



CERTIFYING OFFICER

TRIENNIAL AGREEMENT PACKET

**Department of Public Safety
5700 E. Tudor Road
Anchorage, Alaska 99507
(907)269-5052**

<https://dps.alaska.gov/AFSC/Home>

December 2023

Certifying Officer Triennial Agreement

Requirements and Instructions

To maintain currency as a Certifying Officer (CO), you must complete a Triennial Agreement Packet (TAP). The objective of the Triennial Agreement is to allow the AFSC office to effectively monitor and confirm the participation and continued dedication of the CO to the program. Additionally, it will include an endorsement in IMPACT and streamline the process of tracking refresher training requirements for each CO, when necessary. Retraining may be resolved in an informal manner, at the discretion of the Administrator, provided the CO has received and confirmed review of the updated material. (REVIEWER - This is directly from CPM as it has been for many years.)

The Alaska Fire Standards Council (AFSC) CO's official expiration date is 3-years from issuance and is listed on the individual's endorsement. Authorization as a CO shall automatically cease on the date of the individual's Alaska Fire Service Instructor certification or CO Endorsement expiration date, except as outlined in section 3.4 of the Certification Policy Manual. Submit this agreement packet prior to your expiration date found on your Alaska CO endorsement.

Application - Fill out **Sheet A - Application**, all fields are required. Incomplete applications will not be processed.

Continuing Training & Delivery Record – Document on **Sheet B – Training and Delivery Record**. To maintain endorsement, it is necessary to submit at least one fully completed assignment annually. Additionally, completion of any CO Training can substitute a maximum of two assignments within a three-year endorsement period. The AFSC staff will offer documented refresher courses to individuals when deemed necessary.

Training – CO training of the current edition of the AFSC [Certification Policy Manual](#).

Submission of course completion documentation required.

Delivery – Positively evaluated AFSC CO written and practical assignments.

Written proctored exams (retests) do not qualify.

Triennial Agreement Requirements for Expirations More Than 12-Months

CO applicants that have expired for more than 12 months are required to successfully complete any documented CO Training and achieve a perfect score of 100% on the open book exam.

APPLICATION

--- REQUIRED – Personal Information

PRINT CLEARLY

First Name:	Middle Initial:	Last Name:
Cell/Contact Phone:	DOB:	ID Number*:
<i>*The ID# is the last four numbers of the applicant's Social Security Number for AFSC, IFSAC, & ProBoard tracking.</i>		
VALID Email address for Certifying Officer Assignments		
Valid CO Assignment Email Address:		
Present Job/Rank/Affiliation:		

--- REQUIRED – Department/Employer Information

Department/Employer:
Supervisor Name & Email Address:

CO Applicant Final Review and Authorization:

Approximate years of Certifying Officer Experience - _____ Most Recent Expiration Date: _____

I hereby confirm that all the information provided in this Certifying Officer Agreement Packet is accurate and that I have fulfilled all the necessary requirements for this agreement.

I confirm that I have thoroughly reviewed and initialed the statements on Sheet B. In addition, I can certify that the education and delivery record presented is authentic and accurate.

CO Applicant Signature: _____ **Date:** _____

Fire Chief, Supervisor, or Fire Service Reference:

The person below is endorsing and supporting this application. They acknowledge my consistently professional behavior and adherence to ethical standards.

Name: _____ **Affiliation to Applicant:** _____

Email: _____ **Contact Phone:** _____

Mail, or scan and email to: Alaska Fire Standards Council, 5700 E. Tudor Road, Anchorage, Alaska 99507
dpsakfirestandards@alaska.gov

-- OFFICIAL USE ONLY BY THE ALASKA FIRE STANDARDS COUNCIL -- (WRITTEN RETEST REQUIRED IF EXPIRATION EXCEEDS ONE YEAR)

Date Received:	IMPACT Expiration Date:	Written Exam Date:	Score & Date:
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FSC Approval and Date:

TRAINING & DELIVERY RECORD

CERTIFYING OFFICER TRAINING DOCUMENTATION		
Certifying Officer training of the current edition of the AFSC Certification Policy Manual . <i>Submission of course completion documentation required.</i>		
AFSC Staff	Location/Method	Date

CO Training can substitute a maximum of two assignments within a three-year endorsement period.

AND / OR

CERTIFYING OFFICER WRITTEN AND PRACTICAL DELIVERY DOCUMENTATION		
Record one completed assignment per year of positively evaluated AFSC CO written and practical testing . Minimum of one delivery required within the 3-year CO term.		
Fire Department/Agency	Test Level(s)	Date

Please ensure that you provide your initials on each statement below as an acknowledgement of your understanding and commitment to adhere to these statements.

As a Certifying Officer (CO) for the Alaska Fire Standards Council (AFSC), I acknowledge that providing a consistent and high-quality test is my primary responsibility to candidates and the organizations they serve. _____

I have carefully reviewed and agree to comply with the policies and procedures outlined in the current AFSC Certifying Officer Manual. _____

I understand my role involves managing certification tests that ensure objective, fair, and consistent experiences for all students. _____

It is my duty to exercise good judgement in choosing appropriate attire that projects a professional image suitable for both observation and classroom activities. _____

If I am unable to fulfill an assigned exam, I will promptly notify the AFSC Administrator. _____

In situations where I am already familiar with a candidate prior to their testing session, I will take steps to minimize interactions that create potential conflicts of interest as a representative of AFSC. _____

I will maintain professionalism by refraining from making comments, that display personal bias, or sharing offensive jokes or stories. _____

I will request that safety protocols set in place by the testing agency be strictly observed during test site examinations, including coordination with test site coordinators, safety officers, instructors, evaluators, and candidates; and that any violations of these protocols many require my stoppage of the testing. _____

I understand that any concerns or feedback regarding instructors, candidates, or staff members are expressed to the AFSC Administration, rather than to other individuals or groups. _____

I commit to not review, reproduce, or disclose any testing materials or contents of the test bank unless explicitly instructed by the AFSC Administrator for a specific assignment. _____

Furthermore, I understand that any deviation from the AFSC test policy and procedures that compromises security, or the integrity of an examination will constitute a breach of my agreement with AFSC. In such instances, the AFSC Administrator may initiate disciplinary action, which could include revocation of CO endorsement, forfeiture of other relevant AFSC certificates, and loss of assignment reimbursement. _____