



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

# Memorandum

**DATE:** July 12, 2023  
**TO:** Michigan Fire Service  
**FROM:** Kevin J. Sehlmeier, State Fire Marshal/Director  
**SUBJECT:** Verifying Fire Officer I-III Prerequisites for Students in SMOKE

With the implementation of the [Fire Fighters Training Council General Rules](#) on November 3, 2021, the NFPA 1021 Fire Officer I-III courses have course prerequisites which must be completed **before** a student is permitted to attend the course. To attend a NFPA 1021 Fire Officer I-III course a student must have the following in their profile, as prerequisites:

- Fire Fighter II;
- a Fire Instructor (H07 series) course certificate; and
- be certified as a Fire Officer (O21A series, O31A series, O61/O62/O63 series, or E01/E02/E03 series) at one level lower than the course the student wishes to attend.

Each student must also provide the course manager with proof (a printed screenshot from their SMOKE profile) that they have successfully acquired these prerequisites **before** being allowed to attend a NFPA 1021 Fire Officer I-III course. To determine if the course prerequisites have been met:

1. The student may go into their SMOKE profile under the Applications tab and select “*Application for a letter to take Officer I/II/III certification exam*”.

Jane Doe - 505111 (JaneDoe@fakemail.com)

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### Application

Application

Application For letter to take Officer I certification exam (O61A) ▾ [Instructions for application process](#)

By selecting the appropriate application for the letter, SMOKE will check the student's profile for the required credentials for the issuance of the letter to take the exam (to be completed by the student later), which are the same requirements to attend the course.

2. Next, if SMOKE checks the boxes for two (2) or three (3) credentials (depending on the course), the student has met the prerequisites.

**Example:** Images 1-3 below illustrate what the screens will show when the prerequisites have been met for each course. (Note: The words in red will not appear.)

**IMAGE 1 - NFPA Fire Officer I prerequisites have been met:**

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## Application

Application For letter to take Officer I certification exam (O61A) [Instructions for application process](#)

Applicant Name  SMOKE ID #

- Firefighter II certified. ⓘ Prerequisite met
- Fire Instructor I or reciprocity. ⓘ Prerequisite met
- NFPA 1021 Fire Officer I (E01C) with an E - Exam Eligible marked.
- Is your Profile complete, current and accurate, including a primary address, primary phone, and email in the SMOKE system?
- I certify that I have taken and met all of the course requirements for eligibility to take the officer certification exam for which I am applying.

**IMAGE 2 - NFPA Fire Officer II prerequisites have been met:**

- Firefighter II certified. ⓘ Prerequisite met
- Fire Instructor I or reciprocity. ⓘ Prerequisite met
- Certified Officer I. ⓘ Prerequisite met
- NFPA 1021 Fire Officer II (E02C) with an E - Exam Eligible marked.

**IMAGE 3 - NFPA Fire Officer III prerequisites have been met:**

<input checked="" type="checkbox"/> Firefighter II certified. ⓘ	Prerequisite met
<input checked="" type="checkbox"/> Fire Instructor I or reciprocity. ⓘ	Prerequisite met
<input checked="" type="checkbox"/> Certified Officer II. ⓘ	Prerequisite met
<input type="checkbox"/> NFPA 1021 Fire Officer III (E03C) with an E - Exam Eligible marked.	

3. If the student is lacking a credential the box will not be checked. If this is believed to be inaccurate, please contact your respective [region training chief](#).

**Example:** Image 4 below illustrates what the screen will show when the prerequisites are not met. (Note: The words in red will not appear.)

**IMAGE 4 - NFPA Fire Officer I/II/III prerequisites have NOT been met:**

<input type="checkbox"/> Firefighter II certified. ⓘ	Prerequisite NOT met
<input type="checkbox"/> Fire Instructor I or reciprocity. ⓘ	Prerequisite NOT met
<input type="checkbox"/> Certified Officer I. ⓘ	Prerequisite NOT met
<input type="checkbox"/> NFPA 1021 Fire Officer II (E02C) with an E - Exam Eligible marked.	

**Note:** Oftentimes, the student is missing the Michigan Company Officer I&II Series (O21A) certificate or the Fire Instructor (H07 series) certificate due to the method by which Certified Instructor I reciprocity (O54A) was issued in the past. Again, these missing credentials can typically be corrected by having the student contact their respective [region training chief](#).

4. A printed screenshot including the student's name, SMOKE PIN number, and email address shall be provided to the course manager (or their designee) to attend the Fire Officer I-III course.

**DO NOT attempt to apply for the student letter at this time.** This cannot be done until the instructor/course manager applies the grade of “Exam Eligible”.

5. When it is time to apply for the exam eligibility letter, the student must check the last two boxes certifying the information and submitting the application for the letter to take the certification exam. **Only students presenting this letter at the exam site will be allowed to take the certification exam.**

<input type="checkbox"/> Is your Profile complete, current and accurate, including a primary address, primary phone, and email in the SMOKE system?
<input type="checkbox"/> I certify that I have taken and met all of the course requirements for eligibility to take the officer certification exam for which I am applying.

Thank you in advance. If you have any questions, please contact your region training chief:

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