



Wisconsin Fire Service Education Office (FSEO)

Letter of Equivalency

The Wisconsin Fire Service Education Office (FSEO) recognizes the achievements and training of candidates to assist them in moving forward in their professional development. The FSEO provides the opportunity for members of the Wisconsin Fire Service to obtain a letter of equivalency in order to fulfill the prerequisite of a subsequent level of certification. Additionally, a letter of equivalency may be requested to satisfy hiring and/or promotional processes.

An individual who, due to significant length of service, experience, and/or training/education, feels that they are qualified in the current JPR's of a particular certification level may apply for a letter of equivalency from the FSEO. In order to give consideration of awarding a Letter of Equivalency based on the policy in the WTCS Policy and Procedures Manual, benchmarks/requirements have been implemented which the review committee will use to make their determination.

General Eligibility

- 1) Candidate must be a member of a Wisconsin Fire Department.
 - a) If candidate is not yet a member, the letter of equivalency may be conditionally approved pending acceptance of employment/membership on a Wisconsin Fire Department.
- 2) Candidate must have a minimum of 15 years' experience on a career, combination and/or volunteer Fire Department (except Fire Officer I, which requires a minimum of 20 years' experience).
- 3) Candidate must be requesting equivalency for Firefighter I, Firefighter II, Driver/Operator-Pumper, Driver/Operator-Aerial, Fire Inspector I and/or Fire Officer I.
 - a) Emergency Services Instructor I, II, and III and Fire Officer II are not eligible for a letter of equivalency.
- 4) The following pre-requisites are required:
 - a) To obtain a Firefighter I letter of equivalency, candidate must provide an out of state certification and/or Department training records to demonstrate equation to the current Firefighter I JPR's.
 - b) To obtain a Firefighter II letter of equivalency, candidate must provide Wisconsin State Firefighter I certification and additional Department training records to demonstrate equation to the current Firefighter II JPR's.
 - c) To obtain a Driver/Operator Pumper letter of equivalency, candidate must provide Department training records and/or college transcripts that equate to the current Driver/Operator-Pumper JPR's, which includes any Firefighter I JPR's.
 - d) To obtain a Driver/Operator Aerial letter of equivalency, candidate must provide Wisconsin State Driver/Operator-Pumper and/or Department training records and/or college transcripts that equate to the current Driver/Operator-Pumper and Driver/Operator-Aerial JPR's.
 - e) To obtain a Fire Inspector I letter of equivalency, candidate must provide Department training records and/or college transcripts that equate to the current Fire Inspector I JPR's. Proof of continuing education relating to Code knowledge and enforcement must also be provided.
 - f) To obtain a Fire Officer I letter of equivalency, candidate must have at least five years of experience as a Fire Officer (which may be within the 20-years of experience).

Additionally, candidates must provide Wisconsin State Firefighter II certification and Wisconsin State Emergency Services Instructor I certification and/or Department training records or college transcripts of training that equates to the current Firefighter I and II JPR's, as well as experience or training as a Fire Service Instructor.

Submission Requirements

- 1) Candidate shall submit a cover letter of intent to the Wisconsin Fire Service Education Office stating the certification level(s) for which a letter of equivalency is being requested.
- 2) Candidate shall submit a letter from the Chief or Training Officer of the Department (on letterhead) verifying their membership.
 - a. If the candidate is not yet a member, documentation of the hiring process and/or a conditional offer shall be provided. This information will be kept confidential upon request.
- 3) The candidate shall provide a portfolio of supporting documentation to demonstrate training/experience compliance with JPR's of the appropriate NFPA Standard(s).
 - a. If a candidate provides a certificate from another state or un-accredited organization, they must also provide the syllabus or course requirements to demonstrate compliance with the JPR's of the appropriate NFPA Standard(s).

*Detailed documentation of training that meets the JPR's of the appropriate NFPA Standard are the most crucial component of this submission.
- 4) Candidate shall provide one letter of recommendation from the Fire Chief. If the candidate is the Fire Chief, letter must be from the hiring/appointment authority such as a board member, Police and Fire Commissioner, and/or Department training officer.

All applications must be submitted electronically to Fireservice@wtcsystem.edu and will be handled on an individual and non-precedent setting basis.

Review Process

- Materials submitted will be reviewed by a committee of at least three qualified individuals as designated by the Fire Service Education Director.
- The candidate may be granted a one-time challenge to successfully complete the written and/or practical certification examination for the requested level(s) to compensate for a lack of documentation.
- The applicant will be notified of the final decision by the Fire Service Education Office.
- If deemed appropriate, a Letter of Equivalency will be awarded for the certification level(s) which were evaluated. The candidate will not receive actual State Certification. The letter of equivalency can be used to fulfill the prerequisite of a subsequent level of certification