

Candidate Name \_\_\_\_\_

## GEORGIA FIREFIGHTER STANDARDS AND TRAINING COUNCIL

# STATE CERTIFICATION



**(TO BE MAINTAINED LOCALLY AND AVAILABLE FOR REVIEW BY GFSTC)**

O.C.G.A. 25-4-8 specifies that a person certified must complete the following criteria:

- (a) Be at least 18 years of age.
- (b) Not have been convicted of a felony in any jurisdiction within ten years prior to employment/appointment.
- (c) Have a good moral character as determined by investigation under procedure approved by the council.
- (d) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
- (e) Be in good physical condition as determined by a medical examination and successfully pass the minimum physical agility requirements as established by the council. (NOT REQUIRED for Fire and Life Safety Educator, Fire Inspector, and Fire Investigator certification(s).)
- (f) Possess or achieve within 12 months after employment/appointment a high school diploma or a general education development equivalency.
- (g) Complete the Council approved, level specific training course and verified by successful completion of the State Certification Test.

This booklet is provided to help the applicant ensure that all of the above items have been met. To apply for certification complete each page and include all supporting documents as shown. When completed, maintain and store these records as per local agency requirements.

**WHEN COMPLETED IN ITS ENTIRETY, STORE LOCALLY AND FORWARD THE COMPLETED  
CERTIFICATION APPLICATION TO GFSTC.**

## CHECK-OFF SHEET FOR COMPLETING THIS PACKAGE

**BE SURE ALL FORMS LISTED BELOW ARE INCLUDED IN THIS PACKAGE BEFORE MAILING SEPARATE CERTIFICATION APPLICATION TO GFSTC**

- Applicant information sheet (Page 3)
- Written Certification Test completed within 12 months.
- Personal history release form (Page 4)
- Birth certificate or accepted proof of age (attached) (Page 5)
- GBI Fingerprint Results (Page 6)
- FBI background check results (Civil Applicant Response form from FBI) (Page 6)
- Good moral character form (Page 7)
- High school diploma or GED (attached) (Page 8)
  
- Medical Affidavit (with signature) (Page 9)  
(NOT REQUIRED for Fire and Life Safety Educator, Fire Inspector, and Fire Investigator certification(s).)
- Physical agility form (Page 10)  
(NOT REQUIRED for Fire and Life Safety Educator, Fire Inspector, and Fire Investigator certification(s).)

**APPLICANT INFORMATION  
COMPLETED BY APPLICANT**

1. \_\_\_\_\_  
*First Name*                      *MI*                      *Last Name*
2. \_\_\_\_\_  
*SSN or GFSTC ID*
3. \_\_\_\_\_  
*Employing/Appointing Fire Department*      *Career* \_\_\_ *Volunteer* \_\_\_ *Part-time* \_\_\_
4. \_\_\_\_\_  
*Date of Employment/Appointment*
5. Have you previously held a state certification issued by GFSTC ? Yes \_\_\_ No \_\_\_
- If yes, list your Georgia State Certification number \_\_\_\_\_
- Department where state certified \_\_\_\_\_
6. Date *Georgia Certification Test* completed (within 12 months) \_\_\_\_\_

**Note: The Council approved, level specific Training Course, or accepted equivalent, is only valid if completed within 60 months of the submission date of this application**

O.C.G.A. - 16-10-20 A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

I attest and affirm that I have reviewed this application and the information supplied is true to the best of my knowledge.

\_\_\_\_\_  
PRINT Name of Chief or Designee

\_\_\_\_\_  
PRINT Name of Firefighter

\_\_\_\_\_  
*Signature of Chief or Designee*

\_\_\_\_\_  
*Signature of Firefighter*

**PERSONAL HISTORY RELEASE**

I do hereby authorize the review of and full disclosure of all records concerning myself to the duly authorized agent of the Georgia Firefighter Standards and Training Council.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, medical treatment and/or consultation including hospitals, clinics, private practitioners, and the U.S. Veterans Administration, employment and pre-employment records including background reports.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in compiling any report for the Georgia Firefighter Standards and Training Council. I certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

I understand that this information may be obtained through the use of this waiver at any time during which my registration or certification is maintained through the Georgia Firefighter Standards and Training Council.

**CANDIDATE MUST BE AT LEAST 18 YEARS OF AGE**

O.C.G.A. 25-4-8 (a) (1) requires that any person certified as a firefighter be at least 18 years old. Supplying a copy of a birth certificate may satisfy this requirement.

In lieu of a birth certificate, attach a valid Georgia Driver's License PLUS one or more of the following documents that include the full name of the applicant:

- a. Baptismal record
- b. Draft card
- c. Court records
- d. Passport
- e. Citizenship papers
- f. Armed forces discharge papers (DD214)
- g. Certified copy of school records

Attach authorized proof of age here:

## CRIMINAL HISTORY FINGERPRINT SEARCH RESULTS

O.C.G.A. 25-4-8 (a) (4) requires that any person certified as a firefighter to be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record. O.C.G.A. 25-4-8 (a) (2) specifies that a candidate may not be certified as a firefighter if they have been convicted of a felony within 10 years. (There are certain exceptions to this provision. See O.C.G.A. 25-4-8 for additional information.)

**Criminal history results older than eighteen months of the submitted CERTIFICATION APPLICATION date will not be valid.**

As the Fire Chief or authorized designee, I verify I have reviewed the results of the local, state, and national fingerprint search to disclose any criminal record. I further verify and attest the individual named below has not been convicted of a felony in any jurisdiction or of a crime which if committed in this state would constitute a felony under the laws of this state within 10 years prior to employment.

