

ILLINOIS FIRE SERVICE ADMINISTRATIVE PROFESSIONALS

The Illinois Fire Service Administrative Professionals (IFSAP) was founded in September 1980, when a group of ten secretaries from across the State of Illinois gathered for the purpose of determining the educational needs of the Fire Service Secretary.

IFSAP has since developed into a professional organization built around the Illinois Fire Service and the needs of the administrative support staff that operate within it. Our belief is that it is necessary and advantageous for us to network, share ideas and train together whenever possible.

IFSAP membership has grown to over 240 professionals committed to the improvement of the fire departments and districts they serve. Educational opportunities are offered on a wide range of subjects geared toward Illinois fire service support staff.

A comprehensive Executive Support Personnel Certificate Program is usually held biennially for those professionals wishing to familiarize themselves with all aspects of the fire service.

Members are also encouraged to share information and “proven” solutions through e-mail blasts which translate into additional education that is free for the asking.

Mission Statement

The Illinois Fire Service Administrative Professionals is dedicated to professional growth and information sharing of current issues and emerging trends, in order to elevate the value of administrative services to those we support.



Laura Heiden
Glenside Fire Protection District
1608 Bloomingdale Road
Glendale Heights, IL 60139

A Division of the Illinois Fire Chiefs Association

2019 Fire Service Executive Support Personnel Certificate Program

September
Through
November



Class of 2017

2019 IFSAP Executive Support Personnel Certificate Program

September 4 - November 26

Fee \$350

Class size is limited to 20 participants!
NO REFUNDS after August 1st

IFSAP is again offering its Executive Support Personnel Certificate Program. This program is designed to meet training needs of members who are willing to become more effective in their role as support personnel. This 13 week program is an opportunity to network with others in your field and give you a better understanding of many aspects of the Fire Service.

The Illinois Office of the State Fire Marshal has recognized the value of this program. Upon successful completion of this class you will obtain a certificate from IFSAP to be used toward the completion of Fire Service Executive Support Certification from QSFM.

Classes are held weekly at various fire stations throughout the Chicago metropolitan area starting in September.

2017
Program
Participants

Public Education/
Fire Prevention
Class



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Illinois Fire Chiefs Association**

Topics to be Covered

- Fire Service Orientation I & II
- Fire Service Statutes & Related Laws & Standards
- Fire Officer I Management
- Fire Behavior I & II
- Oral & Written Communications
- Group Dynamics
- Public Education/Fire Prevention
- Emergency Medical Systems
- Technical Communications

Prerequisites

- Membership in IFSAP
- One year Fire Service Work Experience Recommended
- Successful Completion of NIMS 100 & 200
- Full Set of Personal Protective Gear (PPE)
- SCBA Fit Test—Department Certified
- Chief's Letter of Authorization
- Recent Physical on File with Family Doctor

Questions, please contact:

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**Visit our Website
WWW.IFSAP.ORG
To Register Online**

Register Early to Secure a Seat
(First Come Basis)

Registration Deadline is July 1, 2019
Registration online at www.ifsap.org

REGISTRATION FORM

NAME

DEPARTMENT

PHONE

E-MAIL ADDRESS

**Registration Fee
\$350.00**

**No refunds after cancellation
deadline of August 1st**

Make checks Payable to:

IFSAP

c/o Sharon Szynalski—Treasurer

Alsip FD

12600 S. Pulaski

Alsip, IL 60803