

Certification

Students' Top Ten Frequently Asked Questions

When will I receive my grades?

After testing, it takes approximately one week for the Fire College to receive the exams from the test proctor of a field course. Also, the Fire College must receive all paperwork required for a course before the Certification Division can mail grades for the course. In approximately ten days to two weeks of the exam date, your exam score is mailed in the envelope that you addressed prior to taking the exam. It is essential for you to provide a complete and correct address at the time of the exam because the Postal Service returns to the Fire College envelopes with an incomplete address. This can take up to six weeks.

GRADES ARE NOT RELEASED OVER THE PHONE.

When will I receive my certificate?

Upon successful completion of the written exam and the verification of prerequisites, you will receive a certificate with Alabama and ProBoard (and, if appropriate, IFSAC) seals approximately 4 to 6 weeks after testing. Certificates are posted on the national level to the appropriate entities by the 15th of the month after the certificate is awarded. You can access the ProBoard registry to view your certification record at www.theproboard.org.

How can I receive a copy of my transcript (college credit)?

Transcripts for college credit, if applicable, are available from Shelton State Community College. You can obtain a transcript by submitting a request in writing that includes your signature. For more information, contact the Shelton State Admissions/Records Office at (205) 391-2215 or www.sheltonstate.edu. Shelton State makes online access available to students.

Currently, college credit is available only for Resident courses taught on the campus of the Alabama Fire College. Some college programs give college credit based on a current certification.

How can I receive a copy of my course record from the Alabama Fire College?

The Alabama Fire College will provide a copy of your Training Course Record. To obtain a copy, send a written request with your signature by mail or fax to the Alabama Fire College Certification Office. There is no fee for this service.

What is the certificate replacement policy?

You may receive a replacement or duplicate certificate issued by the Alabama Fire College by submitting a written request that provides complete information for verifying the original certification and by paying a \$15 replacement fee. Payment may be made by check or credit card (Visa or MasterCard). Mail your written request and payment to the Certification Office. Include with the request your e-mail address and phone number in case we require clarification.

How do I get my national certificate?

ProBoard and IFSAC registration and certification are now automatic, and no fee is required when you successfully complete a certification course and the certification process. You may obtain duplicate ProBoard certificates by contacting the ProBoard Certification Administrator at (617) 984-7474.

If I did not apply previously, can I still receive a ProBoard certificate?

If you received certifications prior to 2001, you would have received an application for a ProBoard certificate. If you did not take advantage of this service then, you are still eligible to receive the ProBoard certification. Mail a request in writing along with \$15 for each ProBoard certification to the Alabama Fire College Certification Office. You may check your national certification registration by visiting www.theproboard.org.

What is the Alabama Fire College retest policy?

If a student fails to pass a certification exam, the student may request one retest that he or she must take 30 days after the original test but before 12 months from the end of the course. There is a processing fee of \$25 for a retest. The student must call to request a retest and make full payment by cash, check or credit card to the Alabama Fire College at least one week prior to the intended retest date. If a student schedules and pays for a retest but fails to appear, then the student forfeits the processing fee.

Retests are administered at 1:00 pm on the first and third Friday of each month at the Alabama Fire College in Tuscaloosa or during a scheduled exam in the field. Students appearing to take a scheduled retest must present a driver's license or other acceptable photo identification.

To request a retest, call the toll-free Alabama Fire College training hotline at (800) 241-2467.

How do I keep my Volunteer Certification active?

As of January 5, 2007, a certified volunteer fire fighter must receive 30 hours of training annually, the records for which should be kept on file by the fire chief or training officer of the volunteer fire fighter's department. A Volunteer Fire Fighter certification expires one year from the date a volunteer leaves the fire service or ceases to be a member of a volunteer fire department.

What is the reciprocity policy of the Alabama Fire College?

The Alabama Fire College accepts certifications from a ProBoard- or IFSAC-accredited agency as prerequisite for a higher-level Alabama certification course. You must provide copies of verifiable certificates from another accredited agency as part of your registration for a course at the Alabama Fire College.

Recognition of Fire Fighter I certification from another agency as part of the mandatory certification for employment by a fire department in Alabama is more restricted due to requirements stated in [Code of Alabama 36-31-1 through 36-32-12](#) and regulations of the Alabama Fire College and Personnel Standards Commission. More information about the reciprocity policy and procedures for receiving reciprocity are available from the Alabama Fire College web site at www.alabamafirecollege.org.

Contact information: Certification Office, Alabama Fire College, 2501 Phoenix Drive, Tuscaloosa, AL 35405. Fax: (205) 391-3757. Phone: (205) 391-3745.