



VARIANCE REQUEST FORM

This packet is to be completed by the applicant and submitted to the Academy at firefighterboard@dhs.in.gov. Candidates requesting a variance for any fire certification shall do so by providing proof of both education and experience.

Applicant Printed Name (Last, First, MI)	Date of Birth (MM/DD/YYYY)	PSID Number (xxxx-xxxx)
Name of Fire Certification(s) requesting a variance for		

- A.** Please list your highest level of education (high school/college: how many years or degree). _____
- B.** Please list the number of active years you have worked in the fire service. _____
- C.** Candidates shall also meet any prerequisite(s) for the level for which they are applying for certification.
List the prerequisite(s) below and tell us how you meet it:

- D. Additionally, the candidate shall provide:**
 - i. A letter of recommendation from their Fire Chief.
 - ii. An applicant statement (500 words or less) of the reason for this request.
 - a. The candidate shall spell out why the documentation they present should count for the certification for which they are applying. Draw linkages between the documentation and the certification. This must be provided in the applicant statement when describing the reason for the request.
 - iii. A completed practical skills evaluation checklist for each level of fire certification for which you are requesting a variance for.
 - iv. Copies of all documentation to be considered with request:
 - a. Copies of any certifications you claim
 - b. Copies of college transcripts for any degree you claim (highlight courses you believe apply).





- E.** Falsification or misrepresentation of any submitted documents for this request for a Fire Certification variance shall be an automatic revocation/denial of this request by the Academy.

- F.** Please provide a brief statement that is less than 500 words of your reason for this request:



G. Variance Request Requirements for Fire Officer:

Candidates must have a minimum of 30 points in education and experience (5 of which must be in experience) to qualify for variance consideration. The candidate must clearly explain why their college degree should count for the certification for which they are applying. This must be provided in the applicant statement when describing the reason for the request.

H. Student's Section:

By placing my signature below, I attest, under penalty of perjury, each statement on this form is true and correct to the best of my knowledge at the time and date of submission of request.

Student's Name	Student's PSID Number
Student's Signature	Date Signed

I. Fire Academy Review Section:

Reviewed By	Date Reviewed	Education and Experience Score

J. Academy Recommendation: Approve Deny

If recommending denial, please explain:



K. Scoring Rubric

Education (Mark the highest level only)

- Doctorate or master's degree - 40 points
- Bachelor's Degree - 30 points
- Associate's Degree - 20 points
- Academic Certificate - 10 points
- Executive Fire Officer Certificate through the National Fire Academy - 30 points
- Any Fire Science degree - 10 additional points (above whatever degree is checked)

Total Education Points

Experience

My date of hire is: _____

Total Years' Experience: _____

- 10-20 years and above = 2 points per year
- 1- 9 years = 1 point per year

_____ **Total Experience Points**

Checklist

Please include, at a minimum, the following:

- A letter of recommendation from your supervisor or your Fire Chief,
- A copy of your college transcripts,
- Proof of certifications that you claim above,
- Provide a brief statement that is less than 500 words of your reason for this request.

