



## Colorado Division of Fire Prevention & Control

690 Kipling Street, Suite 2000

Denver, CO 80215

Phone: (303) 239-4600

Fax: (303) 239-5887

### Informational Memorandum 20-02 (updated)

TO: Colorado Fire and Emergency Services

FROM: Colorado Division of Fire Prevention & Control

DATE: January 06, 2020 (*revised September 19, 2020*)

RE: Reciprocity for Colorado Metropolitan Certification Board (CMCB) Pro Board Certificates

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Within the criteria of the reciprocity process for IFSAC and Pro Board certifications, Section 7.10 of the CDFPC *Certification Policy and Procedures Manual* states that applicants possessing a valid IFSAC or Pro Board accredited certification from another state, territory or country shall be granted a “Colorado Non-Accredited Certification” by CDFPC which allows for the applicant to test into the State of Colorado certification system. At the recommendation of the Colorado Fire Training Officers Association and the Governor’s Colorado Fire Service Training and Certification Advisory Board, this requirement will be changed within the CDFPC *Certification Policy and Procedures Manual* to allow for applicants possessing a valid Colorado Metropolitan Certification Board (CMCB) Pro Board accredited certificate to apply for a State of Colorado Certificate of Reciprocity (CMCB ProBoard Only) for the level they currently hold. The State of Colorado Certificate of Reciprocity (CMCB ProBoard Only) will be limited to applicants who received the certification(s) through an accredited testing process with one of the departments that make up CMCB: West Metro FPD, Aurora FD, Colorado Springs FD, Denver FD, Poudre FA, and former Littleton FR personnel.

This policy will go into effect for all CMCB Pro Board certified reciprocity requests after January 1, 2020. The CDFPC *Certification Policy and Procedure Manual* will reflect this change as shown below:

7.10.5 Applicants possessing a valid Colorado Metropolitan Certification Board (CMCB) Pro Board accredited certificate issued in Colorado through an accredited testing process may receive a “Colorado Certificate of Reciprocity (CMCB Pro Board Only)” by CDFPC after fulfilling the following requirements:

7.10.5.1: The applicant must be a current resident of Colorado (proof of Colorado Driver’s license) or affiliated with a Colorado Emergency Services Agency.

7.10.5.2: The department head or designee must request online for reciprocity and provide required documentation into the RMS system or the applicant must submit a completed DFPC Certificate of Reciprocity CMCB ProBoard Only Application.

7.10.5.3: Pay the non-refundable processing fee for level(s) of reciprocity desired.

7.10.5.4: Possess a valid certificate from CMCB accredited through Pro Board by providing a copy of the eligible certificate with the Pro Board seal to include accredited prerequisite certificates.

7.10.5.5: The applicant’s certification must have been received through a testing process to include both a written and practical and not a grandfathering or historical recognition process.

7.10.5.6: Meet all other applicable requirements set forth in this Certification Policies and Procedures Manual.

7.10.5.7: Individuals possessing a Colorado Certificate of Reciprocity (CMCB Pro Board only) not accredited through IFSAC are not eligible to serve as proctors through the CDFPC certification process.

7.10.5.8: Colorado Certificates of Reciprocity (CMCB Pro Board only) are valid for at least three (3) years with the expiration date of either January 1 or July 1, depending upon when in the year the certificate was issued. All certified individuals must meet the renewal requirements for each individual certificate as outlined in Section 9 prior to the certification expiration date.

7.10.5.9: Renewal of certifications must be completed in the RMS no earlier than 90 days prior to the expiration date and received no later than 90 after the expiration date.

7.10.5.10: By processing the completed application for renewal, the department head or designee is attesting that the applicant meets all of the renewal requirements.

7.10.5.11: Upon review and approval of the renewal application by CDFPC, the applicant will be recertified for an additional three (3) year period.

Note: The Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certificate criteria, the candidate will be issued reciprocity. Reciprocity will be issued according to the corresponding accredited body only. Therefore, CMCB Pro Board accredited certification will be awarded Pro Board reciprocity. If documentation does not meet the certificate requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements, including but not limited to passing written and practical skills certification exams.

Reciprocity will not be granted if the applicant did not undergo practical and written testing to receive the certification that was submitted. Processing fees will not be refunded.