

Name of Form	Reason to Send	When to send
Personnel Action Form	Your department hires a new fire fighter.	Within 30 days after hiring a fire fighter
Change of Status Form	A fire fighter leaves your fire department for any reason (resignation, termination, retirement, military deployment, etc.).	Within 30 days after a fire fighter leaves your department
Application for Certification	A fire fighter is applying for certification of credentials from the Minimum Standards and Certification Board.	<p>For Fire Fighter 1001 I-II and Haz Mat Awareness and Operations, the fire fighter should receive state certification within one year of that fire fighter's date of hire. Therefore, the Application for Certification should be completed and submitted in time for the Board to render a decision prior to the one-year anniversary of the hire date. In other words, if an employee's hire date is January 1, 2012, the Application for Certification should be completed and submitted with required supporting documentation at least three weeks before the Board's November bi-monthly meeting. Other certifications are not required by the MSCB, and therefore will not be reviewed for state certification.</p>
Request for Fire Fighter 1001 I-II Training Extension	A fire fighter will not be able to complete NFPA 1001 I-II training prior to the one-year anniversary of his or her date of hire.	The Request For Training Extension should be submitted in time for the Board to render a decision prior to the one-year anniversary of the hire date. In other words, if an employee's hire date is January 1, 2012, the request should be completed and submitted at least two weeks before the Board's November bi-monthly meeting.