Application for Admission

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

Thank you for applying for the TEEX Fire Service Chief Executive Officer (FSCEO) program in College Station, TX. This capstone program is a collaboration between TEEX 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

This application is for all 2026 FSCEO classes. You will be asked a series of questions based on the program prerequisites to determine whether you meet the minimum qualifications. For more information about how selections are made, please read the section titled "Admissions Methodology" located at the bottom of this application document.

Please fill out this application and upload it to your **TEEX Student Portal**. In addition, please upload your proof of prerequisites. Once you have uploaded this application and necessary prerequisites, your application will be reviewed. We will notify applicants as quickly as possible. Please check the website at TEEX.org/class/LDR500 under Notification Status section for a general update. Once the process has been completed, we will reach out to each applicant regarding application status and next steps to be taken. If you have questions or concerns about this process please contact **Mary Reeves** at **mary.reeves@teex.tamu.edu**.

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.

FSCEO
FIRE SERVICE CHIEF EXECUTIVE OFFICER

1. Must meet <u>one</u> 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 <u>one</u> 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. Applicant Availability for upcoming Class Dates

June 8-12, 2026:	❑ Available	❑ Not available for this class
August 24-28, 2026:	❑ Available	❑ Not available for this class
October 19-23, 2026:	❑ Available	❑ Not available for this class

5. Class Polo Shirt

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

Polo Shirt Cut: ❑ Men's ❑ Women's

FSCEO
FIRE SERVICE CHIEF EXECUTIVE OFFICER

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)

☐ Organizational Chart indicating the candidate's position within the Organization

FSCEO
Fire Service Chief Executive Officer

Admissions Methodology

While we do use a first-come-first-review methodology, please know that admission into the program is not entirely based on a first-come basis. Many factors go into the selection process. An important and unique element of the FSCEO experience is the networking and relationship building that takes place within the class. To promote the best experience, we strive to arrange classes with students from diverse backgrounds. There will be times when a student is admitted into the program because doing so could improve the class experience, even if that student's application wasn't the next in chronological order.

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 the 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