

Virginia Fire Marshal Academy
Application Instructions

Complete applications are required by the registration deadline. A complete application includes all required signatures / endorsements with copies of all required prerequisite certificates attached.

Important Changes:

- 1) **Criminal History / Background Investigation:** Code of Virginia §15.2-1705 defines the minimum qualifications for law enforcement officers within the Commonwealth. There are specific categories and types of offenses that disqualify an individual from holding such a position. This information is reproduced on the updated application. Rather than submitting a criminal history / background check to VFMA, we are placing responsibility on the employing / sponsoring agency to conduct a criminal history / background check and certify that the applicant satisfies the stated criteria. There is a signature block on the application for the Chief of Department or Chief Executive of the jurisdiction to certify this information.
- 2) **Fees:** There have been adjustments to the applicable registration fees. The greatest increase is for out-of-state and non-fire service personnel. This is based on the fact that VDFP's mission is to provide training to Virginia's Fire Service.
- 3) **Eligibility:** Please note that Priority 1 applicants are those that whose Virginia Fire Service Personnel whose current duties include statutory authority to conduct fire inspections and/or investigations or those that will be assigned such duties within the next 180 days. At this time, only Priority 1 applicants will be admitted to the Fire Investigator and Basic Law Enforcement schools.
- 4) There is a potential to have more applicants than available seats for these classes. Therefore, please include a "Needs Statement" with each application. This statement should include any relevant information to help VDFP to prioritize class admission, such total number of inspector and/or investigator positions in your agency, number of inspectors and/or investigators currently certified, number of currently vacant positions, number of anticipated vacancies, etc.



VFMA

VIRGINIA FIRE MARSHAL ACADEMY SCHOOL APPLICATION



THIS FORM IS TO BE USED BY ALL INDIVIDUALS APPLYING FOR ANY VIRGINIA FIRE MARSHAL ACADEMY SCHOOL
PLEASE READ THE ENTIRE FORM AND FILL OUT COMPLETELY UNLESS INDICATED OTHERWISE

Applicant Name (as it should appear on certificate - FIRST, MI, LAST):		Nick Name (if applicable):	
Department Name:			FDID:
Department Address (include zip code):		Department Telephone #:	
Home Address (include zip code):		Home Telephone #:	
School Title:	School Location:	School Start Date:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Check highest level of your formal education: <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> College <input type="checkbox"/> Post Graduate School		Date of Birth:	Business E-mail Address:
Rank or Title:		Alternate Telephone Contact Information	
		Cellular #	Pager #
<p>Criminal History / Background Check: By signing below, the Chief of Department / Jurisdiction Chief Executive certifies that a Criminal History / Background Check has been conducted on the applicant and they have not been convicted of or pled guilty or no contest to a felony or any offense that would be a felony if convicted in the Commonwealth, have not been convicted of or pled guilty or no contest to (a) any misdemeanor involving moral turpitude, including but not limited to petit larceny under §18.2-96, or any offense involving moral turpitude that would be a misdemeanor if committed in the Commonwealth, (b) any misdemeanor sex offense in the Commonwealth, another state, or the United States, including but not limited to sexual battery under §18.2-67.4 or consensual sexual intercourse with a minor 15 or older under clause (ii) of §18.2-371, or (c) domestic assault under §18.2-57.2 or any offense that would be domestic assault under the laws of another state or the United States.</p> <ul style="list-style-type: none"> • Priority 1 Registration: Virginia Fire Service Personnel whose current job responsibilities include statutory authority to conduct fire inspections and / or fire investigations or who will be assigned to such a role within the next 180 days. Requires certification by the Chief of Department or Chief Executive of the County, City or Town in which the individual is employed. • Priority 2 Registration: Virginia Fire Service Personnel that do not meet the requirements for Priority 1 registration. • Priority 3 Registration: Out-of-State Fire Service and all Non-Fire Service Registration, i.e. Individuals that do not meet the requirements for Priority 1 or Priority 2 registration. <p>NOTE: Only personnel meeting the requirements for Priority 1 registration are eligible to enroll in Fire Investigator and Basic Law Enforcement Academy schools. Chief of Department / Jurisdiction Chief Executive Certification: By signing below, I certify that 1) the applicant's current job responsibilities include conducting fire inspections and/or fire investigations or will be assigned to such a role within the next 180 days; 2) a Criminal History / Background Check has been completed and the applicant satisfies the criteria specified above; and 3) the applicant has been administered an Oath of Office in accordance with COV §27-37, or will have such Oath of Office administered within 180 days of completion of this school</p>			
Chief or CEO Signature		Title (Chief / County Administrator)	Chief or CEO Printed Name
Prerequisites for all VFMA Schools are: 1) VDFP recognized Hazardous Materials Awareness AND 2) VDFP recognized Firefighter II OR Civilian Entry Process. Submit copies of certificates with application. Any questions regarding recognition of certifications should be directed to the VDFP Quality Assurance Division.			
Registration Fees	Fire Inspector: Priority 1 \$100 <input type="checkbox"/> Priority 2 \$250 <input type="checkbox"/> Priority 3 \$1,000 <input type="checkbox"/>		CERTIFICATES ATTACHED <input type="checkbox"/> HazMat Awareness <input type="checkbox"/> Firefighter II OR <input type="checkbox"/> Civilian Entry Process
	Fire Investigator: \$100 <input type="checkbox"/> Basic Law Enforcement School: \$300 <input type="checkbox"/>		
		United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you require any accommodations for this school, check the box and contact VFMA Staff to discuss: <input type="checkbox"/>
		Virginia resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I certify that the information recorded on this application is correct including the designation of priority signed by my Chief (if applicable). Falsification of information may result in denial of course attendance or a course certification, falsification of priority status may result in a charge of fraud since it denotes a reduced registration fee and constitutes a financial gain. I agree to abide by the rules, policies, and regulations of the Virginia Department of Fire Programs, Virginia Fire Marshal Academy and host facility. I hereby authorize the release of any information concerning my enrollment and completion of this course. Further, I understand that the Virginia Department of Fire Programs is not authorized to provide medical or health insurance for students. I maintain appropriate medical insurance as an individual. I agree to submit a criminal history check prior to attending any Fire Marshal Academy Program.			
APPLICANT'S SIGNATURE			DATE