State Fire Training

Procedures Manual

SFT Procedures Manual

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INTRODUCTION

As fire service professionals, we all understand the need for standardized yet contemporary rules; and we at State Fire Training recognize the concern of the California fire service for standardization of the programs managed by State Fire Training. This document is intended to provide that standardization.

Many changes have occurred in our operational procedures since the first CFSTES Policies and Procedures Manual was issued in 1985. In many instances, these have necessitated revision of existing requirements and the development of new ones.

As with any document published by this office, we have attempted to include all the information that you, the user, might find useful. If, however, you do not find the information you need or have a question regarding the application of a procedure, please contact us.

State Fire Training
P.O. Box 944246
Sacramento CA 94244-2460
www.fire.ca.gov

Thank you for your continued support of our efforts to provide the training and education framework to assist you in achieving your professional development goals.

SUMMARY OF CHANGES

(A) May 2008

(1) Remove the flow chart for making changes to the manual. (Page i)

(2) Added the course work exceptions for the Driver/Operator FSTEP courses. (Page 55)

(3) Added the course work exception for Emergency Care of the Sick and Injured. (Page 57)

(4) Added the course work exception for Confined Space Rescue Awareness. (Page 61)

(5) Clarified the additional course work requirement for Low Angle Rope Rescue Operational instructor applicants by modifying the wording. (Page 61)

(6) Added the course work exception for CSTI certificates. (Page 63)

(7) Added the course work exceptions for NWCG, CAL FIRE, and FIRESCOPE certificates. (Page 64)

(8) Added the requirement to submit a copy of the qualifying medical licenses when requesting an EMT-I basic or refresher class. (Page 190)

(9) Revised to include the term "Chief of State Fire Training" to make it consistent with the regulations. (Page 199)

(10) Removed the NIMS equivalencies. (Page 227)

OFFICE OF STATE FIRE MARSHAL

(A) MISSION

The mission of the Office of State Fire Marshal (OSFM) is to protect life and property through the development and application of fire protection engineering, enforcement, and education. This mission involves establishment of a fire-safe environment for the citizens of California, an environment that serves as a foundation to be built upon and molded by local agencies to meet their specific needs. The State Fire Marshal is able to achieve the objective of public fire safety because legally organized local fire authorities generally carry out enforcement of the minimum fire safety standards. This delegation of enforcement responsibilities eliminates duplicating and overlapping effort and, at the same time, preserves the concept of local autonomy.

(B) INTRODUCTION

The Office of State Fire Marshal functions as an entity within the California Department of Forestry and Fire Protection. The mission of the Office is carried out in three basic ways: 1) by regulating buildings in which people live, congregate, or are confined; 2) by controlling substances and products which may, in and of themselves, or by their misuse, cause injuries, death, and destruction by fire; and 3) by training and educating in fire protection methods and responsibilities. Reduced to its simplest terms, the function of the State Fire Marshal is fire prevention. That function is accomplished through several major program elements, including: regional operations, technical services, training, arson and bomb investigation, pipeline safety, oil refinery and chemical plant safety, and fire incident reporting.

In addition to these program elements, the State Board of Fire Services (SBFS) plays a major role in providing a state-level focus for resolving fire prevention and control issues affecting the entire fire service. This board is comprised of representation from fire service labor, Fire Chiefs, fire districts, volunteer fire fighters, city and county governments, CAL FIRE, OES, and the insurance industry. It is chaired by the State Fire Marshal. The Board serves in an advisory capacity in such areas as the development of technical and professional performance standards for training fire service personnel, accreditation of curriculum, establishing policy for the certification system for the California fire service, and other issues of concern and importance.

The OSFM has established several other advisory committees comprised of SFM staff, fire service representatives, outside agencies, and industry people to aid in carrying out the regulations and duties of the Office.

STATE FIRE TRAINING

(A) OVERVIEW

The OSFM's fire service training functions are an outgrowth of the transfer of the Fire Service Training and Education Program (FSTEP) from the Department of Education in 1978. Since that time, the OSFM's role has evolved from one in which State Fire Marshal staff worked directly with fire departments in the field to one of coordination of the statewide delivery system, working through and with community colleges and registered instructors.

It is important to note that all of the following services are self-funded by fees paid by the participants.

(B) CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

The California Fire Service Training and Education System (CFSTES) was created in a continuing effort to establish coordination among the various elements that contribute to the development, delivery, and administration of training for the California fire service.

CFSTES was the name given to the former "California Fire Academy System" which represented the initial attempt to employ a "system" concept to fire service training. The name was decided upon to avoid confusion with the California Fire Academy at Asilomar. Through the years, CFSTES has become synonymous with CERTIFICATION.

(1) Objectives.

(a) The objective of CFSTES is to provide a single statewide focus for fire service training in California. General functions of the System include:

1. Implementing OSFM standards and requirements.
2. Managing curriculum development.
3. Accrediting courses leading to certification.
4. Approving standardized training programs for local and regional delivery.
5. Administering the certification system.
6. Publishing certification training standards, instructor guides, student manuals, and related support materials.
7. Maintaining liaison with individuals, groups, organizations, and agencies involved in training.

(b) Some of these functions require direct control, as in the case of certification and accreditation; however, for the most part, CFSTES' role is one of facilitating, coordinating, and assisting in the development and delivery of standardized in-service and specialty training for the California fire service.

(2) How CFSTES works.

(a) The California State Fire Marshal has the responsibility for the System.

(b) A full-time staff, headed by the Chief for State Fire Training manages CFSTES from the OSFM headquarters in Sacramento.

(c) The development and updating of curriculum, certification exams, and student manuals is accomplished through advisory committees or volunteer task forces of working professionals in the field.

(d) STEAC reviews all substantive changes and/or additions to standards, rules, and procedures before presentation to the SBFS and the OSFM for adoption.

(e) CFSTES is self-funded from participant fees.

1. Student registrations.
2. Certification fees.
3. Sale of bookstore materials.

(3) Training guides and resources.

(a) Career Development Guides/Certification Training Standards providing an analysis of each task contained in each certification track. This guide lists a performance standard for each task identified and an applicable reference source.

(b) Instructor guides providing the instructor with lesson plans and objectives for all tasks included in the curriculum.

(c) Student texts, manuals, and supplements.

(d) Skills exams when applicable.

(e) Course final written exams when applicable.

(f) Periodic tests and certification exams.

(4) Certification system.

(a) The term "certification" is used to recognize an individual for having met approved professional standards by meeting certification prerequisites, experience requirements, completing a specific accredited course of study, and passing appropriate certification examinations.

(b) This dynamic system has evolved over many years, and is the result of input from individuals and organizations within the California fire service.

(C) FIRE SERVICE TRAINING AND EDUCATION PROGRAM

The Fire Service Training Education Program, or FSTEP, is designed to provide both volunteer and career fire fighters with hands-on training in fire fighting, extrication, rescue, emergency vehicle operations, pump operations, and the Incident Command System. Courses are delivered through registered instructors and may be custom tailored by the instructor to meet a department's specific needs. Upon successful completion of a course, the instructor will issue a California State Fire Marshal's certificate of completion to the student.

FSTEP is also the term used for the training programs available from SFT that do **not** lead toward certification. In addition to the traditional FSTEP courses, the Incident Command System, Confined Space Rescue, and Emergency Care of the Sick and Injured are included under the FSTEP umbrella.

The courses vary in length, ranging from self-study programs for some of the ICS courses to 40 hours for Confined Space Rescue Operations training. Instructor guides and student manuals

support several courses while others are supported only with course outlines. All courses are taught by registered instructors.

The State Fire Marshal is charged under Article 4 of the Health and Safety Code (state law) titled California Fire Service Training and Education Program (FSTEP) to make available fire service training and education programs on a voluntary basis to fire departments that rely extensively on volunteers.

(D) CALIFORNIA FIRE ACADEMY (CFA)

The California Fire Academy at Monterey is cosponsored and managed by SFT in cooperation with Monterey Peninsula College.

On the Monterey Campus, the Academy conducts specialized training courses and advanced officer programs of statewide impact. On-campus programs are targeted to middle and top-level fire officers, fire service instructors, technical professionals, and representatives from allied professions. Any person with substantial involvement in fire prevention and control, emergency medical services, or fire-related emergency management activities is qualified for academy courses.

State Fire Training Committees and Workgroups

STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE (STEAC)

(A) COMMITTEE GOAL

To serve as a policy review committee for the State Fire Marshal and provide final review of all SFT course curricula.

(B) COMMITTEE MEMBERSHIP

(1) The committee chair shall be appointed by the State Fire Marshal.

(2) Committee members shall be appointed by the committee chair and the State Fire Marshal.

(3) Committee members shall serve staggered, two-year terms.

(4) The committee shall be comprised of the Chief of State Fire Training (ex-officio) and representatives from the following organizations:

(a) California Fire Chiefs Association (CFCA) (up to 2).

(b) California Department of Forestry and Fire Protection (CAL FIRE).

(c) CAL FIRE Academy.

(d) CFCA Training Officers Association (one North and one South).

(e) Governor's Office of Emergency Services (OES).

(f) California Fire Fighters Joint Apprenticeship Committee (CFFJAC).

(g) California Professional Firefighters (CPF).

(h) California State Firefighters' Association (CSFA).

(i) Fire District Associations of California (FDAC).

(j) California Fire Technology Directors (one North and one South).

(k) League of California Cities.

(l) Metro Chiefs.

(5) Committee participation is voluntary and there is no expectation of compensation.

(6) The committee chair will appoint one member as the vice-chair who will act in place of the chair when needed.

(7) Nonvoting technical advisors and work groups may be utilized by the committee chair and SFT based on a specific need.

(C) MEETINGS

(1) Location.

(a) Meetings shall be regularly scheduled in Sacramento.

(b) Meetings may be scheduled throughout the state on an as-needed basis.

(2) Schedule.

(a) The committee shall, at a minimum, meet quarterly.

(b) Additional meetings can be scheduled on an as-needed basis.

(3) Meetings will not be cancelled without cause.

(D) COMMITTEE PROTOCOL

(1) Comply with the Bagley-Keene Opening Meeting Act and Robert's Rules of Order.

(2) Only items listed on the published agenda may be acted upon.

(3) The committee chair has the authority to set time limits on any agenda item.

(E) PROCESS

(1) SFT staff will support the committee.

(2) Agenda items should be submitted to the Chief of State Fire Training four weeks before the scheduled meeting date.

(3) Minutes will be taken at each meeting that capture the essence and actions of the meeting.

(a) Draft minutes will be posted for review by the committee and other interested parties.

(b) After approval at the next meeting, final minutes will be posted.

(F) QUORUM

(1) A simple majority (50% plus 1) of the committee membership shall be a quorum.

(G) RESPONSIBILITY OF THE CHAIR

(1) Interpretation and decisions are the purview of the chair.

(2) The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal.

PEER ASSESSMENT FOR COURSE EQUIVALENCIES (PACE III)

(A) COMMITTEE GOAL

To recognize the life experience and career education of fire service professionals. To enhance the professional credibility of position certifications earned through the California Fire Service Training and Education System for the California fire service.

(B) COMMITTEE ROLE

(1) To evaluate applicants who believe they meet the instructional requirements for certification through life experience and career education, but have been prevented from progressing within a certification track.

(2) Recognition of life experience and career education will be considered for CFSTES course work only and not in lieu of prerequisite community college units.

(C) COMMITTEE MEMBERSHIP

(1) The committee chair shall be the Chief of State Fire Training.

(2) The three-member committee shall be comprised of the Chief of State Fire Training, the chair of STEAC unless otherwise delegated, and a Senior Fire Service Training Specialist.

(3) The Chief of State Fire Training, based on a need for discipline-specific information, may appoint technical advisors.

(D) PETITION

An applicant's request for certification shall have been previously paid for and reviewed. For any missing course work identified, applicants may petition for a PACE III review.

(1) Petitions shall be in writing to the Chief of State Fire Training who will acknowledge receipt of the petition and schedule an interview date for the applicant.

(2) Petitions shall clearly identify each CFSTES course to be considered for equivalency credit.

(3) Petitions shall include a detailed analysis of the proposed equivalent life experience and/or career education as it relates to each CFSTES course in consideration.

(a) Life experience includes, but is not limited to, positions held in the fire service, curriculum development, and relevant work experience.

(b) Career education includes, but is not limited to, course work taken through educational institutions and other outside training organizations.

(4) Applicants shall submit three (3) copies of their petition, supporting documentation, and any corresponding certification check-off sheets.

(5) Applicants shall make a verbal presentation outlining their qualifications and education and respond to any questions the PACE III committee may have relative to their qualifications and petition.

(E) FEES

(1) For each CFSTES course under consideration for equivalency credit, applicants must submit the current course registration fee.

(2) This is a nonrefundable fee submitted with the petition.

(F) INTERVIEWS

(1) Interviews shall be conducted in March and October at the SFT office in Sacramento.

(2) Applicants are responsible for their own costs for attendance, travel, and miscellaneous expenditures.

(3) Applicants shall be notified in writing of the committee's decision after the interview.

(G) APPEALS

(1) Since PACE III is an appeal process for a certification review, the committee's decision is final.

PEER ASSESSMENT FOR CHIEF EXECUTIVE (PACE IV)

(A) COMMITTEE GOAL

To enhance the professional credibility of position certifications earned through a personal performance assessment of candidates from the California fire service for the rank of Fire Chief.

(B) COMMITTEE ROLE

(1) To complete a performance assessment of all candidates for Fire Chief certification; this includes course records, personal achievements, work records, certificates, resumes, correspondence, and other communications.

(C) COMMITTEE MEMBERSHIP

(1) The committee chair shall be the State Fire Marshal unless otherwise delegated.

(2) Members of the PACE IV committee shall be appointed by the committee chair for specific panel involvement.

(3) The committee shall be comprised of certified Fire Chiefs and elected or appointed officials of local government or the private sector.

(4) An advocate for the candidate shall be a certified Fire Chief appointed by the chair. Advocates shall serve as a nonvoting member of the committee.

(D) ADVOCATE

(1) The advocate shall meet with the candidate to review his or her application for completeness and point value using a PACE IV Review Form.

(a) The advocate shall ensure a 1,000 point minimum prior to requesting an appearance before the PACE IV committee.

(2) The advocate shall assist the candidate in the development of a portfolio to be presented to the PACE IV committee at the time of the review.

(3) The advocate shall notify the PACE IV Chair, in writing, when the candidate is prepared.

(4) The advocate shall accompany the candidate to the PACE IV meeting, introduce the candidate to the committee, and remain in the room during the interview.

(a) The advocate cannot assist the candidate during this portion of the review.

(5) After the interview, the advocate and PACE IV committee review their findings and make a final determination.

(E) INTERVIEWS

(1) Candidates accompanied by their advocate, shall make a verbal presentation outlining their qualifications and education and respond to questions the PACE IV committee will have relative to their qualifications and petition.

(2) PACE IV interviews are conducted on an as-needed basis at the SFT office in Sacramento.

(3) Candidates are responsible for their own costs for attendance, travel, and miscellaneous expenditures.

PEER ASSESSMENT FOR CICCS EVALUATION (PACE V)

(A) COMMITTEE GOAL

The California Incident Command Certification System (CICCS) was created in collaboration with the SBFS to enhance fire fighter safety through the implementation of a standardized certification system for all-risk management positions within the Incident Command System.

(B) COMMITTEE ROLE

(1) The role of the PACE V Committee is to perform audits of all applications for position certification at the 500-600 levels and has the responsibility and authority for recommending certification.

(2) This involves reviewing course records, certificates, resumes, and other supporting documentation. CICCS reviews are to be conducted as follows:

(a) ICS 100-200.

1. The authority for certification is delegated to the fire chief of an organized fire department.

(b) ICS 300.

1. The authority for certification at these levels is delegated to the Operational Area Review Committee.

(c) ICS 400.

1. The authority for certification at these levels is delegated to the Regional Area Committee.

(d) ICS 500-600.

1. The authority for certification at these levels is delegated to the State Fire Marshal's PACE V committee.

2. Positions.

a. Area Command.

b. Area Command Logistics Chief.

c. Area Command Planning Chief.

d. Finance/Administration Section Chief (Type 1).

e. Fire Behavior Analyst.

f. Incident Commander (Type 1).

g. Information Officer (Type 1).

h. Logistics Section Chief (Type 1).

i. Operations Section Chief (Type 1).

j. Planning Section Chief (Type 1).

k. Safety Officer (Type 1).

(C) COMMITTEE MEMBERSHIP

(1) The committee shall be established by the Office of State Fire Marshal.

(2) Appointees must work within the OES area the member is representing.

(3) Members of the PACE V committee shall include one member from each of the following:

(a) California Department of Forestry and Fire Protection.

(b) California Wildfire Coordination Group.

(c) City fire department.

(d) Contract county.

(e) Federal military agency.

(f) Federal wildland fire agency.

(g) Fire protection district.

(h) FIRESCOPE Board of Directors/Fire and Rescue Services Advisory Committee.

(i) Governor's Office of Emergency Services Fire & Rescue Branch.

(j) Independent volunteer fire department/fire district.

(k) Labor organization.

(l) Metro fire department.

(m) Native American reservation fire agency.

(n) Office of State Fire Marshal.

(o) Qualified ICS Training Specialist.

(4) The committee chair shall accept applications from the represented organization/agency and appoint the original committee members.

(a) Thereafter, the committee shall select its new members from applications received by the committee chair.

(5) Appointment to the committee is for a period of two years or upon resignation.

(6) An agency represented once on the committee cannot hold additional positions on the committee.

(a) For example, the Los Angeles County Fire Department can only hold one position from one of the following: contract county, fire protection district, or metro fire department.

(D) COMMITTEE CHAIR

(1) The committee shall elect a chairperson annually or if the chair becomes vacant earlier.

(2) Responsibilities.

(a) Interpretation and decision-making.

(b) Evaluation of any sensitive or ambiguous issue.

(c) Report findings to the State Fire Marshal.

(E) MEETINGS

(1) An annual meeting shall be held each fiscal year.

(2) Additional meetings can be called by order of the committee chair.

(F) QUORUM

(1) A simple majority of the committee membership shall be a quorum.

(G) APPLICATION and FEES

(1) Application for certification is submitted to SFT for each position under consideration.

(2) There is not a fee for CICCS certification.

(H) PROCESS

(1) The PACE V committee evaluates each applicant's qualifications and determines if the applicant can be certified in the ICS position.

(2) The committee may request additional information from the applicant if necessary.

(3) Upon determining if the applicant meets the certification standards, the committee chair notifies the applicant and his or her local agency of the results.

(4) The applicant will receive a certificate upon passing the committee's evaluation.

(I) APPEALS

Appeals relative to denial of ICS certification for position certification at the 300, 400, and 500-600 levels may be made using the following procedures:

(1) Appeals shall be in writing and directed to the State Fire Marshal no later than 30 days after notification of the initial review and denial.

(2) Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.

(3) The chair shall render his or her decision in writing within 30 days of receipt of the appeal.

(4) The decision of the chair shall be final.

(J) APPEALS COMMITTEE

(1) The State Fire Marshal shall appoint an Appeals Committee to review any appeal.

(2) The State Fire Marshal shall also appoint the Appeals Committee chairperson.

(3) Committee Membership.

(a) At least one (1) representative from each OES Regional Review Committee.

(b) One (1) representative of the OES Fire & Rescue Branch.

(c) At least one (1) representative who has been previously certified at the level being appealed.

(d) One (1) ICS Training Specialist.

(4) The committee chair shall render his or her decision, in writing, within 30 days of receipt of appeal.

(5) The decision of the committee chair is final.

Regional Course Delivery

DELIVERING A CFSTES COURSE

(A) SCHEDULING A CLASS

(1) The Primary Instructor, in conjunction with the Host Agency, is responsible for all aspects of delivering a CFSTES course at the regional level.

(2) Each SFT certification course may be accredited for regional delivery providing the following requirements are met:[1]

(a) Submit a complete and accurate "Request for CFSTES Course Scheduling" form to SFT at least **six (6) weeks** before the starting date of the class.

(b) Regional courses will not be recognized for certification unless properly accredited by SFT.

1. Accreditation will not be granted after the fact; approval must be obtained before beginning the class.

(c) Advertisements for properly accredited courses may use the following statement:

"Accredited by the California Fire Service Training and Education System for credit toward California State Fire Marshal certification"

(B) CLASS MATERIALS

(1) All class materials will be sent to the name and address listed in the "Ship To" section on the "Request for CFSTES Course Scheduling" form approximately two weeks before the class starts.

(a) A copy of the "Request for CFSTES Course Scheduling" form.

(b) CFSTES Instructor Checklist to use when returning the class.

(c) Blank roster sheets.

(d) SFT student manuals or supplements.

(e) Test answer sheets.

(f) Certification exam booklets.

1. Exam serial numbers are checked out to the Primary Instructor and must be verified when the shipment is received and then secured until it is time to test.

2. Any discrepancies are to be reported to SFT at once; the Primary Instructor will be held responsible for all exam booklets listed on the form.

(C) CERTIFICATION EXAMS PROCESS

(1) Certification exams measure the minimum level of knowledge or performance necessary to meet a specified standard of competency.

(2) Students must pass the course, including any skills exams, before taking the certification exam.

(3) Most certification exams are 50-question, multiple choice.

[1] Not required for Fire Fighter I, II, or Volunteer Fire Fighter training.

(4) Exams are developed from essential course information by the course author or work group, and then edited by SFT staff.

(5) Testing process.

(a) Written certification exams are available to registered SFT instructors only.

(b) Only the Primary Instructor may administer the written certifying exam.

(c) Before administering the written certifying exam, the Primary Instructor must verify student eligibility. The written certifying exam can only be administered to students that successfully:

1. Complete all components of the course, including student activities.
2. Attend the minimum number of hours required.
3. Pass all periodic written tests.
4. Pass all required skills exams.

(d) The examination room is to be arranged to allow each student sufficient space to maintain confidentiality of responses and test security.

(e) The Primary Instructor must remain in the room at all times during the written exam.

(f) It is the sole responsibility of the Primary Instructor to maintain physical security of the exam materials before, during, and after the exam process.

(g) A minimum score of 70% is required to pass the written certifying exam.

(6) Retaking the certification exam.

(a) Students failing the certification exam may retake it one time.

1. This retake exam must be completed <u>within one year of the ending date</u> of the class.
2. Payment of the current retake processing fee is required. **(Fee is nonrefundable.)**

(b) Students failing the exam a second time must repeat the course and pay applicable course fees.

(c) The original Primary Instructor or any subject-specific registered SFT instructor may administer a retake exam.

1. After a date and time have been scheduled with the student, the instructor contacts SFT to request the exam booklet and necessary materials for testing.
   a. Students cannot contact SFT for these materials.

(d) After administering the retake exam, the instructor will ship the exam booklet, test checkout sheet, answer sheet, retake submittal form, and payment to SFT using a carrier that can track the shipment.

(7) Exam security.

(a) Any violation of exam security must be considered a breach of instructor responsibility and subject to disciplinary action.

(b) It is the intent of SFT to actively pursue restitution for breaches of security.

(8) Minimum restitution.

(a) Any Primary Instructor or Host Agency who loses a test, or allows test security to be breached, must be charged a minimum of $500.00.

(b) This Primary Instructor or Host Agency's instruction privileges for SFT must be suspended until restitution is made.

(D) RETURNING A CLASS

(1) At the conclusion of the class, all materials must be sent to SFT using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class.

(b) Ship the materials separately for each class to ensure your account is accurate to:

State Fire Training Attn: Bookstore 1131 S Street Sacramento, CA 95811

(c) A copy of the "Request for CFSTES Course Scheduling" form.

(d) Completed CFSTES Instructor Checklist.

(e) Accurate and legible student roster.

(f) Unused student manuals or supplements.

(g) Completed certification exam answer sheet for each student.

1. Answer sheets must be alphabetized.

2. Answer sheets will be returned if not in alphabetical order.

(h) Certification exam booklets.

1. Arranged in numerical order.

(i) **Do not** submit payment when returning class materials.

(2) Late returns.

(a) A notice will be sent forty-five (45) days after the class ending date informing the Primary Instructor or Host Agency of their obligation to return the class and notifying them that their instruction privileges for SFT have been suspended.

(b) Future classes will **not be approved** until <u>all</u> materials are submitted for the outstanding class.

(E) PAYMENT

(1) Responsibility.

(a) All fees paid by the students for course registration and materials must be made payable to the Primary Instructor or Host Agency.

(2) Invoice.

(a) An invoice will be issued after the class has been received by SFT. The invoice will cover the cost for the following:

1. Student registration.
2. Student manuals or student supplements.
3. State sales tax.
4. Shipping and handling charges.

(b) The invoice will be sent from the CAL FIRE Accounting Department to the name and address listed in the "Bill To" section on the "Request for CFSTES Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The Primary Instructor or Host Agency must submit one check payable to SFT.
2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices.

(a) First notice.

1. If payment is not made within thirty (30) days, the Primary Instructor or Host Agency will receive a delinquent notice from SFT.

(b) Second notice.

1. A second notice will be sent out after sixty (60) days reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for SFT have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(c) Third notice.

1. A third notice will be sent out after ninety (90) days via certified mail reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for SFT have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(F) CLASS PROCESSING

(1) Average turnaround for SFT to process a class once it is received is four weeks.

(2) This time can be reduced by Primary Instructors and/or Host Agencies returning a class immediately after the ending date and including all required materials and documentation.

DELIVERING A FSTEP COURSE

(A) SCHEDULING A CLASS

(1) The Primary Instructor, in conjunction with the Host Agency, is responsible for all aspects of delivering an FSTEP course at the regional level.

(2) Each SFT certification course may be accredited for regional delivery providing the following requirements are met:

(a) Submit a complete and accurate "Request for FSTEP Course Scheduling" form to SFT at least **six (6) weeks** before the starting date of the class.

(b) Regional courses will not be recognized unless properly accredited by SFT.

1. Accreditation will not be granted after the fact; approval must be obtained before beginning the class.

(c) Advertisements for properly accredited courses may use the following statement:

"Accredited by the California State Fire Marshal' Office
for the Fire Service Training and Education Program"

(B) CLASS MATERIALS

(1) All class materials will be sent to the name and address listed in the "Ship To" section on the "Request for FSTEP Course Scheduling" form approximately two weeks before the class starts.

(a) A copy of the "Request for FSTEP Course Scheduling" form.

(b) FSTEP Instructor Checklist to use when returning the class.

(c) Blank roster sheets.

(d) FSTEP course completion certificates listing the class title.

(C) COURSE COMPLETION CERTIFICATES

(1) Primary Instructor issues a course completion certificate to each student passing the class.

(D) RETURNING A CLASS

(1) At the conclusion of the class, all materials must be sent to SFT using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class.

(b) Ship the materials separately for each class to ensure your account is accurate to:

State Fire Training
Attn: Bookstore
1131 S Street
Sacramento CA 95811

(c) A copy of the "Request for FSTEP Course Scheduling" form.

(d) Completed FSTEP Instructor Checklist.

(e) Accurate and legible student roster.

(f) Unused, damaged, or misprinted course completion certificates.

(g) **Do not** submit payment when returning class materials.

(2) Late returns.

(a) A notice will be sent forty-five (45) days after the class ending date informing the Primary Instructor or Host Agency of their obligation to return the class and notifying them that their instruction privileges for SFT have been suspended.

(b) Future classes will **not be approved** until all materials are submitted for the outstanding class.

(E) PAYMENT

(1) Responsibility.

(a) All fees paid by the students for course registration and materials must be made payable to the Primary Instructor or Host Agency.

(2) Invoice.

(a) An invoice will be issued after the class has been received by SFT. The invoice will cover the cost for the following:

1. Student registration.
2. Shipping and handling charges.

(b) The invoice will be sent from the CAL FIRE Accounting Department to the name and address listed in the "Bill To" section on the "Request for FSTEP Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The Primary Instructor or Host Agency must submit one check payable to SFT.
2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices.

(a) First notice.

1. If payment is not made within thirty (30) days, the Primary Instructor or Host Agency will receive a delinquent notice from SFT.

(b) Second notice.

1. A second notice will be sent out after sixty (60) days reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for SFT have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(c) Third notice.

1. A third notice will be sent out after ninety (90) days via certified mail reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for SFT have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

ACCESS TO STUDENT RECORDS

(A) OVERVIEW

(1) All requests for information regarding student records (including certification) must be in writing and include the student's full name, signature, social security number, and mailing address.

(2) The exceptions to this policy are:

(a) If the student applies for a position with a public agency that requires certification, the application for the position must be considered written permission to release the specific information required. The request for this information must come from the public agency in writing.

(b) The Primary Instructor may provide a Community College Fire Technology Coordinator with that portion of the student record in which they have a legitimate educational interest.

As an example, the Primary Instructor will still receive the scores for courses taught and may allow the Community College Fire Technology Coordinator access to those scores if the students have applied to the college for credit.

(3) Primary Instructors are ***not*** authorized to reproduce or release SFT course rosters.

ACCREDITED REGIONAL TRAINING PROGRAM

(A) PURPOSE

(1) To establish the California Office of State Fire Marshal, hereafter known as the OSFM, policy on the accreditation of academic institutions and fire agencies to deliver fire training and education courses of instruction under the provision of Health and Safety Code Section 13159. It is the intent that this process will be straightforward and the applicants will be advised of the status of their application in writing by the OSFM.

(2) An Accredited Regional Training Program, hereafter known as the ARTP, is defined as a partnership between an accredited community college and/or university, local fire agencies, and the OSFM to deliver approved SFT curriculum regionally.

(B) ARTICLE I: AUTHORITY

(1) Section 1.01.

(a) Health and Safety Code, Section 13159 tasks the OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. This authority is not intended to duplicate the authority contained in the Education Code and Municipal Code, which authorize the provision of other educational institutions and agencies to provide for the actual delivery of courses of instruction.

(2) Section 1.02.

(a) This OSFM policy is based on the authority of the OSFM to recognize other delivery systems while providing overall coordination and continuity. The OSFM has the authority to create a set of criteria to recognize those institutions and agencies that desire their student population to be recognized as candidates for OSFM position certification.

(C) ARTICLE II: APPLICATION FOR ACCREDITATION

(1) The OSFM has a responsibility for the accreditation of ARTPs throughout the State of California.

(2) Section 2.01.

(a) ARTP shall provide the following delivery components in conjunction with the needs of their region:

1. California Fire Service Training and Education System (CFSTES)
2. California Fire Service Training and Education Program (FSTEP)
3. California Incident Command Certification System (CICCS)
4. California Community College Chancellor's Office Standard Fire Technology Degree Core Curriculum

(b) Payment of the following accreditation application fees (two levels):

1. A nonrefundable accreditation or reaccreditation fee of $500.00 is established for processing an application for an ARTP.

2. Requesting applicant is also responsible for costs incurred by the accreditation site review team not to exceed $2,000.00 per visit.

(D) ARTICLE III: ROLE AND RESPONSIBILITIES

(1) Section 3.01.

(a) Maintain contact with all instructors used by the training program.

(b) Maintain copies of course outlines, syllabi, instructor guides, and references used by the instructors.

(c) Maintain master certification exams and ensuring their security.

(d) Maintain the security and integrity of FSTEP and CFSTES certificates issued to the ARTP.

(e) Provide an annual report of student participation.

(f) Provide updated curricula to the OSFM (as required).

(g) Establish a self-assessment review process to evaluate the quality of instructors and the programs.

(h) Provide local exam processing.

(i) Propose pilot projects for approval by OSFM.

(j) Conduct student/instructor evaluations.

(k) Agree to periodic on-site reviews by the OSFM, or designated representative, to assure course quality.

(l) Maintain records of classes delivered; this includes class rosters, attendance records, examination scores, and any modification that exceeds the statewide minimum standards.

(m) Maintain administrative offices, classrooms, and physical training resources required to deliver quality instruction.

(n) Create curriculum development committees to modify curriculum when designated as a course sponsor.

(o) Ensure the safety of students and faculty during all activities.

(p) Comply with the most current California Community College Chancellor's Office Standard Fire Technology Degree Core Curriculum.

(q) Provide training level certification testing site upon request.

(E) ARTICLE IV: CRITERIA TO BE EVALUATED

(1) Section 4.01: Criterion A - Cultural/Gender Diversity.

(a) ARTPs serve as a vital resource and link for fire service agencies statewide. As such, they must strive to mirror the diversity of the communities served. The ARTP recognizes its role in providing a cultural- and gender-diverse pool of workforce candidates.

(b) Performance Objectives:

1. Complete a demographic report measuring the ethnic and gender population of the community it serves.
2. Provide a demographic report measuring the ethnic and gender composition of the participants in the ARTP program(s).
   a. Information shall be transferred utilizing the report formats provided.
3. Provide a written plan including goals to achieve or maintain a composition that mirrors the community.
4. The above three reports for the previous year shall be submitted with the initial application.
5. Records shall be maintained for each year of accreditation and shall be made available to the Accreditation Team at the time of reaccreditation.

(2) Section 4.02: Criterion B – Management.

(a) Management services are provided to support instructional programs.

(b) Performance Objectives:

1. Appoint an individual with five years fire service experience to manage the ARTP.
2. Support the instructional staff's and fire service's participation in establishing procedures and determining resource needs.
3. Provide clerical support sufficient to meet the needs of the program.
4. Ensure course records, class rosters, and other documents are consistent with SFT procedures.

(3) Section 4.03: Criterion C - Instructional Staff.

(a) Provide services that encourage and stimulate competency, innovation, and increased effectiveness of the program's student population. Demonstrate the ARTP's effort to ensure that the instructional staff shall be diverse in its cultural and gender composition.

(b) Performance Objectives:

1. Provide a chart that illustrates the organizational structure and an itemized listing of functional duties.
2. Provide a report that compares the ethnic and gender population of the community to that of the ARTP instructional staff.
3. Provide a written plan, including goals, to achieve or maintain an ethnic and gender composition that mirrors the community.
4. Utilize OSFM Registered Instructors.
5. Provide a policy for conduct and demeanor of faculty and staff, consistent with the ethical standard established by the OSFM.

6. Conduct a job market study before establishing a new vocational fire training and education program.
    a. Submit a copy of the study to the OSFM.
    b. This study may be conducted by the ARTP or the governing board of a community college district.

(4) Section 4.04: Criterion D - Facilities, Supplies and Equipment.

(a) Provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment are available and in sufficient quantity, quality, relevancy.

(b) Performance Objectives:

1. Where reliance is placed on the resources of another institution or agency, ensure the arrangement is clearly delineated in a written agreement.
2. Ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the needs and the objectives of the program.
3. Ensure equipment and training aides are sufficient in quantity and quality to meet the needs and the objectives of the program.
4. Ensure all personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population.
5. Ensure expendable supplies are sufficient to meet the needs of the program.

(5) Section 4.05: Criterion E - Learning Resources.

(a) Provide learning resources, such as print and nonprint library materials and media equipment, which are available in sufficient quantity and quality.

(b) Performance Objectives:

1. Ensure training resources are adequate to support the various modes and levels of training to be conducted.
2. Ensure resources, such as library and computer-assisted learning, meet the needs of the instructor cadre and the objectives of the program.
3. Ensure on- and off-campus audiovisual materials are current and readily accessible to instructor cadre and student population.
4. Convene a Regional Curriculum Advisory Committee consisting of a Fire Chief, a representative from the Community College, and others as may be defined by the Region.
    a. Recommend curriculum enhancements that utilize local specific items that exceed minimum requirements.
    b. Identify in the lesson plans and syllabi utilized by the ARTP.
    c. Recommend when such revisions are appropriate for adoption on a statewide basis.

(6) Section 4.06: Criterion F - Utilization of Course Materials.

(a) Performance Objectives:

1. Ensure all courses of instruction based on the certification process are taught in compliance with SFT procedures.
2. Ensure all courses of instruction, based on the degree-generated process, are taught in compliance with the most current California Community College Chancellor's Office Standard Fire Technology Degree Core Curriculum.
3. Support the instructional staff's participation in the selection and evaluation of training and educational resource materials.
4. Ensure obsolete reference and text materials are identified and the OSFM notified.
5. Support user groups', fire technology advisory committees', or other interested party's participation in the review of course curricula and have the opportunity to participate in planning and revisions.

a. Implement a process to provide modification to curriculum.

(7) Section 4.07: Criterion G - Availability and Delivery of Courses.

(a) Schedule training and continuing education programs on a regular basis.

(b) Ensure SFT courses are readily available and offered according to the needs analysis for the area served.

(c) Make available catalogs and brochures of training and educational offerings to all students.

(8) Section 4.08: Criterion H - Testing and Evaluation.

(a) Oversee administration of certified examinations and practical skills testing of the students within the program.

