



# Checklist to Register for Proboard & IFSAC Certifications

Registration information, applications, handbooks & skill sheets can be found at [www.BC3.edu/Fire/Certification](http://www.BC3.edu/Fire/Certification)

Submit all applications for Proboard and IFSAC Certifications using the Pennsylvania State Fire Academy Certification Application (PSFACA) appropriate for your level of certification. All areas noted on the PSFACA application that require a prerequisite **must** have a copy of the appropriate supporting documentation attached, Failure to do so will make the application incomplete.

The Application will be returned to the applicant for compliance.

## When registering for a certification, please follow the below steps:

Steps	Task	Completed
1.	Complete appropriate certification application (Must be Typed & paperclipped together). You must complete ALL pages on the application including Chiefs Signature(s). Applications can be found at <a href="http://www.BC3.edu/Fire/Certification">www.BC3.edu/Fire/Certification</a> .	
2.	Paper clip ALL supporting documents to the back of your application. Supporting documents should be copied, everything else needs to be original.	
3.	Complete a <a href="http://www.BC3.edu/Fire/CertificationRegistrationOptions">BC3 Registration Form</a> or for other registration options visit: <a href="http://www.BC3.edu/Fire/CertificationRegistrationOptions">www.BC3.edu/Fire/CertificationRegistrationOptions</a> .	
4.	Submit your application & BC3 Registration Form before the application deadline. Please mail the original application and copies of supporting documentation to: BC3, Public Safety Training Facility, Attn. Certification 107 College Drive, Butler, PA 16022  <i>Please Note: The original application and paperwork must be either dropped off in person or mailed. No email, fax, or electronic submissions will be accepted.</i>	
5.	After you submit certification materials, you will receive notification of the status of your certification application.	
6.	Before your certification, review appropriate certification handbook & skill sheets for study reference materials. Link to materials: <a href="http://www.BC3.edu/Fire/Certification">www.BC3.edu/Fire/Certification</a>	
7.	After your application is approved, about 2 weeks before your certification date, you will receive notification of the agenda and items you will need for your certification.	

Questions about certification, visit: [www.BC3.edu/Fire/Certification](http://www.BC3.edu/Fire/Certification) or contact Jason Bragunier at [Jason.Bragunier@bc3.edu](mailto:Jason.Bragunier@bc3.edu)

