



State Firemen's and Fire Marshals' Association of Texas

Texas Volunteer Firefighters' and Fire Marshals' Certification Board

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Certification Participation Status Worksheet

The following series of questions clarifies whether the Austin office considers your department to be “participating” in the Certification Program. It is strongly suggested that you use this worksheet prior to application for any grant monies, to prevent unnecessary delays in the granting process or non-issuance.

The Austin staff uses information listed in the SFFMA Online program to determine participation. Your department's fire chief or certification coordinator review the same information by logging into the SFFMA Online program.

If you have questions or concerns regarding any of the information contained herein or on your department's record, you may contact the Austin office at 512.454.3473.

- 1) Is your department current with membership dues?
 - Yes Continue to #2
 - No Verify that payment has been sent to the Austin office, or forward dues invoice with payment.
- 2) Is your certification coordinator current with membership dues?
 - Yes Continue to #3
 - No Verify that payment has been sent to the Austin office, or forward dues invoice with payment.
- 3) Has your department submitted the most current progress report? Reports are due January 31st annually.
 - Yes Continue to #5
 - No Continue to #4
- 4) Does your department track training hours through the SFFMA Online system?
 - Yes Submit your report through the system, then print, sign and mail the required cover page.
 - No Mail a full report along with a signed cover page to the Austin office.
- 5) Is your coordinator certified provisionally?
 - Yes Continue to #6
 - No Continue to #8
- 6) Have five years elapsed since the provisional coordinator effective date?
 - Yes Forward all documentation to meet the firefighter certification and instructional coursework requirements or your department must name a new coordinator.
 - No Continue to #7
- 7) Has more than one year passed since the certification workshop date or effective date, whichever is later?
 - Yes Coordinator must attend a workshop as soon as possible. Check the certification calendar on the website or contact your zone representative to schedule a workshop.
 - No Continue to #9
- 8) Have more than two years passed since the certification workshop date or effective date, whichever is later?
 - Yes Coordinator must attend a workshop as soon as possible. Check the certification calendar on the website or contact your zone representative to schedule a workshop.
 - No Continue to #9
- 9) If you have been directed to this portion of the check sheet, congratulations! Your department is considered participating by the certification department.