(b) Utilize local processing in accordance to SFT procedures.

(c) Ensure testing adequately measures student achievement and competence in accordance with the identified student outcomes.

(d) Provide evaluation procedures to adequately measure student satisfaction and compliance with SFT procedures.

(e) Ensure an instructor and course evaluation process is in place and the results are forwarded to SFT as appropriate.

(f) Ensure a program evaluation process is in place utilizing either a Fire Technology Advisory Board or a local training committee.

(F) ARTICLE V: APPLICATION PROCESS

(1) The following steps shall be performed:

(a) Applicant requests to become an ARTP by submitting a letter to the OSFM.

(b) ARTP creates a Self-assessment Team.

(c) Self-assessment Team reviews and documents the ARTP's compliance with the criteria set forth in Article IV.

(d) Sponsoring agencies produce a cover letter and endorsement of the Self-assessment Team's report and provide it to the OSFM.

(e) Chief of State Fire Training reviews the endorsement letters, the Self-assessment Team's report and application, and either returns the application for more information or submits the information to an assigned Accreditation Team for review, site visit, and recommendation.

(f) Having reviewed the application and conducted a site visit, Accreditation Team shall do one (1) of the following:

1. Request additional information.
2. Develop a list of deficiencies and follow-up to ensure compliance.
3. Develop a report and provide a recommendation to STEAC.

(g) STEAC reviews the documentation and forwards one (1) of the following written recommendations to the SBFS:

1. Accreditation for three years.
2. Conditional accreditation for one year.
3. Denial of application.

(h) SBFS reviews the recommendation and application then forwards one (1) of the following written recommendations to the OSFM:

1. Accreditation for three years.
2. Conditional accreditation for one year.
3. Denial of application.

(i) OSFM reviews the recommendation and application and issues one (1) of the following:

1. Accreditation letter and certificate.
2. Denial letter.
   a. An appeals process is identified below in the Training Program Accountability section.

(G) ARTICLE VI: RENEWAL OF ACCREDITATION

(1) SFT shall notify the ARTP to apply for reaccreditation 120 days prior to expiration.

(2) ARTP shall evaluate and update the prior application and self-assessment report and submit to SFT for processing.

(3) SFT staff or authorized representative(s) shall conduct a site visit to ensure compliance with procedures and verify training sites and facilities and either:

(a) Send a written recommendation to STEAC for reaccreditation

(b) Request a STEAC Accreditation Team to conduct a site visit.

(4) SFT and/or Accreditation Team report will be submitted to STEAC for recommendation.

(5) STEAC reviews the application and submits one (1) of the following recommendations to the SBFS:

(a) Renew the accreditation for five years.

(b) Extend conditional accreditation for one year.

(c) Deny renewal.

(6) SBFS reviews the application and submits one (1) of the following recommendations to the OSFM:

(a) Renew the accreditation for five years.

(b) Extend conditional accreditation for one year.

(c) Deny renewal.

(7) OSFM reviews the recommendation and application and issues one (1) of the following:

(a) Reaccreditation letter and certificate.

(b) Denial letter.

1. An appeals process is identified below in the Training Program Accountability section.

(H) ARTICLE VII: ACCREDITATION TEAM

(1) Accreditation Team shall be established to review ARTP applications, conduct site reviews, and provide a written report and recommendation to the OSFM.

(2) Accreditation Team shall consist of:

(a) Representative of STEAC.

(b) Representatives of the Community College's Fire Technology Advisory Committee.

(c) Chief of State Fire Training or authorized representative.

(3) No member of the Accreditation Team may review his or her own application.

(4) Accreditation Team shall perform a site visit to verify the applicant's programs based on the site visit checklist.

(5) Accreditation Team shall provide a written report to SFT within 60 days of completion of the site visit.

ACCREDITED REGIONAL TRAINING PROGRAM DIVERSITY REPORTS

(A) REPORT 1: RECRUITMENT EFFORTS

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

The Accredited Regional Training Program plays a pivotal role in providing the fire service with a pool of pre-employment candidates that will parallel the community that it serves.

Describe the Accredited Regional Training Program's efforts to do the following:

1. The ARTP shall co-sponsor recruitment programs with the local fire service for the purpose of attracting students that mirror the diversity with respect to ethnicity and gender.
2. The ARTP shall develop course program announcements directed to all segments of the population served. The focus groups shall be identified in conjunction with the local fire chief's association.

(B) REPORT 2: CULTURAL AND GENDER DIVERSITY

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

This report is to be used to describe the ethnic and gender composition of the ARTP. Statistics shall be reported in percentage. Goals are also to be provided to indicate the training program's effort to reach cultural diversity.

	DISTRICT COMPOSITION[1]		FIRE TECHNOLOGY PROGRAM[2]	
	NUMBER	PERCENTAGE	NUMBER	PERCENTAGE
AMERICAN INDIAN				
ASIAN PACIFIC ISLANDER				
AFRICAN AMERICAN				
HISPANIC				
WHITE				
MALE				
FEMALE				

[1]Data Source: _____ Date: _____

[2]Data Source: _____ Date: _____

(C) REPORT 3: INSTRUCTOR DEMOGRAPHICS

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

This report is to be used to describe the instructor composition of the ARTP. Statistics shall be reported in percentage. Goals are also to be provided to indicate the training program's effort to reach ethnic and gender diversity.

	DISTRICT COMPOSITION[1]		FIRE TECHNOLOGY PROGRAM[2]	
	NUMBER	PERCENTAGE	NUMBER	PERCENTAGE
AMERICAN INDIAN				
ASIAN PACIFIC ISLANDER				
AFRICAN AMERICAN				
HISPANIC				
WHITE				
MALE				
FEMALE				

[1]Data Source: _____ Date: _____
[2]Data Source: _____ Date: _____

ACCREDITED LOCAL ACADEMY

(A) PURPOSE

(1) To establish the California Office of State Fire Marshal, hereafter known as the OSFM, policy on the accreditation of agencies to deliver fire training and education courses of instruction under the provision of Health and Safety Code Section 13159. It is the intent that this process will be straightforward and that applicants will be advised of the status of their application in writing by the OSFM.

(2) An Accredited Local Academy, hereafter known as ALA, serving a specific authority having jurisdiction is defined as: A single fire agency, which provides training for in-house personnel only, and which actively provides state, municipal, county, or fire district fire protection services. ALA's are limited to one fire agency only (e.g., Oakland Fire Department).

(B) ARTICLE I: AUTHORITY

(1) Section 1.01.

(a) Health and Safety Code Section 13159 tasks the OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. This authority is not intended to duplicate the authority contained in the Education Code and Municipal Codes, which authorize the provision of other educational institutions and agencies to provide for the actual delivery of courses of instruction.

(2) Section 1.02.

(a) This OSFM policy is based on the authority of the OSFM to recognize other delivery systems while providing overall coordination and continuity. The OSFM has the authority to create a set of criteria to recognize those institutions and agencies that desire their student population to be recognized as candidates for OSFM position certification.

(C) ARTICLE II: APPLICATION FOR ACCREDITATION

(1) The OSFM has a responsibility for attesting to the competency of fire service individuals desiring certification, to the employers of those individuals, and to those agencies that reimburse them for their services to the public.

(2) Section 2.01.

(a) ALA shall provide the following delivery components in conjunction with the needs of their community:

1. California Fire Service Training and Education System (CFSTES).
2. California Fire Service Training and Education Program (FSTEP).
3. California Incident Command Certification System (CICCS).

(b) Payment of the following accreditation application fees (two levels):

1. A nonrefundable accreditation or reaccreditation fee of $500.00 is established for processing an application for an ALA.

2. Requesting applicant is also responsible for costs incurred by the accreditation site review team not to exceed $2,000.00 per visit.

(D) ARTICLE III: ROLE AND RESPONSIBILITIES

(1) Section 3.01.

(a) Maintain contact with all instructors used by the academy.

(b) Maintain copies of course outlines, syllabi, instructor guides, and references used by the instructors.

(c) Maintain master certification exams and ensuring their security.

(d) Maintain the security and integrity of FSTEP and CFSTES certificates issued to the ALA.

(e) Provide an annual report of student participation.

(f) Provide updated curricula (as required).

(g) Establish a self-assessment review process to evaluate the quality of instructors and the programs.

(h) Conduct tests and measurements based on minimum standards.

(i) Conduct student/instructor evaluations and faculty/instructor analyses.

(j) Agree to periodic on-site reviews by on-site Accreditation Teams to assure course quality.

(k) Maintain records of classes delivered; this includes class rosters, attendance records, examination scores, and any modification that exceeds the statewide minimum standards.

(l) Maintain administrative offices, classrooms, and physical training resources required to deliver quality instruction.

(m) Ensure the safety of students and faculty during all activities.

(E) ARTICLE IV: CRITERIA TO BE EVALUATED

(1) Section 4.01: Criterion A - Cultural/Gender Diversity

(a) ALAs strive to mirror the diversity of the communities they serve.

(b) Performance Objectives:

1. Complete a demographic reports measuring the ethnic and gender population of the community it serves.

2. Provide a demographic report measuring the ethnic and gender composition of the participants in the fire academy program(s).

a. Information shall be submitted utilizing the report formats provided.

3. Provide a written plan, including goals, to achieve or maintain a composition that mirrors the community.

4. The above three reports for the previous year shall be submitted with the initial application.

5. Records shall be maintained for each year of accreditation and shall be made available to the Accreditation Team at the time of reaccreditation.

(2) Section 4.02: Criterion B – Management

(a) Management services are sufficient to support instructional programs and consistent with the agency's objectives.

(b) Performance Objectives:

1. Appoint an administrative officer with fire service experience to supervise the ALA.
2. Support the instructional staff's and department personnel's participation in establishing procedures and determining resource needs.
3. Provide clerical support is sufficient to meet the needs of the program.
4. Ensure course records, class rosters, and other documents are consistent with SFT procedures.

(3) Section 4.03: Criterion C - Instructional Staff

(a) Provide services that encourage and stimulate competency, innovation, and increased effectiveness of the department personnel. Demonstrate the ALA's effort to ensure that the instructional staff shall be diverse in its cultural and gender composition.

(b) Performance Objectives:

1. Provide a chart that illustrates the academy's organizational structure and an itemized listing of functional duties.
2. Provide a report that compares the ethnic and gender population of the community to that of the academy instructional staff.
3. Provide a written plan, including goals, to achieve or maintain an ethnic and gender composition that mirrors the community.
4. Utilize OSFM Registered Instructors.
5. Provide a policy for conduct and demeanor of faculty and staff, consistent with the ethical standard established by the OSFM.

(4) Section 4.04: Criterion D - Facilities, Supplies and Equipment

(a) Provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment are available and sufficient in quantity and quality.

(b) Performance Objectives:

1. Where reliance is placed on the resources of another institution or agency, ensure the arrangement is clearly delineated in a written policy agreement.
2. Ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the needs and objectives of the program.
3. Ensure equipment and training aides are sufficient in quantity and quality to meet the needs and the objectives of the program.

4. Ensure all personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population.
5. Ensure expendable supplies are sufficient to meet the needs of the program.

(5) Section 4.05: Criterion E - Learning Resources

(a) Provide learning resources, such as print and nonprint library materials and media equipment, which are available in sufficient quantity and quality and are current to support the department's training needs.

(b) Performance Objectives:

1. Ensure training resources are adequate to support the various modes and levels of training to be conducted.
2. Ensure resources, such as library and computer-assisted learning, are sufficient in quantity and quality to meet the needs of the instructor cadre and the objectives of the program.
3. Ensure audiovisual materials are current, support the training program, and are readily accessible to instructor cadre and student population.

(6) Section 4.06: Criterion F - Utilization of Course Materials

(a) The availability of the most current materials that support courses shall be utilized.

(b) Performance Objectives:

1. Ensure all courses of instruction based on the certification process are taught in compliance with the SFT procedures.
2. Support the instructional staffs' participation in the selection and evaluation of training and educational resource materials.

(7) Section 4.07: Criterion G - Availability and Delivery of Courses.

(a) Schedule training and continuing education programs on a regular basis.

(b) Ensure SFT courses are readily available and offered according to the needs analysis for the agency.

(c) Post and make available training and educational offerings to all personnel.

(8) Section 4.08: Criterion H - Testing and Evaluation

(a) Oversee administration of certified examinations and practical skills testing of student within the program.

(b) Ensure testing adequately measures student achievement and competence in accordance with the identified student outcomes.

(c) Provide evaluation procedures to adequately measure student satisfaction and compliance with SFT procedures.

(d) Ensure an instructor and course evaluation process is in place and the results are forwarded to SFT as appropriate.

(e) Ensure a program evaluation process is in place utilizing fire department personnel.

(F) ARTICLE V: APPLICATION PROCESS FOR ACCREDITED LOCAL ACADEMIES

(1) The following steps shall be performed:

(a) Applicant requests to become an ALA by submitting a letter to the OSFM.

(b) ALA creates a Self-assessment Team.

(c) Self-assessment Team reviews and documents the ALA's compliance with the criteria set forth in Article IV.

(d) Produce a cover letter and endorsement of the Self-assessment Team's report and provide it to the OSFM.

(e) Chief of State Fire Training reviews the endorsement letters, the Self-assessment Team's report and application, and either returns application for more information or submits the information to an assigned Accreditation Team for review, site visit, and recommendation.

(f) Having reviewed the application and conducted a site visit, Accreditation Team shall do one (1) of the following:

1. Request additional information.
2. Develop a list of deficiencies and follow-up to ensure compliance.
3. Develop a report and provide a recommendation to STEAC.

(g) STEAC reviews the documentation and forwards one (1) of the following recommendations to the SBFS:

1. Accreditation for three years.
2. Conditional accreditation for one year.
3. Denial of application.

(h) SBFS reviews the STEAC recommendation and application and submits one (1) of the following written recommendations to the OSFM:

1. Renew the accreditation for five years.
2. Extend conditional accreditation for one year.
3. Deny renewal.

(i) OSFM reviews the recommendation and application and issues one (1) of the following:

1. Accreditation letter and certificate.
2. Denial letter.
   a. An appeals process is identified below in the Academy Accountability section.

(G) ARTICLE VI: RENEWAL OF ACCREDITATION

(1) SFT shall notify ALA to apply for reaccreditation 120 days prior to expiration.

(2) ALA shall evaluate and update the prior application and self-assessment report and submit to SFT for processing.

(3) SFT staff or authorized representative(s) shall conduct a site visit to ensure compliance with procedures and verify training sites and facilities and either:

(a) Send a written recommendation to STEAC for reaccreditation.

(b) SFT will request a STEAC Accreditation Team to conduct a site visit.

(4) SFT and/or Accreditation Team report will be submitted to STEAC for recommendation.

(5) STEAC reviews the application and submits one (1) of the following written recommendations to the SBFS:

(a) Renew the accreditation for five years.

(b) Extend conditional accreditation for one year.

(c) Deny renewal.

(6) SBFS reviews the STEAC recommendation and application and submits one (1) of the following written recommendations to the OSFM:

(a) Renew the accreditation for five years.

(b) Extend conditional accreditation for one year.

(c) Deny renewal.

(7) OSFM reviews the recommendation and application and issues one (1) of the following:

(a) Reaccreditation letter and certificate.

(b) Denial letter.

1. An appeals process is identified below in the Academy Accountability section.

(H) ARTICLE VII: ACCREDITATION TEAM

(1) Accreditation Team shall be established to review ALA applications, conduct site review, and make recommendations in a written report to SFT.

(2) Accreditation Team shall consist of:

(a) Representative of STEAC.

(b) Chief of State Fire Training or authorized representative.

(3) No member of the Accreditation Team may review his or her own application.

(4) Accreditation Team shall perform a site visit to verify the applicant's programs based on the site visit checklist.

(5) Accreditation Team shall provide a written report to SFT within 60 days of completion of the site visit.

ACCREDITED LOCAL ACADEMY DIVERSITY REPORTS

(A) REPORT 1: RECRUITMENT EFFORTS

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

The Accredited Local Academy plays a pivotal role in providing the fire service with a pool of pre-employment candidates that will parallel the community that it serves.

Describe the Accredited Local Academy's efforts to do the following:

1. The ALA shall co-sponsor recruitment programs with the local fire service for the purpose of attracting students that mirror the diversity with respect to ethnicity and gender.
2. The ALA shall develop course program announcements directed to all segments of the population served. The focus groups shall be identified in conjunction with the local fire chief's association.

(B) REPORT 2: CULTURAL AND GENDER DIVERSITY

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

This report is to be used to describe the ethnic and gender composition of the ALA. Statistics shall be reported in percentage. Goals are also to be provided to indicate the training program's effort to reach cultural diversity.

	DISTRICT COMPOSITION[1]		FIRE TECHNOLOGY PROGRAM[2]	
	NUMBER	PERCENTAGE	NUMBER	PERCENTAGE
AMERICAN INDIAN				
ASIAN PACIFIC ISLANDER				
AFRICAN AMERICAN				
HISPANIC				
WHITE				
MALE				
FEMALE				

[1]Data Source: _____ Date: _____
[2]Data Source: _____ Date: _____

(C) REPORT 3: INSTRUCTOR DEMOGRAPHICS

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

This report is to be used to describe the instructor composition of the ALA. Statistics shall be reported in percentage. Goals are also to be provided to indicate the training program's effort to reach ethnic and gender diversity.

	DISTRICT COMPOSITION[1]		FIRE TECHNOLOGY PROGRAM[2]	
	NUMBER	PERCENTAGE	NUMBER	PERCENTAGE
AMERICAN INDIAN				
ASIAN PACIFIC ISLANDER				
AFRICAN AMERICAN				
HISPANIC				
WHITE				
MALE				
FEMALE				

[1]Data Source: _____ Date: _____
[2]Data Source: _____ Date: _____

PROGRAM ACCOUNTABILITY

It is the responsibility of each ARTP/ALA to maintain the standards by which it gained accreditation. The OSFM will reevaluate the accredited status of an ARTP/ALA in the event that compliance with these standards comes into question. Direct written complaints will be reviewed and investigated by the OSFM; verbal comments/complaints will not be acted upon.

(A) ACTION TO ENSURE ACCOUNTABILITY

(1) Corrective action may be necessary to ensure compliance with the procedures of the OSFM and to call to the ARTP's/ALA's attention any problems that have arisen.

(2) The OSFM views this section with seriousness, as revoking an accreditation has far reaching effects.

(a) For that reason, all rights and privileges normally found in an administrative hearing, including appeal rights, will be followed.

(3) Remedial action.

(a) Corrective comment.

1. Least serious action.
2. Will usually be corrected through personal contact, either on the telephone or in person.

(b) Written comment.

1. Will serve as documentation in the ARTP/ALA's file of a policy breach or infraction.
2. Multiple written comments may lead to a notice of ARTP/ALA suspension or revocation of accreditation.

(4) Suspension of accreditation.

(a) Based on documented evidence of policy breaches.

(b) May be heard administratively.

(c) ARTP/ALA will receive written notification of the proposed suspension.

1. Notification will include specific details of the policy breaches or other infractions, and the penalty proposed.
2. Chief of State Fire Training will make this notification.

(d) ARTP/ALA will be given a specified period of time to respond to the notice of suspension in writing.

(5) Revocation of accreditation.

(a) Most serious form of action.

(b) Based on documented evidence of persistent policy breaches.

(c) May be heard administratively.

(d) ARTP/ALA will receive written notification of the proposed revocation.

1. Notification will include specific details of the policy breaches or other infractions, and the penalty proposed.
2. Chief of State Fire Training will make this notification.

(6) Appeal process.

(a) Step 1.

1. ARTP/ALA must submit in writing all evidence to support reversing the action.
   a. Submitted to the Assistant State Fire Marshal.
2. If requested by the ARTP/ALA in the written appeal request, or required by the Assistant State Fire Marshal in order to fully examine the issues, an administrative hearing will be scheduled and held.
   a. Assistant State Fire Marshal will, in coordination with the ARTP/ALA, schedule all administrative hearings.
   b. Date, time, and location will be forwarded to the ARTP/ALA.
3. After review of all submitted materials and/or testimony provided during an administrative hearing, the Assistant State Fire Marshal will, by written letter, notify the ARTP/ALA of the decision to uphold, modify, or withdraw the action.
   a. Notification will advise the training program/academy of the effective date of the action, as well as the next level of appeal.

(b) Step 2.

1. Should the ARTP/ALA desire to further appeal, the process outlined in Step 1 will be followed, with the exception that the appeal shall be submitted to the Statewide Training and Education Advisory Committee (STEAC).
2. Assistant State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of STEAC.

(c) Step 3.

1. Should the ARTP/ALA desire to further appeal, the final level will be to the State Fire Marshal.
2. Decision of the State Fire Marshal will be considered final and binding.

(7) Reinstatement.

(a) Reinstatement as an ARTP/ALA can be achieved by:

1. Meeting all terms of disciplinary action.
2. Reapplying for reaccreditation.
3. Meeting all current accreditation criteria.

LOCAL EXAMINATION PROCESSING

(A) PURPOSE AND GOAL

(1) SFT recognizes the need to facilitate the timely scoring of written certification examinations. To meet this need, a local processing program was developed for students to receive their written certification exam results directly from the ARTP/ALA.

(a) An ARTP is required to utilize local processing.

(b) An ALA has the option to utilize local processing.

(B) ARTP/ALA RESPONSIBILITY

(1) Ensure that local processing is in compliance with SFT procedures.

(a) Failure to do so may result in forfeiture of the local processing program and/or revocation of accreditation.

(2) Maintain the written certification examinations, answer keys, and course completion certificates in a secured, locked area.

(a) Ensure only the ARTP Manager and ALA Administrative Officer and their designees have access to the examinations, answer keys, and certificates.

(b) If a test is lost or test security is breached, the ARTP Manager and ALA Administrative Officer must notify SFT immediately.

(c) ARTP/ALA shall be charged a minimum of $500.00 to help offset the cost of developing another test. This fee must be paid within 30 days of being invoiced.

(d) Failure to notify SFT of a breach in test security may result in the loss of accreditation.

(3) In coordination with the Primary Instructor, verify student eligibility for taking the written certification exam.

(4) Issue a score letter (formatted to CFSTES specifications) to each student taking the written certification exam.

(5) Issue course completion certificates (formatted to CFSTES specifications) to each student successfully completing the course and passing the written certification exam.

(a) Record and track certificate numbers issued to students.

(6) Mark the appropriate section of the CFSTES Scantron answer sheet whether the student passed or failed the certification exam.

(7) Submit a course roster and Scantron answer sheets for each class to SFT within two weeks of course completion.

(8) Collect and forward course registration fees.

(9) Submit an annual report to SFT that includes the number of classes processed, the number of students in each class, and the serial numbers of the course completion certificates that were issued.

(C) PROCESS

(1) Local processing is established at the time of the ARTP/ALA's accreditation or annual renewal.

(a) Authorization is valid for the accreditation period.

(2) Requests from an ALA to process exams locally must be forwarded to the Chief of State Fire Training.

(3) SFT sends an electronic copy of each exam requested, a corresponding answer key, a supply of CFSTES Scantron answer sheets, and numbered course completion certificates to the ARTP Manager or ALA Administrative Officer.

(4) Students attending an ARTP/ALA pay the course registration fee to the ARTP/ALA, successfully complete the course, and take the CFSTES written certification exam on a CFSTES Scantron answer sheet or another answer sheet available for grading by the ARTP/ALA.

(a) If another answer sheet is used by the ARTP/ALA, students must complete all sections of the CFSTES Scantron answer sheet except the TEST ITEMS section.

(5) ARTP/ALA designee grades the exams using the method available at the local level.

(a) Students failing the certification exam may retake it, once, at no additional charge.

(b) Students failing the certification exam a second time must complete another accredited class and should not be included on any of the original class materials submitted to State Fire Training.

(6) ARTP/ALA designee distributes results to the students.

(a) Score letter only for those students failing the written certification exam.

(b) Score letter and course completion certificate for those students passing the written certification exam.

(7) Within fifteen (15 days) of class ending date, the ARTP/ALA designee sends the following to SFT:

(a) Completed class roster identifying class title, location, primary instructor, beginning date, ending date, and each student's name, address, test score, and course completion certificate number.

(b) Completed CFSTES Scantron answer sheets with student's name, social security number, address, and test information.

1. If used by ARTP/ALA to score the exam, TEST ITEMS will have been completed by the student

2. If not, the ARTP/ALA designee must mark the pass/fail information in the appropriate section on the back of the CFSTES Scantron answer sheet.

(8) SFT enters the student information into the computerized student database via the CFSTES Scantron answer sheets.

LOCAL EXAM PROCESSING REQUEST

ACCREDITED REGIONAL/LOCAL ACADEMY:	ACCREDITATION PERIOD:	ACADEMY APPROVAL LEVEL. ☐ Fire Fighter ☐ EMT ☐ Level 1 ☐ Level 2/3
ACADEMY DIRECTOR NAME AND TITLE:		PHONE:
ACADEMY DIRECTOR'S DESIGNEE AND TITLE:		PHONE:
SHIPPING ADDRESS: (No P.O. Boxes)		
EXAM STORAGE LOCATION AND ADDRESS:		

REQUESTED EXAM TITLE	REQUESTED EXAM TITLES	REQUESTED EXAM TITLES	REQUESTED EXAM TITLES
☐ COMMAND 1A	☐ EMT-I BASIC	☐ INVESTIGATION 1A	☐ PREVENTION 1A
☐ COMMAND 1B	☐ EMT-I REFRESHER	☐ INVESTIGATION 1B	☐ PREVENTION 1B
☐ COMMAND 1C		☐ INVESTIGATION 2A	☐ PREVENTION 1C
☐ COMMAND 2A	☐ INSTRUCTOR 1A		☐ PREVENTION 2A
☐ COMMAND 2B	☐ INSTRUCTOR 1B	☐ MANAGEMENT 1	☐ PREVENTION 2B
☐ COMMAND 2C	☐ INSTRUCTOR 2A	☐ MANAGEMENT 2A	☐ PREVENTION 2C
☐ COMMAND 2D	☐ INSTRUCTOR 2B	☐ MANAGEMENT 2B	☐ PREVENTION 3A
☐ COMMAND 2E	☐ INSTRUCTOR 2C	☐ MANAGEMENT 2C	☐ PREVENTION 3B
		☐ MANAGEMENT 2D	
☐ DRIVER/OPERATOR 1A		☐ MANAGEMENT 2E	☐ PUBLIC EDUCATION 1
☐ DRIVER/OPERATOR 1B			

STATE FIRE TRAINING USE

DATE REQUEST RECEIVED:	ACCREDITATION CURRENT? ~ Yes ~ No	CONTROL NUMBER ISSUED:	NUMBER OF CERTS ISSUED:
DUE DATE:	EXAM MASTERS COMPLETED:	SHIPPING INFORMATION (DATE AND UPS TRACKING):	

State Fire Training Instructors

PRIMARY INSTRUCTOR REGISTRATION

(A) APPLICATION

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

(1) Application form.

(a) A current instructor application signed by the applicant (available online).

(2) Resume.

(a) A current resume of education, position/rank, and experience.

(3) Course work.

(a) Copies of your SFT course certificate ***or*** score letter for each course you are applying to teach.

(4) Task book (when applicable).

(a) Copy of your Instructor Trainee Task Book signed off by a Primary or Instructor within two (2) years of completing the course.

(5) Instructor requirements.

(a) Regional Instructor Orientation.

1. A copy of your SFT course certificate.

(b) Ethical Leadership in the Classroom.

1. A copy of your SFT course certificate.

(c) Instructor training.

1. Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.

(6) Teaching experience.

(a) A 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 experience *(performing in an "acting" capacity does not qualify)*.

(a) A 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).

(8) Medical qualification (when applicable).

(a) A copy or your medical license or certificate.

(B) APPLICATION REVIEW

Instructor applications will be reviewed by SFT staff on a regular basis as they are received.

(1) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(2) Approved.

(a) If the application is approved, a letter from SFT confirming instructor registration will be mailed.

(b) The applicant will then be formally recorded as a Registered Instructor with SFT.

(3) Incomplete (not all required documentation submitted).

(a) If the application is incomplete, SFT staff will return to the applicant a check-off sheet indicating what documentation is missing.

1. Applications from registered instructors must be satisfactorily completed within one year of the original application review (referenced by the date on the check-off sheet).

2. New instructor applications must be satisfactorily completed within one (1) year of the ending date of the Regional Instructor Orientation.

(b) A copy of the check-off sheet must accompany the missing documentation.

(4) Denied (all required documentation submitted; however, it did not meet specified criteria).

(a) If the application is denied, SFT staff will return to the applicant a letter indicating what components of the application are lacking or unacceptable along with a check-off sheet.

1. The letter will provide information on the appeal process as stated in item (5).

(5) Appeals.

Appeals relative to the denial of eligibility for instructor registration may be made utilizing the following procedures:

(a) Appeals shall be in writing and directed to the Chief of State Fire Training no later than 30 days of the original application review (referenced by the date on the check-off sheet) after notification of the denial.

1. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.

(b) The Chief of State Fire Training shall review the appeal and render his or her decision in writing.

1. The Chief of State Fire Training may, at his or her discretion, use a work group of the applicant's peers to review the appeal and provide a recommendation.

(c) The applicant may appeal the decision of the Chief of State Fire Training no later than 30 days after notification of the decision by writing to the State Fire Marshal.

1. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.

(d) The State Fire Marshal shall review the appeal and render his or her decision.

(e) The decision of the State Fire Marshal is final.

(f) If the applicant chooses to meet the requirements and complete the application process, the time frames in (3)(a) above are reinstated.

COMMAND INSTRUCTOR

CFSTES Classes	FSTEP Classes
Fire Command 1A: Command Principles for Company Officers Fire Command 1B: Incident Management for Company Officers Fire Command 1C: I-Zone Fire Fighting For Company Officers Fire Command 2A: Command Tactics at Major Fires Fire Command 2B: Management of Major Haz Mat Incidents Fire Command 2C: High-rise Fire Fighting Tactics Fire Command 2D: Planning for Large Scale Disasters Fire Command 2E: Wildland Fire Fighting Tactics	None

To be the Primary Instructor and teach a CFSTES Fire Command course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT Fire Command course you are applying to teach.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) Fire Command 1A and 1B.

(a) Held the rank of suppression officer for a minimum of three (3) years within a California fire department.

(2) Fire Command 1C (both of the following):

(a) Held the rank of suppression officer for a minimum of five (5) years within a California fire department that routinely responds to wildland or urban interface fires.

(b) Performed in the ICS position of Division/Group Supervisor on a minimum of two (2) incidents that extended 24-hours beyond the initial burning phase (first 24-hours).

(3) Fire Command 2A, 2B, 2C, 2D, and 2E (both of the following):

(a) Held the rank of suppression officer or higher for a minimum of five (5) years within a California fire department.

(b) Course specific expertise.

DRIVER/OPERATOR INSTRUCTOR

CFSTES Classes	FSTEP Classes
Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations	Basic Emergency Vehicle Operations
Fire Apparatus Driver/Operator 1B: Pump Operations	Basic Pump Operations

To be the Primary Instructor and teach a CFSTES or FSTEP Driver/Operator course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the CFSTES Driver/Operator course you are applying to teach.

(2) Have attended and passed the FSTEP Driver/Operator course you are applying to teach.

(a) Attending and passing the corresponding CFSTES Driver/Operator course meets this requirement.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) CFSTES classes.

(a) Held the rank of engineer for a minimum of three (3) years within a California fire department.

1. For those departments who do not use the engineer rank, applicants whose primary responsibility for operating fire apparatus for a minimum of three (3) years within a California fire department will qualify.

(2) FSTEP classes.

(a) Have a minimum of two (2) years suppression/rescue experience within a California fire department.

EMERGENCY MEDICAL INSTRUCTOR

CFSTES Classes	FSTEP Classes
EMT-I (see Specialty Class section)	Emergency Care of the Sick and Injured

To be the Primary Instructor and teach a FSTEP Emergency Care of the Sick and Injured course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) None. (The medical license/certification required in (D) below meets this requirement).

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE (both of the following)
(Performing in an "acting" capacity does not qualify.)

(1) Have a minimum of two (2) years field, clinical, or academic medical emergency care experience within a California fire department.

(2) Hold one (1) of the following four (4) medical licenses or certifications:

(a) Currently California certified EMT-I, EMT-II, or EMT-P.

(b) Previously California certified EMT-II or EMT-P who decertified in good standing.

(c) Currently certified Advanced First Aid Instructor for the American Red Cross.

(d) Currently California licensed physician, registered nurse, or physician's assistant.

FIRE CONTROL INSTRUCTOR

CFSTES Classes	FSTEP Classes
None	Fire Control 1: Basic Fire Chemistry Fire Control 2: Basic Operations - Structural Fire Control 3: Structural Fire Fighting Fire Control 4: Oil and Gas Fire Fighting Fire Control 4A/B: Flammable Gases and Liquids Fire Fighting Fire Control 5: Aircraft Rescue and Fire Fighting Fire Control 6: Wildland Fire Fighting Essentials Fire Control 7: Wildland Fire Fighting

To be the Primary Instructor and teach a FSTEP Fire Control course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT Fire Control course you are applying to teach.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) Held the rank of fire fighter for a minimum of two (2) years within a California fire department performing suppression/rescue duties.

FIRE CONTROL SENIOR INSTRUCTOR

CFSTES Classes	FSTEP Classes
None	Fire Control 3: Structural Fire Fighting Fire Control 4: Oil and Gas Fire Fighting Fire Control 4A/B: Flammable Gases and Liquids Fire Fighting Fire Control 5: Aircraft Rescue and Fire Fighting Fire Control 7: Wildland Fire Fighting

Fire Control Senior Instructors serve as the overall coordinator for those classes that deliver live fire or other hazardous training. They are responsible for the overall safety of the class by supervising and providing guidance to other instructors during their delivery of the curriculum. Senior Instructors observe actual teaching techniques and provide written evaluations of other Primary Instructors wishing to obtain their Senior Instructor status.

(A) QUALIFICATIONS

(1) Instructor registration.

(a) Be currently registered to teach the course.

(2) Course work.

(a) Have attended and passed a SFT train-the-trainer class.

1. SFT offers these classes on an "as needed" basis.

2. Prospective senior instructors shall satisfy all requirements and become registered as a senior instructor within one (1) year of attending the train-the-trainer class.

(3) Instructor requirements.

(a) Regional Instructor Orientation.

1. Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

a. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(4) Teaching experience.

(a) Have taught a minimum of two (2) fire control classes as the Primary Instructor within the last three (3) years.

(5) Rank and experience.

(a) No additional requirements.

(B) REGISTRATION

(1) Application.

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

(a) A completed instructor application identifying the course titles you are requesting.

(b) Up-to-date resume of education, position/rank, and experience.

(c) Proof of current SFT Primary Instructor registration for the course.

(d) A copy of your SFT train-the-trainer course certificate.

(e) A copy of your SFT Regional Instructor Orientation course certificate (if required).

(f) A current, original letter written on department letterhead verifying your teaching techniques and subject-matter delivery and signed by the Senior Instructor for the course.

1. This may require submitting up to three (3) separate letters.

(C) APPLICATION REVIEW

(1) See Primary Instruction Registration Application Review Process.

(D) ADDITIONAL RESPONSIBILITIES

(1) In addition to the responsibilities common to all Primary Instructors, Senior Instructors are also required to comply with all of the following:

(a) Teach no more than 20% of a course.

(b) Directly supervise Primary Instructor(s) for the entire course.

(c) Evaluate Primary Instructor(s) seeking Senior Instructor status when requested.

(d) Develop site and props.

(e) Inspect sites when requested.

(f) Ensure the safety of all participants and instructors.

(E) MAINTAINING SENIOR INSTRUCTOR STATUS

(1) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.

(2) Submit any change of address or phone number.

(a) Department.

(b) Home.

(c) Cell.

(d) Email.

(3) Attend an update course delivered by SFT when required.

FIRE FIGHTING AND RESCUE INSTRUCTOR

CFSTES Classes	FSTEP Classes
None	Auto Extrication Confined Space Rescue Awareness Large Animal Rescue Operational Low Angle Rope Rescue Operational Personal Watercraft Operations Rapid Intervention Crew Tactics Rescue Boat Operations River and Flood Water Rescue Tire Fire Prevention and Suppression Trench Rescue

To be the Primary Instructor and teach a basic FSTEP course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT FSTEP course you are applying to teach.

(a) Attending and passing SFT's Confined Space Rescue Technician meets the requirement for attending and passing Confined Space Rescue Awareness.

(2) Additional course work requirement for Low Angle Rope Rescue Operational applicants.

