



Loveland Fire Rescue Authority  
410 East 5th Street  
Loveland, Colorado 80537  
(970) 962-2471 Fax (970) 962-2922 TDD (970) 663-5144  
[www.cityofloveland.org](http://www.cityofloveland.org)

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## CERTIFICATION AND CERTIFICATION RENEWAL PROCEDURES

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- Gina Gonzales
- July 25, 2016

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### CERTIFICATION INSTRUCTIONS FOR NEW COLORADO IFSAC CERTS:

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1. Written exams-
  - a. Utilizing the State's website (DFPC Written Testing Schedule): Find at least two options for testing dates that are a minimum of 30 days out:  
[https://calendar.google.com/calendar/embed?src=state.co.us\\_0knjngu3ek2hh7tij1os2jt\\_dv0@group.calendar.google.com](https://calendar.google.com/calendar/embed?src=state.co.us_0knjngu3ek2hh7tij1os2jt_dv0@group.calendar.google.com)
  - b. Email your request with certification name and at least two date options to the **Training BC and Training LT** at least 30 days in advance of test date. Copy the email to your supervisor
  - c. LFRA will pay for the first written test. If you have to retake the test, you must submit a check for \$30, to the Training BC and Training LT before you will be rescheduled for any retake test. There is a mandatory 30-day wait time between tests.
2. Practical tests-
  - a. Email your practical exam requests to the **Training BC and Training Lieutenant**, and copy the email to your supervisor.
  - b. Practical exam dates will be conducted during the 3<sup>rd</sup> Saturday of each month.
    - i. Requests must be received by the 15<sup>th</sup> to be eligible for the practical the following month (3<sup>rd</sup> Saturday)
      1. A 30-day notification request is required by the State
      - ii. Typically on duty proctors will be used for the exams
      - iii. Additional practical exams may be granted near testing times for those needing it for qualification matrix purposes, they will be handled on a case-by-case basis.
  - c. Proctors will be notified prior to receiving the practical exam from the State
  - d. The LFRA Training Calendar will be updated with proctor information, tests being conducted, and what firefighters are testing.
  - e. If you have to retake a practical test, you must repeat the request process above.



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## RENEWAL INSTRUCTIONS FOR:

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- Colorado State IFSAC Certifications
- Colorado State EMT-B & EMT-First Responder
- Fire Investigator and Fire Inspector

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## COLORADO STATE IFSAC CERTIFICATION RENEWAL

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- Firefighter I & II, Fire Instructor I, II, III, Fire Officer I, II, III
- Driver Operator Utility, Pumper, & Aerial
- Airport Rescue Firefighter
- Proctor for FF & DO
- Live Fire Burn Instructor
- HazMat Awareness, Operations, & Technician
- Public & Life Safety Educator I & II
- Juvenile Firesetter Specialist

1. At least 30 days prior to expiration date, and not more than 90 days prior.
2. Complete the two forms below
  - a. Specified Certification from the Check Off Spreadsheet  
(V:\Fire\Training\CertificationCheckOffSpreadsheet.xlsx)
  - b. Print ETI Records of completed dates of training
3. Have training records verified and check off sheet signed by your Officer.
4. Scan them and save as one document under your own files with your name and certification to be renewed. Submit into the training records document submittal folder:  
**V:\Fire\\_DocumentSubmittal\TrainingRecords**
5. **Canyon personnel** can email the certification check off spreadsheet with copies of the specific training records to the **Training Lieutenant**.

### **SPECIAL NOTES:**

**LFRA pays for:** Your highest level of certification needed to renew, which supercede others. If you want to renew the lower certs, you must pay for them yourself. Ie: You are certified to FFII. LFRA will pay for your FFII to renew, but not for you to keep your FFI in active status. That will be your responsibility to submit and pay the fee to the state (\$20 per renewal cert).

**HazMat Operations renewals-** If your State Certification says HazMat Awareness & Operations, you must complete both the Awareness & Operations JPRs.

**Fire Officer III renewals-** If you hold an non-accredited FO III certification you must either complete the bridge process for the accredited FO III certification or apply for the non-accredited Colorado Executive Fire Administrator by December 31<sup>st</sup>, 2016.

**Proctor-** You must show that you proctored at least once in EACH calendar year, with 3 minimum proctored courses within the 3 year period of your current certification.



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## EMERGENCY MEDICAL TECHNICIAN- BASIC RENEWAL

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### **SPECIAL NOTES:**

- These instructions are for Colorado EMT-B and First Responder renewal ONLY
- LFRA requires a State of Colorado EMT certification, therefore if you choose to maintain your NREMT (National Registry EMT), it will be on your own account and responsibility. LFRA is an approved agency with NREMT, so you can select LFRA as your affiliation agency when renewing.

