

OFSOA Accreditation Quick Start Guide

1. Download the Guidelines, Outline, and Documentation forms from the OFSOA website. Review the guidelines for each level noting these:
 - 75% fire service related training, 25% other
 - Levels I, II, III can be done in any order
 - Level IV can be submitted only after Levels I, II, III are completed
2. Gather and organize all your training documentation
 - OFSOA Certificates of Participation
 - Other training certificates
 - College transcripts
 - Accreditation Notice of Course Completion form (used as evidence of training from your department for example or when a certificate is not provided)
3. Make working copies of all your certificates, etc. that you can write on without messing up your originals
4. How to split college credits?

Splitting Hours & College Credits

- You can split hours from a class if they can apply to different levels or categories
- Obtain copies of class syllabus, outlines or notes to better see where specific training may fit
- Use the following table for applying college credits:

College Credits		Accreditation Credits
4 credits	=	11 hours (please split between two levels)
3 credits	=	8 hours (please split between two levels)
2 credits	=	5.5 hours
1 credit	=	2.75 hours

5. Begin filling out the level forms with your OFSOA certificates as they tell you specifically where you can apply training and how many hours. Mark off each class from your certificate copies as you use them. Add more lines on document sheets if needed.
6. When you are ready to submit your documentation, make sure you attach copies of each certificate or proof of completion, to the documentation sheet/level it applies to. Make sure you keep a copy of your submission documents.
7. You will submit your information to the OFSOA Accreditation Chair for the committee to review and approve. Accreditation recognition & awards are presented at the Fall Conference Banquet.