

# Application for Admission

to Class 22 of  
**The Ohio Fire Executive Program**



*Sponsored by the*  
**Ohio Fire & Emergency Services Foundation**

<u>2022</u>	<u>2023</u>	<u>2024</u>
Week 1: April 4-7 Week 2: October 3-6	Week 3: April 3-6 Week 4: October 9-12	Week 5: April 8-12

*Participants in the OFE program are expected to attend  
each day of the five sessions listed above.*

***Vision:** For the benefit of providing excellent fire and emergency service leaders for Ohio communities, the Ohio Fire Chiefs' Association will develop Chiefs and senior officers with broad executive skills necessary to lead a high-performance organization.*

***Mission:** The Ohio Fire Executive (OFE) program will provide fire and emergency service officers with an educational experience focused on the development of executive skills used by effective leaders.*

**NOTE:** Application for Class 22, along with the nominator and financial responsibility statement, must be received in the OFCA office between September 1 and November 1, 2021. Completed application should be returned to:

**The Ohio Fire Executive Program  
OFE Application  
450 West Wilson Bridge Road, Suite 150  
Worthington, Ohio 43085  
Phone: (614) 410-6322**

**NOTE: Applicant will complete Section I-III. Sections IV and V must be completed by the applicant's immediate supervisor (Chief of Department, Mayor, City Manager, etc.).**

# APPLICATION

## The Ohio Fire Executive Program

### To the Applicant

Please complete Section I through Section III of the Application. **Please type your response and print single sided.** Be sure to sign your Statement of Commitment. Your Nominator must complete and sign Section IV.

Section I - Personal Information	
Applicant Rank or Title and Name:	
Sponsoring Organization:	
Work Address:	
Home Address:	
Business Telephone: (    ) Cell Phone: (    )	Fax: (    ) Home Telephone: (    )
E-mail Address:	
Name You Prefer to Be Called:	
County:	Community Population:
Number uniformed personnel:	
Do you have any disability or health concerns (including special allergies, diet, medical or physical disabilities) which would require special consideration during your attendance at OFE?  <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, describe special consideration required on a separate sheet)	

**OFCA USE ONLY**  
**DATE RECEIVED:**

**CLASS # ASSIGNED:**

**ADMISSION COMMITTEE DATE:**

## Section II – Experience, Education and Training

### A. Experience:

Years in Fire/EMS Service: \_\_\_\_\_

Please list present and past positions in fire/EMS service. List your **present** position with sponsoring organization, then, if appropriate **concurrent** position with another organization, then next most recent position(s), etc. Use additional pages if necessary numbered 3A, 3B, etc. **If you do not have a supervisory responsibility within a fire department or EMS, then you need to attach a statement explaining how your role contributes to fire and EMS in Ohio.**

<b>Title or Rank:</b>
<b>Organization:</b>
<b># Of Months in Current Rank:</b>
<b>Duties and Responsibilities:</b>

<b>Title or Rank:</b>	<b>Is this a concurrent position? Yes No</b>
<b>Organization:</b>	
<b>Date from:</b>	<b>To:</b>
<b>Duties and Responsibilities:</b>	

<b>Title or Rank:</b>	<b>Is this a concurrent position? Yes No</b>
<b>Organization:</b>	
<b>Date from:</b>	<b>To:</b>
<b>Duties and Responsibilities:</b>	

## Section II Continued

## B. Formal Education

Formal education includes a degree received or courses taken at an accredited institution; list most recent education first.

[illegible]

### C. Training

Please list any leadership or management training or related programs you have completed; list most recent training first.

[illegible]

### Section III - Request to Attend the Ohio Fire Executive Program

Answer the following questions in a clear and concise manner using complete sentences and paragraphs. **Your answers should be typed with double-spaced lines and printed single sided.** Please note that the substance of thought and grammatical correctness of your answers to the following questions will be a primary factor in determining your admission.

- A. What are your reasons for wanting to attend the Ohio Fire Executive Program? How will you use the knowledge gained from the program to impact your organization and the fire service, as a whole?

*Type the question and your answer on a page numbered 5 and insert into this application.*

- B. If there were one thing that you could change about the fire service, what would it be? Why is that important? (This could be something philosophical, structural, technical, or futuristic.)

*Type the question and your answer on a page numbered 6 and insert into this application.*

- C. Many communities have issues with EMS “frequent flyers” or system abusers. What logical steps could your organization do to prevent/reduce, or eliminate, these calls?

*Type the question and your answer on a page numbered 7 and insert into this application.*

- D. What is one of the most important things that you have learned resulting from the COVID-19 pandemic?

*Type the question and your answer on a page numbered 8 and insert into this application.*

- E. Considering your current and future job, family, community, and other responsibilities, please explain how you will manage your time in order to accomplish the 400 plus hours of out-of-class homework assignments over the 2.5 years of OFE. Please also submit an illustration or diagram explaining your time management.