For Colorado EMT renewal:

1. At least 30 days prior to your certification expiration date, and not more than 180 days prior.
2. Complete the two forms below
  - a. Fill out the LFRA EMT-B 2014 renewal form (V:\Fire\ProgramManagement\EMS)
  - b. Print ETI Records of completed dates of training
3. Have training records verified and EMT-B 2014 renewal form signed by your Officer.  
\*\*\*NOTE: You can only use ONE CPR course as an elective in your documentation.
4. Scan them and save as one document under your own files with your name and certification to be renewed. **Submit the training records document directly to the Training Battalion Chief via email.**
5. Keep a copy for your records
6. Go to the Colorado Department of Public Health and Environment (CDPHE), Online Application Tracking Hub (OATH) website-  
<https://colorado.emsbridge.com/licensure/public/colorado/login/>
  - ✓ Username- 6 digit EMT License ID number
  - ✓ Password- Birth year and the last 4 of your social security #- ie. 19795478
    - Change password
    - Update/confirm profile

\*\*\*If you have a problem logging in and get locked out, you will need to call 303-692-2980 during normal business hours to get assistance\*\*

- a. Click "Applications" on the left bar menu and follow the prompted steps
- b. Upload (scan) the following:
  - a. Both sides of your current CPR card
  - b. ID- Driver's license
- c. Refer to Page 3 for the answers to the questions about the education agency
- d. Submit once all the above steps are complete, and you should receive a confirmation email from the state.

7. LFRA Training Chief will get an email to finalize the renewal from the "agency". You can monitor the progress of your renewal through your CDPHE OATH account.



CDPHE OATH answers to online agency questions:

**Method of Verification and Attestation**

Continuing education must be verified by an authorized program representative for a Colorado recognized EMS education program.

Skills competency may be attested to by any of the following:

a.) An authorized program representative for a Colorado recognized EMS education program

b.) A medical director for a Colorado recognized EMS education program

c.) A medical director for an agency with which you are affiliated or employed

If you select that your skills competency will be attested to by a medical director for a service agency, a request form will attach to your application package when you submit this application. You must submit the new form in order for your request to be routed to your agency's medical director.

Indicate who will attest to your skills competency:

My skills competency will be attested to by a program representative for a Colorado recognized EMS education program

My skills competency will be attested to by a medical director for a Colorado recognized EMS education program

My skills competency will be attested to by a medical director for a service agency

**Education Program Affiliation**

If you are renewing your certification using continuing education and skills competency, select the education program with which you are affiliated from the menu below. You may only select one program.

Education programs that function under a service agency are listed separate from the agency. These education programs follow the naming convention "[Service Name] - Education Program".

Failure to select the correct education program will delay processing of your application. If you are unsure which program you should select from the menu, contact the education program for guidance.

An automated request for continuing education verification will be sent to a program representative for the education program you select. An automated request for skills competency attestation will be sent to a program representative or a medical director for that education program based on the attestation method you chose in the previous section.

\* You must work with your education program to review your continuing education transcripts:

I have met with my education program and my continuing education transcripts have been reviewed

I will schedule a time for my education program to review my continuing education transcripts before submitting this application

Select Your Education Program:

Loveland Fire Rescue Authority - Education Program

\* Confirm the education program you selected:

My continuing education was completed through a service agency and I selected the "- Education Program" option for that agency

My continuing education was completed through a college or hospital or private training institution

My service agency partners with an independent education program and I selected the partnered education program

**Save and Continue**



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## **FIRE INVESTIGATOR AND FIRE INSPECTOR RENEWAL**

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### **Fire Investigator:**

The certifying agency will typically notify you approximately 6 months prior to your certification expiration date. Provide them with a list of all tested courses attended during certified period, and include copies of all course completion certificates. To count for recertification, all courses must be tested. This is usually indicated on the course completion certificate or in the course information. Complete their required recertification form, include a letter signed by the Fire Chief, and submit with payment.

### **Fire Inspector:**

**ICC:** Enter all training hours into the ICC website ([iccsafe.org](http://iccsafe.org)) and submit payment through the website. Each level of certification requires an additional 1.5 CEU's per 3 year period.

- Inspector I- 1.5 hours
- Inspector II- 3.0 hours
- Plans Examiner- 4.5 hours
- CEU's are 0.1 per hour of class.
- ICC certification renewal website: <http://www.iccsafe.org/online-ceu-tracking-and-certification-renewal-applications/>

**State:** Once you get your ICC certification renewed, attach it along with a printed list of all applicable training completed, attach a letter signed by the Fire Chief and Community Safety Division Chief, and submit to the State through their website. (<http://sipa.tfaforms.net/320949>)