing agency.

Fire Inspector (Certification): 2.0 CEU's (Technical), including one Code Update or Core Program of instruction for any Fire Inspector who is employed by a local enforcing agency.

Fire Instructor Level 1 (Certification): 1.5 CEU's (Instructor).

Fire Instructor Level 2 (Certification): 1.5 CEU's (Instructor).

Live Burn Instructor (Certificate): 0.25 CEU's (Live Burn).

SCBA/Smokehouse Instructor (Certificate): 0.25 CEU's (SCBA/Smokehouse).

4. If you answer YES to this question, please supply documentation or detailed explanation on another sheet of paper.
5. Please make a personal check, money order, or municipal purchase order/voucher payable to "TREASURER, STATE OF NEW JERSEY". Applications will not be processed unless payment is enclosed for all certifications/certificates renewed.
6. The application form must be signed and dated. Forward the application form, application fee and supportive documentation to:

**Certification Renewal
Office of Training and Certification
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809**

Questions on renewal requirements and procedures should be directed to the staff of the Office of Training and Certification at **(609) 324-7336** from 8:30 a.m. to 4:30 p.m., Monday through Friday.