Print or type candidate name: \_\_\_\_\_

Print or type Fire Chief or designee name: \_\_\_\_\_

Fire Chief or designee signature: \_\_\_\_\_

Date: \_\_\_\_\_

O.C.G.A. - 16-10-20 A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

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Note:

A person who has been convicted of a felony more than five but less than ten years prior to employment may be certified and employed as a firefighter when the person has:

- Successfully completed a training program following the Georgia Fire Academy curriculum and sponsored by the Department of Corrections.
- Been recommended to a fire department by the proper authorities at the institution at which the training program was undertaken.

Please contact Georgia Firefighter Standards and Training Council's office for specific direction on certification requests for an individual who falls into this category.

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## VERIFICATION OF GOOD MORAL CHARACTER

O.C.G.A. 25-4-8(a)(3) requires that any person certified as a firefighter to be of good moral character as determined by an investigation. This is accomplished by an investigation of the criminal history of the candidate to verify that there is no recent pattern of convictions of crimes involving stealing, cheating, lying or some other that may indicate less than good moral character. Having an official from the fire department complete the following statement may satisfy this requirement.

Through an investigation as described above, I have determined that

\_\_\_\_\_ Candidate's Name  
is of good moral character.

Signature \_\_\_\_\_  
Chief or Designee

Date \_\_\_\_\_

**ATTACH HIGH SCHOOL DIPLOMA OR STATE ISSUED GED HERE**

O.C.G.A. 25-4-8 (a)(6) requires that any person certified as a firefighter to have a high school diploma or a General Education Development (GED) diploma. Providing one of the following may satisfy this requirement:

- a. High school diploma (copy)
- b. College diploma (copy)
- c. Certified high school transcript showing high school graduation  
(A copy of a high school transcript will be accepted provided it has been notarized to be a true and exact copy of the original.)
- d. Certified college transcript showing high school graduation  
(A copy of a college transcript will be accepted provided it has been notarized to be a true and exact copy of the original.)
- e. General educational development diploma (GED) (copy)

GED must be awarded by a state. United States Armed Forces Institute (USAFI) must be converted to a state awarded certificate. In order to convert the USAFI to a state awarded certificate the candidate must correspond with:

Georgia Department of Technical and Adult Education  
Office of Adult Literacy/GED Testing Services  
1800 Century Place, Suite 555  
Atlanta, Georgia 30345

Attach HS diploma, state issued GED  
or accepted equivalent here:

**MEDICAL AFFIDAVIT**

(NOT REQUIRED for Fire and Life Safety Educator, Fire Inspector, and Fire Investigator certification(s).)

**MUST USE THIS FORM**

O.C.G.A. 25-4-8(a)(5) requires that any person certified as a firefighter be in good physical condition as determined by a medical exam. The examining physician, physician assistant, or nurse operating under a physician's authority should complete this form.

O.C.G.A. 25-4-31(a) requires that any person assigned as an airport firefighter at any airport shall, as a minimum, meet the minimum physical fitness requirements as approved by the Georgia Firefighter Standards and Training Council.

Note to medical personnel:

This applicant, if certified, will have met the medical prerequisites necessary to gain employment or appointment at any fire department in the state of Georgia, including but not limited to the current department of which he/she is a member.

Firefighters are charged with the responsibilities of mitigating a variety of emergency and non-emergency situations where life, property, or the environment is at risk. Firefighters may be required to work under extremely harsh environmental conditions requiring them to wear cumbersome protective clothing and equipment while performing strenuous physical activities. They may be required to perform rescue work and/or provide emergency medical treatment to individuals suffering from medical or traumatic emergencies. While performing or participating in these operations firefighters may be required to make decisions that could have serious consequences to life and property.

\_\_\_\_\_ is applying to  
become a certified firefighter. I have examined \_\_\_\_\_  
and to the best of my knowledge this person is in good physical condition.

\_\_\_\_\_  
Physician, Physician Assistant, Nurse (operating under a physician's authority) Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**PHYSICAL AGILITY TEST COMPLETED**

**(NOT REQUIRED for Fire and Life Safety Educator, Fire Inspector, and Fire Investigator certification(s).)**

O.C.G.A. 25-4-8(a)(5) requires that any person certified as a firefighter complete a physical agility test as approved by the Council. The Physical Agility Test approved by the Georgia Firefighter Standards and Training Council (GFSTC) is the six-task test known as *The Georgia Certified Firefighters Physical Agility Test*. In lieu of the state approved test, a local test reviewed and accepted by GFSTC may be used.

Having an official from the fire department complete the following may satisfy this requirement:

\_\_\_\_\_  
Candidate's Name

has successfully completed *The Georgia Certified Firefighters Physical Agility Test* or the following accepted test \_\_\_\_\_

**Name of Official verifying completion of Physical Agility Test** \_\_\_\_\_

**Signature of Official verifying completion of Physical Agility Test** \_\_\_\_\_

**Date test was successfully completed** \_\_\_\_\_ **Time to Complete test** \_\_\_\_\_

*This certification package is to be completed in its entirety including all supporting documentation and be maintained locally following local guidelines for storing confidential documentation. This certification package with all supporting documentation shall be made available for review by Georgia Firefighter Standards and Training Council upon request.*