*Type the question and your answer on a page numbered 9 and insert into this application.*

- F. Provide a chart of your organization and mark your position.

*Number the chart as page 10 and insert into this application*

## Applicant's Statement of Commitment

*"I certify that the information recorded on this application is correct."*

*"I understand that if I am selected to attend the Ohio Fire Executive Program, I will be involved in an intensive educational program that will require a commitment of my time and energy and a dedication toward excellence for a period of two- and one-half years."*

*"I agree to personally complete all homework assignments and projects required for the Ohio Fire Executive Program by the assigned due dates. They will be my own independent, original work."*

*"I understand that if I do not attend the scheduled sessions and complete the required projects and assignments, I will not be permitted to graduate with the class to which I am admitted."*

*"I understand that any paper I write for this program becomes public and will be added to the archives and accessible to anyone."*

*"If selected, I am willing to abide by the above commitments."*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

Information provided in the application will be held confidential for the exclusive use of the Ohio Fire Executive Program. Questions regarding the application process may be directed to the Ohio Fire Chiefs' Association at (614) 410-6322.

### **How Did You Hear About OFE?**

Brochure.....☐

OFC Magazine .....☐

Co-Worker .....☐

Other:\_\_\_\_\_

## Section IV - Statement of Nomination

**To the Applicant:** Please detach this Statement of Nomination and ask your supervisor to complete and return the application no later than **November 1, 2021**.

**To the Nominator:** Your Fire/EMS Officer is applying for admission to the Ohio Fire Executive Program. Before the applicant can be accepted, your nomination of this individual and your commitment to the program are required. The tuition is \$9,500 and includes program instruction and materials, single occupancy overnight accommodations for the five sessions, and all meals. The tuition will be billed four months prior to each session (\$1,900) and must be received two months prior to the beginning of the session. If the tuition has not been paid one month prior to the start date, the student could be dropped from the class.

**Out-of-State Applicants:** The tuition is \$10,500; \$2,100 per session. The tuition will be billed in the same manner as in-state applicants.

I understand my nomination of this individual to attend the Ohio Fire Executive Program includes a pledge of full support for the applicant to participate in the program. My commitment to the candidate includes release time to attend the scheduled sessions and to complete all homework assignments. I will provide (or appoint a qualified officer to provide) information, advice, and guidance to the applicant in completing the four major projects related to research, strategic planning, budgeting, and leading a change initiative.

**On official letterhead,** please provide a letter of support describing the reason(s) why you would like the applicant to attend this executive development program. Include in your description the role the applicant is expected to play within your organization and community during the next three years. Describe the strengths of the applicant in terms of his/her leadership skills, knowledge of the fire service, and capacity to develop the abilities of others.

Name of Applicant: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

Name/Title (printed): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Completed Application and Statement of Nomination should be returned to:

Ohio Fire Chiefs' Association, Inc.  
450 West Wilson Bridge Road, Suite 150  
Worthington, OH 43085

## Section V - Statement of Financial Responsibility



### STATEMENT OF FINANCIAL RESPONSIBILITY

**Detach this Statement of Financial Responsibility and ask your supervisor to complete and return the application no later than **November 1, 2021.****

**PLEASE NOTE:** The Ohio Fire and Emergency Services Foundation (OFESF) sponsors the OFE program for the benefit of the Ohio fire service community on a continuous “Not for Profit” basis. To do so requires that the Foundation make a significant financial commitment several years in advance to secure the meeting facilities, lodging accommodations, faculty and staff necessary to conduct the program. The program’s student charges are established to keep the cost of the program as economical as possible while covering the total program costs incurred by the OFE program and thus the Foundation.

When an individual applies and is accepted into the program, it is the expectation of the Foundation that the individual and the sponsoring agency is making a serious commitment to complete the program and pay the total program costs for the sponsored student. When individuals drop out of the program prior to completion, the Foundation is not relieved of the costs of conducting the program and may incur additional penalty fees when the projected numbers of reserved rooms are not filled. Such excess costs result in increases in future charges.

**Hence forth it shall be the policy of the Ohio Fire Executive program to bill the sponsoring agency for the remaining pro-rated costs for the remaining term of the program for the sponsored student when he/she fails to complete the program due to (1) loss of officer rank, (2) conduct not becoming a fire officer, (3) non-attendance, (4) academic failure or (5) other reasons not covered by the current exception policy as established in the OFE Participant Handbook, I. Academic Deficiency or Failure and II. Transfer and Withdrawal Options.**

The total cost per person for the entirety of OFE Class 22, starting the week of April 4-7, 2022 will be \$9,500 (\$10,500 for out-of-state students). Charges of \$1,900 (\$2,100 for out-of-state) will be billed 4 months in advance of each of the 5 sessions with payment expected 60 days in advance of each session. In the event that a participant fails to complete the program according to the stated policy, any remaining costs will be billed accordingly.

This agreement must be signed and dated by an authorized official of the sponsoring agency who has authority to commit the funds to pay the entire cost of the OFE program.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_