



Oregon Fire Service Office Administrators **ACCREDITATION GUIDELINES**

How are you doing with your accreditation program?

Remember:

- The OFSOA Accreditation Program is not mandatory; it is an optional program for your self-improvement.
- Though structured, it is an ongoing, flexible program that gives value and direction to your training.

In addition to this document, the Accreditation portion of the OFSOA website includes the Accreditation Documentation Sheets, and a history of previously offered OFSOA classes. Additional copies can be obtained by downloading them from the OFSOA website.

PROGRAM PROCEDURES

QUALIFICATIONS

To apply for Accreditation:

- Must be a current OFSOA member in good standing (current on dues).
- Must have two years of active OFSOA membership before applying.
- At least 75% of courses must be Fire Service related. (Current or prior Fire Service agency course or OFSOA courses)
- Up to 25% of courses can be external. (College transcripts, seminars or other training)

ACCREDITATION OUTLINE

The Accreditation Outline lists the four levels of certification; the five categories under each level; the total hours required for each level; the basic courses and hours under each category; and a listing of suggested classes and hours. Class work can vary as long as it fulfills the intent of the course work.

Within the first three levels of certification are five set categories and hours required for each level:

| | Level I | Level II | Level III |
|--------------------------|---------|----------|-----------|
| ➤ OFFICE MANAGEMENT | 12 | 12 | 8 |
| ➤ COMMUNICATIONS | 12 | 12 | 8 |
| ➤ FINANCIAL | 8 | 12 | 8 |
| ➤ OPERATIONS | 16 | 8 | 8 |
| ➤ INTERPERSONAL DYNAMICS | 4 | 8 | 20 |
| <i>Total Hours</i> | 52 | 52 | 52 |

A new Fourth Level (Level IV) for Leadership has been created. It still has a total hour requirement of 52 hours however the categories and hours have been changed as follows:

- SERVICE 20 Hours (Minimum two categories)
- PRESENTATION 4 Hours (Required presentation, syllabus)
- SPECIAL PROJECTS 8 Hours
- STRATEGIC PLANNING 8 Hours
- LEADERSHIP 12 Hours (Minimum two categories)

The Level IV Leadership certification is for those that have completed Levels I - III. Criteria that has been used to complete Levels I - III cannot be used again. Prior experience and projects are eligible if they have been accomplished since joining the Fire Service. More recent experience and projects within the last 3-5 years is preferable. The categories of Service and Leadership require a minimum of two items from within the category. The category of Presentation requires a submittal of your presentation, syllabus, etc. All categories in Level IV require a Notice of Completion signed by a Chief Officer tracking your hours.

The outline lists various courses in **bold**, and suggested classes in *italics*. For example: **Basic Communications** is a 12-hour Level I/Communications course with three suggested classes — *Telephone Techniques, Customer Service, and Fire/Emergency Service Terminology*. You may have taken classes that are the equivalent of these types of classes and are equally valuable.

Remember: Classes can vary. The classes listed on the outline are suggestions.

ACCREDITATION DOCUMENTATION SHEETS

The Accreditation Documentation Sheets allow you to track your own progress and are the forms submitted to the Accreditation Committee for review. Each of the courses that meet the criteria on the Accreditation Outline should be documented on the Accreditation documentation Sheets. These sheets document categories, required hours, course/class, actual class hours, date and location of class, presenter/instructor, and types of documentation included. **You must submit a documentation sheet for each level. The courses do not have to be taken in chronological order. You can pursue certification in more than one level at a time.** Many of the classes that fulfill the course requirements have been offered by OFSOA, but you may have completed the course requirements through another source (e.g., college, Kinetics, on-line, etc.). If you want credit for courses taken from external agencies, schools, etc. and you do not have a certificate of attendance then you must submit the class syllabus or outline, etc. so that the committee can determine what accreditation level it falls in to. Please submit certificates of completion, transcripts, or other documentation of course work with your Accreditation Documentation sheets.

All completed Documentation Sheets, along with completion certificates, transcripts, or other documentation, should be sent to:

OFSOA
Attn: Accreditation
1284 Court St
Salem, OR 97301

The documents can also be emailed to accreditation@ofsoa.com

The Documentation Sheets and certificates/transcripts will be reviewed and you will be notified that they have been received and are in the review process. If there are any questions about the information you submitted, you will be contacted for clarification.

Recognition for completion of OFSOA Accreditation Levels will be presented at the OFSOA Conference. Certificates will be awarded for each completed level. In addition to the individual level certificates, a plaque will be awarded to those who complete all three levels. An additional award will be presented for Level IV recipients.

We hope you will participate in this program. If you have any questions about the program or about classes you have taken that may qualify for completion of one of the courses, please contact our Accreditation Chair by email or phone that can be found at:

http://www.ofsoa.com/Subcommittee_Roster.aspx

Remember. This is your program!