



RECIPROCITY REQUEST FORM

This packet is to be completed by the applicant and submitted to the Indiana Fire and Public Safety Academy (Academy) at firefighterboard@dhs.in.gov. Candidates requesting reciprocity for any fire certification shall do so by providing proof of both education and experience.

Applicant Printed Name (Last, First, MI)	Date of Birth (MM/DD/YYYY)	PSID Number (xxxx-xxxx)
Name of Fire Certification(s) requesting reciprocity for		

PSID REQUEST

If you need a PSID number please go to: <https://www.in.gov/dhs/fire-and-building-safety/public-safety-identification-psid-information/>

655 IAC RECIPROCITY FOR EQUIVALENT TRAINING

Authority: IC 22-14-2-7
 Affected: IC 22-14-2-7

Sec. 9. (a) Except as provided in subsection (d), a fire service person or nonfire service person who can provide evidence of having completed training and testing equivalent to the requirements of the board for a particular classification shall be entitled to receive that certification from the board when all other prerequisites are met.

(b) Certification of the same level of certification by the International Fire Service Accreditation Congress or the United States Department of Homeland Security are deemed to be evidence of training and testing equivalent to the requirements of the board for that certification under the board's rules. Certifications by the National Board on Fire Service Professional Qualifications (Pro-Board), P.O. Box 690632, Quincy, MA 02269 that are issued within the two (2) calendar years immediately preceding the date of application for board certification shall be acceptable for purposes of reciprocal certification at the level evidenced by the Pro-Board certification.

(c) Completion of training provided by the department, as evidenced by a certificate of completion issued by the department, shall be acceptable for purposes of reciprocal certification at the level evidenced by the certificate of completion.

(d) In order to receive reciprocity for equivalent training for Instructor I and Instructor II/III certification, the applicant shall, in addition to the evidence required in subsection (a), provide evidence of having passed the Indiana reciprocity test.





(e) Reciprocal certification shall be granted to an applicant as follows:

- (1) The applicant has an original certificate for the certification level from an entity whose programs are substantially similar to the programs contained in the board's current rules. Programs accredited by the International Fire Service Accreditation Congress are deemed to be substantially similar. Any seal or authenticating number on the certificate shall be intact and unaltered in any way.
- (2) The applicant presents an original of the certificate or copy of the certificate that contains a statement by the applicant, under penalty of perjury, that the copy is a true and correct copy of the original to the board at the time of application.

(Board of Firefighting Personnel Standards and Education; 655 IAC 1-1-9; filed May 26, 1989, 2:15 p.m.: 12 IR 1871; readopted filed Aug 27, 2001, 10:55 a.m.: 25 IR 203; errata, 26 IR 383; readopted filed Sep 21, 2007, 9:23 a.m.: 20071010-IR-655070387RFA; readopted filed Oct 10, 2007, 9:19 a.m.: 20071031-IR-655070387RFA; filed Dec 15, 2008, 11:36 a.m.: 20090114-IR-655080429FRA; readopted filed Sep 9, 2013, 8:27 a.m.: 20131009-IR-655130180RFA; readopted filed Sep 19, 2019, 4:10 p.m.:20191016-IR-655190177RFA)

Signature:

Student's Name	Student's PSID Number
Student's Signature	Date Signed

Fire Academy Review Section:

Reviewed By	Date Reviewed	

Academy Recommendation: Approve Deny

If recommending denial, please explain:

Falsification or misrepresentation of any submitted documents for this request for a fire certification reciprocity shall be an automatic revocation/denial of this request by the Academy.





INFORMAL REVIEW

To request an informal review of your order by the department, complete the informal review form located at <https://www.in.gov/dhs/4149.htm>. Following receipt of this form, the department will review your request and may modify or reverse the report, and will attempt to respond to your request within five (5) business days, however, a request for an informal review does not extend the deadline for filing a petition for administrative review which must be filed to initiate formal administrative proceedings under IC 4-21.5.

ADMINISTRATIVE REVIEW

If you desire administrative review of this order by the Board of Firefighting Personnel Standards and Education, you must comply with the requirements of Indiana Code § 4-21.5-3-7 and file a written petition for review within fifteen (15) days after receiving this order. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You must submit your petition by one of the following methods:

- U.S. MAIL OR PERSONAL SERVICE
Indiana Department of Homeland Security
ATTN: Board of Firefighting Personnel Standards and Education
1610 Reeves Rd, Rm. 135 Plainfield, IN 46168
- ONLINE
By completing the form at <https://www.in.gov/dhs/4148.htm>

If your petition qualifies for review, it will be assigned to an administrative law judge who will initiate proceedings under IC 4-21.5. For additional information about the administrative review process and other options that may be available to you, visit the following link <https://www.in.gov/dhs/appeals.htm>.

