



DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
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## New FSTEP Course: Fireline Safety Awareness for Hired Vendors Now Available

State Fire Training is pleased to announce the new FSTEP course Fireline Safety Awareness for Hired Vendors. **January 1, 2011** is the designated start date for delivering the new course. It is required that you register as an instructor for this course and use the new instructor guide. The instructor guide is available for purchase through State Fire Training's Bookstore. A special order form is available online for your use.

With the large number of hired vendors who require fireline safety awareness training annually, it is incumbent for SFT to enlist the many qualified instructors who had taught this course previously for either CAL FIRE or the USFS (United State Forest Service). To meet this goal, SFT will be utilizing a modified instructor registration process for those instructors who need some extra time to meet all of SFT's instructor requirements. There will be two options available: Provisional Instructor or Primary Instructor.

### Provisional Instructor Qualifications

- (a) Instructor Training.
  - (1) Have attended and passed instructor training courses [one (1) of the following five (5) options]:
    - SFT Fire Instructor 1A and 1B (available option through June 30, 2011).
    - SFT Fire Instructor 1A, Training Instructor 1A and 1C (available option through June 30, 2011).
    - SFT Fire Instructor 1B, Training Instructor 1B and 1C (available option through June 30, 2011).
    - SFT Training Instructor 1A, 1B, and 1C.
    - NWCG M-410 Facilitative Instructor (available through December 31, 2011).
- (b) Teaching Experience.
  - (1) Taught a minimum of 80 hours within a fire service/EMS related program in a formal classroom or drill ground environment.
- (c) Rank and Occupational Experience (performing in an "acting" capacity does not qualify). Meet one of the following two options:
  - (1) Option 1: Held the rank of engineer or higher for a minimum of two (2) years performing wildland suppression duties within a California fire department that routinely responds to wildland or urban interface fires.
  - (2) Options 2: Currently qualified as an ICS Single Resource Boss or higher.

### Application Process

- (a) Submit a complete application package for review that includes all of the following:
  - (1) Application form: Current application signed by the applicant (available online).
  - (2) Instructor training: Copies of your SFT Instructor certificates.

- (3) Teaching experience: Current, original letter written on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative, describing your specific background as it relates to your teaching experience.
- (4) Rank and occupational experience:  
Option 1: Current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement(s).  
Option 2: Copy of your Incident Qualification and Certification System (IQCS) Responder Master Record listing your current "Employee Qualified Jobs."

### **To upgrade from a Provisional instructor and become a Primary Instructor**

- (a) Regional Instructor Orientation.
  - (1) Must complete by December 31, 2011.
- (b) Ethical Leadership in the Classroom.
  - (1) Must complete by December 31, 2011.
- (c) Course Work.
  - (1) Have taught the Fireline Safety Awareness for Hired Vendors course by December 31, 2011.

### **Primary Instructor Qualifications**

- (a) Regional Instructor Orientation.
  - (1) Have attended and passed the SFT "Regional Instructor Orientation" course or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.
  - (2) Prospective instructors shall satisfy all instructor requirements and become registered within one (1) year of attending the Regional Instructor Orientation.
- (b) Ethical Leadership in the Classroom.
  - (1) Have attended and passed the SFT "Ethical Leadership in the Classroom" course.
  - (2) Have your signed Instructor Code of Ethics/Conduct agreement processed by SFT.
- (c) Instructor Training.
  - (1) Have attended and passed the Level 1 Instructor courses through SFT [one (1) of the following four (4) options]:
    - Fire Instructor 1A and 1B (available option through June 30, 2011).
    - Fire Instructor 1A, Training Instructor 1A and 1C (available option through June 30, 2011).
    - Fire Instructor 1B, Training Instructor 1B and 1C (available option through June 30, 2011).
    - Training Instructor 1A, 1B, and 1C.
- (d) Teaching Experience.
  - (1) Taught a minimum of 80 hours within a fire service/EMS related program in a formal classroom or drill ground environment.
- (e) Course Work.
  - (1) Have attended and passed the SFT course you are applying to teach.
- (f) Rank and Occupational Experience (performing in an "acting" capacity does not qualify). Meet one of the following two options:
  - (1) Option 1: Held the rank of engineer or higher for a minimum of two (2) years performing wildland suppression duties within a California fire department that routinely responds to wildland or urban interface fires.
  - (2) Option 2: Currently qualified as an ICS Single Resource Boss or higher.

### **Application Process**

- (a) Submit a complete application package for review that includes all of the following:

- (1) Application form: Current application signed by the applicant (available online).
- (2) Regional Instructor Orientation: Copy of your SFT course completion certificate.
- (3) Ethical Leadership in the Classroom: Copy of your SFT course completion certificate.
- (4) Instructor training: Copies of your SFT Instructor certificates.
- (5) Course work: Copy of your course completion certificate for the Hired Vendor course.
- (6) Teaching experience: Current, original letter written on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative, describing your specific background as it relates to your teaching experience.
- (7) Rank and occupational experience:  
Option 1: Current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement(s).  
Option 2: Copy of your Incident Qualification and Certification System (IQCS) Responder Master Record listing your current "Employee Qualified Jobs."

### **Maintaining Primary Instructor Status**

- (a) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
- (b) Submit any change of address or phone number.
  - (1) Department.
  - (2) Home.
  - (3) Cell.
  - (4) Email.
- (c) Maintain currency as a qualified ICS Single Resource Boss or higher.
- (c) Attend an update course delivered by SFT when required.
- (d) Primary Instructor status may be suspended or revoked if one or more maintenance requirements are not met.