



### EDUCATION

- ◆ Cancer Awareness
- ◆ Mental Health
- ◆ Fitness for Duty

### TRAINING

- ◆ NFPA Standards
- ◆ First Responder
- ◆ Live Burn
- ◆ Ice or Water Rescue
- ◆ Fire Ventilation Training



**IS  
YOUR  
TEAM  
READY?**

### LICENSING

- ◆ Professional
- ◆ Skilled
- ◆ Dedicated
- ◆ Trusted
- ◆ Accomplished
- ◆ Compliant
- ◆ Credible
- ◆ Valued
- ◆ Competent
- ◆ Reliable



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### **MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**

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# **MBFTE**

**MINNESOTA BOARD OF FIREFIGHTER  
TRAINING AND EDUCATION**



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## APPLY FOR LICENSURE

A firefighter employed full time is not eligible for permanent employment without being licensed by the board and meeting these requirements:

- ◆ Successfully completes a firefighter examination under section 299N.04 or completes the examination while serving a probationary period, if any, as determined by the hiring authority.
- ◆ Complete the online Firefighter License Application or submit a paper application on our website.
- ◆ The chief firefighting officer or chief designee completes the employment verification portion of the licensing process.
- ◆ Payment can be made online by credit card only; paper application will accept credit card, personal check, cashier check or money order payable to MBFTE in the amount of \$75 (prorated if within the three-year licensure period)

## RENEWAL PROCESS

- ◆ Firefighters must be actively serving on a Minnesota fire department and currently be licensed by the MBFTE.
- ◆ Firefighters must have completed 72 hours of MBFTE-approved continuing firefighter education in the last triennial period, verified by the chief firefighting officer or chief designee.
- ◆ Firefighters must complete the online firefighter renewal application or complete a paper renewal application on our website.
- ◆ Payment can be made online by credit card only; \$75.00 for three year license.

ALL APPLICATIONS ARE ON OUR WEBSITE UNDER  
THE "LICENSING" TAB

[WWW.MBFTE.ORG](http://WWW.MBFTE.ORG)

## REIMBURSEMENT

- ◆ Every fire department in Minnesota is provided with an "award" for reimbursement as a supplement for training and education based on a "per firefighter" amount through rosters submitted annually.
- ◆ Reimbursement requests are made by submitting the proper reimbursement form found on our website under the "Reimbursement" tab, along with invoices.
- ◆ Funds are reimbursed for approved training from the "Reimbursable Expense List" found on the website under the "Reimbursement" tab.



## LICENSING

- ◆ In 2011 the legislature established MS 299N.05, which requires the nearly 2,400 career firefighters in Minnesota to obtain a license in order to work.
- ◆ Licensing remains optional for the other 19,000 firefighters who are either paid on-call, part-time, or volunteer.
- ◆ There are approximately 4,100 license holders in Minnesota, and that number continues to grow.

## WHERE DOES FUNDING COME FROM?

By statute, a fire safety Surcharge in the amount of .5 percent is assessed to each homeowner, commercial fire and commercial non-liability insurance policy holder in the state. The surcharge amount is placed into the Fire Safety Account.

## WHERE DOES THE FUNDING GO TO?

The Fire Safety Advisory Committee provides funding recommendations to the commissioner of Public Safety from the Fire Safety Account for the following purposes: 1) Minnesota Board of Firefighter Training and Education; 2) State Fire Marshal Division staffing; 3) Fire-related regional response team programs and any other fire service programs with statewide impact.

## DEPARTMENT PORTAL INFORMATION

Contact us for your portal login to access department information such as:

- ◆ Online license application and renewal verification and payment process
- ◆ Online reimbursement submission process and tracking
- ◆ Online roster submission process and tracking retention for your department
- ◆ Department Information
  - ◆ Award funding by fiscal year
  - ◆ Round participation
  - ◆ Roster submissions by fiscal year
  - ◆ Basic fire training information and student tracking
  - ◆ Department licenses
  - ◆ Correspondence under document management