



## Offering in 2025: Fire Officer III

For South Carolina fire service personnel, the SC Fire Academy is offering Fire Officer III in August 2025. This 10-day, 80-hour chief officer class is designed to take the student to the NFPA 1021 Fire Officer III level. Students will work in groups to complete activities and develop a final in-class presentation.

Topics include: personnel staffing, hiring, promotions, professional development, member benefits, employee accommodations, development of training programs, community risk reduction, preparation of budgets, budget management, purchasing processes, information management systems, data analysis, organizational improvement, evaluation of inspection programs, development of a safety plan, incident mitigation planning, conducting a post-incident analysis, planning for special resources, accident and injury prevention, and fire service integration in emergency management.

There are no tests, but there is a significant amount of reading, research, activity completion, and planning outside of class. Student success is determined by satisfactory completion of activities and presentations, including extensive group work and a final presentation.

Successful students will receive an IFSAC-Fire Officer III certificate and be eligible to apply for ProBoard certification.

**Prerequisite:** Fire Officer II, listed on the student's Academy transcript, along with relevant experience.

**Class Dates:** Monday, Aug. 18 – Friday, Aug. 29, 2025

**Class Time:** 8:30 a.m. - 5 p.m.

**Location:** SC State Fire, Denny Auditorium  
141 Monticello Trail, Columbia, S.C. 29203

**Fee:** \$105, includes lunch daily. **If needed, for additional fees, a student may request a double-occupancy dorm room (if available) and breakfast.**

**Note:** The sponsoring agency will be billed for any student who is a "no show" to class, including the course fee, meals, and (if applicable) dorm reservation.

**Apply ASAP!**  
**Application deadline:**  
**Monday, July 7, 2025**

**Accommodations:** Double-occupancy dorm rooms are available on a first-come, first-served basis for an additional fee. Rooms are \$25/night, billed to sponsoring agency. If requesting a room, please indicate the choice on the attached registration form.

**Bring to Class:**

- Laptop or Tablet

**Note:** Students must be proficient in Microsoft Excel, PowerPoint, and Word (or equivalent).

**Application Process:**

To verify student qualifications, and ensure students are able to effectively contribute to their team, this is a competitive application process. An applicant must submit the following **four items as one PDF:**

- Completed **SCFA Registration form** (attached).
- Completed **Student Application form** (attached).
- A **recommendation letter** on official department letterhead from the Fire Chief. The letter must specify how this class will benefit you and your department.
- An **up-to-date resume**.

Email the above-listed documentation as one PDF attachment to [wbandersonllc@gmail.com](mailto:wbandersonllc@gmail.com) **and** [erick.adams@llr.sc.gov](mailto:erick.adams@llr.sc.gov) no later than Monday, July 7, 2025.

Be aware:

- **Applications must be submitted with all required documentation to be considered complete.**
- **Incomplete and late applications will not be considered.**

Applicants will be notified of acceptance status on Monday, July 21, 2025.

**Questions?** Contact [Erick Adams](#)

# South Carolina Fire Academy - Course Registration Form

Course Type: <input type="checkbox"/> Public <input type="checkbox"/> Industrial <input type="checkbox"/> other _____			
Course Code - Section Number	Course Name	Dates	Location
<b>Resident Courses Only</b>	<input type="checkbox"/> Yes, I need a dorm room - arrival date: _____ departure date: _____		<input type="checkbox"/> I also need _____ night(s) - date(s): _____
	Note: Payment must be submitted with registration for all nights requested. Evening meals are not available.		<input type="checkbox"/> No, since I live within 50 miles, I don't need a dorm room
NOTE: This form must be completed and accompanied by the proper registration fees, or it will be returned without being processed. Checks should be made payable to the State of South Carolina. Forms and fees must be received at least two weeks prior to the class start date. Some courses may require earlier registration			Check here if any information has changed <input type="checkbox"/>

**Student ID:** \_\_\_\_\_  male  female      date of birth: \_\_\_\_\_ age: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Initial: \_\_\_\_\_

Mailing address: \_\_\_\_\_ e-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Daytime phone #'s: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Fire Dept. or Organization \_\_\_\_\_

