



Application for Admission

Track B—Command Administrative Experience with Bachelor's Degree (or higher)

Thank you for applying for the TEEEX Fire Service Chief Executive Officer (FSCEO) program in College Station, TX. This capstone program is a collaboration between TEEEX and Texas A&M University Mays Business School. It is delivered by the professors of Mays Business School and is designed to provide advanced level professional development to sharpen leadership skills of executives within the fire service. Admission to the program will be on a competitive basis through this application process.

About this application process

You will be asked a series of questions based on the prerequisites to determine if you meet the minimum qualifications for this program. Please fill out this application and upload it to your TEEEX Student Portal. In addition, please upload your proof of prerequisites. Once you have uploaded this application and necessary prerequisites, your application will be reviewed. If you have questions or concerns about this process please contact Sean Fay at Sean.Fay@teex.tamu.edu or 979-321-6215.

Prerequisites

You have selected the **Track B** option. For Track B you must meet one of the following requirements and you must be actively employed or serving in the Fire Service and/or Emergency Medical Services field.

Five years of documented **Command Staff Administration Experience** in emergency services administration **and a bachelor's degree (or higher) in a related field** (see definition of Command Staff Administration Experience below). The applicant's command-level administrative experience **must** be documented as part of the application process. The applicant shall submit a narrative explanation that details the applicant's relative experience that supports the experience listed within the submitted resume and how that experience meets the requirements for Track-B application to the Fire Service Chief Executive Officer Program (FSCEO).

Note: The applicant's Bachelor's degree (or higher) must be conferred by a regional or national accredited institution.

1. Must meet one of the following requirements (Please select one):

- Five years of Command Staff Administration Experience **and a bachelor's degree (or higher)**
- Five years of Command Staff Administration Experience and **completion of National Fire Academy (NFA) Executive Fire Officer (EFO)**
- Five years of Command Staff Administration Experience **and one of the following credentials from The Commission on Professional Credentialing (CPC):**
 - Chief Fire Officer (CFO)
 - Chief Training Officer (CTO)
 - Chief EMS Officer (CEMSO)
 - Fire Marshal (FM)

Note: Please use the following definition for **Command Staff Administration Experience:**

Command Staff Administration Experience is defined as work conducted above the company/tactical level or shift commander level, specifically working in administrative or related strategic department duties. Responsibilities shall include, but not limited to budget preparation, developing/implementing training programs, policy/guideline development, strategic planning, etc.

2. Current Employment or Service

I am currently employed or serving in: Fire Service EMS Other (please explain) _____

3. Applicant Contact Information

Full Name: (First, Middle I., Last, Suffix) _____

Preferred Name: _____

Job Title: _____

Affiliation: _____

Phone(s): Work _____ Mobile _____

Email Address: _____

Mailing Address: _____

4. Class Polo Shirt

Polo Shirt Size: S M L XL 2XL 3XL 4XL 5XL 6XL

Polo Shirt Cut: Men's Women's

5. Pin Type

Please indicate the type of commendation pin your department requires: Enamel Cloth

6. Experience and Acknowledgments

Do you possess, at minimum, five years of “Command Staff Administration Experience as defined by this application?”

- Yes If yes, make certain that your resume clearly reflects this experience.
- No

I acknowledge that I must submit a narrative explanation of how my work experience meets the definition for Command Staff Administration and that there is no guarantee that the experience will be accepted

I acknowledge and accept _____ (initial)

Do you possess a bachelor's degree (or higher) conferred by a regional or national accredited institution?

- Yes If yes, what is the issuing organization? _____
- No

Do you possess a certificate from the National Fire Academy (NFA) Executive Fire Officer (EFO)?

- Yes
- No

Do you possess a diploma or certificate having successfully completed and graduated from the Commission on Professional Credentialing (CPC) in one of the following disciplines?

If yes, check all that apply:

- Chief Fire Officer (CFO)
- Chief Training Officer (CTO)
- Chief EMS Officer (CEMSO)
- Fire Marshal (FM)

7. Required Documentation

Submit the following documents with your Track-B application:

- Resume
- Letter of support from your immediate supervisor
- Letter explaining how you meet the requirements of five years of documented Command Staff Administration Experience in emergency services administration
- Copy of bachelor's degree (or higher) conferred by a regional or national accredited institution
- Copies of any diplomas or certificates in support of your Track-B application from one of the following organizations:
 - National Fire Academy (NFA) Executive Fire Officer (EFO)
 - Commission on Professional Credentialing (CPC)
 - Chief Fire Officer (CFO)
 - Chief Training Officer (CTO)
 - Chief EMS Officer (CEMSO)
 - Fire Marshal (FM)

Closing

Thank you for your interest in the Fire Service Chief Executive Officer Program. Please save this file to your computer and upload it to your student portal for the LDR500 class. Remember to also upload your proof of prerequisites. We cannot process your application without the fully completed application form and all required documentation. Once you have submitted everything, your application will be reviewed. To review the whole application process, please refer to the FSCEO webpage at <https://teex.org/class/ldr500/>. If you have any further questions, please contact Sean Fay at Sean.Fay@teex.tamu.edu or 979-321-6215