



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION  
445 MINNESOTA ST., SUITE 146  
SAINT PAUL, MN 55101

TELEPHONE: 651-201-7257 FAX: 651-215-0525  
EMAIL: [fire-training.board@state.mn.us](mailto:fire-training.board@state.mn.us)  
WEBSITE: [www.mbfte.org](http://www.mbfte.org)

## FIREFIGHTER LICENSE INFORMATION FOR DEPARTMENTS

To get started, visit our website at [www.mbfte.org](http://www.mbfte.org).

(Requires the following browsers: Chrome, Safari, Opera, Firefox, Explorer 7 or higher and Microsoft Edge)



If you have new firefighters, or need to renew a license:

1. The firefighter individual will need to go to our website and under the licensing tab complete the first portion of the "Online Application New Firefighter" if they are new licenses or "Online renewal/reinstatement" if they are renewing a license or reinstating a license that has expired.
2. Once the firefighter has completed the step listed above an email will go to the department contact on file with MBFTE, which is the Chief or Chief Designee.

If the department is NOT paying the license or renewal fee, just click the link in the email where specified, this will send verification to MBFTE and an email to the individual with a payment link to go online to pay the license fee.

If the department IS paying for the license or renewal fee, DO NOT CLICK THE LINK, log into your department data through our website. (Instructions listed below.)

### APPLICATIONS

[Online Application \(New Firefighters\)](#)

[Offline Application \(PDF\)](#)

[Online Renewal/Reinstatement](#)

[Offline Renewal Application \(PDF\)](#)

[Offline Reinstatement \(PDF\)](#)

1. Go to website and click the “Login” link in the upper right.

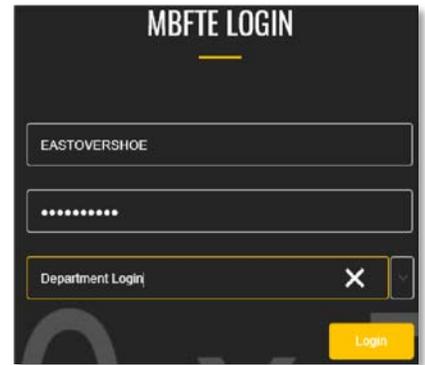
Login

2. Select “Department Login”



3. When the box comes up:

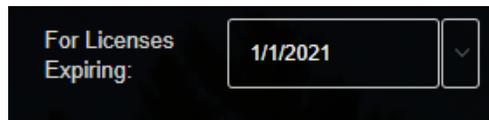
- Enter User Name
- Enter password (State Vendor Number)
- Contact MBFTE if you do not know your login information



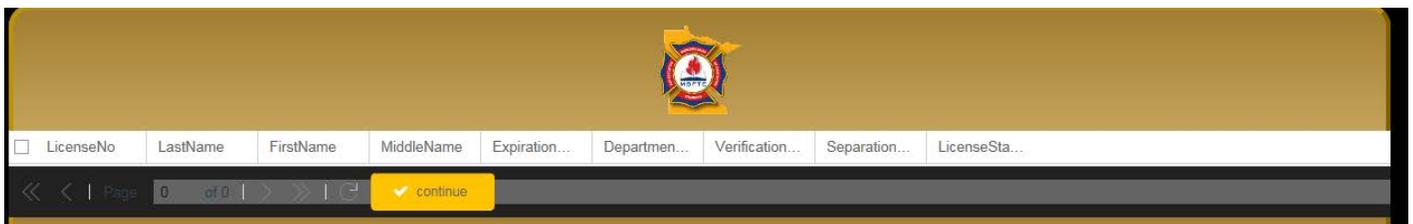
## Department Menu

### Department License Applications (New firefighter applicants)

1. Drop in (for licenses expiring) 1/1/20\_\_ (the first of whatever current year it is)



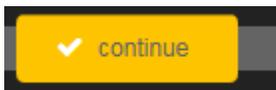
2. The name of the applicant(s) will automatically drop in the list below, if they have completed the online application process



3. Check the box(s) in front of their name to verify they are affiliated with your department and that you will be paying for them



4. Click “Continue” and that will take you to the payment area



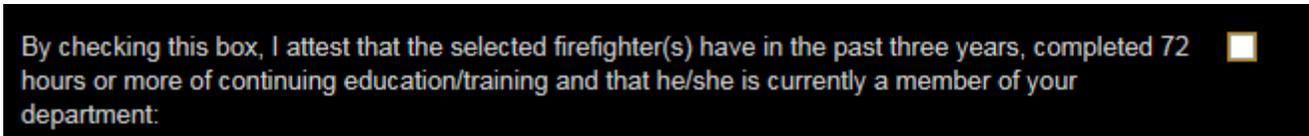
1. Click “Make a Payment” and that will take you to the US Bank site to make a payment with credit card only. (Follow instructions on the screen)

Department Firefighter License Renewals - Click on this for all renewals the department will be paying for.

- The department name will be in the top box already.
- The second box drop down the arrow and find the expiration date of the licenses being renewed, click it into the box. (The names will auto populate below, as long as the licensees have renewed online prior to your verification/payment attempt)

A screenshot of a form with a dark background. On the left, the text "For Licenses Expiring:" is displayed in white. To the right of this text is a white rectangular input box with a thin yellow border. To the right of the input box is a small white square button with a downward-pointing arrow, indicating a dropdown menu.

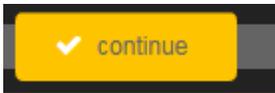
- Check the small square box to attest the 72 hrs of training for the individual(s) being renewed.

A screenshot of a dark rectangular box containing white text. The text reads: "By checking this box, I attest that the selected firefighter(s) have in the past three years, completed 72 hours or more of continuing education/training and that he/she is currently a member of your department:". To the right of the text is a small white square checkbox.

- Check the box(s) next to the individual name(s) you are renewing.

A screenshot of a small white square checkbox with a black border, containing a black checkmark. The checkbox is set against a dark background.

- Click on "Continue" and that will take you to the payment area.

A screenshot of a yellow rectangular button with rounded corners. The button contains a white checkmark icon followed by the word "continue" in a lowercase, sans-serif font. The button is set against a dark background.

- Click "Make a Payment" and that will take you to the US Bank site to make a payment with credit card only. (Follow instructions on the screen)

If you get any error pop up messages contact The Fire Training Board at: [fire-training.board@state.mn.us](mailto:fire-training.board@state.mn.us)  
651-201-7257