(a) Have attended and passed I-200: Basic ICS.

(B) TASK BOOK

(1) Low Angle Rope Rescue Operational.

(a) Completed the Instructor Trainee Task Book.

(b) Signed off by a Low Angle Rope Rescue Operational Primary Instructor within two (2) years of completing a low angle rope rescue operational course.

(2) Rapid Intervention Crew Tactics.

(a) Completed the Instructor Trainee Task Book.

(b) Signed off by a Rapid Intervention Crew Tactics Primary Instructor within two (2) years of completing a Rapid Intervention Crew Tactics course.

(C) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(D) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(E) RANK AND EXPERIENCE

(Performing in an "acting" capacity does not qualify.)

(1) Held the rank of fire fighter for a minimum of two (2) years within a California fire department performing suppression/rescue duties.

(2) Rapid Intervention Crew Tactics.

(a) Have an additional three (3) years of suppression/rescue experience within a California fire department [five (5) years total].

HAZARDOUS MATERIALS INSTRUCTOR

CFSTES Classes	FSTEP Classes
None	Hazardous Materials First Responder Awareness Level Hazardous Materials First Responder Operational Level Hazardous Materials First Responder Operational, Decontamination

To be the Primary Instructor and teach a FSTEP Haz Mat First Responder course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the course you are applying to teach.

(a) Qualifying courses include Haz Mat First Responder certificates from SFT or CSTI.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) Held the rank of fire fighter for a minimum of two (2) years within a California fire department performing suppression/rescue duties.

INCIDENT COMMAND SYSTEM INSTRUCTOR

CFSTES Classes None **FSTEP Classes** I-200: Basic ICS I-300: Intermediate ICS I-400: Advanced ICS I-402: ICS for Executives S-130: Fire Fighter Training S-131: Fire Fighter Type 1 Training S-134: Lookouts, Communications, Escape Routes, and Safety Zones S-190: Introduction to Wildland Fire Behavior S-200: Initial Attack Incident Commander Type 4 S-203: Introduction to Incident Information S-212: Wildland Fire Chain Saws S-215: Fire Operations in the Wildland/Urban Interface S-216: Driving for the Fire Service S-230: Crew Boss - Single Resource S-231: Engine Boss - Single Resource S-232: Dozer Boss - Single Resource S-233: Tractor/Plow Boss - Single Resource S-234: Ignition Operations S-244: Field Observer S-245: Display Processor S-248: Status/Check-in Recorder S-258: Incident Communications Technician S-260: Interagency Incident Business Management S-261: Allied Interagency Incident Business Management S-270: Basic Air Operations S-271: Helicopter Crewmember S-273: Single Engine Air Tanker Manager S-290: Intermediate Wildland Fire Behavior	S-300: Incident Commander Extended Attack S-330: Task Force/Strike Team Leader S-330: Task Force/Strike Team Leader All Risk S-336: Tactical Decision Making in Wildland Fire S-339: Division/Group Supervisor S-339: Division/Group Supervisor All Risk S-346: Situation Unit Leader S-347: Demobilization Unit Leader S-348: Resources Unit Leader S-354: Facilities Unit Leader S-355: Ground Support Unit Leader S-356: Supply Unit Leader S-357: Food Unit Leader S-358: Communications Unit Leader S-359: Medical Unit Leader S-360: Finance/Administration Unit Leader S-371: Helibase Manager S-378: Air Tactical Group Supervisor S-390: Introduction to Wildland Fire Behavior Calculations S-400: Incident Commander S-403: Information Officer S-404: Safety Officer S-420: Command and General Staff S-430: Operations Section Chief S-430: Operations Section Chief All Risk S-440: Planning Section Chief S-445: Incident Training Specialist S-450: Logistics Section Chief S-460: Finance/Administration Section Chief S-470: Air Operations Branch Director S-490: Advanced Wildland Fire Behavior Calculations S-491: Intermediate National Fire Danger Rating System

To be the Primary Instructor and teach a FSTEP Incident Command System course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the ICS course you are applying to teach.

(a) Qualifying courses include ICS certificates from SFT, NWCG, CAL FIRE, or FIRESCOPE.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE (both of the following)
(Performing in an "acting" capacity does not qualify.)

(1) Appointed to the rank of suppression officer.

(2) Held the ICS position.

(a) 100/200 courses: Performed at the first-line supervisor level on an incident.

(b) 300 courses: Performed at the Unit Leader level on an incident.

(c) 400 courses: Performed at the Section Chief level on an incident.

(d) 401 course: Performed as Agency Representative to a MACS operation, EOC, Department Operating Center, or equivalent on an incident.

(e) 402 course: Must be at the executive and policy-making level.

INSTRUCTOR (MASTER) INSTRUCTOR

CFSTES Classes	FSTEP Classes
Fire Instructor 1A: Instructional Techniques, Part 1 Fire Instructor 1B: Instructional Techniques, Part 2 Fire Instructor 2A: Techniques of Evaluation Fire Instructor 2B: Group Dynamics/Problem Solving Fire Instructor 2C: Employing Audiovisual Aids	Ethical Leadership in the Classroom Instructional Techniques for Company Officers

To be the Primary Instructor and teach a CFSTES Fire Instructor course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT course you are applying to teach.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training.

(a) CFSTES classes.

1. Have attended and passed Fire Instructor 1A, 1B, 2A, 2B, 2C, and 3.

(b) FSTEP classes.

1. Ethical Leadership in the Classroom.

a. Have attended and passed Fire Instructor 1A, 1B, 2A, 2B, and 2C.

2. Instructional Techniques for Company Officers [one (1) of the following five (5) options]:

a. Have attended and passed Fire Instructor 1A and 1B.

b. Have a valid community college teaching credential.

c. Completed the UC/CSU 60-hour Techniques of Teaching course.

d. Completed the NFA's Fire Service Instructional Methodology course.

e. Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) CFSTES classes.

(a) Taught a minimum of 160 hours within a fire service related program.

(2) FSTEP classes.

(a) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE

(Performing in an "acting" capacity does not qualify.)

(1) CFSTES classes.

(a) Instructor 1A and 1B.

1. Held the position of designated department training instructor for a minimum of three (3) years within a California fire department.

(b) Instructor 2A, 2B, and 2C (both of the following):

1. Held the position of designated department training instructor for a minimum of three (3) years within a California fire department.
2. Course specific expertise.

(2) FSTEP classes.

(a) Ethical Leadership in the Classroom (all of the following):

1. Have a minimum of five (5) years full-time, paid experience in a California fire department as a fire fighter.
2. Held the rank of chief officer for a minimum of two (2) years.
   a. Two letters of recommendation from current Ethical Leadership in the Classroom instructors will waive this requirement.
3. Have a minimum of five (5) years experience with SFT as a registered instructor in good standing.
4. Taught a minimum of three (3) certification classes within the last five (5) years.

(b) Instructional Techniques for Company Officers.

1. Held the rank of fire fighter for a minimum of two (2) years within a California fire department performing suppression/rescue duties.

INVESTIGATION INSTRUCTOR

CFSTES Classes	FSTEP Classes
Fire Investigation 1A: Fire Origin and Cause Determination Fire Investigation 1B: Techniques of Fire Investigation Fire Investigation 2A: Criminal and Legal Procedures Fire Investigation 2B: Field Case Studies	None

To be the Primary Instructor and teach a CFSTES Fire Investigation course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT Fire Investigation course you are applying to teach.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) Investigation 1A and 1B.

(a) Had the responsibility for origin and cause determination for a minimum of three (3) years within a California fire department.

(2) Investigation 2A and 2B.

(a) Held the position of fire investigator for a minimum of three (3) years within a California fire department.

MANAGEMENT INSTRUCTOR

CFSTES Classes	FSTEP Classes
Fire Management 1: Management/Supervision for Company Officers Fire Management 2A: Organizational Development and Human Relations Fire Management 2B: Financial Management Fire Management 2C: Personnel and Labor Relations Fire Management 2D: Master Planning Fire Management 2E: Contemporary Issues and Concepts	Fire Service Supervision (Increasing Personal Effectiveness) Fire Service Supervision (Increasing Team Effectiveness) Volunteer Fire Service Management

To be the Primary Instructor and teach a CFSTES Fire Management course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT Fire Management course you are applying to teach.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) CFSTES classes.

(a) Management 1.

1. Held the rank of company officer for a minimum of three (3) years within a California fire department.

(b) Management 2A, 2B, 2C, 2D, and 2E (both of the following):

1. Held the rank of company officer or higher for a minimum of five (5) years within a California fire department.
2. Course specific expertise.

(2) FSTEP classes.

(a) Held the rank of company officer for a minimum of two (2) years within a California fire department.

PREVENTION INSTRUCTOR

CFSTES Classes	FSTEP Classes
Fire Prevention 1A: Introduction to the California Fire Code Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards Fire Prevention 1C: Flammable Liquids and Gases Fire Prevention 2A: Protection Systems and Building Components Fire Prevention 2B: Interpreting the UBC and CBC Fire Prevention 2C: Special Hazard Occupancies Fire Prevention 3A: Hydraulic Sprinkler Calculations Fire Prevention 3B: Plan Checking	None

To be the Primary Instructor and teach a CFSTES Fire Prevention course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT Fire Prevention course you are applying to teach.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) Prevention 1A, 1B, and 1C.

(a) Held the position of prevention officer for a minimum of three (3) years within a California fire department.

(2) Prevention 2A, 2B, 2C, 3A, and 3B (both of the following):

(a) Held the position of prevention officer for a minimum of three (3) years within a California fire department.

(b) Course specific expertise.

PUBLIC EDUCATION INSTRUCTOR

CFSTES Classes	FSTEP Classes
Public Education 1: Systematic Planning and Communication Skills	None

To be the Primary Instructor and teach a CFSTES Public Education course for SFT, the following qualifications are required:

(A) COURSE WORK

(1) Have attended and passed the SFT Public Education course you are applying to teach.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(D) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

(1) Held the position of public education officer for a minimum of three (3) years within a California fire department.

PRIMARY INSTRUCTOR RESPONSIBILITIES

(A) ADMINISTRATION

(1) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:

(a) Submitting a "Request for Course Scheduling."

(b) Qualifying each Assistant Instructor, Teaching Demonstration Evaluators (Fire Instructor classes), Manipulative Skills Evaluators, and Guest Lecturers.

(c) Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.

(2) Verify student eligibility.

(B) INSTRUCTOR CODE OF ETHICS/CONDUCT

(1) Sign SFT's Instructor Code of Ethics/Conduct and comply with its terms and conditions.

(C) COURSE

(1) Teach the current curriculum as adopted by SFT.

(a) Abiding by the information and requirements listed in the Course Information and Required Materials manual for the course.

(2) Ensure all objectives of the course curriculum are met.

(3) Ensure the maximum student limit is not exceeded for the class.

(4) Ensure the safety of all students and adjunct instructors.

(a) Coordinating and monitoring all safety issues during the delivery of the course.

(5) Teach at least 50% of the course.

(a) For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and teach at least 50% of that shift's course schedule.

(b) A Primary Instructor may be assigned to more than one (1) shift.

(D) RECORD KEEPING

(1) Daily attendance records.

(2) Student progress chart.

(3) Student assignment records.

(4) Documentation verifying the qualifications for each Assistant Instructor, Skills Evaluator, and Guest Lecturer.

(5) Calendar of events identifying the topics taught by the Assistant Instructor and/or Guest Lecturer.

(6) Maintain all class records for a minimum of four (4) years.

(a) SFT may request, at any time, the Primary Instructor to submit these records for review. Failure to comply shall result in disciplinary action.

(E) CERTIFICATION EXAM (CFSTES classes only)

(1) Verify the eligibility of each student taking the certification exam.

(2) Ensure the security of the certification exams and answer sheets.

(3) Administer the certification exam, including retakes.

(F) SUPERVISION

(1) Ensure that the student/instructor ratio is maintained.

(2) Supervise the Assistant Instructor's presentation of the course.

(3) Supervise the Teaching Demonstration Evaluator's assessment of any student teaching demonstrations.

(4) Supervise the Manipulative Skills Evaluator's assessment of any skills exams.

(5) Directly supervise the Guest Lecturer by attending and monitoring the presentation.

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) Attend an update course delivered by SFT when required.

PRIMARY INSTRUCTOR ACCOUNTABILITY

(A) METHOD OF EVALUATING ACCOUNTABILITY

(1) The students in the class shall evaluate every accredited course. A written evaluation form is provided at the class, and each student has the opportunity to complete and, if desired, mail it separately to SFT.

(a) SFT staff reviews written evaluations. Problems or trends are noted and acted on immediately. Average evaluations are filed and utilized to identify trends or continuity of the instructor's classes. Positive evaluations are also noted and may be recognized as deemed appropriate by SFT.

(2) Site visits are conducted by SFT staff and should not be construed as negative contact. There are generally four reasons that site visits are done: 1) quality control, 2) to evaluate an exceptional instructor, 3) to evaluate an instructor who has chronic problems, 4) to ensure that a Primary Instructor or approved assistant is teaching the class. Site visits are a way to make staff accessible to instructors, students, or training coordinators statewide.

(3) Direct written comments/complaints will be handled in the same way as formal written evaluations. Verbal comments/complaints will not be acted on. Complainants will be requested to submit their comments in writing.

(B) ACTION TO ENSURE ACCOUNTABILITY

(1) Corrective action may be necessary to ensure compliance with the procedures of SFT and to call to the instructor's attention any problems that have arisen during or after a course.

(2) SFT views this section with seriousness as we realize that revoking an individual's instructor registration has far reaching effects. For that reason, we will afford all rights and privileges that are normally found in an administrative hearing, including appeal rights.

(3) Remedial action.

(a) Corrective comment: This is the least serious action and will usually be corrected through personal contact, either on the telephone or in person.

(b) Written comment: This form of comment will serve as documentation in the instructor's file of a policy breach or infraction.

1. Multiple written comments may lead to a notice of instructor suspension or revocation.

(4) Suspension of instructor registration.

(a) Suspension of instructor registration may be heard administratively.

(b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting a SFT course.

(c) The instructor will receive written notification of the proposed suspension. The notification will include specific details of the policy breaches or other infractions, and the penalty proposed. The Chief of State Fire Training will make this notification.

(d) The instructor will be given a specified period of time to respond to the notice of suspension in writing.

(e) Immediate suspension may occur if, in the opinion of SFT, a violation of or a threat to public safety has occurred.

1. In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in the Appeals Process section.

(5) Revocation of instructor registration.

(a) Revocation of instructor registration, the most serious form of action, may also be heard administratively.

(b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.

(c) The instructor will receive written notification of the proposed revocation. The notification will include specific details of the policy breaches or other infractions, and the penalty proposed. The Chief of State Fire Training will make this notification.

(d) The instructor will be given a specified period of time to respond to the notice of revocation in writing.

(e) Immediate revocation may occur if, in the opinion of SFT, a violation of or a threat to public safety has occurred.

1. In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in the Appeals Process section.

(6) Appeal process.

(a) Step 1.

1. The instructor must submit in writing all evidence to support reversing the action.

2. The appeal must be submitted to the Assistant State Fire Marshal.

3. If requested by the instructor in the written appeal request, or required by the Assistant State Fire Marshal in order to fully examine the issues, an administrative hearing will be scheduled and held.

a. The Assistant State Fire Marshal will, in coordination with the instructor, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the instructor.

4. After review of all submitted materials and/or testimony provided during an administrative hearing, the Assistant State Fire Marshal will, by written letter, notify the instructor of decision to uphold, modify, or withdraw the action.

a. The notification will advise the instructor of the effective date of the action, as well as the next level of appeal.

(b) Step 2.

1. Should the instructor desire to further appeal, the process outlined in Step 1 will be followed with the exception that the appeal must be submitted to the Statewide Training and Education Committee (STEAC).
2. The Assistant State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of STEAC.

(c) Step 3.

1. Should the instructor desire to further appeal, the final level will be to the State Fire Marshal.
2. The decision of the State Fire Marshal will be considered final and binding.

(7) Reinstatement as a Primary Instructor can be achieved by:

(a) Meeting all terms of disciplinary action.

(b) Reapplying for instructor registration.

(c) Meeting all current instructor requirements.

ADJUNCT INSTRUCTORS

ASSISTANT INSTRUCTORS

(A) QUALIFICATIONS

(1) Course work.

(a) Same as the Primary Instructor.

(2) Instructor requirements.

(a) Regional Instructor Orientation is not required.

(b) Ethical Leadership in the Classroom is not required.

(c) Instructor Training.

1. Same as the Primary Instructor.

(3) Teaching experience.

(a) Same as the Primary Instructor.

(4) Rank and experience.

(a) Same as the Primary Instructor.

(B) REGISTRATION

(1) Assistant Instructors are not registered with State Fire Training.

(2) The Primary Instructor has the responsibility to ensure the individual assisting with the course meets the qualifications.

(3) Documentation.

Upon request, the Primary Instructor shall provide SFT documentation verifying these qualifications:

(a) Resume/statement of professional qualifications.

(b) Course work.

(c) Instructor training.

(d) Teaching experience.

(e) Rank and experience.

(C) RESPONSIBILITIES (under supervision of the Primary Instructor)

(1) Teach <u>no more than 50%</u> of a course.

(2) Administer periodic tests.

(3) Administer skills exams.

SKILLS EVALUATORS

(A) QUALIFICATIONS

(1) Course work.

(a) None.

(2) Instructor requirements.

(a) Have attended and passed Fire Instructor 1A and 1B.

(3) Teaching experience.

(a) None.

(4) Rank and experience.

(a) Same as the Primary Instructor.

(B) REGISTRATION

(1) Skills Evaluators are not registered with SFT.

(2) The Primary Instructor has the responsibility to ensure the individual evaluating a skill meets the qualifications.

(3) Documentation.

Upon request, the Primary Instructor shall provide SFT documentation verifying these qualifications:

(a) Instructor requirements.

(b) Rank and experience.

(C) RESPONSIBILITIES (under supervision of the Primary Instructor)

(1) Evaluate student skill demonstrations or exams.

GUEST LECTURERS

(A) QUALIFICATIONS

(1) Have documentation of expertise in the subject on which they intend to lecture.

(2) Have their qualifications reviewed and approved by the Primary Instructor.

(B) REGISTRATION

(1) Guest Lecturers are not registered with SFT.

(2) The Primary Instructor has the responsibility to ensure the individual meets the qualifications.

(3) Documentation.

Upon request, the Primary Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:

(a) Resume/statement of professional qualifications.

(b) Previous teaching experience.

(c) Course certificates.

(d) Letters of recommendation.

(C) RESPONSIBILITIES (under supervision of the Primary Instructor)

(1) Teach only those topics for which they are qualified through education and experience.

(2) Combined utilization of all Guest Lecturers can account for <u>no more than 20%</u> of a course.

(3) The Primary Instructor must be present during all guest lectures.

FIRE FIGHTER INSTRUCTOR

To teach the Fire Fighter I, Fire Fighter II, or Volunteer Fire Fighter programs, the following qualifications are required.

(A) QUALIFICATIONS

(1) Course work.

(a) None.

(2) Instructor requirements [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(3) Teaching experience.

(a) None.

(4) Rank and experience.
(Performing in an "acting" capacity does not qualify.)

(a) Held the rank of fire fighter performing suppression duties for a minimum of three (3) years within a California fire department.

(B) ADDITIONAL QUALIFICATIONS

(1) Fire Fighter I.

(a) Unit U: Emergency Care.

1. Qualified Emergency Care of the Sick and Injured or EMT-I Instructor.

(b) Unit V: Incident Command System.

1. Qualified I-200 Instructor.

(c) Unit W: Confined Space Rescue Awareness.

1. Qualified Confined Space Rescue Awareness Instructor.

(d) Unit X: Hazardous Materials.

1. Qualified Hazardous Materials First Responder Operations Instructor.

(2) Fire Fighter II.

(a) Unit W: Confined Space Rescue Operations.

1. Qualified Confined Space Rescue Operations Instructor.

(C) REGISTRATION

(1) **Fire Fighter instructors are not registered with SFT.**

(2) Each department's Fire Chief has the responsibility to ensure the individuals teaching the fire fighter program meet the instructor qualifications.

(D) RESPONSIBILITIES

(1) Teach the current curriculum as published by SFT and ensure all objectives of the course curriculum are met.

(2) Ensure the safety of all students and adjunct instructors.

(3) Ensure all objectives of the course curriculum are met.

(4) Teach 100% of the course.

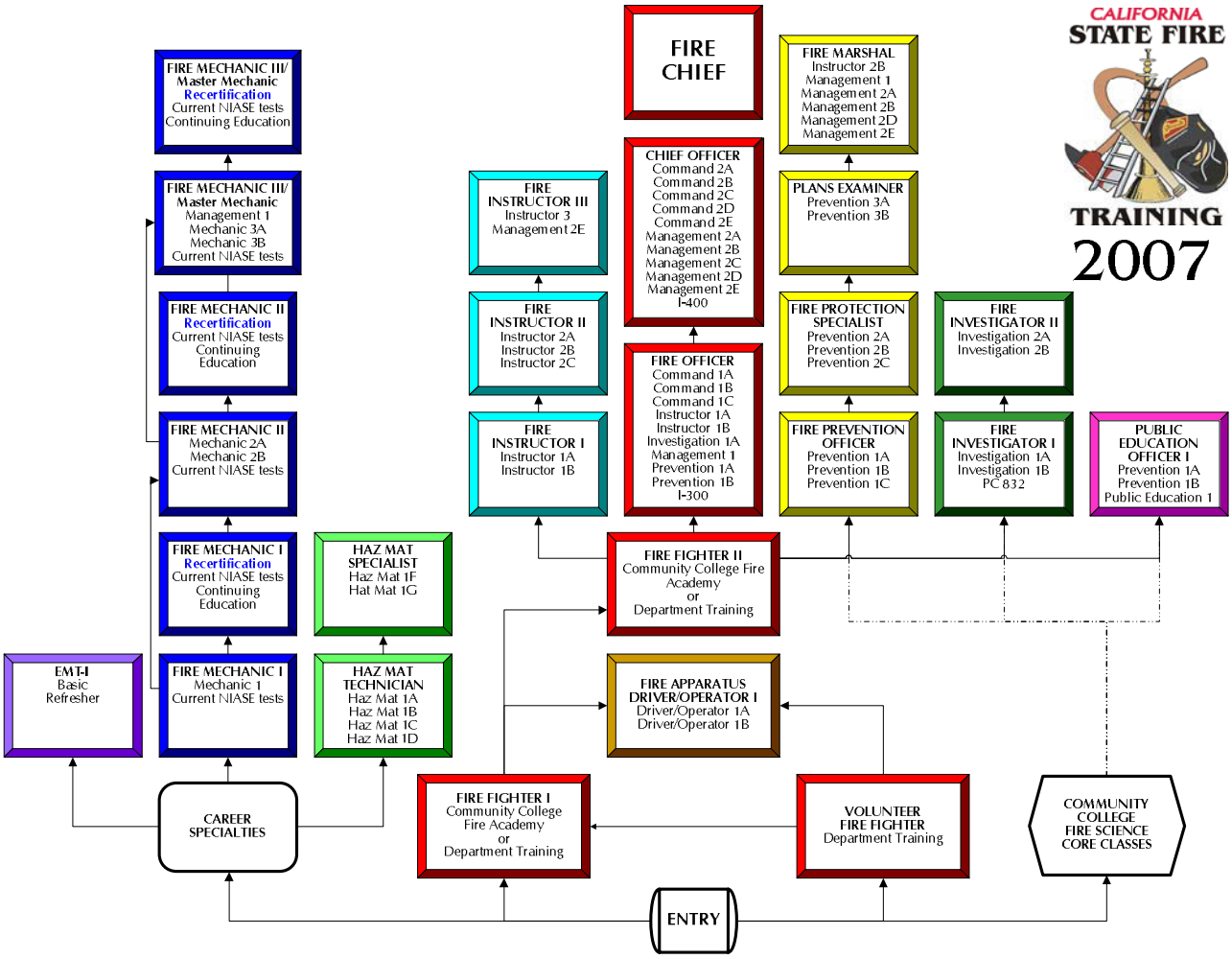
(a) Due to the length of fire fighter training, more than one qualified instructor may be utilized.

(5) Ensure all administrative requirements are completed in accordance with printed guidelines.

(6) Proctor any skills exams and/or written tests.

(7) Maintain subject area involvement either by teaching or operational assignment.

California Fire Service Training and Education System



The above information only identifies the educational requirements. In addition to the courses listed above, each level of certification requires a minimum experience in the subject area and/or certification prerequisites. For complete information, refer to the State Fire Training Policies and Procedures Manual.

FIRE APPARATUS DRIVER/OPERATOR

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Apparatus Driver/Operator.

(2) To identify the tasks a candidate must perform to obtain certification as a Fire Apparatus Driver/Operator.

(3) To establish a standard curriculum of fire apparatus driver/operator courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with national certification standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

FIRE APPARATUS DRIVER/OPERATOR I

(A) PROGRAM OVERVIEW

Fire Apparatus Driver/Operator I is the certification level that includes instruction on emergency vehicle operations and pump operations. The emergency vehicle operations training provides fire service personnel with information on driver responsibilities, vehicle laws, and defensive driving techniques, plus basic inspections and maintenance procedures. The pump operations portion of the program includes information and theory on pump operations, methods for performing basic field hydraulics, and routine maintenance.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective September 1, 1993 to include an experience requirement.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations.

(2) Fire Apparatus Driver/Operator 1B: Pump Operations.

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following):

(a) Successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete the performance tests for each course as proctored by the Primary Instructor.

(c) Successfully complete the certification exams (70% minimum score) for each course as proctored by the Primary Instructor.

(2) Prerequisite.

(a) OSFM certified Fire Fighter I or Volunteer Fire Fighter.

1. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(3) Experience [one (1) of the following two (2) options]:

(a) Option 1.

1. Have a minimum of <u>one (1) year full-time, paid</u> experience in a California fire department as a fire apparatus driver/operator.

(b) Option 2.

1. Have a minimum of <u>two (2) years volunteer or part-time, paid</u> experience in a California fire department as a fire apparatus driver/operator.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Apparatus Driver/Operator I certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your SFT Certified Fire Fighter I ***or*** Volunteer Fire Fighter certificate.

(a) If waiving this requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) A 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 experience requirement.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE FIGHTER SERIES

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for fire fighters.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of basic courses for California fire service fire fighter training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with national certification standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

VOLUNTEER FIRE FIGHTER

(A) PROGRAM OVERVIEW

Volunteer Fire Fighter certification identifies the minimum tasks necessary to assure safety on the fire ground. It is a level of certification that recognizes the contributions and efforts of those who volunteer their time and energy to provide fire protection for their community.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1976.

(C) CERTIFICATION GUIDELINES

(1) Instruction.

(a) Participants shall, through a qualified instructor, complete the training as specified in the Volunteer Fire Fighter Training Record using the lesson plans from the Fire Fighter I Instructor Guide.

1. This training is verified on the Volunteer Fire Fighter Training Record.

a. This record must be kept on file in the department and should not be submitted to SFT.

(2) Prerequisite.

(a) None.

(3) Experience.

(a) Have a minimum of <u>six (6) months volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(D) APPLICATION

After training is concluded and the experience requirement met, a complete application package that includes the following must be submitted to SFT:

(1) A completed Volunteer Fire Fighter application for certification form.

(a) The Fire Chief or his/her authorized representative must sign this application.

(2) Payment of the certification fee. **(Fee is nonrefundable.)**

(E) MAINTENANCE GUIDELINES

(1) Under consideration.

VOLUNTEER FIRE FIGHTER TO FIRE FIGHTER I SUPPLEMENT

(A) PROGRAM OVERVIEW

Certified Volunteer Fire Fighters may become Fire Fighter I certified by completing supplemental training. The Volunteer Fire Fighter Supplement Program identifies the additional training necessary to complete the requirements for certified Fire Fighter I.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1976.

(C) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter I instructor guide plus any additional course requirements listed on the training record.

1. This training is verified on the Volunteer Fire Fighter Supplemental Training Record.

a. This record must be kept on file in the department and should not be submitted to SFT.

(2) Prerequisite.

(a) OSFM certified Volunteer Fire Fighter.

(3) Experience.

(a) Have an additional <u>six (6) months volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(D) APPLICATION

After training is concluded and the experience requirement met, a complete application package that includes the following must be submitted to SFT:

(1) A completed Fire Fighter I application for certification form.

(a) The Fire Chief or his/her authorized representative must sign this application.

(2) Payment of the certification fee. **(Fee is nonrefundable.)**

(E) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE FIGHTER I

(A) PROGRAM OVERVIEW

Fire Fighter I certification identifies the skills and knowledge necessary for the entry-level fire fighter to safely perform the tasks required of the job. This training prepares the fire fighter to perform essential and advanced fireground tasks with minimal supervision and to use, inspect and maintain fire fighting and rescue equipment. In addition, the Fire Fighter I program provides training in the skills necessary to perform basic rescue operations, fire prevention and fire investigation tasks. It is the level of certification that allows entry into all tracks of the certification system.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1976.

(C) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter I instructor guide plus any additional course requirements listed on the training record.

1. This training is verified on the Fire Fighter I Training Record.

a. This record must be kept on file in the department and should not be submitted to SFT.

(2) Prerequisite.

(a) None.

(3) Experience [one (1) of the following two (2) options]:

(a) Option 1.

1. Have a minimum of <u>six (6) months full-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Option 2.

1. Have a minimum of <u>one (1) year volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(D) APPLICATION

After training is concluded and the experience requirement met, a complete application package that includes the following must be submitted to SFT:

(1) A completed Fire Fighter I application for certification form.

(a) The Fire Chief or his/her authorized representative must sign this application.

(2) Payment of the certification fee. **(Fee is nonrefundable.)**

(E) MAINTENANCE GUIDELINES

(1) Under consideration.

(F) RECIPROCITY

(1) The authority to set standards for and certify fire service personnel extends only to employed or volunteer fire service personnel in California.

(a) Out-of-state fire fighters.

1. A fire fighter from another state is eligible to become certified only after he or she serves in a fire department in California.

a. At this time, the SBFS does not accept certification from any other state as being equivalent to certification in California.

2. Training received outside of California may, at the department's discretion, be evaluated for equivalency and recorded on the Fire Fighter I Training Record.

a. This review is conducted at the local level and not by SFT.

(b) Military fire fighters.

1. A military fire fighter is eligible to become certified only after he or she serves in a qualifying military fire department located in California.

2. Training received outside of California may, at the department's discretion, be evaluated for equivalency and recorded on the Fire Fighter I Training Record.

a. This review is conducted at the local level and not by SFT.

FIRE FIGHTER II

(A) PROGRAM OVERVIEW

Fire Fighter II is the second step in the fire fighter certification track. It is currently the prerequisite for the Officer and Specialty certification levels.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1982.

(C) CERTIFICATION GUIDELINES

(1) Instruction.

(a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter II instructor guide plus any additional course requirements listed on the training record.

1. This training is verified on the Fire Fighter II Training Record.

a. This record <u>must be kept</u> on file in the department and should not be submitted to SFT.

(2) Prerequisite.

(a) OSFM certified Fire Fighter I.

(3) Experience [one (1) of the following two (2) options]:

(a) Option 1.

1. Have a minimum of <u>one (1) year full-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Option 2.

1. Have a minimum of <u>two (2) years volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(D) APPLICATION

After training is concluded and the experience requirement met, a complete application package that includes the following must be submitted to SFT:

(1) A completed Fire Fighter II application for certification form.

(a) The Fire Chief or his/her authorized representative must sign this application.

(2) Your OSFM Fire Fighter I number must be provided on the application.

(3) Payment of the certification fee. **(Fee is nonrefundable.)**

(E) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE INSTRUCTOR SERIES

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Instructor.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire instructor courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

FIRE INSTRUCTOR I

(A) PROGRAM OVERVIEW

Fire Instructor I is the first level of certification in the Fire Instructor series and is a key component in the entire certification system. Individuals completing the educational requirements for this level of certification have fulfilled one of the prerequisites to become a SFT Registered Instructor; are eligible to "sign off" Fire Fighter Training Records; and, once certified, have completed the first step in becoming a certified Fire Instructor II and certified Fire Instructor III.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1980.

(2) Certification guidelines revised effective September 1, 1984.

(a) Prerequisite changed to Fire Fighter II.

(3) Certification guidelines revised effective January 1, 1988.

(a) Teaching experience requirement added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 1A: Instructional Techniques, Part 1.

(2) Fire Instructor 1B: Instructional Techniques, Part 2.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite.

(a) OSFM certified Fire Fighter II.

1. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(3) Experience (both of the following):

(a) Fire service.

1. Have a minimum <u>two (2) years full-time, paid</u> ***<u>or</u>*** <u>four (4) years volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Teaching.

1. Have a minimum of <u>80 hours</u> teaching experience within a fire service related program.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Instructor I certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate.

1. If waiving this requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) A 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 experience requirement.

(a) Your teaching experience verification may be written on department letterhead and signed by the Fire Science/Tech Coordinator if applicable.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE INSTRUCTOR II

(A) PROGRAM OVERVIEW

Fire Instructor II is the second of three levels leading to certification as Fire Instructor III. Fire Instructor II covers those subject areas and skills necessary for an in-depth understanding of testing and measurements, group dynamics and leadership, and the utilization of audiovisual aids. This level of certification utilizes the Level 2 curriculum that establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor II certification is only available to those certified as Fire Instructor I.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective January 1, 1988.

(a) Teaching experience requirement added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 2A: Techniques of Evaluation.

(2) Fire Instructor 2B: Group Discussion Techniques.

(3) Fire Instructor 2C: Employing Audiovisual Aids.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite.

(a) OSFM certified Fire Instructor I.

(3) Experience (all of the following):

(a) Fire Service.

1. Have a minimum <u>two (2) years full-time, paid</u> ***<u>or</u>*** <u>four (4) years volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Department Instructor.

1. Have a minimum <u>one (1) year full-time, paid</u> ***<u>or</u>*** <u>two (2) years volunteer or part-time, paid</u> experience functioning in the position of a designated department training instructor.

(c) Teaching.

1. Have a minimum of <u>160 hours</u> teaching experience within a fire service related program.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Instructor II certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Instructor I certificate.

(4) A 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 experience requirement.

(a) Your teaching experience verification may be written on department letterhead and signed by the Fire Science/Tech Coordinator if applicable.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE INSTRUCTOR III

(A) PROGRAM OVERVIEW

Fire Instructor III is the final level in the Fire Instructor track and is a suitable level of certification for the position of the department's Training Officer. Fire Instructor III covers those subject areas and skills necessary for an in-depth understanding of instructional techniques and program management. This level of certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor III certification is only available to those certified as Fire Instructor II.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1987.

(2) Certification guidelines revised effective January 1, 1988.

(a) Teaching experience requirement added.

(3) Certification guidelines revised effective September 1, 1993.

(a) Experience requirement changed from designated department training instructor to designated department training officer.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 3: Master Instructor.

(2) Fire Management 2E: Contemporary Issues and Concepts.

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite.

(a) OSFM certified Fire Instructor II.

(3) Experience (all of the following):

(a) Fire Service.

1. Have a minimum two (2) years full-time, paid ***or*** four (4) years volunteer or part-time, paid experience in a California fire department as a fire fighter performing suppression duties.

(b) Department Training Officer.

1. Have a minimum one (1) year full-time, paid ***or*** two (2) years volunteer or part-time, paid experience functioning in the position of a training officer in charge of one or more of the department's training programs. This experience must involve:

a. Planning and developing in-service courses of instruction.

b. Analyzing results of written and performance examinations.
c. Constructing written and performance examinations.
d. Researching new information, procedures, and techniques for developing instruction.
e. Developing reports.
f. Maintaining records.
g. Coordinating and supervising the training program(s) assigned.
h. Hiring and supervising instructors.
i. Developing and managing training program budget(s).

(c) Teaching.

1. Have a minimum of 240 hours teaching experience within a fire service related program.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Instructor III certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Instructor II certificate.

(4) A 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 experience requirement.

(a) Your teaching experience verification may be written on department letterhead and signed by the Fire Science/Tech Coordinator if applicable.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE INVESTIGATOR SERIES

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Investigator.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire investigation courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire service personnel in California become certified to an appropriate level.

FIRE INVESTIGATOR I

(A) PROGRAM OVERVIEW

Fire Investigator I is the first level of certification in the career path leading to Fire Investigator II. Fire Investigator I covers those subject areas and skills necessary to conduct fire origin and cause investigations.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1981.

(2) Certification guidelines revised effective September 1, 1984.

(a) Prerequisite changed to Fire Fighter II.

