

MISSISSIPPI FIRE PERSONNEL MINIMUM STANDARDS AND CERTIFICATION BOARD

FREQUENTLY USED FORMS

NAME OF FORM	REASON TO SEND	WHEN TO SEND
Personnel Action Form	Your fire department hires a new career fire fighter; or, your volunteer fire department is sponsoring a volunteer fire fighter who expresses intentions to pursue minimum standards certification.	For new fire fighter recruits, the Personnel Action Form may be submitted with registration for the required physical agility test. For other fire fighters, the Personnel Action Form should be submitted within 30 days of the fire fighter joining the fire department.
Change of Status Form	A fire fighter leaves your department for any reason (resignation, termination, retirement, military deployment, etc.).	Within 30 days after a fire fighter leaves your fire department.
Application for Certification	A fire fighter is applying for reciprocity (recognition of out-of-state firefighting credentials) from the Minimum Standards and Certification Board; or, a formerly certified fire fighter who has been out of fire service more than two years, but fewer than five years, wants to take a challenge test to become certified again.	As soon as possible after the fire fighter has been hired or re-hired. As with newly certified fire fighters, minimum standards certification must be achieved within one year of a fire fighter's hire date.
Request for Fire Fighter I – II Training Extension	A fire fighter will not be able to complete Fire Fighter I – II training prior to the one-year anniversary of his or her hire date.	As soon as it becomes apparent that the applicant will not complete Fire Fighter I – II training within one year of hire.
Physical Examination Release Form	A fire fighter recruit must have a physical exam prior to taking the physical agility test required for entry into the Fire Fighter I – II program.	A fire fighter recruit's physical exam must be performed prior to the physical agility test. The physical exam must be dated no more than one year prior to the end of the student's successful completion of the Fire Fighter I -II program at the State Fire Academy.

<https://apps.mid.ms.gov/minstand/minstanddiv.html>

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