Chapter 11: Re-Certification of Emergency Telecommunicators

adopted - 07/1993; rev - 01/2003, 10/2008 and 04/2009

Purpose

100 This section establishes policy and procedure for re-certification of emergency telecommunicators.

Policy

101 The board shall re-certify those emergency telecommunicators who continue to meet the employment guidelines established in accordance with Mississippi Code as Annotated Section 19-5-353 as well as having completed the prescribed continuous training requirements established henceforth.

101.1 Re-certification under the Emergency Telecommunications Training Program (ETTP) shall be limited to those emergency telecommunicators who have received their initial three-year state certifications through the Mississippi Board of Emergency Telecommunications Standards and Training.

Procedures

102 All emergency telecommunicator applicants for re-certification shall complete the following steps to maintain their current certification status with the Board:

102.1 Applicants for telecommunicator re-certification shall submit a fully-completed (1) Application for Re-certification and (2) Re-certification Report prior to expiration of their BETST professional certificate.

Note: "Application for Re-Certification" forms may be submitted through Standards and Training's internet based "Forms & Certification Management System" (https://www.state.ms.gov/mspost/). Agencies must submit a "MSPOST Client Agency Information" form by mail, facsimile or email to request a User ID and to be assigned a password. The CJA information form can be completed on-line from the Office of Standards and Training's portion of the MS Department of Public Safety's web-site (http://www.dps.state.ms.us). In order to submit any other forms on an individual in the web-based system, an "Application for Certification" must first be submitted and approved for that individual.

102.2 Emergency telecommunicator candidates for re-certification shall complete the 16 hour re-certification course and a minimum of 48 hours of approved elective training prior to the expiration date of their professional certificates. Candidates who complete a second re-certification or any additional re-certification period shall complete the 48 hours of training. Each candidate shall review their

training needs with their supervisor on a continuous basis and complete training as needed. Continuous education shall consist of the following:

1. A 16-hour, two-day formal class held at an appropriate training center

    a. The two-day class curriculum shall consist of those subject areas deemed by the Board to be the most essential to maintaining thorough knowledge in the profession.

    b. The two-day class shall be conducted by a Mississippi-certified instructor who has conducted at least three basic and/or EMD classes as documented by the Board staff as well as completed an Instructor Orientation Program on the issue of re-certification.

    c. Registration for the two-day class shall be arranged between the instructor/coordinator and the individual agencies which employ the re-certification candidates.

    d. The allowable tuition reimbursement for the two-day course shall be established by the Board on an annual basis.

    e. The two-day course shall not have in excess of 30 students per instructor without receiving prior Board approval.

    f. Reimbursement for the two-day course shall consist of all of the same allowable expenses as initial certification (salary, tuition, lodging, meals, mileage). This is contingent upon submission of the Application for Re-certification, the Re-certification Report and a Reimbursement Worksheet.

    g. The two-day course shall be completed in the third year of certification. This shall mean between the 25th and 36th months of certification.

2. Completion of at least 48 hours of elective training from no fewer than six subject areas over the three-year certification period

    a. A checklist of approved training programs will be provided by the Board from which the candidate may choose. Verification of elective training must be acknowledged in writing by the agency head or their designee via the Re-certification Report.

    b. Any courses or conference seminars which are not on the list of elective subject areas but are requested to be taken for this purpose must receive prior approval from the Board as counting toward meeting re-certification requirements. Only two (2) conferences may be used to obtain credit per re-certification period, with a maximum of twelve (12) hours of credit per

conference.

c. Reimbursement for elective training shall consist of all of the same expenses as initial certification (salary, tuition, lodging, meals, mileage) only up to the point of meeting re-certification requirements. Reimbursement requests for any elective training may be submitted immediately upon completion of such.

Note: All out of state travel must be approved in writing by the Board prior to attending requested course.

d. Elective training may consist of approved in-house and/or online training if so desired by an agency. Proof of elective training shall be maintained by the agency in its personnel files. In-house or online elective training shall not exceed two (2) credits (eight [8] hours per credit) per re-certification period.

e. Completing another Basic and/or EMD course similar to that taken for initial certification is not creditable as a re-certification elective.

102.3 Once all appropriate paperwork and training has been completed and submitted to the Board, the emergency telecommunicator will be re-certified for another three years.

102.4 Any persons, who due to illness, class availability or other events beyond their control, could not attend the required two-day course in the third year or complete the required elective training, may serve with full pay and benefits in such a capacity until they can complete the training. Those requesting an extension of their time must petition the Board in writing and also must note how much re-certification training has been completed at that point in time.

102.5 Break-in-Service - There is herein established a set of re-certification guidelines for those state certified emergency telecommunicators who leave the profession and later return.

1. Telecommunicators who have a break-in-service of three years or more shall be required to complete the same certification requirements as those who are new to the profession. This shall include completing a basic and/or EMD course, the appropriate eight-hour field observations.

2. Telecommunicators who have a break-in-service of less than three years shall meet re-certification requirements within one year of being rehired. Any training requirements completed after the most recent certification date and prior to the break-in-service shall count towards re-certification.

a. If a telecommunicator's certification lapses during their break-in-service, they shall have twelve (12) months upon return to complete re-certification requirements.

b. If a telecommunicator returns to the profession while their certification is still current, the certification period shall be extended an amount of time equal to the break-in-service but not to exceed twelve (12) months.