(3) Certification guidelines revised effective January 1, 1988.

(a) Alternate experience requirement of having responsibility for origin and cause determination on 100 fires added.

(4) Certification guidelines revised effective September 1, 1993.

(a) Number of years required for a full-time fire investigator reduced.

(b) Inflexibility of matching a prerequisite with a specific experience deleted.

(5) Certification guidelines revised effective July 1, 2006.

(a) PC 832 course must be completed within three years of application or be a currently employed peace officer in California.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Investigation 1A: Fire Origin and Cause Determination.

(2) Fire Investigation 1B: Techniques of Fire Investigation.

(3) PC 832: Laws of Arrest module (No firearm training - Not a SFT course).

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete a POST approved PC 832 course within three years of application or be a currently employed peace officer in California.

(2) Prerequisite [one (1) of the following two (2) options]:

(a) Option 1.

1. OSFM certified Fire Fighter II.

a. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(b) Option 2.

1. Completion of the five (5) core classes (three (3) units each) from the Uniform Fire Technology/Science curricula.
   a. Fire Protection Organization.
   b. Fire Prevention Technology.
   c. Fire Protection Equipment and Systems.
   d. Building Construction for Fire Protection.
   e. Fire Behavior and Combustion.
2. These classes must be completed from an accredited California community college. *CFSTES classes are not considered core curricula and do not qualify.*

(3) Experience [one (1) of the following three (3) options]:

(a) Option 1.

1. Have a minimum of one (1) year full-time, paid experience in a California fire department as a fire fighter with responsibility for origin and cause determination while on duty.

(b) Option 2.

1. Have a minimum of one (1) year full-time, paid experience in a California fire department ***or*** law enforcement agency as a fire investigator for origin and cause determination.

(c) Option 3.

1. Have had responsibility in a California fire department ***or*** law enforcement agency for origin and cause determination on 100 fires.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Investigator I certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate ***or*** official college transcripts.

(a) If waiving the Fire Fighter II requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) A current, original letter written on department letterhead and signed by the Fire Chief, Police Chief, or Sheriff or his/her authorized representative describing your specific background as it relates to the experience requirement.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE INVESTIGATOR II

(A) PROGRAM OVERVIEW

Fire Investigator II is the final level in this certification track and is intended for those individuals that conduct fire investigations for their departments. This responsibility must include the full range of duties including origin and cause determination, complete investigation, arrest of suspects, case preparation, and courtroom presentation. This level of certification utilizes the Level 2 curriculum that establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Investigator II certification is only available to those certified as Fire Investigator I.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1986.

(2) Certification guidelines revised effective January 1, 1988.

(a) Alternate experience requirement of having overall responsibility for the investigation of 150 fires added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Investigation 2A: Criminal and Legal Procedures.

(2) Fire Investigation 2B: Field Case Studies.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite.

(a) OSFM certified Fire Investigator I.

(3) Experience (both of the following):

(a) Fire investigation [one (1) of the following two (2) options]:

This experience <u>must</u> involve the full range of investigative duties including origin and cause determination, evidence collection and preservation, interviewing and interrogations, securing search warrants, arrest of suspects, case preparation, and courtroom presentation.

1. Option 1.

a. Have a minimum <u>two (2) years full-time, paid</u> experience in a California fire department ***<u>or</u>*** law enforcement agency as a fire investigator with overall responsibility for fire investigations in your jurisdiction.

2. Option 2.

a. Have had overall responsibility in a California fire department ***<u>or</u>*** law enforcement agency for the investigation of <u>150 fires</u>.

(b) Expert Witness.

1. Have qualified as an expert witness in fire origin and cause determination in a California criminal court proceeding.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Investigator II certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Investigator I certificate.

(4) A current, original letter written on department letterhead and signed by the Fire Chief, Police Chief, or Sheriff or his/her authorized representative describing your specific background as it relates to the experience requirement.

(a) This letter must also include the date the applicant qualified as an expert witness, the court designator, and the case name and number.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE MARSHAL SERIES

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Marshal (Fire Prevention Officer, Fire Protection Specialist, Plans Examiner, and Fire Marshal).

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire service personnel in California become certified to an appropriate level.

FIRE PREVENTION OFFICER

(A) PROGRAM OVERVIEW

Fire Prevention Officer is the first of four levels of certification in the career path leading to Fire Marshal. Fire Prevention Officer covers those subject areas and skills necessary to conduct basic routine fire inspections and basic fire code enforcement.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997 (previously Fire Prevention Officer I).

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current fire code certification from the Uniform Fire Code Association or current Fire Code Inspector certification from the International Fire Code Institute in the Fire Code adopted by the State of California removed.

(c) Title changed from Fire Inspector to Fire Prevention Officer.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 1A: Introduction to the California Fire Code.

(2) Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards.

(3) Fire Prevention 1C: Flammable Liquids and Gases.

(D) CERTIFICATION GUIDELINES (both of the following):

(1) Instruction.

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite [one (1) of the following two (2) options]:

(a) Option 1.

1. OSFM certified Fire Fighter II.

a. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(b) Option 2.

1. Completion of the five (5) core classes (three (3) units each) from the Uniform Fire Technology/Science curricula.

a. Fire Protection Organization.

b. Fire Prevention Technology.

c. Fire Protection Equipment and Systems.
d. Building Construction for Fire Protection.
e. Fire Behavior and Combustion.

2. These classes must be completed from an accredited California community college. *CFSTES classes are not considered core curricula and do not qualify.*

(3) Experience [one (1) of the following two (2) options]:

(a) Option 1.

1. Have a minimum of one (1) year full-time, paid experience in a California fire department as a fire fighter performing company fire inspections.

(b) Option 2.

1. A minimum of one (1) year full-time, paid experience in a California fire department as a fire inspector.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Prevention Officer Certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate ***or*** official college transcripts.

(a) If waiving the Fire Fighter II requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) A 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 experience requirement.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE PROTECTION SPECIALIST

(A) PROGRAM OVERVIEW

Fire Protection Specialist is the second of four levels of professional certification in the career path leading to Fire Marshal. Fire Protection Specialist covers those subject areas and skills necessary for an in-depth understanding of the California Building Code, California Fire Code, fire protection systems, building components and fire problems in special occupancies.

This level of certification utilizes the Level 2 curricula, which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Protection Specialist certification is only available to those certified as a Fire Prevention Officer through the OSFM.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997 (previously Fire Prevention Officer II).

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the fire code adopted by the State of California added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 2A: Fire Protection Systems and Building Components.

(2) Fire Prevention 2B: Interpreting the UBC and CBC.

(3) Fire Prevention 2C: Special Hazard Occupancies.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisites (both of the following):

(a) OSFM certified Fire Prevention Officer.

(b) Current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California.

(3) Experience.

(a) Have a minimum of <u>two (2) years full-time, paid</u> experience in a California fire department as a fire prevention officer or fire inspector.

1. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Protection Specialist certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Prevention Officer certificate.

(4) A copy of your current Fire Code Inspector certification from the Uniform Fire Code Association the International Fire Code Institute in the Fire Code adopted by the State of California. Expired certificate will not be accepted.

(5) A 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 experience requirement.

(6) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) After receiving certification for Fire Protection Specialist, you are responsible for maintaining your UFCA or ICC Fire Code certification.

PLANS EXAMINER

(A) PROGRAM OVERVIEW

Plans Examiner is the third of four levels of professional certification in the career path leading to Fire Marshal. Plans Examiner covers those subject areas and skills necessary for an in-depth understanding of construction, systems coordination and compliance with all code requirements, hydraulic sprinkler calculations, plan review and design, and program management.

This level of certification utilizes upper-level curriculum, which establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Plans Examiner certification is only available to those certified as a Fire Protection Specialist through the OSFM.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997 (previously Fire Prevention Officer III).

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the fire code adopted by the State of California added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 3A: Hydraulic Sprinkler Calculations.

(2) Fire Prevention 3B: Plan Checking.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisites (both of the following):

(a) OSFM certified Fire Protection Specialist.

(b) Current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California.

(3) Experience.

(a) Have a minimum of <u>two (2) years full-time, paid</u> experience in a California fire department as a fire prevention officer, fire inspector, or plans examiner.

1. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Plans Examiner certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Protection Specialist certificate.

(4) A copy of your current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California. Expired certificate will not be accepted.

(5) A 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 experience requirement.

(6) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

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(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) After receiving certification for Fire Protection Specialist, you are responsible for maintaining your UFCA or ICC Fire Code certification.

FIRE MARSHAL

(A) PROGRAM OVERVIEW

Fire Marshal is the fourth and final level of professional certification in the career path of fire prevention. Fire Marshal covers those subject areas and skills necessary for an in-depth understanding of program management, supervision of all fire prevention in a community, development and establishment of policy, ruling on alternate means of protection, management and operations of all facets of fire protection, and principles of fire protection engineering.

This level of certification utilizes Level 2 curriculum, which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Marshal certification is only available to those certified as a Plans Examiner through the OSFM.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997.

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the fire code adopted by the State of California added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 2B: Group Discussion Techniques.

(2) Fire Management 1, Management/Supervision for Company Officers.

(3) Fire Management 2A: Organizational Development and Human Relations.

(4) Fire Management 2B: Fire Service Financial Management.

(5) Fire Management 2D: Disaster Planning.

(6) Fire Management 2E: Contemporary Issues and Concepts.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisites (all of the following):

(a) OSFM certified Plans Examiner.

(b) Current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California.

(c) Possess, at a minimum, an Associate Degree (any major) or an equivalent degree from an accredited post-secondary institution.

(3) Experience (both of the following):

(a) Have a minimum of <u>four (4) years full-time, paid</u> experience in a California fire department as a fire prevention officer, fire inspector, or plans examiner.

1. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

(b) Have a minimum of <u>two (2) years experience</u> in a supervisory/management position.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Marshal certification.

(2) Copies of your SFT score letters ***<u>or</u>*** completion certificates for each educational requirement.

(3) A copy of your OSFM Plans Examiner certificate.

(4) A copy of your current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California. Expired certificate will not be accepted.

(5) A 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 experience requirement.

(6) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

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(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet <u>must</u> accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) After receiving certification for Fire Protection Specialist, you are responsible for maintaining your UFCA or ICC Fire Code certification.

FIRE MECHANIC SERIES

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Mechanic.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire mechanic courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To have all fire fighters in California become certified to an appropriate level.

FIRE MECHANIC I

(A) PROGRAM OVERVIEW

Fire Mechanic I is the first of three levels of certification in the career path leading to Fire Mechanic III/Master Mechanic. Fire Mechanic I certification identifies the skills and knowledge necessary for the fire apparatus mechanic. This certification recognizes the high level of expertise needed to properly maintain one of the fire service's most valuable resources – fire apparatus.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective January 1, 2001.

(a) ASE test on Preventative Maintenance Inspections (T8) added.

(b) ASE test on Drive Train (T3) deleted.

(c) ASE test on Engine Performance (A8) deleted.

(d) Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic.

(e) Recertification requirement added.

1. Fire Mechanic I certificates expired for no more than one (1) year are eligible for recertification.

(3) Certification guidelines revised effective January 1, 2003.

(a) Experience acquired through private industry qualifies.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Mechanic 1: Fire Pumps and Accessories.

(2) National Institute for Auto Service Excellence (NIASE) for:

(a) Gasoline Engines (T1).

(b) Brakes (T4).

(c) Electrical/Electronic Systems (T6).

(d) Preventative Maintenance Inspections (T8).

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete the following four (4) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1).

2. Brakes (T4).

3. Electrical/Electronic Systems (T6).
4. Preventative Maintenance Inspections (T8).

(2) Prerequisite.

(a) None.

(3) Experience [one (1) of the following two (2) options]:

(a) Option 1.

1. Have a minimum two (2) years full-time, paid experience in a California fire department, public agency, or private industry as an automotive or truck mechanic, one (1) year of which must be related to the maintenance of fire apparatus.

(b) Option 2.

1. Have a minimum three (3) years full-time, paid experience in a California fire department, public agency, or private industry as a mechanic (no fire apparatus required).

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Mechanic I certification.

(2) A copy of your SFT score letter ***or*** course completion certificate for each educational requirement.

(3) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(4) A 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 experience requirement.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office or CFM Academy.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Fire Mechanic I certification is valid for five (5) years from the date of issuance.

FIRE MECHANIC I RECERTIFICATION

(A) PROGRAM OVERVIEW

The Fire Mechanic I recertification program is designed for personnel who hold or have held a valid Fire Mechanic I certificate within the last year. Successful completion of the educational requirements is required every five (5) years to maintain OSFM Fire Mechanic I certification.

(B) CERTIFICATION ESTABLISHED

(1) Recertification established January 1, 2001.

(2) Certification guidelines revised effective January 1, 2003.

(a) Experience acquired through private industry qualifies.

(C) RECERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Successfully complete the following four (4) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1).
2. Brakes (T4).
3. Electrical/Electronic Systems (T6).
4. Preventative Maintenance Inspections (T8).

(b) Within five (5) years of attaining Fire Mechanic I certification, participants shall successfully complete a minimum of thirty-six (36) hours of California Fire Mechanics Academy approved continuing education.

(2) Prerequisite.

(a) Current OSFM certified Fire Mechanic I.

1. Certificate may be expired for no more than one (1) year.

(D) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Mechanic I recertification.

(2) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(3) A copy of your continuing education certificate.

(4) A copy of your OSFM Fire Mechanic I certificate.

(5) Payment of the recertification fee. **(Fee is nonrefundable.)**

(E) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office or CFM Academy.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(F) MAINTENANCE GUIDELINES

(1) Fire Mechanic I recertification is valid for five (5) years from the date of issuance.

FIRE MECHANIC II

(A) PROGRAM OVERVIEW

Fire Mechanic II is the second of three levels of certification in the path leading to Fire Mechanic III/Master Mechanic. Fire Mechanic II certification identifies the advanced skills and knowledge necessary for the contemporary fire apparatus mechanic. This certification addresses the level of expertise needed to properly maintain the new and complex fire apparatus in service today.

This certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Mechanic II certification is only available to those certified as Fire Mechanic I. Training is currently offered annually by the California Fire Mechanics Academy, Inc.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1994.

(2) Certification guidelines revised effective January 1, 2001.

(a) Fire Mechanic 2C: Aerial Apparatus changed to Fire Mechanic 3B and moved to Fire Mechanic III certification.

(b) ASE test on Gasoline Engines (T1) deleted.

(c) ASE test on Brakes (T2) deleted.

(d) ASE test on Electrical/Electronic Systems (T6) deleted.

(e) ASE test on Engine Performance (A8) deleted.

(f) Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic.

(g) Recertification requirement added.

1. Fire Mechanic II certificates expired for no more than one (1) year are not eligible for recertification.

(3) Certification guidelines revised effective January 1, 2003.

(a) Experience acquired through private industry qualifies.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Mechanic 2A: Fire Apparatus Electrical Systems.

(2) Fire Mechanic 2B: Allison Transmissions.

(3) National Institute for Auto Service Excellence (ASE) for:

(a) Diesel Engines (T2).

(b) Drive Train (T3).

(c) Suspension and Steering (T5).

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete the following three (3) tests from the National Institute for Auto Service Excellence (ASE):

1. Diesel Engines (T2).
2. Drive Train (T3).
3. Suspension and Steering (T5).

(2) Prerequisite.

(a) Current OSFM certified Fire Mechanic I.

(3) Experience.

(a) Have a minimum of <u>four (4) years full-time, paid</u> experience in a California fire department, public agency, or private industry as an automotive or truck mechanic, <u>three (3) years</u> of which must be related to the maintenance of fire apparatus.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Mechanic II certification.

(2) Copies of your SFT score letters ***<u>or</u>*** completion certificates for each educational requirement.

(3) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(4) A copy of your current OSFM Fire Mechanic I certificate.

(5) A 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 experience requirement.

(6) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office or CFM Academy.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet <u>must</u> accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Fire Mechanic II certification is valid for five (5) years from the date of issuance.

FIRE MECHANIC II RECERTIFICATION

(A) PROGRAM OVERVIEW

The Fire Mechanic II recertification program is designed for personnel who hold or have held a valid Fire Mechanic II certificate within the last year. Successful completion of the educational requirements is required every five (5) years to maintain OSFM Fire Mechanic II certification.

(B) CERTIFICATION ESTABLISHED

(1) Recertification established January 1, 2001.

(2) Certification guidelines revised effective January 1, 2003.

(a) Experience acquired through private industry qualifies.

(C) RECERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Successfully complete the following three (3) tests from the National Institute for Auto Service Excellence (ASE):

1. Diesel Engines (T2).
2. Drive Train (T3.
3. Suspension and Steering (T5).

(b) Within five (5) years of attaining Fire Mechanic II certification, participants shall successfully complete a minimum of thirty-six (36) hours of California Fire Mechanics Academy approved continuing education.

(2) Prerequisite.

(a) Current OSFM certified Fire Mechanic II.

1. Certificate may be expired for no more than one (1) year.

(D) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification form requesting Fire Mechanic II recertification.

(2) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(3) A copy of your continuing education certificate.

(4) A copy of your OSFM Fire Mechanic II certificate.

(5) Payment of the recertification fee. **(Fee is nonrefundable.)**

(E) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office or CFM Academy.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(F) MAINTENANCE GUIDELINES

(1) Fire Mechanic II recertification is valid for five (5) years from the date of issuance.

FIRE MECHANIC III/MASTER MECHANIC

(A) PROGRAM OVERVIEW

Fire Mechanic III/Master Mechanic is the final level in the Fire Mechanic certification track. Fire Mechanic III/Master Mechanic identifies the advanced skills and knowledge necessary for specialized emergency vehicle fleet repair and program management. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today.

This level of certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Mechanic III/Master Mechanic certification is only available to those certified as Fire Mechanic II. Training is currently offered annually by the California Fire Mechanics Academy, Inc.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 2001.

(2) Certification guidelines revised effective January 1, 2003.

(a) Experience acquired through private industry qualifies.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Management 1: Management/Supervision for the Company Officer.

(2) Fire Mechanic 3A: Ambulance Service and Maintenance.

(3) Fire Mechanic 3B: Aerial Apparatus (formerly Fire Mechanic 2C).

(4) National Institute for Auto Service Excellence (ASE) for:

(a) Gasoline Engines (T1) or Diesel Engines (T2).

(b) Drive Train (T3).

(c) Brakes (T4).

(d) Suspension and Steering (T5).

(e) Electrical/Electronic Systems (T6).

(f) Preventative Maintenance Inspection (T8).

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete the following six (6) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1) or Diesel Engines (T2).

2. Drive Train (T3).

3. Brakes (T4).
4. Suspension and Steering (T5).
5. Electrical/Electronic Systems (T6).
6. Preventative Maintenance Inspection (T8).

(2) Prerequisite.

(a) Current OSFM certified Fire Mechanic II.

(3) Experience.

(a) Have a minimum of four (4) years full-time, paid experience in a California fire department, public agency, or private industry as an automotive or truck mechanic, three (3) years of which must be related to the maintenance of fire apparatus.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Mechanic III/Master Mechanic certification.

(2) Copies of the score letters ***or*** completion certificates for each educational requirement.

(3) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(4) A copy of your current OSFM Fire Mechanic II certificate.

(5) A 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 experience requirement.

(6) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office or CFM Academy.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Fire Mechanic III/Master Mechanic certification is valid for five (5) years from the date of issuance.

FIRE MECHANIC III/MASTER MECHANIC RECERTIFICATION

(A) PROGRAM OVERVIEW

The Fire Mechanic III/Master Mechanic recertification program is designed for personnel who hold or have held a valid Fire Mechanic III/Master Mechanic certificate. Successful completion is required every five (5) years to maintain OSFM Fire Mechanic III/Master Mechanic certification.

(B) CERTIFICATION ESTABLISHED

(1) Recertification established January 1, 2001.

(2) Certification guidelines revised effective January 1, 2003.

(a) Experience acquired through private industry qualifies.

(C) RECERTIFICATION GUIDELINES

(1) Instruction.

(a) Successfully complete the following six (6) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1) or Diesel Engines (T2).
2. Drive Train (T3).
3. Brakes (T4).
4. Suspension and Steering (T5).
5. Electrical/Electronic Systems (T6).
6. Preventative Maintenance Inspection (T8).

(b) Within five (5) years of attaining Fire Mechanic III certification, participants shall successfully complete a minimum of thirty-six (36) hours of California Fire Mechanics Academy approved continuing education.

(2) Prerequisites.

(a) Current OSFM certified Fire Mechanic III/Master Mechanic.

1. Certificate may be expired for no more than one (1) year.

(D) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An application form requesting Fire Mechanic III/Master Mechanic recertification.

(2) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(3) A copy of your continuing education certificate.

(4) A copy of your OSFM Fire Mechanic III/Master Mechanic certificate.

(5) A 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 experience requirement.

(6) Payment of the recertification fee. **(Fee is nonrefundable.)**

(E) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office or CFM Academy.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(F) MAINTENANCE GUIDELINES

(1) Fire Mechanic III/Master Mechanic recertification is valid for five (5) years from the date of issuance.

FIRE OFFICER SERIES

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Officer.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire officer courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

FIRE OFFICER

(A) PROGRAM OVERVIEW

Fire Officer is the first of three steps of certification leading to the position of certified Fire Chief. The three steps include certified Fire Officer, certified Chief Officer, and certified Fire Chief. This approach is in contrast to the seven steps of certification discussed in the NFPA #1021 standard. However, all the tasks specified in NFPA #1021 are included in California's three-tier system.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1981.

(2) Certification guidelines revised effective September 1, 1984.

(a) Prerequisite changed to Fire Fighter II.

(3) Certification guidelines revised effective July 1, 1998.

(a) I-300: Intermediate ICS added as a prerequisite.

(4) Certification guidelines revised effective November 1, 2004.

(a) New Fire Command 1C: Incident Management for Company Officers added as an educational requirement.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Command 1A: Command Principles for Company Officers.

(2) Fire Command 1B: Incident Management for Company Officers.

(3) Fire Command 1C: I-Zone Fire Fighting for Company Officers.

(4) Fire Instructor 1A: Instructional Techniques, Part 1.

(5) Fire Instructor 1B: Instructional Techniques, Part 2.

(6) Fire Investigation 1A: Fire Origin and Cause Determination.

(7) Fire Management 1: Management/Supervision for the Company Officer.

(8) Fire Prevention 1A: Introduction to the California Fire Code.

(9) Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards.

(10) I-300: Intermediate ICS.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete a recognized I-300 (Intermediate ICS) course.

(2) Prerequisite (both of the following):

(a) OSFM certified Fire Fighter II.

1. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(3) Experience [one (1) of the following two (2) options]:

(a) Option 1.

1. Have a minimum of two (2) years full-time, paid experience in a California fire department as a fire fighter performing suppression duties.

(b) Option 2.

1. Have a minimum of four (4) years volunteer or part-time, paid experience in a California fire department as a fire fighter performing suppression duties.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Fire Officer Certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate.

(a) If waiving this requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) A copy of your I-300: Intermediate ICS certificate.

(5) A current, original letter signed written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(6) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

CHIEF OFFICER

(A) PROGRAM OVERVIEW

Certified Chief Officer is the second of three steps of certification leading to the position of certified Fire Chief. This level of certification utilizes upper level curriculum that establishes some lower level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Chief Officer Certification is only available to those holding the rank of officer and above.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1983.

(2) Certification guidelines revised effective September 1, 1984.

(a) Fire Command 2B, Fire Management 2B, and Fire Management 2C added as educational requirements.

(3) Certification guidelines revised effective July 1, 1990.

(a) Fire Instructor 2B added as an educational requirement.

(b) Fire Management 2C deleted as an educational requirement.

(4) Certification guidelines revised effective January 1, 1996.

(a) New Fire Management 2C: Personnel and Labor Relations added as an educational requirement.

(b) Fire Instructor 2B deleted as an educational requirement.

(5) Certification guidelines revised effective July 1, 1998.

(a) I-400: Advanced ICS added as a prerequisite.

(6) Certification guidelines revised effective July 1, 2006.

(a) Years of officer experience increased from 1 year to 2 years.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Command 2A: Command Tactics at Major Fires.

(2) Fire Command 2B: Management of Major Hazardous Materials Incidents.

(3) Fire Command 2C: High Rise Fire Tactics.

(4) Fire Command 2D: Planning for Large Scale Disasters.

(5) Fire Command 2E: Wildland Fire Tactics.

(6) Fire Management 2A: Organizational Development and Human Relations.

(7) Fire Management 2B: Fire Service Financial Management.

(8) Fire Management 2C: Personnel and Labor Relations.

(9) Fire Management 2D: Master Planning.

(10) Fire Management 2E: Contemporary Issues and Concepts.

(11) I-400: Advanced ICS.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete a recognized I-400 (Advanced ICS) course.

(2) Prerequisites (all of the following):

(a) OSFM certified Fire Officer.

1. Appointed to the rank of chief officer waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(b) Possess, at a minimum, an Associate Degree (any major) or an equivalent degree from an accredited post-secondary institution.

(3) Experience and Rank (both of the following):

(a) Fire service.

1. Have a minimum of <u>five (5) years full-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Rank.

1. At least <u>two (2) years</u> of experience must be at the officer level (Lieutenant or higher). *Performing in an "acting" capacity does not qualify.*

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Chief Officer Certification.

(2) Copies of your SFT score letters ***<u>or</u>*** completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Officer certificate.

(a) If waiving this requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your chief officer rank.

(4) A copy of your I-400: Advanced ICS certificate.

(5) A copy of your degree.

(6) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing the applicant's specific background as it relates to the experience requirement.

(7) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FIRE CHIEF

(A) PROGRAM OVERVIEW

Certified Fire Chief is the final level in the Fire Officer track. This level utilizes a performance assessment process that is built upon all forms of education and experiential exposure for the nominee. This level is awarded only after determining the existence of specific competencies in the field of management, leadership, and technical knowledge.

Development of the Fire Chief certification program began in 1991 with a search for other comparative programs. The end result was that there were only two groups of fire service professionals considering a Fire Chief Certification program – the Canadian Association of Fire Chiefs and the International Association of Fire Chiefs. Both of their programs were reviewed and the Fire Chief certificate for SFT reflects aspects of their efforts.

(B) CERTIFICATION ESTABLISHED

(1) Certification established by the SBFS in 1998 by the adoption of the Fire Chief Career Development Guide.

(2) Certification guidelines revised effective July 1, 2006.

(a) If the successful candidate holds a Chief Officer rank, he or she will receive a Fire Chief designation only. After serving as a Fire Chief for one (1) year, the candidate will receive a Fire Chief certification.

(C) CERTIFICATION GUIDELINES

(1) Performance Assessment Competencies.

(a) Candidates shall, through performance assessment competency conducted by the PACE IV committee, score a minimum of 1,000 points in the performance indicators.

(2) Rank prerequisite.

(a) Appointed to the rank of Fire Chief in a legally organized California fire service agency for a minimum of one (1) year. *Performing in an "acting" capacity does not qualify.*

(D) APPLICATION

Fire Chief Certification is a three-step process.

(1) Step 1: Enrollment.

(a) Candidate submits a request for certification and the enrollment fee to SFT. **(Fee is nonrefundable.)**

(b) SFT acknowledges receipt of payment, appoints an advocate for the candidate, and forwards an application form.

(2) Step 2: Application.

(a) Candidate submits the completed application and the application fee to SFT. **(Fee is nonrefundable.)**

(b) SFT forwards the application to the candidate's advocate.

(c) Candidate meets with the advocate to review his or her application for completeness and point value.

1. A minimum of 1,000 points is required prior to requesting an appearance before the PACE IV committee.

(d) Candidate, with the advocate's assistance, develops a portfolio that includes a detailed analysis of his or her life experience (e.g., positions held in the fire service, curriculum development, and relevant work experience) and/or career education (e.g., course work taken through educational institutions and other outside training organizations) as it relates to the Fire Chief Career Development Guide.

1. Course records, personal achievements, work records (including performance reviews), certificates, resume, correspondence, and other relative communications.

2. Five (5) letters of reference from the following:

a. Two (2) from Fire Chiefs written on department letterhead.

b. Three (3) from nonfire service personnel written on agency-specific letterhead. (City council member, mayor, city manager, etc.)

(e) Advocate notifies the PACE IV chair, in writing, that the candidate is prepared.

(f) Candidate submits up to six (6) copies of his or her application and portfolio and the PACE IV review fee. **(Fee is nonrefundable.)**

(3) Step 3: PACE IV review.

(a) Advocate accompanies the candidate to the PACE IV meeting, introduces the candidate to the committee, and remains in the room during the interview.

1. Advocate cannot assist the candidate during this portion of the review.

(b) Candidate makes a verbal presentation outlining his or her qualifications and education, and responds to any questions from the PACE IV committee.

(c) After the interview, the advocate and PACE IV committee review their findings and make a final determination.

1. If the successful candidate holds a Chief Officer rank, he or she will receive a Fire Chief designation only.

a. After serving as a Fire Chief for one (1) year, the candidate will notify SFT and receive a Fire Chief certification. No additional fee is required.

2. If the successful candidate holds a Fire Chief rank, he or she will receive a Fire Chief certification.

(E) PACE IV REVIEWS

(1) Conducted on an as-needed basis at the SFT office in Sacramento.

(2) Candidate is responsible for travel costs and other expenditures.

(F) MAINTENANCE GUIDELINES

(1) Successful candidates agree to serve as an advocate for a minimum of two (2) candidate reviews.

HAZARDOUS MATERIALS SERIES

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Hazardous Materials Technician/Specialist.

(2) To identify the tasks a candidate must perform to obtain certification as a Hazardous Materials Technician or Specialist.

(3) To establish a standard curriculum of basic courses for California fire service hazardous materials training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the Title 8, California Code of Regulations, and NFPA 472.

(6) To have all fire fighters in California become certified to an appropriate level.

HAZARDOUS MATERIALS TECHNICIAN

(A) PROGRAM OVERVIEW

Hazardous Materials Technician certification identifies the tasks performed by those individuals involved in the planning, response, and handling of hazardous materials incidents. The scope of knowledge is designed to prepare personnel to perform a more aggressive role than the operational level first responder in that the Technician will stop the release of a hazardous material.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1986.

(C) EDUCATIONAL REQUIREMENTS

(1) Hazardous Materials 1A: Basic Chemistry of Hazardous Materials.

(2) Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals.

(3) Hazardous Materials 1C: Incident Considerations.

(4) Hazardous Materials 1D: Tactical Field Operations.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite.

(a) None.

(3) Experience (both of the following):

(a) Have a minimum <u>two (2) years full-time, paid</u> ***<u>or</u>*** <u>four (4) years volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Have a minimum of <u>one (1) year</u> experience in a California fire department responding to hazardous materials incidents and performing control, containment, and confinement operations that are within the capabilities of the resources available to the department.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Hazardous Materials Technician certification.

(2) Copies of your SFT or CSTI score letters ***<u>or</u>*** completion certificates for each educational requirement.

(3) A 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 experience requirement.

(4) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet <u>must</u> accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

HAZARDOUS MATERIALS TECHNICIAN TO SPECIALIST UPGRADE

(A) PROGRAM OVERVIEW

Hazardous Materials Technicians certified after December 31, 1992, may become certified Hazardous Materials Specialists by completing the upgraded training. The Hazardous Materials Technician Upgrade Program identifies the additional training necessary to complete the requirements for Specialist certification.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1993.

(2) Certification guidelines revised effective January 1, 1995.

(a) Hazardous Materials 1E was deleted as an educational requirement.

(C) EDUCATIONAL REQUIREMENTS

(1) Hazardous Materials 1F: Specialized Mitigation Techniques.

(2) Hazardous Materials 1G: Advanced Field Operations.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite.

(a) Certified Hazardous Materials Technician issued through OSFM or CSTI.

(3) Experience.

(a) In addition to the experience required for Hazardous Materials Technician, have a minimum of one (1) year experience in a California fire department responding to hazardous materials incidents and performing advanced control, containment, and confinement operations that are within the capabilities of the resources available to the department.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Hazardous Materials Specialist certification.

(2) Copies of your SFT or CSTI score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your Hazardous Materials Technician certificate.

(4) A 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 experience requirement.

(5) The certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

HAZARDOUS MATERIALS SPECIALIST

(A) PROGRAM OVERVIEW

Specialist certification identifies the tasks performed by those involved with and gives support to Hazardous Materials Technicians. The scope of knowledge is designed to provide a more specific knowledge of the various hazards and prepare personnel to serve as liaison to federal, state, and local agencies.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1993.

(2) Certification guidelines revised effective January 1, 1995.

(a) Hazardous Materials 1E was deleted as an educational requirement.

(C) EDUCATIONAL REQUIREMENTS

(1) Hazardous Materials 1A: Basic Chemistry of Hazardous Materials.

(2) Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals.

(3) Hazardous Materials 1C: Incident Considerations.

(4) Hazardous Materials 1D: Tactical Field Operations.

(5) Hazardous Materials 1F: Specialized Mitigation Techniques.

(6) Hazardous Materials 1G: Advanced Field Operations.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite.

None.

(3) Experience (both of the following):

(a) Have a minimum two (2) years full-time, paid ***or*** four (4) years volunteer or part-time, paid experience in a California fire department as a fire fighter performing suppression duties.

(b) Have a minimum of one (1) year experience in a California fire department responding to hazardous materials incidents and performing advanced control, containment, and confinement operations that are within the capabilities of the resources available to the department.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Hazardous Materials Specialist certification.

(2) Copies of your SFT or CSTI score letters ***or*** completion certificates for each educational requirement.

(3) A 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 experience requirement.

(4) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

PUBLIC EDUCATION OFFICER

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Public Education Officer.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of public education courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire service personnel in California become certified to an appropriate level.

PUBLIC EDUCATION OFFICER I

(A) PROGRAM OVERVIEW

Public Education Officer I is designed for those individuals directly involved in the planning and delivery of fire safety and fire prevention programs to the public.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective September 1, 1993.

(a) Experience requirement reduced to allow fire fighter personnel delivering fire safety programs to be certified.

(b) Number of years experience reduced for a full-time public education officer.

(c) Inflexibility of matching a prerequisite with a specific experience deleted.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 1A: Introduction to the California Fire Code.

(2) Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards.

(3) Public Education 1: Systematic Planning and Communication Skills.

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite [one (1) of the following two (2) options]:

(a) Option 1.

1. OSFM certified Fire Fighter II.

a. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(b) Option 2.

1. Completion of the five (5) core classes (three (3) units each) from the Uniform Fire Technology/Science curricula.

a. Fire Protection Organization.

b. Fire Prevention Technology.

c. Fire Protection Equipment and Systems.

d. Building Construction for Fire Protection.

e. Fire Behavior and Combustion.

2. These classes must be completed from an accredited California community college. *CFSTES classes are not considered core curricula and do not qualify.*

(3) Experience [one (1) of the following two (2) options]:

(a) Option 1.

1. Have a minimum of one (1) year full-time, paid experience in a California fire department as a fire fighter delivering fire safety/prevention education programs to the public.

(b) Option 2.

1. Have a minimum of one (1) year full-time, paid experience in a California fire department as the designated department public education officer.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Public Education Officer I certification.

(2) Copies of your SFT score letters ***or*** completion certificates for each educational requirement.

(3) A copy of your Fire Fighter II certificate ***or*** official college transcripts.

(a) If waiving the Fire Fighter II requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) A 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 experience requirement.

(5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.

(2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.

(3) If the application is incomplete, SFT staff will return a check-off sheet indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.

(c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

Fire Service Specialties

CONFINED SPACE RESCUE TECHNICIAN

TRAINING SITE ACCREDITATION

A Confined Space Rescue Technician (CSRT) Training Site must have facilities, structures, work areas, materials, props, tools, and equipment of adequate size, type, and quantity to fully and safely support the technical and manipulative training required to deliver the CSRT curriculum.

(A) GOALS

(1) Set minimum performance training objectives for CSRT training programs.

(2) Identify those performance objectives a CSRT Training Site must be capable of supporting.

(3) Provide the means to ensure proper curriculum delivery.

(4) CSRT Training Sites will meet the minimum requirements to support curriculum delivery.

(a) A completed "Request for CSRT Course Scheduling" providing the dates and location of the upcoming course.

(b) The names of all CSRT instructors must be included with the request to support class size.

(B) SITE CAPACITY

A CSRT Training Site is evaluated on its ability to deliver the required training. A One-squad Site is the minimum and is capable of delivering training to twelve (12) students or one (1) squad. Additional sites may be capable of delivering training to twenty-four (24) or thirty-six (36) students simultaneously. Each capacity level represents the maximum number of students or squads that may be taught on the site at any given time. This maximum number will be determined based on the suitability of the site to safely train between twelve (12) and thirty-six (36) students.

(1) One-squad site.

(a) Supports the instruction for teaching one (1) squad, a maximum of twelve (12) students on the site.

(b) One (1) CSRT Senior Instructor is required for a student instructor ratio of 12:1.

(2) Two-squad site.

(a) Supports the instruction for teaching two (2) squads, a maximum of twenty-four (24) students on the site.

(b) One (1) CSRT Primary Instructor and one (1) CSRT Senior Instructor are required for a student instructor ratio of 12:1.

(3) Three-squad site.

(a) Supports the instruction for teaching three (3) squads, a maximum of thirty-six (36) students on the site.

(b) Three (3) CSRT Primary Instructors are required for a student instructor ratio of 12:1.

(c) One (1) CSRT Senior Instructor is required.

(C) SITE APPROVAL PROCESS

(1) CSRT Training Sites will be inspected for compliance with the CSRT Training Site Requirements and Equipment Standards.

(2) Application process and site inspection.

(a) A CSRT Training Site representative submits to the Chief of State Fire Training a written request for accreditation as a Conditional or Permanent CSRT Training Site. This request shall include:

1. A detailed description of the site that lists the facilities, structures, work areas, materials, props, tools, and equipment available and ready for delivering a CSRT course.

2. A CSRT Site Evaluation Form completed by a registered CSRT Senior Instructor.

(b) Operating under the direction of the Chief of State Fire Training, State Fire Training staff or authorized representative and/or a registered Senior Instructor not affiliated with the site nor the delivery of the class will conduct an inspection of the CSRT Training Site.

(c) Any discrepancies or deficiencies will be documented and discussed with the site representative at the time of the inspection.

(d) Once all discrepancies and deficiencies (if any) have been completed, validated, and verified by State Fire Training staff or authorized representative, the Chief of State Fire Training will notify the CSRT representative of their status as either an approved conditional or permanent site.

(D) SITE REQUIREMENTS

The following are minimum requirements for a CSRT Training Site:

(1) The requesting agency assumes all responsibility, liability, and maintenance for the engineering design, strength, stability, and adequacy of all props including anchor points and tie offs.

(2) The requesting agency further assumes all responsibility, liability, and maintenance for all tools, equipment, and supplies used at the site for the delivery of CSRT classes. This includes, but is not limited to, ladders, ropes, rescue hardware and software.

(E) FACILITIES

(1) Classroom of adequate size and capability (including audiovisual equipment) to support classroom technical training.

(2) Wash areas.

(3) Bathrooms.

(4) Rehabilitation area.

(5) Safe and adequate parking.

(F) CSRT TRAINING PROPS

(1) Aboveground tank.

(2) Aboveground tank (minimum 8 feet high) with a vertical (top) entry through a portal of 18" to 30" and a horizontal (side) entry through a portal of 18" to 30".

(3) Underground vault.

(a) While belowground vaults are preferred, it will be acceptable to place vaults at ground level and provide platforms to simulate ground level for placing tripods or other equipment on.

(b) Vertical drop from the entry point must be greater than 5 feet.

(4) Tapered cross section.

(a) An internal configuration of inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section.

(b) Entry may be vertical or horizontal, but must be above the section that tapers downward.

(5) Horizontal pipe.

(a) Below grade or aboveground pipes between 18" and 36" in diameter.

(b) A minimum of 25 feet of continuous pipe shall be provided with at least one 45-degree or 90-degree bend.

(6) Lock-out/Tag-out.

(a) One or more of the above listed spaces shall include a lock-out/tag-out prop as part of the evolution.

(7) Permit-required confined spaces.

(a) Minimum training prop requirements can be fulfilled by using actual permit-required confined spaces or representative spaces.

(8) Opening size.

(a) One portal of entry on any of the above props shall be less than 24".

(b) Opening size is determined by measuring the shorter side of the opening.

(G) EQUIPMENT STANDARDS

(1) The following is a list of the minimum equipment that is required to conduct a Confined Space Rescue Technician course.

(2) It is recommended that scenarios be limited to 8-12 students. As the class size increases, the amount of equipment must increase.

(3) Refer to ENDNOTES for additional information.

CONFINED SPACE RESCUE TECHNICIAN EQUIPMENT STANDARDS		
Description	**Up to 12 Students One scenario at a time**	**Each additional scenario run concurrently**
Generator with fuel can	1	See Endnote A
Extension cord	1	See Endnote B
Atmospheric monitor	1 See Endnote C	1 See Endnote C
Ventilation fan with duct	1	1
Saddle vent with 90 degree elbow	1	N/A
SCBA	2	See Endnote D
Supplied air manifold	1	See Endnote E
Airline	200 feet See Endnote F	See Endnote F
Supplied air respirator with escape cylinder	2	See Endnote G
Victim respirator	1 See Endnote H	N/A
Breathing air	See Endnote I	See Endnote I
Hardline communication system	1 See Endnote J	N/A
Portable radio	2	N/A
Commercially available tripod	1 See Endnote K	See Endnote L
Commercially available cable winch	1	See Endnote M
Commercially available 4:1 pre-rig	1	N/A
SKED stretcher or equivalent	1	N/A
Backboard	1	N/A
LSP half-back or equivalent	1	N/A
Spreader bar	1	N/A
Basket stretcher	1	N/A
Wristlets	1 set	N/A
Class III harness	2	2
Entrant light source	2	2
Personal alert device	2	N/A
Edge protection	1 See Endnote N	See Endnote N
Pulley (one or more must be prusik-minding)	6	2
Double sheave pulley	2	N/A
Friction device (i.e., brake bar rack, figure eight descender)	1	N/A
½" static kernmantle rope with rope bag, 150 feet minimum	3 See Endnote O	3 See Endnote O
8mm prusik loop, short, 57"	5	5
8mm prusik loop, long, 70"	5	5
1" tubular webbing, 5' – green	10	10

CONFINED SPACE RESCUE TECHNICIAN EQUIPMENT STANDARDS		
Description	**Up to 12 Students One scenario at a time**	**Each additional scenario run concurrently**
1" tubular webbing, 12' – blue	10	10
1" tubular webbing, 15' – yellow	10	10
1" tubular webbing, 20' – orange	10	10
Carabiners, large steel locking	20	20
Fire service ground ladder	2	N/A
Mask cleaning materials	See Endnote P	N/A
Clipboard	1	1
Sample entry permit forms for each scenario	1	1
Lock-out/Tag-out kit	1	N/A

ENDNOTES

A. One (1) generator is required for each scenario. If there is a readily available power supply, an additional generator would not be needed.

B. As needed to supply power to necessary equipment.

C. A minimum of one (1) atmospheric monitor is required for each scenario. Four (4) gas monitors are recommended, but separate monitors that detect O_2 levels, flammable gases, and toxic gases that would be expected in the spaces to be entered would suffice. One (1) monitor should have a pump and extension hose for pre-entry assessment. A second monitor can be a diffusion type for the entry team.

D. Students can be required to supply their own.

E. Two scenario course - One (1) supplied air manifold and two (2) SCBAs.

Three scenario course – Two (2) supplied air manifolds and two (2) SCBAs.

F. 200 feet is the minimum. Additional airlines of sufficient length for the entry team and back-up team may be required for additional scenarios.

G. None needed if SCBAs are used for the second or third scenario.

H. This can be a supplied air system, emergency escape breathing apparatus (EEBA) or an SCBA.

I. Enough Grade "D" Breathing Air must be available to run the required scenarios. This can be supplied by a compressor with back-up cylinders or by having enough air cylinders and/or a refill capability.

J. The hardline communication system should accommodate the attendant and entrants.

K. The tripod shall have a minimum breaking strength of 5,000 pounds to meet OSHA requirements. To better prepare the students for what they may encounter in the field, as many different high point anchors as possible should be available.

L. If the second scenario is a vertical entry, a second high point anchor is required. A ladder system, a second tripod or davit, or other anchor point will work. If the second scenario is a horizontal entry, nothing is required.

M. A rope retrieval system can be used for a second vertical entry.

N. More may be required as situations warrant.

O. Other lengths may be required by the scenarios. Low stretch kernmantle is also acceptable in place of static kernmantle.

P. Mask cleaning materials must comply with Cal-OSHA GISO Section 5144.

CONFINED SPACE RESCUE TECHNICIAN SITE EVALUATION FORM

Site Location: _____ Evaluator Date: _____

Address: _____ City/Zip: _____

SPACE	DESCRIPTION	YES	NO
Aboveground Tank	• Aboveground tank with a vertical (top) entry through a portal between 18"-30". • Horizontal (side) entries through a portal between 18"-30".		
	[ ] On-site [ ] Off-site Name Of Location:		
Underground Vault	• Below-grade vault with a vertical (top) entry through a portal between 18"-30". • Portal cover should have weep holes. • Note: While below-grade vaults are preferred, it will be acceptable to place vaults aboveground and provide platforms to simulate the ground level for placing tripods or other equipment. The vertical drop from the entry point must be greater than 5 feet.		
	[ ] On-site [ ] Off-site Name Of Location:		
Tapered Cross-section	• One prop must provide an internal configuration of inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section. • Entry into this prop may be vertical or horizontal, but must be above the section which tapers downward.		
	[ ] On-site [ ] Off-site Name Of Location:		
Horizontal Pipe	• Below-grade or aboveground pipes between 18"-36" in diameter. • A minimum of 25 feet of continuous pipe must be provided with at least one 45-degree or 90-degree bend.		
	[ ] On-site [ ] Off-site Name Of Location:		
Lock-out/ Tag-out	• One or more of the props must include a lock-out/tag-out evolution.		
Entry Portal	• One entry portal on any of the above props must be less than 24". • Opening size is determined by measuring the shortest side of the opening.		
Classroom	• Adequate size and capability (audiovisual aids) to support cognitive training.		
Equipment	• Satisfies minimum equipment requirements.		

Evaluator's Comments: _____

☐ Approved: **CONDITIONAL** ☐ Approved: **PERMANENT** ☐ Approval: **PENDING**

Evaluator's Name: _____ (Please Print)

Evaluator's Signature: _____ Date:

CONFINED SPACE RESCUE TECHNICIAN INSTRUCTOR LEVELS

(A) PRIMARY INSTRUCTOR TRAINEE

(1) The Primary Instructor Trainee is the entry level for becoming a Primary Instructor for the Confined Space Rescue Technician (CSRT) course.

(a) This position is valid for two (2) years after beginning the Primary Instructor Trainee Task Book.

(2) Primary Instructor Trainees are not registered with SFT.

(B) PRIMARY INSTRUCTOR

(1) A CSRT Primary Instructor is qualified to teach a squad (up to 12 students) in a Confined Space Rescue Technician class with two or three squads.

(C) SENIOR INSTRUCTOR TRAINEE

(1) The Senior Instructor Trainee is the entry level for becoming a CSRT Senior Instructor.

(a) This position is valid for two (2) years after beginning the Senior Instructor Trainee Task Book.

(D) SENIOR INSTRUCTOR

(1) A CSRT Senior Instructor is required for any delivery of a Confined Space Rescue Technician course.

(2) For courses with only one or two squads, the CSRT Senior Instructor may also function as the Primary Instructor for a squad.

CSRT PRIMARY INSTRUCTOR TRAINEE

(A) QUALIFICATIONS

(1) Course work.

(a) Have attended and passed a SFT Rescue Systems 1 course

(b) Have attended and passed a SFT Confined Space Rescue Technician course.

(2) Instructor requirements [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(3) Teaching experience.

(a) None.

(4) Rank and experience.
(Performing in an "acting" capacity does not qualify.)

(a) Have a minimum of three (3) years experience within a California fire department in the field of rescue.

1. For example, being a member of an identifiable rescue team.

(B) APPLICATION

Submit the following to the CSRT Senior Instructor who will be evaluating you:

(1) Resume.

(a) A current resume of education, position/rank, and experience.

(2) Course work.

(a) Copies of your SFT course completion certificates.

(3) Instructor requirements.

(a) Instructor training.

1. Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.

(4) Rank and experience *(performing in an "acting" capacity does not qualify)*.

(a) A 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).

(C) RESPONSIBILITIES

Under direct supervision of a registered CSRT Senior Instructor, the Primary Instructor Trainee will:

(1) Course.

(a) Assist in classroom and field exercise setup.

(b) Support the logistics of the component(s) being trained in.

(c) Carry out all other related tasks as assigned by the Senior Instructor.

(d) Teach no more than 50% of a single course delivery.

(2) Primary Instructor Trainee Task Book.

(a) Satisfactorily complete each component of the CSRT Primary Instructor Trainee Task Book within two (2) years of beginning the task book process.

1. Requires teaching in at least two (2) SFT Confined Space Rescue Technician courses as a Primary Instructor Trainee.

2. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of completing the CSRT Primary Instructor Trainee Task Book.

(b) Each task must be documented and signed by a CSRT Senior Instructor.

(c) Evaluator Recommendation section in the completed task book must be signed off by a CSRT Senior Instructor.

CSRT PRIMARY INSTRUCTOR

(A) QUALIFICATIONS

(1) Course work.

(a) Have attended and passed a SFT Rescue Systems 1 courses.

(b) Have attended and passed a SFT Confined Space Rescue Technician course.

(2) Instructor requirements (all of the following):

(a) Regional Instructor Orientation.

1. Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

a. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor 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 and signed the Instructor Code of Ethics/Conduct.

(c) Instructor Training [one (1) of the following five (5) options]:

1. Have attended and passed Fire Instructor 1A and 1B.

2. Have a valid community college teaching credential.

3. Completed the UC/CSU 60-hour Techniques of Teaching course.

4. Completed the NFA's Fire Service Instructional Methodology course.

5. Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(d) Primary Instructor Task Book

1. Satisfactorily completed the CSRT Primary Instructor Trainee Task Book within two (2) years of beginning the task book process.

a. Evaluator Recommendation section in the completed task book must be signed off by a CSRT Senior Instructor.

b. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of completing the CSRT Primary Instructor Trainee Task Book.

(3) Teaching experience.

(a) Taught a minimum of 80 hours within a fire service related program.

(4) Rank and experience
(Performing in an "acting" capacity does not qualify.)

(a) Have a minimum of three (3) years experience within a California fire department in the field of rescue.

1. For example, being a member of an identifiable rescue team.

(B) APPLICATION

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

(1) Application form.

(a) A current instructor application signed by the applicant (available online).

(2) Resume.

(a) A current resume of education, position/rank, and experience.

(3) Course work.

(a) Copies of your SFT course completion certificates.

(4) Instructor requirements.

(a) Regional Instructor Orientation.

1. A copy of your SFT course certificate.

(b) Ethical Leadership in the Classroom.

1. A copy of your SFT course certificate.

(c) Instructor training.

1. Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.

(d) Primary Instructor Task Book.

1. Copy of your Primary Instructor Trainee Task Book.

(5) Teaching experience.

(a) A 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.

1. May be combined in one letter with the rank and experience verification.

(6) Rank and experience *(performing in an "acting" capacity does not qualify)*.

(a) A 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).

1. May be combined in one letter with the teaching verification.

(C) APPLICATION REVIEW

(1) See Primary Instruction Registration Application Review Process.

(D) RESPONSIBILITIES

Under supervision of a registered CSRT Senior Instructor, the Primary Instructor will:

(1) Administration.

(a) Setup the classroom and field exercises.

(2) Course.

(a) Teach the current curriculum as adopted by SFT.

1. Abiding by the information and requirements listed in the Course Information and Required Materials manual for the course.

(b) Ensure all objectives of the course curriculum are met.

(c) Teach at least 50% of the course.

1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and teach at least 50% of that shift's course schedule.

2. A Primary Instructor may be assigned to more than one (1) shift.

(d) Administer any skills exams.

(e) Ensure the safety of all students and adjunct instructors.

(3) Student task books.

(a) Evaluate student/team performance and sign each student's task books.

(4) Recordkeeping.

(a) Record and maintain:

1. Daily attendance records.

2. Student progress chart.

3. Student assignment records.

4. Calendar of events identifying the topics taught.

(b) Turn over all class records to the Senior Instructor upon completion of the class.

(5) Supervision.

(a) Verify the qualifications for a Guest Lecturer and directly supervise by attending and monitoring the presentation.

(E) MAINTAINING PRIMARY INSTRUCTOR STATUS

(1) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.

(2) Be the CSRT Primary Instructor for at least two (2) SFT Confined Space Rescue Technician courses every four (4) years.

(3) Submit any change of address or phone number.

(a) Department.

(b) Home.

(c) Cell.

(d) Email.

(4) Attend an update course delivered by SFT when required.

CSRT SENIOR INSTRUCTOR TRAINEE

(A) QUALIFICATIONS

(1) Course work.

(a) No additional course work required.

(2) Instructor requirements (all of the following):

(a) Currently registered as a SFT CSRT Primary Instructor in good standing.

(3) Teaching experience.

(a) No additional experience required.

(4) Rank and experience.

(a) No additional experience required.

(B) APPLICATION

Submit the following to the CSRT Senior Instructor who will be evaluating you:

(1) Resume.

(a) A current resume of education, position/rank, and experience.

(2) Instructor requirements.

(a) Verification of your Primary Instructor status.

(C) RESPONSIBILITIES

Under direct supervision of a registered CSRT Senior Instructor, the Senior Instructor Trainee will:

(1) Administration.

(a) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:

1. Submitting a "Request for Course Scheduling."
2. Qualifying each Assistant Instructor, Skills Evaluators, and Guest Lecturers.
3. Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.

(b) Verify student eligibility.

(2) Course.

(a) Ensure all objectives of the course curriculum are met.

(b) Ensure the maximum student limit is not exceeded for the class.

(c) Function as the Safety Officer to ensure the safety of all students and adjunct instructors.

1. Coordinate and monitor all safety issues during the delivery of the course.

(3) Senior Instructor Trainee Task Book.

(a) Satisfactorily complete each component of the CSRT Senior Instructor Trainee Task Book within two (2) years of beginning the task book process.

1. Requires teaching in at least two (2) SFT Confined Space Rescue Technician courses as a Senior Instructor Trainee.
2. Prospective instructors shall satisfy all instructor requirements and become registered as a senior instructor within one (1) year of completing the CSRT Senior Instructor Trainee Task Book.

(b) Each task must be documented and signed by a CSRT Senior Instructor.

(c) Evaluator Recommendation section in the completed task book must be signed off by at least two (2) CSRT Senior Instructors.

(4) Supervision.

(a) Ensure that the student/instructor ratio is maintained.

(b) Supervise the Primary Instructor's presentation of the course.

CSRT SENIOR INSTRUCTOR

(A) QUALIFICATIONS

(1) Course work.

(a) None.

(2) Instructor requirements (all of the following):

(a) Currently registered as a SFT CSRT Primary Instructor in good standing.

(b) Senior Instructor Trainee Task Book

1. Satisfactorily completed the CSRT Senior Instructor Trainee Task Book within two (2) years of beginning the task book process.

a. Evaluator Recommendation section in the completed task book must be signed off by at least two (2) CSRT Senior Instructors.

b. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of completing the CSRT Primary Instructor Trainee Task Book.

(3) Teaching experience.

(a) No additional experience required.

(4) Rank and experience.

(a) No additional experience required.

(B) APPLICATION

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

(1) Application form.

(a) A current instructor application signed by the applicant (available online).

(2) Resume.

(a) A current resume of education, position/rank, and experience.

(3) Instructor requirements.

(a) Verification of your CSRT Primary Instructor status.

(b) Task book.

1. Copy of your CSRT Senior Instructor Trainee Task Book.

(C) APPLICATION REVIEW

(1) See Primary Instruction Registration Application Review Process.

(D) RESPONSIBILITIES

(1) Administration.

(a) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:

1. Submitting a "Request for Course Scheduling."

2. Qualifying each Assistant Instructor, Skills Evaluators, and Guest Lecturers.

3. Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.

(b) Verify student eligibility.

(2) Instructor Code of Ethics/Conduct.

(A) Sign SFT's Instructor Code of Ethics/Conduct and comply with its terms and conditions

(3) Course.

(a) Ensure all objectives of the course curriculum are met.

(b) Ensure the maximum student limit is not exceeded for the class.

(c) Ensure the safety of all students and adjunct instructors.

1. Coordinating and monitoring all safety issues during the delivery of the course.

(4) Instructor Trainee Task Book.

(a) Evaluate a Primary Instructor Trainee's performance and sign the Primary Instructor Task book.

(b) Evaluate a Senior Instructor Trainee's performance and sign the Senior Instructor Task Book.

(5) Recordkeeping.

(a) Maintain all class records received from the Primary Instructor(s) for a minimum of four (4) years.

1. SFT may request, at any time, the Senior Instructor to submit these records for review. Failure to comply shall result in disciplinary action.

(6) Supervision

(a) Ensure that the student/instructor ratio is maintained.

(b) Supervise each Primary Instructor's presentation of the course.

(E) MAINTAINING SENIOR INSTRUCTOR STATUS

(1) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.

(2) Be a CSRT Senior Instructor for at least two (2) SFT Confined Space Rescue Technician courses every four (4) years.

(3) Submit any change of address or phone number.

(a) Department.

(b) Home.

(c) Cell.

(d) Email.

(e) Attend an update course delivered by SFT when required.

EMERGENCY MEDICAL TECHNICIAN-I

(A) PURPOSE AND GOALS

(1) To adopt a standard EMT-I curriculum that meets the current U.S. Department of Transportation's (DOT) Basic National Standard Curriculum for California Recruit Fire Academies and in-service training programs. [§100075(a)][2].

(2) To identify the tasks a candidate must successfully perform to obtain certification.

(3) To provide the means for maintaining a record of training accomplishments.

(4) To correlate SFT certification standards with State EMS certification standards.

(5) To have all fire service emergency responders in California become EMT-I certified.

(B) TRAINING GUIDES AND RESOURCES

(1) SFT has adopted Brady's Emergency Care, Pearson Education, Inc., Prentice-Hall, Tenth Edition for instructional and student materials. Other publisher's curriculum equivalent to U.S. DOT EMT-Basic National Standard Curriculum may be used.

(2) EMT-I Skills Packet.

(3) EMT-I Skills Competencies Verification form.

(4) Basic course final written exam.

(5) Refresher course final written exam.

(C) AUTHORITY [§100065(b)(4)].

This SFT EMT-I training and certification program is approved by the EMS Authority in accordance with Health and Safety Code, §1797.173, California Code of Regulations, Title-22, Division 9, Chapter 2, 100066(b) Emergency Medical Technician-I. EMT-I certification is valid statewide.

(D) COMPONENTS OF THE PROGRAM [§100073].

SFT's EMT-I program consists of:

(1) EMT-I Basic course, including clinical experience.

(2) Periodic and final written and skill exams.

(3) Challenge exam.

(4) EMT-I Refresher course.

(E) CERTIFICATION ESTABLISHED.

Certification program established January 1, 1980. EMT-I regulations became effective July 13, 1994 in order to: 1) consolidate to a single scope of practice and eliminate the "A" and "NA" designator, 2) allow refresher training through continuing education, 3) extend eligibility for certification through refresher training from one to four years. As a result of these changes to Title 22, the EMT-I program was updated April 1995.

[2] Section numbers refer to the California Code of Regulations, Title-22, Division 9, Chapter 2

In September 2004, EMT-I regulations were changed in order to: 1) require the National Registry EMT-Basic exam as the certifying exam (no later than January 1, 2006), 2) revise the scope of practice, 3) revise the optional skills, 4) replace the required course content with the U.S. DOT's EMT-B National Standard Curriculum, 5) require CPR as a prerequisite to taking the course, 6) require program directors to complete 40 hours of teaching methodology courses, 7) allow EMT-Is to be Primary Instructors, 8) Require Primary Instructors license or certificate to be current, 9) increase the minimum number of hours from 114 to 120 hours, 10) increase clinical experience to five (5) actual (not simulated) patients, 11) revise the training requirements for recertification with a lapsed certificate, 12) update the reciprocity of other EMT personnel, and 13) revise the required skills competencies and authorized verifiers for recertification. Because of these changes to Title 22, the EMT-I program was updated January 2005.

EMT-I PRIMARY INSTRUCTOR

To teach EMT-I courses for SFT as the Primary Instructor, the following qualifications are required.

(A) COURSE WORK

(1) None.

(B) INSTRUCTOR REQUIREMENTS (all of the following):

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(2) Ethical Leadership in the Classroom.

(a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.

(3) Instructor Training [§100070(d)] [one (1) of the following five (5) options]:

(a) Have attended and passed Fire Instructor 1A and 1B. [§100070(d)(1)].

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) MEDICAL CREDENTIAL [§100070(d)(3)(A) and [§100070(d)(3)(B)]

(1) Be a physician, registered nurse, physician's assistant, EMT-Paramedic, EMT-II, or EMT-I currently licensed or certified in California.

(D) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service/EMS related program.

(E) EXPERIENCE [§100070(d)(3)(C)]

(1) Have a minimum of two (2) years academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years. This experience must be at the EMT-I level or higher.

(F) LEGAL STANDARDS

(1) Meet and maintain the legal standards in §1798.200(A) of the California Health and Safety Code for EMTs.

REGISTRATION

(A) APPLICATION

Submit a complete application package for review that includes the following:

(1) Application for registration form.

(2) Up-to-date resume of education, position/rank, and experience.

(3) Verification of instructor training.

(4) A copy of medical credential.

(5) Verification of teaching experience.

(a) Written verification of your teaching experience must be submitted on department letterhead and signed by the Fire Chief, College Administrator, Training Center Administrator, or his/her authorized representative.

(6) Verification of experience.

(a) Written verification of your experience must be submitted on department letterhead and signed by the Fire Chief, Director of Nursing, Hospital Administrator, College Administrator, Operations Manager, or his/her authorized representative.

(b) Verification shall describe, for each credential level held, your years of service, geographical area of service, and details of the activities performed, disciplinary actions, or affirmatives awarded.

(7) Instructor applications will be reviewed during the EMT-I Instructor Orientation.

(a) Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the EMT-I Instructor Orientation.

(b) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(c) If, in the judgment of the EMT-I Instructor Orientation instructors, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a SFT instructor, approval may be denied.

(8) Registration will be complete after review and approval by the EMT Program Director in coordination with the Program Clinical Coordinator. [§100070(d)(3)(D)].

RESPONSIBILITIES

(A) ADMINISTRATION

(1) Ensure all administrative requirements are completed in accordance with printed guidelines; including, but not limited to:

(a) Completing a "Request for EMT Course Scheduling."

(b) Qualifying each Assistant Instructor and Skills Evaluator.

(c) Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.

(2) Serve as the liaison with the local EMS agency for the county in which the training is conducted. [§100066(c)(5)(A)].

(3) Verify student eligibility for certification.

(4) Proctor challenge exams.

(B) INSTRUCTOR CODE OF ETHICS/CONDUCT

(1) Sign SFT's Instructor Code of Ethics/Conduct and comply with its terms and conditions.

(C) COURSE

(1) Teach the current curriculum as adopted by SFT.

(a) Abiding by the information and requirements listed in the Course Information and Required Materials manual for the course.

(2) Ensuring all objectives of the course curriculum are met. [§100074(a)(1)].

(3) Consult with the local EMS agency in developing the EMSA System Orientation portion of a basic course being conducted. [§100066(c)(5)(B)].

(4) Ensure the maximum student limit is not exceeded for the class.

(5) Ensure the safety of all students and adjunct instructors.

(a) Coordinating and monitoring all safety issues during the delivery of the course.

(6) Teach at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.

(a) For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and teach at least 50% of that shift's course schedule.

(b) A Primary Instructor may be assigned to more than one (1) shift.

(D) CLINICAL EXPERIENCE

(1) Submit a signed agreement with a clinical provider with their course request for each basic course they teach. [§100068].

(2) Arrange for and monitor student performance in clinical experience to ensure each student shall have five (5) actual patient contacts in which a patient assessment and at least one other EMT skill is performed. [§100074(a)(2)].

(3) Ensure that no more than three (3) students are assigned to one (1) qualified supervisor during the clinical experience. [§100068].

(E) SKILLS EXAMS

(1) Arrange for and monitor student performance in the required skills.

(2) Ensure that no more than ten (10) students are assigned to one (1) qualified Skills Evaluator during the testing process.

(F) SKILLS VERIFICATION

(1) Basic class.

(a) Review students' EMT-I Basic Skills Exam Evaluation Summary for completeness and proper signatures.

(2) Recertification.

(a) Review students' EMT-I Skills Competencies Verification form for completeness and proper signatures.

(G) RECORD KEEPING

(1) Daily attendance records.

(2) Student progress charts.

(3) Student assignment records.

(4) Field or clinical observation records.

(5) EMT skills exam documentation.

(6) Documentation verifying the qualifications for each Assistant Instructor, Skills Evaluator, and Guest Lecturer.

(7) Calendar of events identifying the topics taught by the Assistant Instructor and/or Guest Lecturer.

(8) On-site processing results, including individual test scores and course completion records issued.

(9) Maintain all class records, including items, for a minimum of four (4) years.

(a) SFT may request, at any time, the Primary Instructor to submit these records for review.

(b) Failure to comply shall result in disciplinary action.

MAINTAINING PRIMARY INSTRUCTOR STATUS

(A) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.

(B) Teach or coordinate continuing education at least once every three (3) years [one (1) of the following four (4) options]:

(1) Be the Primary Instructor for at least one (1) EMT-I Basic course.

(2) Be the Primary Instructor for at least one (1) EMT-I Refresher course.

(3) Be the Primary Instructor for at least twenty-four (24) hours of EMT-I continuing education.

(4) Be the CE Coordinator for at least one (1) EMT-I Refresher course.

(C) Maintain a current medical credential and submit appropriate documentation.

(D) Submit any change of address or phone number.

(1) Department.

(2) Home.

(3) Cell.

(4) Email.

(E) Attend an update course delivered by SFT when required.

EMT-I ADJUNCT INSTRUCTORS

ASSISTANT INSTRUCTORS

(A) QUALIFICATIONS [§100070(e)]

(1) Course work.

(a) None.

(2) Instructor requirements.

(b) Regional Instructor Orientation is not required.

(c) Ethical Leadership in the Classroom is not required.

(d) Instructor training [one (1) of the following two (2) options]:

1. Same as the Primary Instructor.
2. Completed a training program that meets the DOT/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators course.

(3) Medical credential.

(a) Same as EMT-I Primary Instructor.

(4) Teaching experience.

(a) None.

(5) Experience.

(a) Same as EMT-I Primary Instructor.

(6) Legal standards.

(a) Same as EMT-I Primary Instructor.

(B) DOCUMENTATION

When requesting approval for course delivery, the Primary Instructor shall provide SFT documentation verifying these requirements. Accreditation of course delivery is contingent upon adequate documentation of the Assistant Instructors'/Skills Evaluators' qualifications.

(1) Verification of instructor training.

(2) A copy of medical credential.

(3) Verification of experience.

(C) RESPONSIBILITIES (under supervision of the Primary Instructor)

(1) Teach no more than 50% of a course.

(2) Administer periodic tests.

(3) Administer skills exams.

SKILLS EVALUATORS

(A) QUALIFICATIONS

(1) Course work.

(a) None.

(2) Instructor requirements.

(a) None.

(3) Medical credential.

(a) Same as EMT-I Primary Instructor.

(4) Teaching experience.

(a) None.

(5) Experience.

(a) Same as EMT-I Primary Instructor.

(6) Legal standards.

(a) Same as EMT-I Primary Instructor.

(B) DOCUMENTATION

When requesting approval for course delivery, the Primary Instructor shall provide SFT documentation verifying these requirements. Accreditation of course delivery is contingent upon adequate documentation of the Assistant Instructors'/Skills Evaluators' qualifications.

(1) A copy of medical credential.

(2) Verification of experience.

(C) RESPONSIBILITIES (under supervision of the Primary Instructor)

(1) Administer skills exams.

GUEST LECTURERS

(A) QUALIFICATIONS

(1) Have documentation of expertise in the subject on which they intend to lecture.

(2) Have their qualifications reviewed and approved by the Primary Instructor.

(B) DOCUMENTATION

(1) Upon request, the Primary Instructor will provide SFT documentation verifying these qualifications. This documentation may include:

(a) Previous teaching experience.

(b) Course certificates.

(c) Letters of recommendation.

(d) Resume/statement of professional qualifications.

(C) RESPONSIBILITIES (under supervision of the Primary Instructor)

(1) Teach only those topics for which they are qualified through education and experience.

(2) Combined utilization of all Guest Lecturers can account for <u>no more than 20%</u> of a course.

(3) The Primary Instructor must be present during all guest lectures.

EMT-I BASIC COURSE

(A) PROGRAM OVERVIEW

This Emergency Medical Technician-I program is designed to train and certify fire service personnel to render prehospital basic life support under emergency conditions.

(B) COURSE GUIDELINES

(1) Course Prerequisite [§100066(b)(2)].

(a) CPR training equivalent to the American Heart Association's Guidelines 2005 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level.

(2) Instruction [§100079(a)(1)].

(b) Successfully complete the training as specified in Brady's Emergency Care Instructor's Resource Manual, Pearson Education, Inc., Prentice-Hall, Tenth Edition.

(c) Successfully complete all required skills exams as proctored by the Primary Instructor.

(d) Successfully complete, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor.

(C) COURSE COMPLETION RECORD [§100077(a)]

(1) Processing.

(a) By SFT.

1. Primary Instructor submits a completed final written exam answer sheet for each student.

a. Alphabetized by last name.

2. SFT grades the final written exam and issues the course completion record for each student passing the exam.

(b) By instructor on-site processing.

1. Primary Instructor grades the final written exam and issues the course completion record for each student passing the exam.

(2) Course completion record includes the following information [§100077(b)]:

(a) Individual's name.

(b) Course completion date.

(c) Type of course and the number of hours.

(d) EMT- approving authority's name.

(e) Program director's signature.

(f) Training program's name and location.

(g) The following statement (in bold print), **"This is not an EMT-I certificate."**

(3) Course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date. [§100077(c)].

(4) Skills competency is valid to apply for National Registry testing for a maximum of one (1) year from course completion date.

(5) Course completion record must be valid statewide. [§100077(c)].

(D) EMT-I BASIC COURSE CHALLENGE [§100078]

Title 22 allows individuals to receive course completion via a challenge examination providing they meet specific criteria.

(1) Instruction.

(a) Complete and pass the SFT challenge exam as administered by a Primary Instructor. [§100078(d)].

1. This exam consists of a skills exam and written test. [§100078(b)].

(2) Prerequisite.

(a) Be a currently licensed physician, registered nurse, physician's assistant, or vocational nurse. [§100078(a)(1)].

- or -.

Completed an Armed Forces EMS training program that meets DOT EMT-Basic standards within the preceding two (2) years. [§100078(a)(2)].

- or -.

Be an active member of the U.S. military within the last two (2) years in a prehospital emergency medical classification. [§100078(a)(2)].

(3) Course completion record.

(a) Primary Instructor submits a completed final written exam answer sheet for each challenger.

1. Payment of the course registration fee must be included. **(Fee is nonrefundable.)**

(b) SFT grades the final written exam.

1. A minimum score of 80% is required to pass the course challenge exam. The challenge exam may be taken only one time.

2. Challengers who fail this exam must attend an EMT-I Basic course.

(c) If the challenger passes the exam, a course completion record will be issued by SFT. [§100078(a)].

(d) Course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date. [§100077(c)].

(e) Skills competency is valid to apply for National Registry testing for a maximum of one (1) year from course completion date.

(f) Course completion record must be valid statewide. [§100077(c)].

EMT-I INITIAL CERTIFICATION

(A) PROGRAM OVERVIEW

The Office of State Fire Marshal/SFT is an EMT-I certifying authority approved to certify fire safety personnel.

(B) CERTIFICATION REQUIREMENTS

(1) Successfully complete and pass SFT's EMT-I Basic course. [§100079(a)(1)].

(2) Successfully complete the written and skills certification exams approved by the EMSA. [§100079(a)(4)].

(a) Effective July 1, 2005 this exam will be the National Registry exam.

(3) Be 18 years of age or older. [§100079(a)(5)].

(4) Be affiliated with a fire agency as required by Health and Safety Code §1797.216. SFT has defined fire safety personnel as:

(a) State, local, or private career fire personnel.

(b) Part-time, seasonal, or limited term fire personnel.

(c) Paid-call fire personnel.

(d) Volunteer fire personnel.

(e) Reserve, auxiliary, explorer, cadet, or recruit fire personnel.

(f) Fire academy students attending an Accredited Regional Academy.

(C) APPLICATION

The following is submitted to SFT by the applicant:

(1) Completed application for EMT-I certification signed by the applicant, that includes:

(a) Verification of age requirement.

(b) Verification of fire service affiliation.

(c) Verification that the applicant is not precluded from certification for reasons defined in Health and Safety Code §1798.200. [§100079(a)(6)(B)].

(2) A copy of the applicant's National Registry EMT-Basic card.

(3) Certification fee. **(Fee is nonrefundable.)** [§100079(a)(6)(D)].

(D) EXPIRATION OF CERTIFICATION

(1) The certification expiration date will be the same expiration date as listed on the National Registry EMT-Basic card. [§100079(j)(1)].

EMT-I REFRESHER COURSE

(A) PROGRAM OVERVIEW

The Emergency Medical Technician-I refresher program is designed to train and recertify fire service personnel to render prehospital basic life support care under field emergency conditions.

(B) COURSE GUIDELINES

(1) Course prerequisite.

(a) Hold a current EMT-I certificate or one that has lapsed for less than twenty-four (24) months. [§100080(a)].

(2) Instruction.

(a) Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor. [§100080(c)].

(b) Successfully complete all required skills competencies. [§100080(f)].

(C) COURSE COMPLETION RECORD

(1) Processing.

(a) By SFT.

1. Primary Instructor submits a completed final written exam answer sheet for each student.

a. Alphabetized by last name.

2. SFT grades the final written exam and issues the course completion record for each student passing the exam.

(b) By instructor on-site processing.

1. Primary Instructor grades the final written exam and issues the course completion record for each student passing the exam.

(2) Course completion record includes the following information:

(a) Individual's name.

(b) Course completion date.

(c) Type of course and the number of hours.

(d) EMT- approving authority's name.

(e) Program director's signature.

(f) Training program's name and location.

(g) The following statement (in bold print), **"This is not an EMT-I certificate."**

(3) Course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date. [§100077(c)].

(4) Course completion record must be valid statewide. [§100077(c)].

EMT-I RECERTIFICATION

(A) PROGRAM OVERVIEW

The EMT-I recertification is designed for fire safety personnel who hold or have held a valid EMT-I certificate within the last two (2) years. Successful completion of a twenty-four (24) hour refresher course or twenty-four (24) hours of continuing education is required every two (2) years to maintain SFT EMT-I certification. A refresher course shall consist of not less than twenty-four (24) hours of classroom and laboratory instruction, including a review of the subjects and skills specified in the basic course with discussion on new developments within emergency medical services.

(B) RECERTIFICATION REQUIREMENTS

(1) Qualifications.

(a) Applicants with current EMT-I certification.

1. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor. [§100080(c)].

   - or -.

   Successfully complete twenty-four (24) hours of continuing education from an approved provider. [§100080(b)].

2. Successfully complete all required skills competencies. [§100080(f)].

(b) Applicants whose certification has lapsed less than six (6) months [§100081(a)(1)].

1. Same requirements as applicants with current EMT-I certification.

(c) Applicants whose certification has lapsed more than six (6) months but less than twelve (12) months [§100081(a)(2)].

1. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor.

   - or -.

   Successfully complete twenty-four (24) hours of continuing education from an approved provider.

2. Successfully complete an additional twelve (12) hours of continuing education through an approved provider.

3. Successfully complete all required skills competencies.

(d) Applicants whose certification has lapsed more than twelve (12) months but less than twenty-four (24) months [§100081(a)(3)].

1. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor.

   - or -.

   Successfully complete twenty-four (24) hours of continuing education from an approved provider.

2. Successfully complete an additional twenty-four (24) hours of continuing education through an approved provider.
3. Successfully complete all required skills competencies.
4. Complete and pass the written and skills certification exams approved by the EMSA.
   a. Effective July 1, 2005 this exam will be the National Registry exam.

(e) Applicants whose certification has lapsed for more than twenty-four (24) months [§100081(a)(4)].
1. Complete and pass an entire EMT-I Basic course.
2. Comply with all initial EMT-I certification requirements.

(2) Be 18 years of age or older. [§100079(a)(5)].

(3) Be affiliated with a fire agency as required by Health and Safety Code §1797.216. SFT has defined fire safety personnel as:
(a) State, local, or private career fire personnel.
(b) Part-time, seasonal, or limited term fire personnel.
(c) Paid-call fire personnel.
(d) Volunteer fire personnel.
(e) Reserve, auxiliary, explorer, cadet, or recruit fire personnel.
(f) Fire academy students attending an Accredited Regional Academy.

(C) APPLICATION

(1) For individual applications, the following is submitted to SFT by the applicant:
(a) Completed application for EMT-I certification signed by the applicant, that includes:
1. Verification of age requirement.
2. Verification of fire service affiliation.
3. Verification that the applicant is not precluded from certification for reasons defined in Health and Safety Code §1798.200.

(b) A copy of Skills Competencies Verification form.
(c) A copy of Refresher course completion record and/or continuing education certificates.
(d) A copy of EMT card if not currently certified with SFT.
(b) Certification fee. **(Fee is nonrefundable.)** [§100080(e)(4)].

(2) For group applications via a Refresher course or continuing education, review section title "Delivering an EMT-I Basic or Refresher Course" or "Coordinating EMT-I Recertification via Continuing Education."

(D) EXPIRATION OF CERTIFICATION

(1) If recertification requirements are met within six (6) months before the expiration date, the effective date of certification must be the expiration date of the current certificate. [§100080(g)].
(a) New card expires 2 years from last card.

(2) If recertification requirements are met more than six (6) months before or after the expiration date, the effective date of certification must be the date the student completes all requirements and applies for certification. [§100080(h)] or [§100081(b)].

(a) New card expires 2 years from date of application.

(3) The certification expiration date will be the final day of the final month of the two (2) year period. [§100080(g)], [§100080(h)], or [§100081(b)].

CONTINUING EDUCATION

Highlights from CCR, Title 22, Division 9, Chapter 11, September 2004.

(A) TOPICS

(1) Any topic contained in the U.S. DOT National Standard Curriculum is eligible for continuing education hours (CEH). [§100391(a)].

(2) All approved CE shall contain a written and/or skills competency based evaluation related to the objectives. [§100391(c)].

(B) FORMATS AND LIMITATIONS

(1) Media based and/or serial productions (e.g., films, videos, audiotape programs, magazine articles offered for CE credit, home study, computer simulations or interactive computer modules). [§100391.1(a)(5)].

(2) At least **fifty (50%) percent** of the required CE hours must be in a format that is **instructor based**, which means that instructor resources are readily available to the student to answer questions, provide feedback, provide clarification, and address concerns (e.g., on-line CE courses where an instructor is available to the student). This provision shall not include precepting or magazine articles for CE credit. The CE provider approving authority shall determine whether a CE course, class, or activity is instructor based. [§100391.1(a)(9)].

(C) CONTINUING EDUCATION RECORDS

(1) CE must be completed during the current certification/licensure cycle and must be submitted to the appropriate certifying/licensing authority. [§100392(a)].

(2) In order for CE to satisfy the requirements for renewal of a lapsed certificate/license, CE must be valid for a maximum of two years before the date of a completed application for certificate/license renewal. [§100392(b)].

(3) EMS personnel shall maintain for four years CE certificates issued to them by any CE provider. [§100392(c)].

(4) CE certificates may be audited for cause by the certifying/licensing authority or as part of the certifying/licensing authority's continuing education verification process. [§100392(d)].

(D) CE PROVIDER REQUIREMENTS

(1) The content of all CE is relevant, designed to enhance the practice of EMS emergency medical care, and be related to the knowledge base or technical skills required for the practice of emergency medical care. [§100395(a)(b)(1)].

(2) Records must be maintained for four years and shall contain the following:

(a) Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance; [§100395(b)(2)(A)].

(b) Record of time, place, and date each course is given and the number of CE hours granted; [§100395(b)(2)(B)].

(c) A curriculum vitae or resume for each instructor; [§100395(b)(2)(C)].

(d) A roster signed by course participants, or in the case of media based/serial production courses, a roster of course participants, to include name and certificate or license number of EMS personnel taking any CE course, class, or activity and a record of any course completion certificate(s) issued. [§100395(b)(2)(D)].

(3) The CE approving authority must be notified within thirty calendar days of any change in name, address, telephone number, program director, clinical director, or contact person. [§100395(c)].

(4) All records must be made available to the CE approving authority upon request. A CE provider must be subject to scheduled site visits by the approving authority. [§100395(d)].

(5) Individual classes, courses, or activities must be open for scheduled or unscheduled visits by the CE approving authority and/or the local EMS agency in whose jurisdiction the CE course, class, or activity is being offered. [§100395(e)].

(6) Each CE provider shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction through the designation of a program director, a clinical director, and instructors. Nothing in this section precludes the same individual from being responsible for more than one of these functions. [§100395(f)].

(7) Each CE provider shall have an approved program director, who is qualified by education and experience in methods, materials, and evaluation of instruction, which must be documented by at least forty hours in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology: [§100395(g)].

(a) California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or.

(b) National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or.

(c) A training program that meets the U. S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.

(d) Individuals with equivalent experience may be provisionally approved for up to two years by the approving authority pending completion of the above specified requirements. Individuals with equivalent experience who teach in geographic areas where training resources are limited and who do not meet the above program director requirements may be approved upon review of experience and demonstration of capabilities.

(8) The duties of the program director shall include, but not be limited to: [§100395(h)].

(a) Administering the CE program and ensuring adherence to state regulations and established local policies.

(b) Approving course, class, or activity, including instructional objectives, and assigning CEH to any CE program which the CE provider sponsors; approving all methods of evaluation, coordinating all clinical and field activities approved for CE credit; approving the instructor(s) and signing all course, class, or activity completion records and maintaining those records in a manner consistent with these guidelines.

The responsibility for signing course, class, or activity completion records may be delegated to the course, class, or activity instructor.

(9) Each CE provider shall have an approved clinical director who is currently licensed as a physician, registered nurse, physician assistant, or paramedic. In addition, the clinical director shall have had two years of academic, administrative, or clinical experience in emergency medicine or EMS care within the last five years. The duties of the clinical director shall include, but not be limited to, monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the EMS content of the program. [§100395(i)].

(10) Each CE provider instructor must be approved by the program director and clinical director as qualified to teach the topics assigned, or have evidence of specialized training which may include, but is not limited to, a certificate of training or an advanced degree in a given subject area, or have at least one year of experience within the last two years in the specialized area in which they are teaching, or be knowledgeable, skillful and current in the subject matter of the course, class or activity. [§100395(j)].

(11) CE credit must be assigned on the following basis: [§100395(k)].

(a) Classes or activities less than one CEH in duration will not be approved.

(b) For courses greater than one CEH, credit may be granted in no less than half hour increments.

(12) Each CE provider shall maintain for four years: [§100395(l)].

(a) Records on each course, class, or activity including, but not limited to, title, objectives, outlines, qualification of instructors, dates of instruction, location, participant rosters, sample tests or other methods of evaluation, and records of course, class, or activity completions issued.

(b) Summaries of test results, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content of program, number of participants and method of presentation.

(13) Providers shall issue to the participant a tamper resistant document or certificate of proof of successful completion of a course, class, or activity within thirty calendar days of completion of the course, class, or activity. The CE certificate or documentation of successful completion must contain the name of participant, certificate or license number, class title, CE provider name and address, date of course, class, or activity and signature of program director or class instructor. A digitally reproduced signature of the program director or class instructor is acceptable for media based/serial production CE courses. In addition, the following statements must be printed on the certificate of completion with the appropriate information filled in: [§100395(m)].

(a) "This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one) ____ instructor-based, ____ non-instructor based." "This document must be retained for a period of four years."

(b) "California EMS CE Provider # _____ - _____".

(14) Information disseminated by CE providers publicizing CE must include at a minimum the following: [§100395(n)].

(a) CE provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider;

(b) A clear, concise description of the course, class or activity content, objectives and the intended target audience (e.g. paramedic, EMT-II, EMT-I, First Responder or all);

(c) CE provider name, as officially on file with the approving authority; and

(d) Specification of the number of CE hours to be granted. Copies of all advertisements disseminated to the public must be sent to the approving authority and the local EMS agency in whose jurisdiction the course, class, or activity is conducted before the beginning of the course, class, or activity. However, the approving authority or the local EMS agency may request that copies of the advertisements not be sent to them.

(15) When two or more CE providers co-sponsor a course, class, or activity, only one approved CE provider number will be used for that course, class, or activity and the CE provider, whose number is used, assumes the responsibility for meeting all applicable requirements of this Chapter. [§100395(o)].

(16) An approved CE provider may sponsor an organization or individual that wishes to provide a single course, class, or activity. The approved CE provider must be responsible for ensuring the course, class, or activity meets all requirements and shall serve as the CE provider of record. The approved CE provider shall review the request to ensure that the course, class, or activity complies with the minimum requirements of this Chapter. [§100395(p)].

SYNCHRONIZATION

(A) OVERVIEW

The California State Fire Marshal's Office and the California EMS Authority find it reasonable, and allowable in regulation, to shorten the certification period of some individuals in order to synchronize recertification dates of EMT-I certificates within an individual agency. It is incumbent on the Primary Instructor to ensure compliance with this and all SFT rules pertaining to EMT training as well as statutes and regulations.

In order for an individual agency to synchronize EMT recertification dates, the following process must be adhered to:

(1) The Primary Instructor shall notify all EMTs enrolled in the recertification course of this rule. The Primary Instructor shall also notify the students that some certification periods may be shortened because of this rule, but no certification periods must be extended.

(2) The request to SFT to synchronize dates must be made on department letterhead and signed by the Chief of the department. This letter must accompany the initial request for course scheduling.

(3) Requests received after the class has been processed will not be honored. It is the Primary Instructor's responsibility to enclose the letter and ensure receipt by SFT.

(4) The certification date given each student will be either the ending date of the course or the date of the last synchronization period.

(5) The process will only be allowed when all recertifying EMTs are employees or agents of a single requesting agency.

(6) All individuals must otherwise meet all requirements for recertification in CCR, Title 22.

CERTIFICATION OF OTHER EMT CLASSIFICATIONS

(A) PROGRAM OVERVIEW

Other EMT classifications may be certified as EMT-Is through SFT. The certification process varies depending upon an individual's status.

(B) CERTIFICATION GUIDELINES

(1) Qualifications by classification.

(a) EMT-P or EMT-II.

1. Current license/certificate. [§100079(c)].
   a. No additional training or testing is required.
   b. If the license or certificate is under suspension, the applicant shall apply to a local EMS agency for EMT-I certification.
2. License/certificate has lapsed less than six (6) months. [§100079(b)(1)].
   a. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor.

      - or -.

      Successfully complete twenty-four (24) hours of continuing education from an approved provider.
   b. Successfully complete all required skills competencies.
3. License/certificate has lapsed more than six (6) months but less than twelve (12) months. [§100079(b)(2)].
   a. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor.

      - or -.

      Successfully complete twenty-four (24) hours of continuing education from an approved provider.
   b. Successfully complete an additional twelve (12) hours of continuing education through an approved provider.
   c. Successfully complete all required skills competencies.
4. License/certificate has lapsed more than twelve (12) months but less than twenty-four (24) months. [§100079(b)(3)].
   a. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the SFT final written exam as administered by the Primary Instructor.

      - or -.

      Successfully complete twenty-four (24) hours of continuing education from an approved provider.

b. Successfully complete an additional twenty-four (24) hours of continuing education through an approved provider.

c. Successfully complete all required skills competencies.

d. Complete and pass the written and skills certification exams approved by the EMSA.

(i) Effective July 1, 2005 this exam will be the National Registry exam.

5. License/certificate has lapsed for more than twenty-four (24) months. [§100079(b)(4)].

a. Complete and pass an entire EMT-I Basic course.

b. Comply with all initial EMT-I certification requirements.

(b) National Registry EMT-Basic, EMT-Intermediate, and EMT-Paramedic. [§100079(d)(1)] and [§100079(d)(2)].

1. Certificate must be current.

a. No additional training or testing is required.

(c) Out-of-state EMT-I (no National Registry card). [§100079(e)].

1. Certificate must be current.

a. Successfully complete the written and skills certification exams approved by the EMSA.

(i) Effective July 1, 2005 this exam will be the National Registry exam.

(d) Out of-state EMT-Intermediate or Paramedic. [§100079(d)(2)].

1. Certificate must be current and valid.

a. No additional training or testing is required.

(e) California EMT-I.

1. Certificate must be current.

a. No additional training or testing is required.

(2) Be 18 years of age or older. [§100079(5)].

(3) Be affiliated with a fire agency as required by Health and Safety Code §1797.216. SFT has defined fire safety personnel as:

(a) State, local, or private career fire personnel.

(b) Part-time, seasonal, or limited term fire personnel.

(c) Paid-call fire personnel.

(d) Volunteer fire personnel.

(e) Reserve, auxiliary, explorer, cadet, or recruit fire personnel.

(f) Fire academy students attending an Accredited Regional Academy.

(4) Application.

(a) Completed application for EMT-I certification signed by the applicant, that includes:

1. Verification of age requirement.
2. Verification of fire service affiliation.
3. Verification that the applicant is not precluded from certification for reasons defined in Health and Safety Code §1798.200.

(b) Completed EMT Skills Competencies Verification form (when required).

(c) A copy of the applicant's qualifying EMT license or certificate.

(d) Copies of certificates for any training completed through continuing education that meets recertification requirements.

(e) Certification fee. **(Fee is nonrefundable.)** [§100079(a)(6)(D)].

(5) Expiration of certification.

(a) Currently licensed or certificated applicants shall receive an EMT-I certificate with the same expiration date as their current license/certificate. [§100079(j)(1)].

(b) Applicants with a license or certificate that has lapsed will receive and EMT-I certificate valid for two (2) years from date the individual satisfactorily completes all certification requirements. [§100079(j)(3)].

(c) The certification expiration date will be the final day of the final month of the two (2) year period. [§100079(j)(3)].

DELIVERING AN EMT-I BASIC OR REFRESHER COURSE

(A) SCHEDULING A CLASS

(1) The Primary Instructor, in conjunction with the Host Agency, is responsible for all aspects of delivering an EMT course at the regional level.

(2) An EMT-I Basic or Refresher course may be accredited for regional delivery providing the following requirements are met:

(a) Submitting a complete and accurate "Request for EMT Course Scheduling" form to SFT at least **six (6) weeks before** the starting date of the class.

1. For a Basic EMT-I class, a copy of the written agreement(s) for completing the clinical portion of the training must be included.
2. For a Basic or Refresher EMT-I class, a copy of the current medical certificate or license for the primary instructor and any/all assistant instructors must be included.

(b) Regional courses will not be recognized for certification unless properly accredited by SFT.

1. Accreditation will not be granted after the fact; approval must be obtained before beginning the class.

(c) Advertisements for properly accredited courses may use the following statement:

"Accredited by the California Fire Service Training and Education System for credit toward California State Fire Marshal certification"

(B) CLASS MATERIALS

(1) All class materials will be sent to the name and address listed in the "Ship To" section on the "Request for EMT Course Scheduling" form approximately two weeks before the class starts.

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) EMT Instructor Checklist to use when returning the class.

(c) Blank roster sheets.

(d) EMT Skills Packets (Basic class).

(e) EMT-I Skills Competencies Verification forms (Refresher class).

(f) Application for EMT-I Certification forms.

(g) Blank course completion records (if on-site processing).

(h) Final written exam answer sheets.

(i) Final written exam booklets (when requested).

1. Exam serial numbers are checked out to the Primary Instructor and must be verified when the shipment is received and then secured until it is time to test.
2. Any discrepancies are to be reported to SFT at once, as the Primary Instructor will be held responsible for all exam booklets listed on the form.

(C) FINAL WRITTEN EXAM

Final written exams measure the minimum level of knowledge or performance necessary to meet a specified standard of competency. Students must pass the course, including any skills exams, before taking the final written exam.

(1) Testing process.

(a) A Basic or Refresher final written exam can be produced by either SFT or the Primary Instructor.

1. For a Basic class, the exam is 100-item, multiple choice.
2. For a Refresher class, the exam is 25-item, multiple choice.

(b) SFT created exams will be developed using Brady's Emergency Care, Pearson Education, Inc., Prentice-Hall, Tenth Edition test generator software.

(c) Instructor created exams can be developed using Brady's Emergency Care, Pearson Education, Inc., Prentice-Hall, Tenth Edition test generator software or any other publisher's software that is equivalent to U.S. DOT EMT-Basic National Standard Curriculum.

(d) Only the Primary Instructor may administer the final written exam.

(e) Before administering the final written exam, the Primary Instructor must verify student eligibility. The final written exam can only be administered to students that successfully:

1. Complete all components of the course, including student activities.
2. Attend the minimum number of hours required.
3. Pass all periodic written tests.
4. Pass all required skills exams.

(f) The examination room is to be arranged to allow each student sufficient space to maintain confidentiality of responses and test security.

(g) The Primary Instructor must remain in the room at all times during the written exam.

(h) It is the sole responsibility of the Primary Instructor to maintain physical security of the exam materials before, during, and after the exam process.

(i) A minimum score of 80% is required to pass the final written exam.

(2) Retaking the final written exam.

(a) Students failing the final written exam may retake it one time.

1. This retake exam must be completed within one year of the ending date of the class.
2. Payment of the retake processing fee is required. **(Fee is nonrefundable.)**

(b) Students failing the exam a second time must repeat the course and pay applicable course fees.

(c) With SFT processing:

1. The original Primary Instructor or any other registered SFT EMT instructor may administer the retake exam.

2. After a date and time have been scheduled with the student, the instructor contacts SFT to request the exam booklet and necessary materials for testing.
   a. Students cannot contact SFT for these materials.
3. After administering the retake exam, the instructor will ship the exam booklet, test checkout sheet, answer sheet, retake submittal form, and payment to SFT using a carrier that can track the shipment.
4. SFT grades the final written exam.

(d) With on-site processing of instructor created test:

1. The original Primary Instructor must administer the retake exam.
2. After administering the retake exam, the Primary Instructor grades the final written exam and issues the course completion record if the student passes.
3. The instructor ships a copy of the exam, the student's test score, and payment to SFT using a carrier that can track the shipment.

(3) Exam security.

(a) Any violation of exam security will be considered a breach of instructor responsibility and subject to disciplinary action.

(b) It is the intent of SFT to actively pursue restitution for breaches of security.

(4) Minimum restitution.

(a) Any Primary Instructor or Host Agency who loses a test, or allows test security to be breached, will be charged a minimum of $500.00.

(b) The Primary Instructor or Host Agency's instruction privileges for SFT will be suspended until restitution is made.

(D) RETURNING A CLASS

(1) At the conclusion of the class, all materials must be sent to SFT using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class. [§100077(d)].

(b) Package materials separately for each class to ensure your account is accurate and ship to:

State Fire Training Attn: Bookstore 1131 S Street Sacramento, CA 95811

(2) Basic class.

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) Completed EMT Instructor Checklist.

(c) Accurate and legible EMT roster sheets.

1. List all of the students' test scores (if on-site processing).

(d) Unused EMT Skills Packets.

(e) Unused, damaged, or misprinted course completion records (if on-site processing).

(f) Completed final written exam answer sheet for each student.

1. Answer sheets must be alphabetized (will be returned if not in alphabetical order).

(g) Final written exam booklets (if SFT produced the exams).

1. Arranged in numerical order.

(h) A copy of the instructor created test used for the final exam (if on-site processing).

(i) **Do not** submit payment when returning course materials.

(3) Refresher class.

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) Completed EMT Instructor Checklist.

(c) Accurate and legible EMT roster sheets.

1. List all of the students' test scores (if on-site processing).

(d) Unused EMT Skills Competencies Verification forms.

(e) Unused, damaged, or misprinted course completion records (if on-site processing).

(f) Completed final written exam answer sheet for each student.

1. Alphabetized by last name.

(g) Final written exam booklets (if SFT produced the exams).

1. Exam serial numbers arranged in numerical order.

(h) A copy of the instructor created test used for the final exam (if on-site processing).

(i) Completed EMT Skills Competencies Verification form for each student applying for recertification.

1. Alphabetized by last name.

(j) Completed application for EMT-I certification form for each student applying for recertification.

1. Signed by the applicant.
2. Signed by the Primary Instructor.
3. Alphabetized by last name.

(k) A copy of the applicant's most recent EMT-I certification card if the applicant is not currently certified by SFT.

(l) **Do not** submit payment when returning class materials.

(4) Late returns.

(a) A notice will be sent forty-five (45) days after the class ending date informing the Primary Instructor or Host Agency of their obligation to return the class and notifying them that their instruction privileges for SFT have been suspended.

(b) Future classes will **not be approved** until <u>all</u> materials are submitted for the outstanding class.

(E) PAYMENT

(1) Responsibility.

(a) All fees paid by the students for course registration and certification must be made payable to the Primary Instructor or Host Agency.

(2) Invoice.

(a) An invoice will be issued after the class has been received by SFT. The invoice will cover the cost for the following:

1. Student registration and/or EMT-I recertification fees.
2. Shipping and handling charges.

(b) The invoice will be sent from the CAL FIRE Accounting Department to the name and address listed in the "Bill To" section on the "Request for EMT Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The Primary Instructor or Host Agency must submit one check payable to SFT.
2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices.

(a) First notice.

1. If payment is not made within thirty (30) days, the Primary Instructor or Host Agency will receive a delinquent notice from SFT.

(b) Second notice.

1. A second notice will be sent out after sixty (60) days reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for SFT have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(c) Third notice.

1. A third notice will be sent out after ninety (90) days via certified mail.
2. If the overdue account remains unpaid for the next 30 days, SFT will initiate collection proceedings through one or more of the following methods:

a. Intercept and collect the amount owed from the Franchise Tax Board, Employment Development Department, State Controller's Office, or Board of Equalization.

b. Turn the account over to a collection agency.

c. File a legal claim.

(F) CLASS PROCESSING

(1) Average turnaround for SFT to process a class once it is received is four weeks.

(2) This time can be reduced by Primary Instructors and/or Host Agencies returning a class immediately after the ending date and including all required materials and documentation.

COORDINATING EMT-I RECERTIFICATION VIA CONTINUING EDUCATION

(A) OVERVIEW

(1) The CE Coordinator, in conjunction with the Host Agency, is responsible for all aspects of coordinating EMT-I recertification via continuing education at the regional level.

(2) The CE Coordinator ***does not*** have to be a SFT registered EMT-I Primary Instructor.

(B) SCHEDULING

(1) EMT-I recertification via continuing education is scheduled by submitting a "Request for EMT Recert via CE Course Scheduling" form to SFT at least **six (6) weeks before** the "Materials Needed by Date."

(2) This date should be within the last six months of your current certification period.

(a) If submitted too soon, you will receive a new certification date.

(C) MATERIALS

(1) All materials will be sent to the name and address listed in the "Ship To" section on the "Request for EMT Recert via CE Course Scheduling" form two-three weeks before the date specified.

(a) A copy of the "Request for EMT Recert via CE Course Scheduling" form.

(b) EMT Recert via CE Instructor Checklist to use when returning the class.

(c) EMT Skills Competencies Verification forms (if requested).

(d) Application for EMT-I Certification forms.

(D) VERIFICATION

(1) CE Coordinators (who are SFT EMT-I registered Primary Instructors):

(a) EMT-I application for certification form (pink Scantron).

1. Each applicant's name, social security number, address, and phone number are written and bubbled in correctly.
2. The CONTINUING EDUCATION section is bubbled in correctly.
3. The ELIGIBILITY REQUIREMENTS section is bubbled in correctly, including written birth date and fire agency/academy affiliation.
4. Each applicant has signed and dated the form.
5. In the "FOR INSTRUCTOR USE ONLY" box on the back, bubbled in the number of CE hours you verified for each applicant.
6. Sign and date on the back of each application. This signature verifies that you have verified and have on file each applicant's continuing education certificates.

(b) Skills Competencies Verification.

1. Each applicant's Skills Competencies Verification form is completed correctly.

(2) CE Coordinators (who are ***not*** SFT EMT-I registered Primary Instructors):

(a) EMT-I application for certification form (pink Scantron)

1. Each applicant's name, social security number, address, and phone number are written and bubbled in correctly.
2. The CONTINUING EDUCATION section is bubbled in correctly.
3. The ELIGIBILITY REQUIREMENTS section is bubbled in correctly, including written birth date and fire agency/academy affiliation.
4. Each applicant has signed and dated the form.

(b) Skills Competencies Verification

1. Each applicant's Skills Competencies Verification form is completed correctly.

(E) RETURNING THE MATERIALS

(1) All materials must be sent to SFT using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class. [§100077(d)].

(b) Package the materials to ensure your account is accurate and ship to:

State Fire Training Attn: Bookstore 1131 S Street Sacramento, CA 95811

(2) CE Coordinators (who are SFT EMT-I registered Primary Instructors) must include:

(a) A copy of the "Request for EMT Recert via CE Course Scheduling" form.

(b) Completed EMT Recert via CE Instructor Checklist.

(c) Completed EMT Skills Competencies Verification form for each applicant.

1. Alphabetized by last name.

(d) Completed application for EMT-I certification form (pink Scantron) for each applicant.

1. Alphabetized by last name.

(e) A copy of each applicant's most recent EMT-I certification card if the applicant is not currently certified by SFT.

(f) **Do not** submit payment when returning class materials.

(3) CE Coordinators (who are ***not*** SFT EMT-I registered Primary Instructors) must include:

(a) All of (a) through (e) above.

(b) Copy of each applicant's continuing education certificates.

(c) **Do not** submit payment when returning class materials.

(4) Late returns.

(a) A notice will be sent forty-five (45) days after the class ending date informing the CE Coordinator or Host Agency of their obligation to return the class and notifying them that their privileges for SFT have been suspended.

(b) Future classes will **not be approved** until <u>all</u> materials are submitted for the outstanding class.

(F) PAYMENT

(1) Responsibility.

(a) All fees paid by the applicants for certification must be made payable to the CE Coordinator or Host Agency.

(2) Invoice.

(a) An invoice will be issued after the class has been received by SFT. The invoice will cover the cost for the following:

1. EMT-I recertification fees.
2. Shipping and handling charges.

(b) The invoice will be sent from the CAL FIRE Accounting Department to the name and address listed in the "Bill To" section on the "Request for EMT Recert via CE Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The CE Coordinator or Host Agency must submit one check payable to SFT.
2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices.

(a) First notice.

1. If payment is not made within thirty (30) days, the CE Coordinator or Host Agency will receive a delinquent notice from SFT.

(b) Second notice.

1. A second notice will be sent out after sixty (60) days reminding the CE Coordinator or Host Agency of their obligation and notifying them that their privileges for SFT have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(c) Third notice.

1. A third notice will be sent out after ninety (90) days via certified mail.
2. If the overdue account remains unpaid for the next 30 days, SFT will initiate collection proceedings through one or more of the following methods:

a. Intercept and collect the amount owed from the Franchise Tax Board, Employment Development Department, State Controller's Office, or Board of Equalization.

b. Turn the account over to a collection agency.

c. File a legal claim.

(G) PROCESSING

(1) Average turnaround for SFT to process a class once it is received is four weeks.

(2) This time can be reduced by CE Coordinators and/or Host Agencies returning a class immediately after the ending date and including all required materials and documentation.

RESCUE SYSTEMS 1

TRAINING SITE ACCREDITATION

(A) OVERVIEW

(1) An accredited Rescue Systems 1 Training Site has facilities, structures, work areas, materials, props, tools, and equipment of adequate size, type, and quantity to fully and safely support the technical and manipulative training required to deliver the Rescue Systems 1 curriculum.

(B) GOALS

(1) Set minimum performance training objectives for Rescue Systems 1 training programs.

(2) Identify those performance objectives a Rescue Systems 1 Training Site must be capable of supporting.

(3) Provide the means to ensure proper curriculum delivery.

(C) SITE ACCREDITATION

(1) Rescue Systems 1 Training Sites will be inspected for compliance with the Rescue Systems 1 Site Requirements and Equipment Standards. Once inspected, sites may be accredited as one of the following:

(a) Full accreditation.

1. A permanent-use site that fully meets the Rescue Systems 1 Site Requirements and Equipment Standards.

(b) Temporary accreditation.

1. A short-term use site that meets the Rescue Systems 1 Site Requirements and Equipment Standards.
2. Typically, these sites are in areas where permanent sites are not practical or available.
3. Accreditation is granted for the purpose of delivering a set number of courses.
4. Once the training is complete, the temporary accreditation is rescinded.

(2) Application process and site inspection.

(a) Full accreditation.

1. A Rescue Systems 1 Training Site representative submits to the Chief of State Fire Training a formal letter requesting full accreditation for a permanent site.
   a. This letter must describe the site in detail by listing the facilities, structures, work areas, materials, props, tools, and equipment available and ready for delivering a Rescue Systems 1 course.
2. SFT staff and/or a registered Rescue Systems 1 Senior Instructor, operating under the direction of the Chief of State Fire Training, will conduct an inspection of the Rescue Systems 1 Training Site.

3. Any discrepancies or deficiencies will be appropriately documented and discussed with the site representative at the time of the inspection.
4. Copies of all inspection documents and notes will be reviewed by the Chief of State Fire Training and kept on file.
5. The Chief of State Fire Training will notify the Rescue Systems 1 Training Site of their status after the inspection.

(b) Temporary accreditation.

1. A registered Rescue Systems 1 Senior Instructor or designee submits to the Chief of State Fire Training a formal letter requesting temporary accreditation for delivering a Rescue Systems 1 course.
2. This letter must describe the site in detail by listing the facilities, structures, work areas, materials, props, tools, and equipment available and ready for delivering a Rescue Systems 1 course.
3. Photographs of each required structure, work area, and prop must be included in the application package.
4. A completed "Request for Rescue Systems Course Scheduling" providing the dates of the upcoming course and all instructors must be included in the application package.
5. Temporary accreditation must be requested at least ninety (90) days before the beginning date of the course.

(3) Appeals.

(a) Step 1.

1. The Rescue Systems 1 Training Site representative must submit in writing to the Chief of State Fire Training all evidence to support reversing the site accreditation denial.
2. After review of all submitted materials, the Chief of State Fire Training will notify the site representative in writing of the decision to uphold, modify, or withdraw the denial of accreditation.

(b) Step 2.

1. If the denial of accreditation is upheld, the site representative may appeal the findings to the Assistant State Fire Marshal.
2. The Rescue Systems 1 Training Site representative must submit in writing all evidence to support reversing the decision of the Chief of State Fire Training.
3. After review of all submitted materials, the Assistant State Fire Marshal will notify the site representative in writing of the decision to uphold, modify, or withdraw the denial of accreditation.
4. The decision of the Assistant State Fire Marshal is final.

(D) SITE CAPACITY

(1) Once accreditation has been established, a Rescue Systems 1 Training Site is evaluated on its ability to deliver the required field modules.

(2) A site may be capable of delivering from one to four field modules simultaneously.

(3) Each module capacity rating represents the maximum number of modules that may be taught on the site at any given time.

(4) This maximum number will be determined based on the suitability of the site to safely train twelve (12) students in each of the individual modules.

(5) The four modules include:

(a) Rope/Low Angle Rescue.

(b) Heavy Objects/Breaking and Breaching.

(c) Ladder Rescue Systems.

(d) Emergency Building Shores.

(6) 1-module site.

(a) Capable of teaching one (1) field module at a time with a maximum of 12 students on the site.

(b) One (1) Primary Instructor is required.

(7) 2-module site.

(a) Capable of teaching two (2) field modules simultaneously with a maximum of 24 students on the site.

(b) Two (2) Primary Instructors are required.

(8) 3-module site.

(a) Capable of teaching three (3) field modules simultaneously with a maximum of 36 students on the site.

(b) Three (3) Primary Instructors and one (1) Senior Instructor are required.

(9) 4-module site.

(a) Capable of teaching four (4) field modules simultaneously with a maximum of 48 students on the site.

(b) Four (4) Primary Instructors and one (1) Senior Instructor are required.

(E) SITE REQUIREMENTS

(1) The following are minimum requirements for a Rescue Systems 1 Training Site.

(a) The facilities and props for each module should be in close proximity to each other to facilitate timeframes.

(2) The requesting agency assumes all responsibility, liability, and maintenance for the engineering design, strength, stability, and adequacy of all props including anchor points and tie offs.

(3) The requesting agency further assumes all responsibility, liability, and maintenance for all tools, equipment, and supplies used at the site for the delivery of Rescue Systems 1 classes.

(a) This includes, but is not limited to, ladders, ropes, rescue hardware, and shoring and cribbing materials.

(4) Orientation.

(a) Classroom.

(b) Audiovisual equipment.

(c) Wash areas.

(d) Bathrooms.

(e) Rehabilitation area.

(f) Safe and adequate parking.

(5) Rope rescue.

(a) Structure, 30' minimum height with working roof that is of sound and safe engineering design.

(b) High and low anchor points to perform rope evolutions.

(c) Area to demonstrate and practice skills from Units 1, 2, and 3 (rescue knots, rescue/victim packaging, and rope systems).

(d) Area to demonstrate and practice anchor systems.

(6) Low angle rescue.

(a) Platform or working area, 20' long x 25' wide.

(b) Connected slope area, 20' long x 10' wide @ 30°-60° angle.

(c) Side-by-side anchor points.

(7) Heavy objects.

(a) Three (3) 20' x 20' concrete pads with a 10' diameter buffer area at grade level (may be contiguous).

(b) Four (4) 3' x 3' x 3' concrete cubes.

(c) Four (4) 5' x 8' x 12" concrete reinforced slabs (6,000 pounds each).

(8) Breaking and breaching.

(a) Working area at grade level, 20' long x 20' wide.

1. Concrete, asphalt, or unimproved ground.

2. Length of work area is dependent on the length of the pipe-shaped props.

(b) Six (6) pipe-shaped props.

1. Concrete, metal, or wood.

2. 36"-48" diameter.

3. 6'-10' long.

(c) Two (2) plywood and wood frame breaching props.

1. One side with 4' x 4' x ¾" plywood nailed with 8d nails 6" on center to a 2" x 4" frame with studs 16" on center nailed with 16d nails and two 2" x 4" x 4' braces to hold the frame in place at the entrance to the pipes.

(d) Two (2) drywall, stucco k-lath and wood frame breaching props.

1. One side with 4' x 4' x ½" drywall nailed with 8d nails 6" on center to a 2" x 4" frame with studs 16" on center nailed with 16d nails.
2. Other side with stucco k-lath nailed with 8d nails 6" on center to a 2" x 4" frame with studs 16" on center nailed with 16d nails.

(e) Two (2) lightweight concrete breaching props.

1. 4' x 4' x 2" concrete slab reinforced with welded wire mesh (6" x 6" x 10g x 10g).

(9) Ladder rescue.

(a) 20' structure adequate for simultaneous operations of ladder systems that is of sound and safe engineering design.

(b) Side openings to accommodate simultaneous operations of ladder systems.

(c) High and low anchor points appropriately placed for use with each operation.

(d) Open field area to accommodate simultaneous operations, ladder "A" frame, ladder gin, and pickets.

(e) Area to lower students one story through a 30" diameter or 24" square opening.

1. An 8' minimum height is required.

(10) Emergency shoring.

(a) Structure(s) adequate for simultaneous operations of interior and exterior shoring systems that is of sound and safe engineering design.

1. Area large enough to accommodate lumber supply (near cutting station).

(b) Spot shores.

1. Area with simulated or actual joist(s) to set three (3) shores.
2. 16' x 16' working area.
   a. An 8' minimum height is required.

(c) Vertical shores.

1. Area with simulated or actual joist(s) to set one (1) vertical shore with three (3) posts.
2. 8' x 14' working area.
   a. An 8' minimum height is required.

(d) Horizontal shores.

1. Parallel walls 3' apart and 8' long.
2. 24 square feet of working area.

(e) Window and door shores.

1. 2' x 2' window opening.
2. 2'6" x 6'8" door opening.
3. 32 square feet of working area.

(f) Sloped floors.
1. 8' x 8' working area.
2. Configured so that the crib bed of a sloped floor shore is no greater than 3' in height when constructed.
3. Between 20°-30° angle.

(g) Raker shores.
1. Two (2) 12' x 12' walls (may be contiguous).
2. 400 square feet of working area for each section of wall.

(h) Cutting station.
1. Minimum of 6" off the ground.
2. 16' x 16' working area.

(F) SITE DEVIATION

(1) In the event that a training site has a facility, structure, or prop that does not comply with the Rescue Systems 1 Site Requirements and Equipment Standards, the site has the opportunity to apply for a site deviation.

(2) A Rescue Systems 1 Senior Instructor or designee submits to the Chief of State Fire Training a formal letter requesting site deviation. This letter must describe the site deviation in detail by listing:

(a) The need and parameters of the deviation.

(b) New or revised lesson plans linked to the deviation that ensure consistency with the standards and behavioral objectives of the approved Rescue Systems 1 curriculum.

(c) Demonstration, either live or through visual aids, of any deviated technique or procedure.

(3) The Chief of State Fire Training will review the request for site deviation.

(a) Any deficiencies will be appropriately documented and discussed with the Rescue Systems 1 Senior Instructor or designee requesting the site deviation.

(b) If site deviation is denied, a provisional accreditation may be granted at this time.

(c) If a site is not approved, they have three (3) months to comply with the site requirements identified as deficient in the inspection report.

(G) EQUIPMENT STANDARDS.

(1) The equipment listed below is the minimum for each Rescue Systems 1 Training Site.

(2) The equipment is in compliance with or exceeds the standards listed in NFPA 1983, Standard on Fire Service Life Safety Rope, Harness, and Hardware.

(3) Student safety is of paramount importance when conducting the type of high-risk training associated with the Rescue Systems 1 course.

RESCUE SYSTEMS 1 EQUIPMENT STANDARDS

Item	Size	Introduction	Ropes	Low Angle	Ladders	Exterior Shoring	Interior Shoring	Heavy Objects	Breaking And Breaching	1-Module Site
CONSUMABLES										
Common nails	8d					5 lbs.	5 lbs.		5 lbs.	15 lbs.
Common nails	16d					10 lbs.	10 lbs.		5 lbs.	25 lbs.
Concrete slab reinforced with welded wire mesh (6"x6"x10gx10g)	4'x4'x2"								2	2
Drywall	4'x4'x½"								2	2
Duplex nails	8d					10 lbs.	10 lbs.		5 lbs.	25 lbs.
Duplex nails	16d					20 lbs.	20 lbs.		5 lbs.	45 lbs.
Gasoline and bar oil						1				1
Lumber	2"x4"x4'								14	14
Lumber	2"x4"x8'					4				4
Lumber	4"x4"x8'					6				6
Lumber marker						4	4		2	8
Plywood	4'x4'x¾"								2	2
Plywood	4'x8'x¾"					1				1
Stucco K-lath	4'x4'								2	2
NONCONSUMABLES										
Anchor plate		3	3	2						3
Brake bar rack		3	3	1						3
Carabiner (steel locking)		20	20	20	25					25
Commercial Class II harness	Small	1	1	1	1					1
Commercial Class II harness	Medium	1	1	1	1					1
Commercial Class II harness	Large	1	1	1	1					1
Commercial Class II harness	Extra large	1	1	1	1					1
Cribbing	4"x4"x24"					12	40			52
Cribbing	4"x4"x18"							100		100
Cribbing	4"x4"x9"							25		25
Cribbing	2"x4"x9"							25		25
Cribbing/Cleat	2"x4"x24"					20	30			50
Cribbing/cleat	2"x4"x18"							50		50
Edge protector				1	1					1
Edge roller		1	1		1					1
Figure eight descender		3	3	1	4					4
Gibbs ascender		1	1	1	2					2
Gusset plate	12"x12"x¾"					24	20			44
Ladder	14'				2					2
Ladder	24'				2					2
Low stretch kernmantle rope	½"x150'	2	2	3	6					6
Lumber	4"x4"x8'					8	24			32
Lumber	4"x4"x12'					2				2
Lumber	4"x4"x14'					4				4
Lumber	4"x4"x20'					2				2
Lumber	2"x4"x8'					4	10			14
Lumber	2"x4"x14'					2				2
Lumber	2"x6"x8'					12	4			16
Lumber	2"x6"x14'					4	2			6
Lumber	1"x6"x8'					1	2			4
Pick off strap				1						1
Picket, steel	1"x4'				15				2	15

RESCUE SYSTEMS 1 EQUIPMENT STANDARDS

Item	Size	Introduction	Ropes	Low Angle	Ladders	Exterior Shoring	Interior Shoring	Heavy Objects	Breaking And Breaching	1-Module Site
Pipe-shaped prop, made from concrete, meal, or wood	36"-48"x6'-10'								6	6
Plywood	4'x8'x¾"					1				1
Prusik loop	Short	3	3	3	5					5
Prusik loop	Long	4	4	3	5					5
Prusik minding pulley		3	3	2	4					4
Pulley	2" or 4"	3	3	2	4					4
Rescue litter				1	2					2
Rescue litter prerig with prusiks				1	1					1
Spacer	2"x4"x18"				6					6
Spar	4"x4"x8'				8					8
Tie rope	10'	12	12							12
Utility rope	20'				8					8
Webbing, blue tubular	1"x15'	15	15	10	10					15
Webbing, green tubular	1"x5'	15	15	10	10					15
Webbing, orange tubular	1"x20'	15	15	10	10					15
Webbing, yellow tubular	1"x12'	15	15	10	10					15
Wedge pairs	2"x4"x12"					6	20	20		26
Wedge pairs	4"x4"x12"							2		2
Wedge pairs	4"x4"x18"					10	20	20		30
TOOLS										
Axe, flat head									2	2
Axe, pick head									1	1
Bolt cutter									2	2
Cold chisel	1"x7-7/8"								2	2
Chain saw						2			2	2
Crow bar	3'					4	4	4	1	8
Ellis clamp							4			4
Ellis jack							1			1
Framing hammer						6	6		1	12
Framing square with tables						2				2
Hacksaw, heavy duty									2	2
Hand saw, crosscut						2			2	2
Hydraulic jack	5 ton (min.)								1	1
Measuring tape						4	4		2	8
Pinch point pry bar	60"							6	1	7
Pipe	1½"x6'						1			1
Pipe	2"x4'							8		8
Pipe screw jack set							1			1
Post screw jack							2			2
Shovel, round point					1				1	1
Shovel, square point									1	1
Single jack hammer	3 – 4 lb.					6	6		2	12
Sledge hammer	8 – 10 lb.				2				1	2
Speed square						4				4
Tool pouch						6	6			12

RESCUE SYSTEMS 1 INSTRUCTOR LEVELS

(A) INSTRUCTOR TRAINEE

(1) The Instructor Trainee is the entry level for becoming a Primary Instructor for the Rescue Systems 1 course and may apply to become a registered Primary Instructor once the educational, course work, and experience criteria have been met.

(2) This position is valid for two (2) years after successfully completing a Rescue Systems 1 course.

(3) Under direct supervision of a registered Rescue Systems 1 Primary or Senior Instructor, the Instructor Trainee will:

(a) Support the logistics of the module(s) being trained in.

(b) Instruct the entire module(s) being trained in.

May begin by instructing portions of the module(s) while being trained.

(c) Satisfactorily complete and have signed by a Rescue Systems 1 Primary or Senior Instructor the Instructor Trainee Task Book for at least one module within two (2) years of completing a Rescue Systems 1 course.

(B) PRIMARY INSTRUCTOR

(1) The Rescue Systems 1 Primary Instructor is qualified to teach one or more of the modules in a Rescue Systems 1 course.

(2) During a 1-Module or 2-Module course delivery, a Primary Instructor is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating any Instructor Trainee(s).

(3) The Primary Instructor initiates a 1-Module or 2-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to SFT.

(C) SENIOR INSTRUCTOR

(1) The Rescue Systems 1 Senior Instructor is qualified to teach all of the modules in a Rescue Systems 1 course.

(2) During a 3-Module or 4-Module delivery, a Senior Instructor is a required position and is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating the Primary Instructor(s) and Instructor Trainee(s).

(3) The Senior Instructor initiates a 3-Module or 4-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to SFT.

(4) A Senior Instructor can also conduct site inspections and make recommendations for approval as an agent of SFT.

RESCUE SYSTEMS 1 INSTRUCTOR TRAINEE QUALIFICATIONS

(A) COURSE WORK

(1) Have attended and passed the Rescue Systems 1 course within the last two years.

(B) INSTRUCTOR REQUIREMENTS [one (1) of the following five (5) options]:

(1) Have attended and passed Fire Instructor 1A and 1B.

(2) Have a valid community college teaching credential.

(3) Completed the UC/CSU 60-hour Techniques of Teaching course.

(4) Completed the NFA's Fire Service Instructional Methodology course.

(5) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(C) TEACHING EXPERIENCE

(1) None.

(D) RANK AND EXPERIENCE

(Performing in an "acting" capacity does not qualify.)

(1) Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing rescue duties.

(E) RESPONSIBILITIES

Under direct supervision of a registered Rescue Systems 1 Primary or Senior Instructor:

(1) Support the logistics of the module(s) being trained in.

(2) Teach 100% of the module(s) being trained in.

(a) May teach no more than 50% of a module during a single session as an Instructor Trainee.

(b) A Rescue Systems 1 Primary or Senior Instructor must sign-off at least one (1) module in your Instructor Trainee Task Book within two (2) years of completing a Rescue Systems 1 course.

RESCUE SYSTEMS 1 PRIMARY INSTRUCTOR

To teach a Rescue Systems 1 course for SFT as the Primary Instructor, the following qualifications are required:

QUALIFICATIONS

(A) COURSE WORK (both of the following):

- (1) Have attended and passed Rescue Systems 1.
- (2) Have attended and passed I-200: Basic ICS.

(B) TASK BOOK

- (1) Completed the Instructor Trainee Task Book for each module seeking registration.
  - (a) Signed off by a Rescue Systems 1 Primary or Senior Instructor within two (2) years of completing a Rescue Systems 1 course.

(C) INSTRUCTOR REQUIREMENTS (all of the following):

- (1) Regional Instructor Orientation.
  - (a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.
    - 1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.
- (2) Ethical Leadership in the Classroom.
  - (a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.
- (3) Instructor Training [one (1) of the following five (5) options]:
  - (a) Have attended and passed Fire Instructor 1A and 1B.
  - (b) Have a valid community college teaching credential.
  - (c) Completed the UC/CSU 60-hour Techniques of Teaching course.
  - (d) Completed the NFA's Fire Service Instructional Methodology course.
  - (e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(D) TEACHING EXPERIENCE

- (1) Taught a minimum of 80 hours within a fire service related program.

(E) RANK AND EXPERIENCE
(Performing in an "acting" capacity does not qualify.)

- (1) Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing rescue duties.

REGISTRATION

(A) APPLICATION

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

(1) A current instructor application signed by the applicant (available online).

(2) A current resume of education, position/rank, and experience.

(3) A copy of your Regional Instructor Orientation certificate or proof of current SFT instructor registration.

(4) Copies of your SFT score letter ***or*** completion certificate for each course.

(5) Copy of your Instructor Trainee Task Book for each module seeking registration signed off by a Rescue Systems 1 Primary or Senior Instructor within two (2) years of completing a Rescue Systems 1 course.

(6) Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.

(7) A 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.

(8) A 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.

(B) APPLICATION REVIEW

(1) See Primary Instruction Registration Application Review Process.

RESPONSIBILITIES

(A) ADMINISTRATION

(1) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:

(a) Submitting a "Request for Course Scheduling."

(b) Qualifying each Assistant Instructor, Manipulative Skills Evaluators, and Guest Lecturers.

(c) Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.

(2) Verify student eligibility.

(B) INSTRUCTOR CODE OF ETHICS/CONDUCT

(1) Sign SFT's Instructor Code of Ethics/Conduct and comply with its terms and conditions

(C) COURSE

(1) Teach the current curriculum as adopted by SFT.

(a) Abiding by the information and requirements listed in the Course Information and Required Materials manual for the course.

(2) Ensure all objectives of the course curriculum are met.

(3) Ensure the maximum student limit is not exceeded for the class.

(4) Ensure the safety of all students and adjunct instructors.

(a) Coordinating and monitoring all safety issues during the delivery of the course.

(5) Teach 100% of a module or directly supervise an Instructor Trainee who is teaching the module.

(6) Instructor Trainee(s), when present.

(a) Directly supervise Instructor Trainee(s).

(b) Evaluate Instructor Trainee(s).

1. Sign-off on the Instructor Trainee Task Book(s) as required.

(D) RECORD KEEPING

(1) Daily attendance records.

(2) Student progress chart.

(3) Student assignment records.

(4) Documentation verifying the qualifications for each Assistant Instructor, Skills Evaluator, and Guest Lecturer.

(5) Calendar of events identifying the topics taught by the Assistant Instructor and/or Guest Lecturer.

(6) Maintain all class records for a minimum of four (4) years.

(a) SFT may request, at any time, the Primary Instructor to submit these records for review. Failure to comply shall result in disciplinary action.

(E) SUPERVISION

(1) Ensure that the student/instructor ratio is maintained.

(2) Supervise the Assistant Instructor's presentation of the course.

(3) Supervise the Manipulative Skills Evaluator's assessment of any skills exams.

(4) Directly supervise the Guest Lecturer by attending and monitoring the presentation.

MAINTAINING PRIMARY INSTRUCTOR STATUS

(A) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.

(B) Be the Primary Instructor for at least two (2) SFT Rescue Systems 1 courses every four (4) years.

(C) Submit any change of address or phone number.

(1) Department.

(2) Home.

(3) Cell.

(4) Email.

(D) Attend an update course delivered by SFT when required.

RESCUE SYSTEMS 1 SENIOR INSTRUCTOR

A Rescue Systems 1 Senior Instructor is required to initiate a 3- or 4-module delivery of a Rescue System 1 class.

QUALIFICATIONS

(A) INSTRUCTOR REGISTRATION

(1) Be a currently registered Rescue Systems 1 Primary Instructor in good standing for all modules.

(B) COURSE WORK

(1) No additional requirements.

(C) TASK BOOK

(1) No additional requirements.

(D) INSTRUCTOR REQUIREMENTS

(1) Regional Instructor Orientation.

(a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.

1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(E) TEACHING EXPERIENCE

(1) Taught one (1) module as a Rescue Systems 1 Primary Instructor in at least three (3) 3-Module or 4-Module courses within the last three (3) years.

(F) RANK AND EXPERIENCE

(1) No additional requirements.

REGISTRATION

(A) APPLICATION

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

(1) A current instructor application signed by the applicant (available online).

(2) A current resume of education, position/rank, and experience.

(3) Proof of current SFT instructor registration.

(4) A copy of your SFT Regional Instructor Orientation course certificate (if required).

(5) A current, original letter on department letterhead and signed by the Senior Instructor verifying your teaching experience for one (1) module as a Rescue Systems 1 Primary Instructor in at least three (3) 3-Module or 4-Module courses within the last three (3) years.

(a) This may require submitting up to three (3) separate letters.

(B) APPLICATION REVIEW

(1) See Primary Instruction Registration Application Review Process.

ADDITIONAL RESPONSIBILITIES

(A) In addition to the responsibilities common to all Primary Instructors, Rescue System 1 Senior Instructors are also required to comply with the following:

(1) Teach no more than 20% of a course.

(2) Directly supervise Primary Instructor(s) for the entire course.

(3) Evaluate Primary Instructor(s) seeking Senior Instructor status when requested.

(4) Directly supervise and evaluate Instructor Trainee(s) if present.

(5) Develop site and props.

(6) Inspect sites when requested.

(7) Ensure the safety of all participants and instructors.

MAINTAINING SENIOR INSTRUCTOR STATUS

(B) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.

(C) Be the Senior Instructor for at least two (2) SFT 3-Module or 4-Module Rescue Systems 1 courses every four (4) years.

(D) Submit any change of address or phone number.

(1) Department.

(2) Home.

(3) Cell.

(4) Email.

(E) Attend an update course delivered by SFT when required.

California Incident Command Certification System

CICCS PROGRAM

(A) OVERVIEW

Every year, California is assaulted by wildland fires that are catastrophic to our citizens, economy, and natural resources. Wildland fires are often large in scale, destroying thousands of acres of timber, homes, ecologically and historically sensitive areas, and often require hundreds and sometimes thousands of fire fighters to quell.

These types of incidents are very complex, requiring fire-fighting resources that possess specialized skill sets. The ability to effectively understand and predict fire behavior, air operations and manage large numbers of resources are a few of the skills required to effectively deal with these and in the future other all risk incidents.

Fire fighters, whose primary day-to-day assignments and training are focused on hazards associated with municipal fire problems such as structural fire protection, medical and rescue incidents, are called to serve in unfamiliar environments.

The Office of State Fire Marshal tasked a committee of the SBFS members with developing a certification system that would enhance our state's ability to field resources that are adequately trained and qualified for service through our emergency response system.

It is our intent and goal that the California Incident Command Certification System (CICCS) will enhance the abilities of our state's fire fighters to adequately prepare themselves to eventually respond to all types of incidents by clearly identifying certification criteria.

Based on the National Wildfire Coordinating Group's 310-1, the CICCS is designed to be managed at local, regional, and state levels. CICCS provides a road map for new resources to be certified as well as recognizing those individuals who have already completed equivalent training and are already functioning at these levels.

(B) FREQUENTLY ASKED QUESTIONS

(1) Will all fire department personnel need to be retrained to meet the CICCS requirements?

No. *Many fire department personnel probably already meet many of the elements of the new system. CICCS is based on National Wildfire Coordinating Group (NWCG) 310-1, Wildland and Prescribed Fire Qualification System Guide, which has been in use for several years by federal wildland fire agencies, as well as by many local fire agencies throughout the state. Typically ICS classes taught by California fire protection agencies at training facilities around California, as well as around the country, meet CICCS standards.*

In addition, one of the aspects of the CICCS is a "Historical Recognition" period. Until December 31, 2005, an agency or organization can recognize the training and experience of existing personnel and certify them. Historical Recognition should reduce the need to provide additional training or experience for personnel that currently meet or exceed minimum standards.

(2) Will the new CICCS develop a certification system that excludes the involvement or approval of the local fire department chief?

No. *The local fire chief is required to approve the participation of his/her personnel at several phases of the training process. In fact, the local fire chief is the certifying official for all positions at the ICS 100 and ICS 200 levels. The local fire chief must also be involved in several steps of the certification system in the ICS 300 through the ICS 600 levels. For example, part of the application*

process for Peer Review includes a letter from the applicant's fire chief indicating that the individual meets certification requirements.

The applicant will be awarded a State Fire Marshal certificate upon passing the Peer Review Committees evaluation. The decision whether a certified individual meets the physical fitness and currency requirements and may be designated "Qualified" to fill the position within the state mutual aid system rests with the home agency fire chief. It's not possible for a fire department member to achieve advancement through the CICCS without the fire chief approving steps along the way.

(3) Is a fire department "required" by the California State Fire Marshal or the Office of Emergency Services to participate in the CICCS?

No. *As in all certification systems CICCS is voluntary. These standards will apply to those hazard risks that historically involve statewide movement of resources from one agency to the other. These typically include incidents such as wildfire, floods, urban search and rescue, civil disturbances, earthquakes and major hazardous material incidents. These standards would not necessarily apply to incidents that are routine first level responses within an agency or department.*

(4) What will be the cost to be Certified by at the 500 or 600 level?

There is not a fee for this certification.

(5) What happens if a fire department decides not to participate in the CICCS?

Participation in the CICCS is not required. However, CICCS may eventually be recognized as the "industry standard" for wildland fire training throughout the California fire service, just as NWCG 310-1 is held as a national standard in the wildland fire community. All fire departments in California are encouraged to participate in the CICCS.

The standards for the CICCS are being written into the new Five Party Agreement (Cooperative Agreement for Local Government Fire Suppression). Not meeting the CICCS standards could impact the ability of a fire department to qualify for being reimbursed by the forest agencies who are signatories to this agreement. In addition, the SBFS, FIRESCOPE, California Fire Chief's Association, and California State Firefighter's Association have endorsed the CICCS.

(6) What is the status of the Incident Qualification System (IQS) software that was developed to permit fire departments to maintain a computer-based training, experience, and education tracking system for each member? Is IQS only suited to track wildland fire training issues or will it also record data for all risk applications? Will IQS be compatible with the CICCS? Is this software available and what is the cost?

The National Association of State Foresters (NASF) and the National Wildfire Coordinating Group jointly developed the Incident Qualifications System (IQS). It is based on NWCG 310-1, Wildland and Prescribed Fire Qualification System Guide. IQS is available to be downloaded from the Internet at no cost to the user fire departments.

Some of the standard tracking features of the IQS include: training, experience, fitness, and incident data. Features that can be added to the IQS include: agency-specific courses, training needs analysis, task book tracking, availability of individuals for dispatch, provisions of differing security levels for those using the system, individual tracking needs, and listing of all individuals qualified for a specific position, etc.

(7) Will California fire departments start issuing "Red Cards" to all personnel?

A Red Card is a wallet sized card used by a federal wildland agency (sometimes printed on red card stock) that is issued annually to federal employees who meet NWCG and agency standards. The value of the Red Card is that it is a portable written record, carried by the individual, which

can be checked at an incident to verify the ICS qualifications of the holder. Several fire departments in California voluntarily participate in a local Red Card system. The CICCS will not specifically use the federal Red Card. However, IQS is capable of printing Incident Qualification Cards.

IQS also has the capability to enter a course roster and have all student records updated for that course, or to enter a number of courses for one person at a time. Training officers will be able to provide fire program administrators with critical management information by documenting all qualifying training experience for each individual. Such information is vital in staffing incidents, documenting employee safety briefings, and qualifying training for individual employees.

(8) Who determines the physical fitness level of individuals in relation to the CICCS?

Physical fitness is not part of the CICCS. In order to be qualified following certification, an individual must be both current in their position and meet the department's physical fitness criteria. Generally a firefighter deemed fit for full fire-fighting duty is considered to meet the NWCG 310-1 arduous requirement. The applicant's Fire Chief makes this decision.

CICCS PROCESS

The CICCS was developed in response to concerns of members of the California fire service who identified a need for a system that enhances the readiness and safety of emergency responders to multi-agency incidents. CICCS is designed as a decentralized program that provides certifications administered at local, regional, and state levels. 100-200 level certification is administered by the local fire service agency; 300-400 level certifications are administered by the OES Operational Area and Regional Level; and 500-600 level certifications are administered by SFT.

(A) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 2001.

(B) ICS LEVELS AND POSITIONS

(1) 100-200 levels.

(a) Apparatus Operator.

(b) Base/Camp manager.

(c) Claims Manager.

(d) Display Processor.

(e) Equipment Manager.

(f) Field Observer.

(g) Fire Fighter.

(h) Helibase Manager (1-3 Helicopters).

(i) Helicopter Manager.

(j) Incident Commander (Type 4).

(k) Incident Communications Manager.

(l) Ordering Manager.

(m) Receiving and Distribution Manager.

(n) Security Manager.

(o) Staging Area Manager.

(p) Status/Check-In Recorder.

(2) 300 level.

(a) Air Support Group Supervisor.

(b) Communication Unit Leader.

(c) Compensation Unit Leader.

(d) Cost Unit Leader.

(e) Division/Group Supervisor.

(f) Documentation Unit Leader.

(g) Incident Commander (Type 3).

(h) Medical Unit Leader.

(i) Resources Unit Leader.

(j) Supply Unit Leader.

(k) Task Force/Strike Team Leader.

(3) 400 level.

(a) Air Operations Branch Director.

(b) Finance/Administration Section Chief (Type 2).

(c) Incident Commander (Type 2).

(d) Information Officer (Type 2).

(e) Liaison Officer.

(f) Logistics Chief (Type 2).

(g) Operations Branch Director.

(h) Operations Section Chief (Type 2).

(i) Planning Section Chief (Type 2).

(j) Safety Officer (Type 2).

(k) Service Branch Director.

(l) Support Branch Director.

(m) Training Specialist.

(4) 500-600 levels.

(a) Area Command.

(b) Area Command Logistics Chief.

(c) Area Command Planning Chief.

(d) Finance/Administrative Section Chief (Type 1).

(e) Fire Behavior Analyst.

(f) Incident Commander (Type 1).

(g) Information Officer (Type 1).

(h) Logistics Section Chief (Type 1).

(i) Operations Section Chief (Type 1).

(j) Planning Section Chief (Type 1).

(k) Safety Officer (Type 1).

(C) CERTIFICATION GUIDELINES

(1) Instruction.

(a) Participants shall, through a qualified instructor, complete the training as specified in the approved curriculum for the position.

(2) Prequisite.

(a) Meet the certification prerequisites identified for the various levels of certification as established in NWCG-310-1.

(3) Experience.

(a) Meet the experience requirement identified for the various levels of certification as established in NWCG-310-1.

(D) APPLICATION

(1) 100-200 levels.

After training is completed and all requirements met, the following must be submitted to local agency Fire Chief for each ICS position to be considered:

(a) Request for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) Any other relevant documents supporting certification.

(2) 300 level.

After training is completed and all requirements met, the following must be submitted to Operational Area Review Committee for each ICS position to be considered:

(a) Request for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) A 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 experience requirement.

(e) Any other relevant documents supporting certification.

(3) 400 level.

After training is completed and all requirements met, the following must be submitted to Regional Review Committee for each ICS position to be considered:

(a) Request for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) A 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 experience requirement.

(e) Any other relevant documents supporting certification.

(4) 500-600 levels.

After training is completed and all requirements met, the following must be submitted to SFT (PACE V Committee) for each ICS position to be considered:

(a) A request for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) A 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 experience requirement.

(e) Any other relevant documents supporting certification.

(E) APPLICATION REVIEW FOR 500-600 LEVELS

(1) The Peer Assessment for Certification Evaluation (PACE V) committee reviews applications on an as-needed basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE V meeting.

(3) If the application is incomplete, SFT staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE V meeting.

(c) A copy of the check-off sheet <u>must</u> accompany the follow-up documentation.

(F) MAINTENANCE GUIDELINES

(1) Under consideration.

Course Equivalency and Recognition

ELIGIBLE EQUIVALENT AND RECOGNIZED COURSES

(A) OVERVIEW

Several agencies offer similar courses and are recognized by SFT: California Department of Forestry and Fire Protection (CAL FIRE), National Fire Academy (NFA), California State Training Institute (CSTI), International Association of Fire Fighters (IAFF), and Onguard Emergency Resources, Inc. (OER).

(B) CAL FIRE EQUIVALENT COURSES

The following courses taken through CAL FIRE are considered equivalent to SFT courses, and provide the student certification credit without having to repeat a similar SFT course.

CAL FIRE COURSE	EFFECTIVE DATES	SFT EQUIVALENT
Basic Fire Control (Beginning 10/05)		
Company Officer Academy (COA)	beginning 10/05	Driver/Operator 1A, 1B, and Fire Command 1C
Company Officer Academy (COA) ***and*** Fire Fighter Academy (FFA)	beginning 10/05	Fire Command 1A
Fire Fighter Academy (FFA)	beginning 10/05	Fire Fighter I
Basic Fire Control (1/92 – 12/06)		
Driver/Operator Module	1/92 – 9/96	Fire Investigation 1A
Driver/Operator Module	1/92 – 3/01	Driver/Operator 1A and 1B
Fire Fighter Module	1/92 – 3/01	Fire Fighter I
Modules 1B and 2B	4/01 – 12/06	Fire Command 1A
Module 2A	4/01 – 9/05	Driver/Operator 1A and 1B
Modules 1A, 1B, 2A, and 2B	4/01 – 12/06	Fire Fighter I
Incident Management II	1/89 – 10/93	Fire Command 2E
Incident Management III	beginning 11/93	Fire Command 2E
Leadership Development	1/00 – 12/04	Fire Management 1
Leadership Fundamentals	1/00 – 12/06	Fire Management 1
Management Development	1/00 – 12/04	Fire Management 2A
Management Development I	through 11/93	Fire Management 1
Supervision 2	beginning 7/93	Fire Management 1
Supervision 3	beginning 7/93	Fire Management 1
Supervision 4	beginning 7/93	Fire Management 2A
Supervision 5	beginning 7/05	Fire Management 2E
Techniques of Supervision A	through 6/93	Fire Management 1
Techniques of Supervision B	through 6/93	Fire Management 2A

(1) Application.

(a) Course equivalency.

1. Submit a letter requesting equivalent credit and a copy of the CAL FIRE course completion certificate. *Transcripts or CFFJAC-issued certificates are not acceptable.*

2. Payment of the current course registration fee for each equivalent certificate requested.

(c) Fire Fighter I.

1. After training is completed and the experience requirement met, submit a completed Fire Fighter I application for certification form.

   a. The Unit Chief or his/her authorized representative must sign this application.

2. Payment of the current Fire Fighter I certification fee.

(d) Your request will be reviewed upon receipt by SFT.

(C) NATIONAL FIRE ACADEMY EQUIVALENT COURSES

The following courses taken at the National Fire Academy are considered equivalent to SFT courses, and provide the student certification credit without having to repeat a similar course from SFT.

NFA COURSE	SFT EQUIVALENT
(R102) Plans Review for Inspectors	Fire Prevention 3B
(R106) Fire Service Leadership/Communications *(Retired)*	Fire Management 1
(R107) Fire Service Communications	Fire Management 1
(R113) Fire Service Instructional Methodology *(Retired)*	Fire Instructor 1A and 1B
(R115) Introduction to Fire Safety Education *(Retired)*	Public Education 1
(R116) Presenting Effective Public Education Programs	Public Education 1
(R123) Executive Development	Fire Management 2A
(R125) Executive Leadership	Fire Management 2A
(R125) Fire Executive Development *(Retired)*	Fire Management 2A
(R125) Strategic Analysis of Executive Leadership *(Retired)*	Fire Management 2A
(R205) Fire/Arson Investigation	Fire Investigation 1A and 1B
(R208) Interviewing-Interrogation Techniques and Courtroom Testimony	Fire Investigation 2B
(R220) Fire Inspection Principles	Fire Prevention 1A and 1B
(R221) Fire Prevention Specialist I *(Retired)*	Fire Prevention 1A and 1B
(R222) Fire Prevention Specialist II *(Retired)*	Fire Prevention 2A
(R222) Principles of Fire Protection: Structures and Systems	Fire Prevention 2A
(R301) Command and Control of Initial Operations *(Retired)*	Fire Command 1A
(R304) Command & Control of Fire Department Major Operations *(Retired)*	Fire Command 2A
(R304) Command and Control of Fire Department Operations at Multi-Alarm Incidents	Fire Command 2A
(R306) Executive Analysis of Fire Service Operations in Emergency Management	Fire Command 2A
(R306) Strategic Analysis of Fire Department Operations *(Retired)*	Fire Command 2A
(R308) Command and Control of Fire Department Operations at Catastrophic Disasters *(Retired)*	Fire Command 2D
(R308) Command and Control of Fire Department Operations at Natural and Manmade Disasters	Fire Command 2D
(R332) Interpersonal Dynamics in Fire Service Organizations	Fire Management 2A
(R333) Fire Service Financial Management	Fire Management 2B
(R343 or R353) Community Education Leadership	Public Education 1
(R352 or R362) Developing Fire and Life Safety Strategies	Public Education 1

(1) Application.

(a) Submit a letter requesting equivalent credit and a copy of the NFA course completion certificate.

(b) Payment of the current course registration fee for each equivalent certificate requested.

(c) Your request will be reviewed upon receipt by SFT.

(D) CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI) EQUIVALENT COURSES

The following courses taken at the California Specialized Training Institute are considered equivalent to SFT courses.

CSTI COURSE	SFT EQUIVALENT
Hazardous Materials 1A	Same
Hazardous Materials 1B	Same
Hazardous Materials 1C	Same
Hazardous Materials 1D	Same
Hazardous Materials 1F	Same
Hazardous Materials 1G	Same
Hazardous Materials First Responder Awareness Level	Same
Hazardous Materials First Responder Operational Level	Same
Hazardous Materials First Responder Operational, Decontamination	Same

(1) CSTI course certificates are accepted without applying for equivalency or paying any additional fees.

(2) Certification application.

(a) After training is completed and the experience requirement met, submit a completed Hazardous Materials Technician or Specialist application for certification form.

(b) Payment of the current Hazardous Materials Technician or Specialist certification fee.

(c) Your application will be reviewed upon receipt by SFT.

(E) FIRE INSTRUCTOR 1A AND 1B EQUIVALENT COURSES

The following are considered equivalent to Fire Instructor 1A and 1B courses, and provide the student certification credit without having to repeat a similar course from SFT.

TITLE	SFT EQUIVALENT
Valid Community College Teaching Credential	Fire Instructor 1A and 1B
UC/CSU 60-hour Techniques of Teaching	Fire Instructor 1A and 1B
NFA Fire Service Instructional Methodology	Fire Instructor 1A and 1B
Four upper division units of educational methods, materials, curriculum development	Fire Instructor 1A and 1B

(1) Application.

(a) Submit a letter requesting equivalent credit and a copy of your credential, completion certificate, or transcripts for upper division units.

(b) Payment of the current course registration fee for each equivalent certificate requested.

(c) Your request will be reviewed upon receipt by SFT.

(F) FIRST RESPONDER OPERATIONAL EQUIVALENT COURSES

The following agencies offer First Responder Operational courses that meet the prerequisite for attending the Hazardous Materials Technician courses.

(1) California Department of Forestry (CAL FIRE).

(2) California State Training Institute (CSTI).

(3) International Association of Fire Fighters (IAFF).

(4) Onguard Emergency Resources, Inc. (OER).

(a) Certificate must state *"with California Supplements."*

(5) These certificates are accepted without applying for equivalency or paying any additional fees.

(G) CONFINED SPACE RESCUE AWARENESS EQUIVALENT COURSES

The International Association of Fire Fighters (IAFF) course, *Confined Space Operations for First Responders* is considered equivalent to Confined Space Rescue Awareness course.

This certificate is accepted by SFT without applying for equivalency or paying any additional fees.

Appendix A: Forms

APPLICATION FORM AND FEE SCHEDULE

Application for Certification

FEE SCHEDULE

State Fire Training
ATTN: Cashier
PO Box 997446
Sacramento, CA 95899-7446
Website: www.fire.ca.gov

#	CERTIFICATION		Each	Total
	Chief Officer		$ 90.00	
	EMT-I Initial Certification	5921-59210-142500-22	$ 25.00	
	EMT-I Recertification	5921-59210-142500-22	$ 25.00	
	Fire Apparatus Driver/Operator I		$ 65.00	
	Fire Chief [ ] #1 Receive Application $50 [ ] #2 Submit Application $200 [ ] #3 Pace IV Review $250			
	Fire Fighter I	(Scantron Application Form Required)	$ 40.00	
	Fire Fighter II	(Scantron Application Form Required)	$ 40.00	
	Fire Instructor I		$ 65.00	
	Fire Instructor II		$ 65.00	
	Fire Instructor III		$ 65.00	
	Fire Investigator I		$ 65.00	
	Fire Investigator II		$ 65.00	
	Fire Marshal		$ 65.00	
	Fire Mechanic I		$ 65.00	
	Fire Mechanic II		$ 65.00	
	Fire Mechanic III (Master Mechanic)		$ 65.00	
	Fire Mechanic Recertification		$ 60.00	
	Fire Officer		$ 65.00	
	Fire Prevention Officer		$ 65.00	
	Fire Protection Specialist		$ 65.00	
	Hazardous Materials Technician		$ 65.00	
	Hazardous Materials Specialist		$ 65.00	
	Plans Examiner		$ 65.00	
	Public Education Officer I		$ 65.00	
	Volunteer Fire Fighter	(Scantron Application Form Required)	$ 25.00	
	Duplicate Certificate	(List Additional Certificates On Separate Paper)	$ 35.00	
	▪ Certificate Title:			
	▪ Date Issued:			
	Accounting Code: 5921-59210-142500-23 (except EMT)	Total Submitted:		

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made therein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause of denial.

APPLICANT'S SIGNATURE: _____ *DATE:* _____

APPLICATION MUST BE SIGNED AND ATTACHED WITH PAYMENT *** FEES ARE NONREFUNDABLE ***

Full Name: _____ Date: _____
Department: _____ SS #: _____
Mailing Address: _____
City/State/Zip: _____
Department Phone: _____ Home Phone: _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE **Increase Effective January 1, 2008**

EXAMPLE

EXAMPLE

Application for Course Certificates
FEE SCHEDULE

State Fire Training
ATTN: Cashier
PO Box 997446
Sacramento, CA 95899-7446
Website: www.fire.ca.gov

#	RETAKE EXAMS		Each	Total
	CFSTES Course	*Accounting Code: 5921-59210-142500-20*	$ 35.00	
	EMT-I Course	*Accounting Code: 5921-59210-142500-22*	$ 35.00	
#	**DUPLICATE COURSE CERTIFICATES** *(List Additional Certificates on Separate Paper)*			
	CFSTES	*Accounting Code: 5921-59210-142500-20*	$ 35.00	
	▪ *Course Title:*			
	▪ *Date Completed:*			
	▪ *Course Title:*			
	▪ *Date Completed:*			
	EMT-I	*Accounting Code: 5921-59210-142500-22*	$ 25.00	
	▪ *Date Completed:*			
	FSTEP	*Accounting Code: 5921-59210-142500-21*	$ 20.00	
	▪ *Course Title:*			
	▪ *Date Completed:*			
	▪ *Include a copy of the course roster from the instructor with your name listed.*			
#	**COURSE EQUIVALENCIES** *(List Additional Certificates on Separate Paper)*			
	Course Equivalency Certificate	*Accounting Code: 5921-59210-142500-20*	$ 60.00	
	▪ *Course Title:*			
	▪ *Date Completed:*			
	▪ *Course Title:*			
	▪ *Date Completed:*			
#	**PACE III REVIEW** *(List Additional Certificates on Separate Paper)*			
	PACE III REVIEW	*Accounting Code: 5921-59210-142500-23*	$ 60.00	
	▪ *Course Title:*			
	▪ *Course Title:*			
	▪ *Course Title:*			
	REGIONAL/LOCAL ACADEMY ACCREDITATION/REACCREDITATION			
	Application Processing	*Accounting Code: 5921-59210-142500-11*	$500.00	
	Accreditation Site Review Team Costs *(not to exceed $2,000.00)*			
		TOTAL SUBMITTED:		

I, the undersigned, am the person making application for the above. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made therein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause of denial.

APPLICANT'S SIGNATURE: _____ *DATE:* _____

APPLICATION MUST BE SIGNED AND ATTACHED WITH PAYMENT *** FEES ARE NONREFUNDABLE ***

Full Name: _____ Date: _____
Department: _____ SS #: _____
Mailing Address: _____
City/State/Zip: _____
Department Phone: _____ Home Phone: _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE **INCREASE EFFECTIVE JANUARY 1, 2008**

EXAMPLE

EXAMPLE

REQUESTS FOR COURSE SCHEDULING

Request for CFSTES Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.fire.ca.gov

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:	Name of Course:		Class Code: (SFT Use Only)
Start Date:	End Date:	Fire Instructor 1A or 1B only - Dates of Each Class Session:	
Training Facility:		Advertise In Class Schedule? ☐ Yes ☐ No	
Sponsoring Agency Name:		Class Location (City):	
Contact Name:		Contact's Phone Number:	Contact's Email Address:
Primary Instructor:		Instructor Code: (SFT Use Only)	
Instructor's Phone Number:		Instructor's Email Address:	
Estimated Number of Students:	Delivered on Shift Schedule? ☐ Yes ☐ No	# of Shifts:	# of Students per Shift:
Local Processing? *for Accredited Regional/Local Academies Only* ☐ Yes ☐ No Accredited Academy Number: _____			

SHIPPING INFORMATION:	BILLING INFORMATION:
Ship To:	Bill To:
Attn:	Attn:
Street Address: (No Po Box)	Street Address:
City/State/Zip Code:	City/State/Zip Code:

FOR STATE FIRE TRAINING USE ONLY

Number of Books Shipped:	☐ DHL ☐ Printer ☐ Pick-Up	☐ Books are not available from State Fire Training	
Number of Exams Shipped:	☐ DHL ☐ Printer ☐ Pick-Up	Edition:	
Exam Serial Numbers:			
Date Shipped:	Date Returned:	☐ MRT #: (CDF Use Only)	

Registration and Materials	Unit Price	Quantity	Total Price
Course Registration ..... (59210-142500-20)	$80.00		$
		Shipping/Handling Charges:	$ 8.00
Unreturned Student Manuals/Supplements..... (59210-141200-_____)	$		$
		TOTAL DUE:	$

DO NOT PAY - THIS IS NOT A BILL

Scheduling Desk (916) 445-8132 Scheduling Fax (916) 552-9464

Revised 1/14/08

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.

EXAMPLE

EXAMPLE

Request for EMT Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.fire.ca.gov

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received 6 weeks prior to the class start date.

Today's Date:	Type of Course: ☐ Basic ☐ Refresher *Basic courses require a copy of your agreement with the clinical provider.*		Class Code: (SFT Use Only)
Start Date:	End Date:	Advertise In Class Schedule? ☐ Yes ☐ No	
Training Facility:			
Sponsoring Agency Name:		Class Location (City):	
Contact Name:		Contact's Phone Number:	Contact's Email Address:
Estimated Number of Students:	Delivered on Shift Schedule? ☐ Yes ☐ No	# of Shifts:	# of Students per Shift:
SHIFT 1		**SHIFT 2**	
Primary Instructor:	Instructor Code:	Primary Instructor:	Instructor Code:
Email Address:		Email Address:	
SHIFT 3		**SHIFT 4**	
Primary Instructor:	Instructor Code:	Primary Instructor:	Instructor Code:
Email Address:		Email Address:	
Test Processing (Select One) ☐ On-site Processing of ☐ SFT Processing ☐ Instructor Created Test ☐ State Fire Training Created Test		First Written Test Date: 100-item Written Final Test Required for a Basic Class 25-item Written Final Test Required for a Refresher Class	
SHIPPING INFORMATION:		***BILLING INFORMATION:***	
Ship To:		Bill To:	
Attn:		Attn:	
Street Address: (No Po Box)		Street Address:	
City/State/Zip Code:		City/State/Zip Code:	

FOR STATE FIRE TRAINING USE ONLY

Number of Exams Shipped:	☐ DHL ☐ Printer ☐ Pick-Up	Edition:		
Exam Serial Numbers:				
Date Shipped:	Date Returned:	☐ MRT #: (CDF Use Only)		
Registration and Materials		***Unit Price***	***Quantity***	***Total Price***
EMT-I Basic Course Registration ..... (59210-142500-22)		$25.00		$
EMT-I Refresher Course Registration with EMT-I certification.... (59210-142500-22)		$25.00		$
		Shipping/Handling Charges:		$ 8.00
		TOTAL DUE:		$

D O N O T P A Y - T H I S I S N O T A B I L L

Scheduling Desk (916) 445-8132 Scheduling Fax (916) 552-9464

Revised 1/14/08

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.

EXAMPLE

EXAMPLE

Request for EMT Recert via CE
Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.fire.ca.gov

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:	Type of Course: *Recert via Continuing Education*	Class Code: (SFT Use Only)
Materials Needed By Date:	Include Skills Competencies Verification Forms: ☐ Yes ☐ No	
CE Training Completed Date:		
Sponsoring Agency Name:	Location (City):	
Contact Name:	Contact's Phone Number:	Contact's Email Address:
CE Coordinator's Name:	Is the CE Coordinator a SFT Registered EMT-I Instructor? ☐ Yes ☐ No	Instructor Code:
CE Coordinator's Phone Number:	CE Coordinator's Email Address:	
Estimated Number of Students:	Synchronize Certification? ☐ Yes ☐ No *Letter signed by the Fire Chief required*	Synchronization Date:

SHIPPING INFORMATION:	BILLING INFORMATION:
Ship To:	Bill To:
Attn:	Attn:
Street Address: (No Po Box)	Street Address:
City/State/Zip Code:	City/State/Zip Code:

FOR STATE FIRE TRAINING USE ONLY

Date Shipped:	Date Returned:	☐ MRT #: (CDF Use Only)

Registration and Materials	Unit Price	Quantity	Total Price
EMT-I Recertification via Continuing Education..... (59210-142500-22)	$25.00		$
		Shipping/Handling Charges:	$ 8.00
		TOTAL DUE:	$

DO NOT PAY - THIS IS NOT A BILL

Scheduling Desk (916) 445-8132 Scheduling Fax (916) 552-9464

Revised 1/14/08

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.

EXAMPLE

EXAMPLE

Request for FSTEP Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.fire.ca.gov

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:	Name of Course:		Class Code: (SFT Use Only)	
Start Date:	End Date:	Advertise In Class Schedule? ☐ Yes ☐ No		
Training Facility:				
Sponsoring Agency Name:		Class Location (City):		
Contact Name:		Contact's Phone Number:	Contact's Email Address:	
Primary Instructor:		Instructor Code: (SFT Use Only)		
Instructor's Phone Number:		Instructor's Email Address:		
Senior Instructor (when required):		Senior Instructor Code: (SFT Use Only)		
Senior Instructor's Phone Number:		Senior Instructor's Email Address:		
Estimated Number of Students:	Delivered on Shift Schedule? ☐ Yes ☐ No	# of Shifts:	# of Students per Shift:	# of Student Manuals:

SHIPPING INFORMATION:	BILLING INFORMATION:
Ship To:	Bill To:
Attn:	Attn:
Street Address: (No Po Box)	Street Address:
City/State/Zip Code:	City/State/Zip Code:

FOR STATE FIRE TRAINING USE ONLY

Number of Books Shipped:	☐ DHL ☐ Printer ☐ Pick-Up	☐ Books are not available from State Fire Training
Date Shipped:	Date Returned:	☐ MRT #: (CDF Use Only)

Registration and Materials	Unit Price	Quantity	Total Price
Course Registration ..... (59210-142500-21)	$20.00		$
Course Manuals ..... (59210-141200-____)	$		$
		Shipping/Handling Charges:	$ 8.00
Sales Tax (Manuals/Supplements Only)	Tax Rate:	%	$
		TOTAL DUE:	$

DO NOT PAY - THIS IS NOT A BILL

Scheduling Desk (916) 445-8132 Scheduling Fax (916) 552-9464

Revised 1/14/08

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.

EXAMPLE

EXAMPLE

Request for LARR OPERATIONAL Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.fire.ca.gov

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:	Start Date:	End Date:	Class Code (SFT Use Only)
Training Facility:		Advertise In Class Schedule? ☐ Yes ☐ No	
Sponsoring Agency Name:		Class Location (City):	
Contact Name:		Contact's Phone Number:	Contact's Email Address:
Number of Squads being Taught Concurrently: _____		*Maximum: 4 Squads*	*Student/Instructor Ratio: 12:1*
SQUAD 1		**SQUAD 2**	
Primary Instructor:	Instructor Code:	Primary Instructor:	Instructor Code:
Email Address:		Email Address:	
SQUAD 3		**SQUAD 4**	
Primary Instructor:	Instructor Code:	Primary Instructor:	Instructor Code:
Email Address:		Email Address:	
Estimated Number of Students:	Delivered on Shift Schedule? ☐ Yes ☐ No	# of Shifts:	# of Students per Shift: / # of Student Manuals:
SHIPPING INFORMATION:		***BILLING INFORMATION:***	
Ship To:		Bill To:	
Attn:		Attn:	
Street Address: (No Po Box)		Street Address:	
City/State/Zip Code:		City/State/Zip Code:	

FOR STATE FIRE TRAINING USE ONLY

Number of Books Shipped	☐ DHL ☐ Printer ☐ Pick-Up			
Date Shipped	Date Returned:	☐ MRT #: (CDF Use Only)		
Registration and Materials		***Unit Price***	***Quantity***	***Total Price***
Course Registration ..... (59210-142500-20)		$20.00		$
Student Manuals ..... (59210-142500-_____)		$		$
			Shipping/Handling Charges:	$ 8.00
Sales Tax (student manuals only)		Tax Rate:	%	$
			TOTAL DUE:	$

DO NOT PAY - THIS IS NOT A BILL

Scheduling Desk (916) 445-8132 Scheduling Fax (916) 552-9464

Revised 1/14/08

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.

EXAMPLE

EXAMPLE

Request for Rescue Systems 1 Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.fire.ca.gov

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:	Start Date:	End Date:	Class Code (SFT Use Only)
Training Facility (***Approved RS1 Site***):		Advertise In Class Schedule? ☐ Yes ☐ No	
Sponsoring Agency Name:		Class Location (City):	
Contact Name:		Contact's Phone Number:	Contact's Email Address:
Number of Modules being Taught Concurrently: _____		*Senior Instructor Required for a 3 or 4-module Delivery* *The Senior Instructor cannot be one of the Primary Instructors*	
Module 1: Ropes/Low Angle Rescue (12:1 Student/Instr Ratio)		**Module 2: Heavy Objects (12:1 Student/Instructor Ratio)**	
Primary Instructor:	Instructor Code:	Primary Instructor:	Instructor Code:
Email Address:		Email Address:	
Module 3: Ladder Rescue (12:1 Student/Instructor Ratio)		**Module 4: Shoring (12:1 Student/Instructor Ratio)**	
Primary Instructor:	Instructor Code:	Primary Instructor:	Instructor Code:
Email Address:		Email Address:	
Senior Instructor (***when required***):	Instructor Code:	Sr. Instructor's Phone Number:	Sr. Instructor's Email Address:
Estimated Number of Students:	Delivered on Shift Schedule? ☐ Yes ☐ No	# of Shifts:	# of Students per Shift:
SHIPPING INFORMATION:		***BILLING INFORMATION:***	
Ship To:		Bill To:	
Attn:		Attn:	
Street Address: (No Po Box)		Street Address:	
City/State/Zip Code:		City/State/Zip Code:	

FOR STATE FIRE TRAINING USE ONLY

Number of Books Shipped:	☐ DHL ☐ Printer ☐ Pick-Up		
Date Shipped:	Date Returned:	☐ MRT #: (CDF Use Only)	
Registration and Materials	***Unit Price***	***Quantity***	***Total Price***
Course Registration ..... *(59210-142500-20)*	$80.00		$
		Shipping/Handling Charges:	$ 8.00
Unreturned Student Manuals/Supplements ..... *(59210-141200-_____)*	$		$
		TOTAL DUE:	$

D O N O T P A Y - T H I S I S N O T A B I L L

Scheduling Desk (916) 445-8132 Scheduling Fax (916) 552-9464

Revised 1/14/08

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.

EXAMPLE

EXAMPLE

BOOKSTORE ORDER FORM

CALIFORNIA STATE FIRE TRAINING

STATE FIRE TRAINING
BOOKSTORE ORDER FORM
1131 S Street, Sacramento 95811

Title		Edition	Unit Price	Quantity	Total
COMMAND					
Fire Command 1A: Command Principles for Company Officers	Student	1995	20.00		
	Instructor	1995	35.00		
Fire Command 1B: Incident Management for Company Officers	Student	1998	20.00		
	Instructor	1998	35.00		
	PowerPoint® CD	1998	85.00		
Fire Command 1C: I-Zone Fire Fighting For Company Officers	Student	2004	25.00		
	Instructor	2004	55.00		
	PowerPoint® CD	2004	85.00		
Fire Command 2A: Command Tactics at Major Fires	Student	1985	15.00		
	Instructor	1985	35.00		
Fire Command 2B: Management of Major Hazardous Materials Incidents	Student	www.emergencytraining.com			
	Instructor				
Fire Command 2C: High-rise Fire Fighting Tactics	Student	1995	15.00		
	Instructor		None		
Fire Command 2D: Planning for Large Scale Disasters	Student	1996	15.00		
	Instructor	1996	35.00		
Fire Command 2E: Wildland Fire Fighting Tactics	Student	2004	15.00		
	Instructor	1994	35.00		
DRIVER/OPERATOR					
Basic Emergency Vehicle Operations			None		
Basic Pump Operations	Student		None		
	Instructor	1993	35.00		
Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations	Student	2003	25.00		
	Instructor	2003	40.00		
	PowerPoint® CD	2003	85.00		
Fire Apparatus Driver/Operator 1B: Pump Operations	Student	2003	25.00		
	Instructor	2003	40.00		
	PowerPoint® CD	2003	85.00		
EMERGENCY MEDICAL					
EMT-I	www.prenhall.com				
FIRE FIGHTING AND RESCUE					
Auto Extrication			None		
Confined Space Rescue Awareness	Student		None		
	Instructor	1995	35.00		
Confined Space Rescue Operations	Student	1997	20.00		
	Instructor	1997	35.00		
Fire Control 1: Basic Fire Chemistry			None		
Fire Control 2: Basic Operations - Structural			None		
Fire Control 3: Structural Fire Fighting	Instructor	1996	35.00		
Fire Control 4: Oil and Gas Fire Fighting			None		
Fire Control 4A: Flammable Gases Fire Fighting	Instructor	1996	35.00		
Fire Control 4B: Flammable Liquids Fire Fighting	Instructor	1996	35.00		
Fire Control 5: Aircraft Rescue and Fire Fighting	Instructor	1988	35.00		
Fire Control 6: Wildland Fire Fighting Essentials	Instructor	1992	35.00		
Fire Control 7: Wildland Fire Fighting			None		
Fire Fighter I	Instructor	2001	150.00		
	Instructor on CD	2001	100.00		
Fire Fighter II	Instructor	2001	65.00		
	Instructor on CD	2001	65.00		
Large Animal Rescue Operational	Student	2003	15.00		
	Instructor	2003	35.00		
	PowerPoint® CD	2003	85.00		
Low Angle Rope Rescue Operational	Student/Instructor	2007	50.00		
Personal Watercraft Rescue Operations	Instructor	1996	35.00		

July 2007 **Prices are Subject to Change Without Notice** Page 1 of 4

EXAMPLE

Title		Edition	Unit Price	Quantity	Total
Rapid Intervention Crew Tactics	Student	2000	20.00		
	Instructor	2000	35.00		
	PowerPoint® CD	2000	85.00		
Rescue Boat Operations	Student	1998	35.00		
	Instructor	1998	20.00		
Rescue Systems 1: Basic Rescue Skills	Student	2000	20.00		
	Instructor	2000	35.00		
	PowerPoint® CD	2000	85.00		
Rescue Systems 2: Advanced Rescue Skills	Student	1994	20.00		
	Instructor	1994	35.00		
River and Flood Water Rescue			None		
Tire Fire Prevention and Suppression Media Kit	Student/Instructor	2004	25.00		
Trench Rescue			None		
HAZARDOUS MATERIALS					
Hazardous Materials First Responder Awareness Level			None		
Hazardous Materials First Responder Operational Level	Student	1994	20.00		
	Instructor	1994	35.00		
Hazardous Materials First Responder Operational, Decontamination		cstimoz@oes.ca.gov			
INCIDENT COMMAND SYSTEM					
S-330: Strike Team/Task Force Leader All Risk	Student	2002	25.00		
	Instructor	2002	35.00		
	PowerPoint® CD	2002	85.00		
S-339: Division/Group Supervisor All Risk	Student	1999	25.00		
	Instructor	1999	35.00		
	PowerPoint® CD	1999	85.00		
S-430: Operations Section Chief All Risk	Student	1999	25.00		
	Instructor	1999	35.00		
	PowerPoint® CD	1999	85.00		
All other ICS course materials		www.nwcg.org			
INSTRUCTOR					
Fire Instructor 1A: Instructional Techniques, Part 1	Student	1996	20.00		
	Instructor	1996	35.00		
	PowerPoint® CD	1996	85.00		
Fire Instructor 1B: Instructional Techniques, Part 2	Student	1997	20.00		
	Instructor	1997	35.00		
	PowerPoint® CD	1997	85.00		
Fire Instructor 2A: Techniques of Evaluation	Student	1994	15.00		
	Instructor	1994	35.00		
Fire Instructor 2B: Group Dynamics and Problem Solving	Student	First	15.00		
	Instructor		None		
Fire Instructor 2C: Employing Audiovisual Aids			None		
Fire Instructor 3: Master Instructor	Student	1992	15.00		
	Instructor		None		
Instructional Techniques for Company Officers		www.ntis.gov			
INVESTIGATION					
Fire/Arson Detection		www.ntis.gov			
Fire Investigation 1A: Fire Origin and Cause Determination	Student	1996	20.00		
	Instructor	1996	35.00		
Fire Investigation 1B: Techniques of Fire Investigation	Student	2000	20.00		
	Instructor	2000	35.00		
	PowerPoint® CD	2000	85.00		
Fire Investigation 2A: Criminal and Legal Procedures	Student	1989	15.00		
	Instructor	1989	35.00		
Fire Investigation 2B: Field Case Studies	Student	Second	15.00		
	Instructor	Second	35.00		
MANAGEMENT					
Fire Management 1: Management/Supervision for Company Officers	Student	2000	20.00		
	Instructor	2000	35.00		
	PowerPoint® CD	2000	85.00		
Fire Management 2A: Organizational Development and Human Relations	Student	1994	15.00		
	Instructor		None		
Fire Management 2B: Fire Service Financial Management	Student	1992	15.00		
	Instructor	1992	35.00		

EXAMPLE

Title		Edition	Unit Price	Quantity	Total
Fire Management 2C: Personnel and Labor Relations			None		
Fire Management 2D: Master Planning	Student	1990	15.00		
	Instructor	1990	35.00		
Fire Management 2E: Contemporary Issues and Concepts			None		
Fire Service Supervision: Increasing Personal Effectiveness		www.ntis.gov			
Fire Service Supervision: Increasing Team Effectiveness		www.ntis.gov			
Volunteer Fire Service Management		www.ntis.gov			
MECHANIC					
Fire Mechanic 1: Fire Pumps and Accessories	Course materials available to students and instructors associated with the Fire Mechanic's Academy www.cafiremech.com				
Fire Mechanic 2A: Fire Apparatus Electrical Systems					
Fire Mechanic 2B: Allison Transmissions					
Fire Mechanic 3A: Ambulance Service and Maintenance					
Fire Mechanic 3B: Aerial Apparatus					
PREVENTION					
Fire Prevention 1A: Introduction to the California Fire Code	Student	2003	20.00		
	Instructor	2003	35.00		
	PowerPoint® CD	2003	85.00		
Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards	Student	2003	20.00		
	Instructor	2003	35.00		
	PowerPoint® CD	2003	85.00		
Fire Prevention 1C: Flammable Liquids and Gases	Student	1987	20.00		
	Instructor	1987	35.00		
Fire Prevention 2A: Fire Protection Systems and Building Components	Student	1994	15.00		
	Instructor		None		
Fire Prevention 2B: Interpreting the UBC and CCR	Student	1993	15.00		
	Instructor		None		
Fire Prevention 2C: Special Hazard Occupancies	Student	1994	15.00		
	Instructor		None		
Fire Prevention 3A: Hydraulic Sprinkler Calculations			None		
Fire Prevention 3B: Plan Review			None		
PUBLIC EDUCATION					
Public Education 1: Systematic Planning and Communication Skills	Student	1989	20.00		
	Instructor	1989	35.00		
CERTIFICATION TRAINING STANDARDS					
Fire Chief		1998	20.00		
Fire Fighter (Revised 9/06)		2000	20.00		
MISCELLANEOUS					
California Fire Service Occupational Analysis		1996	20.00		
State Fire Training Policies and Procedures		2007	no charge	Download	
				SUBTOTAL:	

Complete The Ordering Information On The Next Page

EXAMPLE

ORDERING INFORMATION

INDEX 5921 – PCA 59210			
	California Residents Must Add State and Local Tax	(From page 3) SUBTOTAL	
141200-__ __	Your County: _____ Your Tax Rate: _____ %	(Multiply subtotal by your tax rate) SALES TAX:	
141200-89	Out of State Rate: 7.375%	(Multiply subtotal) OUT OF STATE Sales Tax:	
141200-03		MINIMUM POSTAGE/HANDLING for 1 ITEM	6.00
141200-03	Add $.50 for each additional item over one (1)	_____ x $.50 ADDITIONAL SHIPPING	
		TOTAL AMOUNT DUE	

Orders must be submitted with a Check/Money Order or Purchase Order

Don't Forget

CDF Units must submit a Material Requisition, or Transfer (MRT)

Mail to: State Fire Training Bookstore
1131 S Street
Sacramento CA 95811

Fax to: (916) 445-4178
Purchase Orders Only

Allow 6-8 weeks for delivery

SHIP TO ADDRESS: ☐ Commercial ☐ Residential

Name:

Agency:

Address (No PO Boxes):

City:

State: Zip:

Phone Number:

BILL TO ADDRESS: ☐ Same as SHIP TO

Name:

Agency:

Address:

City:

State: Zip:

Phone Number:

STATE FIRE TRAINING USE ONLY

DATE SHIPPED:

SHIPPED VIA: ☐ Ground ☐ Printer ☐ Pick-up

BOX	1	2	3	4
WEIGHT				

PAID VIA: ☐ Check ☐ Purchase Order

Check #:

Purchase Order #:

MATERIALS RETURNED WITHIN 30 DAYS OF SHIPPING DATE WILL BE CHARGED A 25% RESTOCKING FEE

Original Invoice or Shipping Document Must be Included

NO RETURNS AFTER 30 DAYS

EXAMPLE

July 2007 **Prices are Subject to Change Without Notice** Page 4 of 4

Instructor Application

California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8154

1131 S Street, Sacramento, CA 95811
Fax (916) 445-8128

INSTRUCTOR APPLICATION

Registry for State Fire Training Courses

Please Print or Type

Name: _____
First Middle Last

Department: _____
Current Employer Social Security Number

Department Address: _____
Street
City County State Zip

Home Address: _____
Street
City County State Zip

Email Address: _____
Work Home

Telephone: _____
Work Home Cell

[ ] I am a currently registered SFT Instructor in good standing and applying for additional courses only:
Submit current resume, course work certificates, RIC certificate (if required), and verification letter for rank and experience.

Refer to State Fire Training Procedures Manual for specific instructor requirements. Applications are reviewed by the PACE II committee on a quarterly basis (March, June, September, and December). Your application must include all appropriate documentation for each area of interested selected below.

Select Your Area(s) of Interest

Command

_____ Fire Command 1A: Command Principles for COs
_____ Fire Command 1B: Incident Management for COs
_____ Fire Command 1C: I-Zone Fire Fighting For COs
_____ Fire Command 2A: Command Tactics at Major Fires
_____ Fire Command 2B: Mgt of Major Haz Mat Incidents
_____ Fire Command 2C: High-rise Fire Fighting Tactics
_____ Fire Command 2D: Planning for Large Scale Disasters
_____ Fire Command 2E: Wildland Fire Fighting Tactics

Driver/Operator

_____ Basic Emergency Vehicle Operations
_____ Basic Pump Operations
_____ Fire Apparatus Driver/Operator 1A: Emerg. Vehicle Ops
_____ Fire Apparatus Driver/Operator 1B: Pump Operations

Emergency Medical

_____ Emergency Care of the Sick and Injured
_____ EMT-I

Fire Control

_____ Fire Control 1: Basic Fire Chemistry
_____ Fire Control 2: Basic Operations - Structural
_____ Fire Control 3: Structural Fire Fighting
_____ Fire Control 4: Oil and Gas Fire Fighting
_____ Fire Control 4A/B: Flammable Gases and Liquids
_____ Fire Control 5: Aircraft Rescue and Fire Fighting
_____ Fire Control 6: Wildland Fire Fighting Essentials
_____ Fire Control 7: Wildland Fire Fighting

Fire Control Senior Instructor

_____ Fire Control 3 Senior Instructor
_____ Fire Control 4 Senior Instructor
_____ Fire Control 4A/B Senior Instructor
_____ Fire Control 5 Senior Instructor
_____ Fire Control 7 Senior Instructor

Fire Fighting and Rescue

_____ Auto Extrication
_____ Confined Space Rescue Awareness
_____ Confined Space Rescue Operations
_____ Large Animal Rescue Operational
_____ Low Angle Rope Rescue Operational
_____ Personal Watercraft Rescue Operations
_____ Rapid Intervention Crew Tactics
_____ RS 1: Rope/Low Angle Rope Rescue Module
_____ RS 1: Heavy Objects/Breaking & Breaching Module
_____ RS 1: Ladder Module
_____ RS 1: Shoring Module
_____ Rescue Boat Operations
_____ River and Flood Water Rescue
_____ Tire Fire Prevention and Suppression
_____ Trench Rescue

Fire Fighting and Rescue Senior Instructor

_____ Confined Space Rescue Operations Senior Instructor
_____ Rescue Systems 1 Senior Instructor

September 2007

EXAMPLE

Hazardous Materials

_____ Hazardous Materials First Responder Awareness Level
_____ Hazardous Materials First Responder Operational Level
_____ Hazardous Materials First Responder Operational, Decontamination

Incident Command System

_____ I-200: Basic ICS
_____ I-300: Intermediate ICS
_____ I-400: Advanced ICS
_____ I-402: ICS for Executives
_____ S-130: Fire Fighter Training
_____ S-131: Advanced Fire Fighter Training
_____ S-134: LCES
_____ S-190: Introduction to Wildland Fire Behavior
_____ S-200: Initial Attack Incident Commander Type 4
_____ S-203: Introduction to Incident Information
_____ S-211: Portable Pumps and Water Use
_____ S-212: Wildland Fire Chain Saws
_____ S-215: Fire Ops in the Wildland/Urban Interface
_____ S-216: Driving for the Fire Service
_____ S-230: Crew Boss - Single Resource
_____ S-231: Engine Boss - Single Resource
_____ S-232: Dozer Boss - Single Resource
_____ S-233: Tractor/Plow Boss - Single Resource
_____ S-234: Ignition Operations
_____ S-244: Field Observer
_____ S-245: Display Processor
_____ S-248: Status/Check-in Recorder
_____ S-258: Incident Communications Technician
_____ S-260: Interagency Incident Business Management
_____ S-261: Allied Interagency Incident Business Mgt
_____ S-270: Basic Air Operations
_____ S-271: Helicopter Crewmember
_____ S-273: Single Engine Air Tanker Manager
_____ S-290: Intermediate Wildland Fire Behavior
_____ S-300: Incident Commander Extended Attack
_____ S-330: Task Force/Strike Team Leader
_____ S-330: Task Force/Strike Team Leader All Risk
_____ S-336: Fire Suppression Tactics
_____ S-339: Division/Group Supervisor
_____ S-339: Division/Group Supervisor All Risk
_____ S-346: Situation Unit Leader
_____ S-347: Demobilization Unit Leader
_____ S-348: Resources Unit Leader
_____ S-354: Facilities Unit Leader
_____ S-355: Ground Support Unit Leader
_____ S-356: Supply Unit Leader
_____ S-357: Food Unit Leader
_____ S-358: Communications Unit Leader
_____ S-359: Medical Unit Leader
_____ S-360: Finance/Administration Unit Leader
_____ S-371: Helibase Manager
_____ S-378: Air Tactical Group Supervisor
_____ S-390: Intro to Wildland Fire Behavior Calculations
_____ S-400: Incident Commander
_____ S-403: Information Officer
_____ S-404: Safety Officer
_____ S-420: Command and General Staff
_____ S-430: Operations Section Chief
_____ S-430: Operations Section Chief All Risk
_____ S-440: Planning Section Chief
_____ S-445: Incident Training Specialist
_____ S-450: Logistics Section Chief
_____ S-460: Finance/Administration Section Chief
_____ S-470: Air Operations Branch Director
_____ S-490: Advanced Wildland Fire Behavior Calculations
_____ S-491: Intermediate NFDRS

Instructor

_____ Fire Instructor 1A: Instructional Techniques Part 1
_____ Fire Instructor 1B: Instructional Techniques Part 2
_____ Fire Instructor 2A: Techniques of Evaluation
_____ Fire Instructor 2B: Group Dynamics/Problem Solving
_____ Fire Instructor 2C: Employing Audiovisual Aids
_____ Ethical Leadership in the Classroom
_____ Instructional Techniques for Company Officers

Investigation

_____ Fire Investigation 1A: Fire Origin/Cause Determination
_____ Fire Investigation 1B: Techniques of Fire Investigation
_____ Fire Investigation 2A: Criminal and Legal Procedures
_____ Fire Investigation 2B: Field Case Studies

Management

_____ Fire Management 1: Management/Supervision for COs
_____ Fire Management 2A: Org. Develop./Human Relations
_____ Fire Management 2B: Fire Service Financial Mgt
_____ Fire Management 2C: Personnel and Labor Relations
_____ Fire Management 2D: Master Planning
_____ Fire Management 2E: Contemporary Issues/Concepts
_____ Fire Service Supervision: Increasing Pers. Effectiveness
_____ Fire Service Supervision: Increasing Team Effectiveness
_____ Volunteer Fire Service Management

Prevention

_____ Fire Prevention 1A: Intro to the California Fire Code
_____ Fire Prevention 1B: Insp. of FP Systems/Special Hazards
_____ Fire Prevention 1C: Flammable Liquids and Gases
_____ Fire Prevention 2A: FP Systems/Building Components
_____ Fire Prevention 2B: Interpreting the UBC and CCR
_____ Fire Prevention 2C: Special Hazard Occupancies
_____ Fire Prevention 3A: Hydraulic Sprinkler Calculations
_____ Fire Prevention 3B: Plan Review

Public Education

_____ Public Education 1: Systematic Planning and Communication Skills

I, the undersigned, am the person apply for instructor status. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made therein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause of denial.

APPLICANT'S SIGNATURE: _____ *DATE:* _____

EXAMPLE