FDID#: \_\_\_\_\_ Dept. phone \_\_\_\_\_

Status: (check only one)	
<b>Public Fire</b> <input type="checkbox"/> 1. paid only <input type="checkbox"/> 2. paid and volunteer <input type="checkbox"/> 3. volunteer only <input type="checkbox"/> 4. public safety officer	<b>Industrial</b> <input type="checkbox"/> 5. brigade member <input type="checkbox"/> 6. fire protection-related company <input type="checkbox"/> 7. other

**Notice:** It is the policy and practice of the South Carolina Fire Academy to make all testing and certifying services available to all of its constituents without regard to race, religion, color, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

### Agreement and Waiver / Liability Release

1. \_\_\_\_\_, hereinafter referred to as STUDENT, attests that he/she is the individual registering to attend training at the South Carolina Fire Academy and that he/she has read, fully understands, and agrees to the statements below.
2. In consideration for participating in South Carolina Fire Academy training, STUDENT hereby releases, indemnifies, and covenants not to sue the South Carolina Fire Academy, S.C. Department of Labor, Licensing and Regulation, The State of South Carolina, their officers, agents or employees (Releasees) as well as any other students or instructors from any and all liability, claims, cost and causes of action arising out of or related to any property damage or personal injury, including death, that may be sustained by me, while participating in such activity, or while on the premises owned, leased or used by Releasees. STUDENT acknowledges the training involves physically strenuous activities is capable of fully participating and knows of no physical or mental condition that would preclude full participation in the training.
3. STUDENT certifies that the information on this registration form is correct, agrees to abide by the rules, policies, and regulations of the South Carolina Fire Academy, and understands that falsifying information or violating rules or procedures may result in me being denied admission to the course and/or loss of course credit.
4. STUDENT authorizes the release of any information concerning enrollment and completion of all South Carolina Fire Academy courses to STUDENT'S fire chief or department training officer.
5. STUDENT understands that the South Carolina Fire Academy is not authorized to provide travel, medical, or health insurance, verifies that he/she individually or his/her agency maintains appropriate and necessary coverage, and understands that he/she individually or his/her agency will be responsible for any medical expenses that may be incurred as a result of his/her participation in this program.
6. STUDENT understands that the nature of the tasks that may be performed while involved in this training may require a high degree of physical fitness, agility, and dexterity, and that this may include rigorous exercises which require physical fitness, strength, and stamina. STUDENT is fully aware of the risks and hazards associated with fire, rescue and hazardous materials training, including but not limited to burns, heat stroke, heart attack, heat exhaustion, falls and other related injuries, and chooses to freely and voluntarily, without duress, participate in the activity with full knowledge that said activity may be hazardous to himself/herself and/or property.
7. In signing this release or authorizing his/her Fire Department to enroll STUDENT, STUDENT acknowledges that he/she has read and understands the Release, is fully competent and a member of a legally organized fire department, fire brigade, fire related business or emergency response organization.
8. By registering for this course, STUDENT authorizes the South Carolina Fire Academy to reproduce and publish STUDENT'S name and/or photographic likeness.

Signature - form must be signed by student \_\_\_\_\_ Fire Chief or Designee \_\_\_\_\_ Date \_\_\_\_\_

<b>Registration Use Only</b>			
Check #: _____  Visa/ Master Card #: _____  EXP: _____  P/O #: _____  Payment amount: \$ _____	Received from: _____ _____ _____	Prerequisites: _____ _____ _____	Refund amount: \$ _____ <input type="checkbox"/> class cancelled <input type="checkbox"/> class full <input type="checkbox"/> student cancelled <input type="checkbox"/> prerequisite not met <input type="checkbox"/> registration late

# FIRE OFFICER III STUDENT APPLICATION

**Due: July 7, 2025**



**INSTRUCTIONS:** Applicants must complete this Student Application form and submit it via email with the registration packet no later than Monday, July 7, 2025.

## Select your current fire service position:

- |                                   |  |  |
|-----------------------------------|--|--|
| <input type="checkbox"/> Chief    | <input type="checkbox"/> Assistant or Deputy Chief | <input type="checkbox"/> Battalion Chief |
| <input type="checkbox"/> Captain  | <input type="checkbox"/> Lieutenant                | <input type="checkbox"/> Sergeant        |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Firefighter               | <input type="checkbox"/> Other _____     |

## Describe your daily duties: