OFFICE OF THE STATE FIRE MARSHAL
STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Date: October 17, 2014 Attachment 6

To: Ronny J. Coleman, Chairman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Kevin S. Brame, Fire Service Training Specialist III

Subject/Agenda Action Item: Implementation Plans & Procedures for New SFT Curriculum

Recommended Actions: Information/Discussion

Background Information:

State Fire Training has revised existing and/or developed new certifications and course plans for the following positions:

Company Officer
Chief Fire Officer
Executive Chief Fire Officer
Instructor I, II, and III
Community Risk Educator
Community Risk Specialist
Community Risk Officer

To complete the development process for each of the above, implementation plans and associated procedures were required to be developed. Curriculum Cadre team members were consulted, as well as community college representatives and SFT Staff, for input on implementation timelines, instructor requirements, and SFT business practice impacts.

Analysis/Summary of Issue:

Development of implementation plans and procedures were completed and reviewed by SFT staff. The associated plans and procedures are attached as informational items for STEAC members.

California State Fire Training

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Company Officer Certification
Implementation of New Curriculum and Certification Requirements

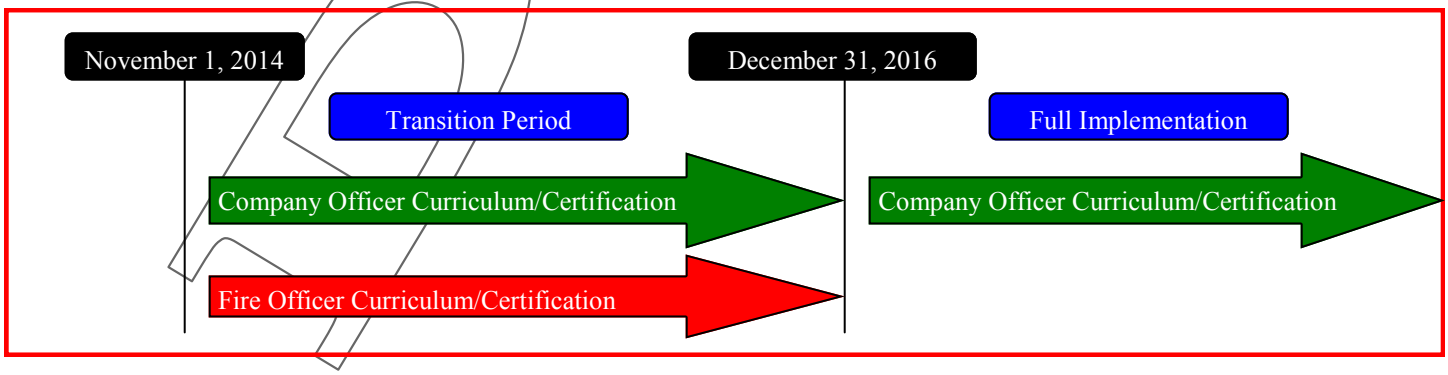
This document is intended to provide information for all State Fire Training (SFT) stakeholders on new Company Officer curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

New Company Officer (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) and six (6) Course Plans have been developed based on current National Fire Protection Association (NFPA) Standards which includes NFPA 1021, Standard for Fire Officer Professional Qualifications (2014), NFPA 1051, Professional Qualifications for Wildland Fire Fighter, and NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). In addition to the NFPA requirements, two other courses are required based on national and state mandates. IS-200.B meets the ICS requirement per Homeland Security Presidential Directive–5 and Hazardous Materials Incident Commander satisfies the requirements found in the California Code of Regulations, Title 8, Section 1592. The CTS and Course Plans are available on the SFT website.

New Courses for Company Officer Certification

- Human Resource Management for Company Officers (40 hours)
- General Administrative Functions for Company Officers (20 hours)
- Fire Inspections and Investigation for Company Officers (40 hours)
- All Risk Command Operations for Company Officers (40 hours)
- Wildland Incident Operations for Company Officers (40 hours)
- Instructional Methodology (40 hours)

Fire Officer Certification to Company Officer Certification Change Timeline



Existing Fire Officer Certification and courses will continue to be available until December 31, 2016 for those candidates that find it most advantageous to continue pursuing this certification track. Candidates must choose to meet either the existing Fire Officer or the new Company Officer certification requirements as a cross over between the two will not be allowed.

Certification Testing: In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide. SFT anticipates implementation of certification examinations for Company Officer Certification at a future date.

Task Books/Application Form: Implementation of the new Company Officer (2014) requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work and with authorization from their employer. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

TRANSITION PERIOD…….……Effective November 1, 2014—December 31, 2016

SFT recognizes that many candidates are vested in the current Fire Officer Certification track and, therefore, the existing Fire Officer Curriculum and Certification requirements will be available for those candidates during the transition period. Candidates entering the certification system should enroll in the new Company Officer courses and comply with the new Company Officer Certification requirements. Cross over between courses will not be allowed.

COURSE/CERTIFICATION PHASE OUT…….……...Effective December 31, 2016

Effective December 31, 2016 Fire Officer Certification will no longer be supported by SFT and will be retired. Courses from this retired certification track with viable content may be reconfigured in some form as FSTEP courses.

INSTRUCTOR REQUIREMENTS…… Effective November 1, 2014

Instructors for the new Company Officer courses must continue to meet the SFT requirements for Registered Instructor. All current registered instructors must attend an Instructor Update Course prior to instructing any of the new Company Officer courses. In addition, the following transition exceptions apply:

Human Resource Management for Company Officers: Current Fire Management I Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

General Administrative Functions for Company Officers: Current Fire Management I Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

Fire Inspections and Investigation for Company Officers: Current Fire Prevention 1 Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content .

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All Risk Command Operations for Company Officers: Current Command 1A Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content .

Wildland Incident Operations for Company Officers: Current Command 1C Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

Instructional Methodology: Refer to Instructor Implementation Plan

POTENTIAL AGENCY IMPACTS

Fire agencies utilizing the existing Fire Officer Certification or Curriculum as a requirement for their recruitment/promotion activities need to review the new Company Officer Curriculum and certification requirements to be sure that all agency training needs are being met. After review, Fire Agencies should update their job specifications and recruitment documentation to reflect these new courses and certification requirements. Fire agencies should also evaluate how these new courses and certification requirements will impact their existing labor agreements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee / program sponsor, as appropriate. ARTPs should review the new Company Officer curriculum and discuss potential impacts with their advisory committees.

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Chief Fire Officer Certification
Implementation of New Curriculum and Certification Requirements

This document is intended to provide information for all State Fire Training (SFT) stakeholders on new Chief Fire Officer curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

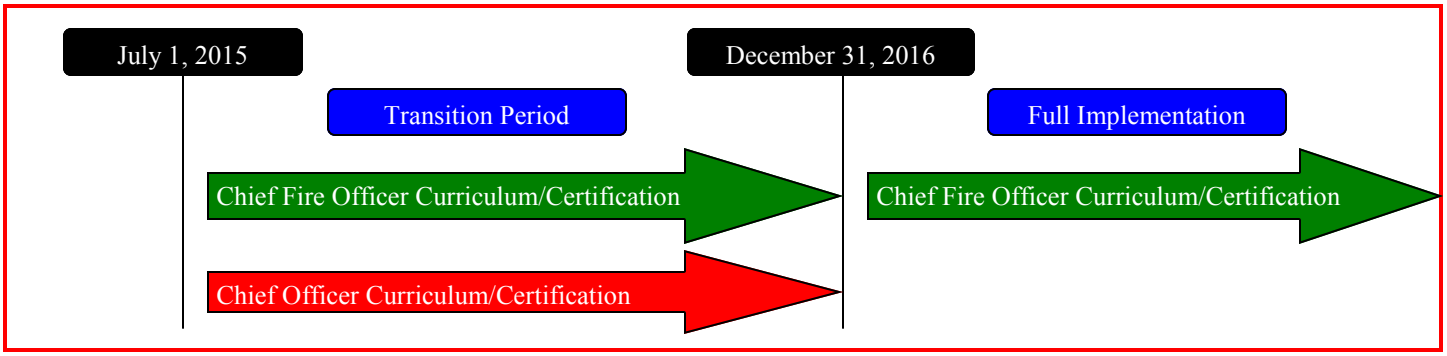
New Chief Fire Officer (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) and four (4) Course Plans have been developed based on current National Fire Protection Association (NFPA) Standards which includes NFPA 1021, Standard for Fire Officer Professional Qualifications (2014), NFPA 1051, Professional Qualifications for Wildland Fire Fighter (2012), and NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). I-300 meets the ICS requirement per Homeland Security Presidential Directive-5. The CTS and Course Plans are available on the SFT website.

New Courses for Chief Fire Officer Certification

- Human Resources Management for Chief Fire Officers (26 hours)
- Budget and Fiscal Responsibilities for Chief Fire Officers (18 hours)
- General Administration Functions for Chief Fire Officers (24 hours)
- Emergency Service Delivery Responsibilities for Chief Fire Officers (24 hours)

Existing Chief Officer Certification and courses will continue to be available until December 31, 2016 for those candidates that find it most advantageous to continue pursuing this certification track. Candidates must choose to meet either the existing Chief Officer or the new Chief Fire Officer certification requirements as a cross over between the two will not be allowed.

Chief Officer Certification to Chief Fire Officer Certification Change Timeline



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Certification Testing: In response to Blueprint 2020 stakeholder comments, certification examinations will become a standard process statewide. SFT anticipates implementation of certification examinations for Chief Fire Officer Certification a future date.

Task Books/Application Form: Implementation of the new Chief Fire Officer (2014) requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work and with authorization from their employer. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

TRANSITION PERIOD…….……...…….Effective July 1, 2015—December 31, 2016

SFT recognizes that many candidates are vested in the current Chief Officer Certification track and, therefore, the existing Chief Officer Curriculum and Certification requirements will be available for those candidates during the transition period. Candidates entering the certification system should enroll in the new Chief Fire Officer courses and comply with the new Chief Fire Officer Certification requirements. Cross over between courses will not be allowed.

COURSE/CERTIFICATION PHASE OUT…….……...Effective December 31, 2016

Effective December 31, 2016 Chief Officer Certification will no longer be supported by SFT and will be retired. Courses from this retired certification track with viable content may be reconfigured in some form as FSTEP courses.

INSTRUCTOR REQUIREMENTS……..Effective July 1, 2015

Instructors for the new Chief Fire Officer courses must continue to meet the SFT requirements for Registered Instructor. All current registered instructors must attend an Instructor Update Course prior to instructing any of the new Chief Fire Officer courses. In addition, the following transition exceptions apply:

Human Resource Management for Chief Fire Officers: Current Instructors of Fire Management 2A or 2C are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

Budget and Fiscal Responsibilities for Chief Fire Officers: Current Fire Management 2B Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content .

General Administration Functions for Chief Fire Officers: Current Fire Management 2A or 2D Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

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Emergency Service Delivery Responsibilities for Chief Fire Officers: Current Instructors of Command 2A, 2B, 2C, 2D & 2E , are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content .

POTENTIAL AGENCY IMPACTS

Fire agencies utilizing the existing Chief Officer Certification or Curriculum as a requirement for their recruitment/promotion activities need to review the new Chief Fire Officer Curriculum and certification requirements to be sure that all agency training needs are being met. After review, Fire Agencies should update their job specifications and recruitment documentation to reflect these new courses and certification requirements. Fire agencies should also evaluate how these new courses and certification requirements will impact their existing labor agreements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee / program sponsor, as appropriate. ARTPs should review the new Chief Fire Officer curriculum and discuss potential impacts with their advisory committees.

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Executive Chief Fire Officer Certification
Implementation of New Curriculum and Certification Requirements

This document is intended to provide information for all State Fire Training (SFT) stakeholders on new Executive Chief Fire Officer curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

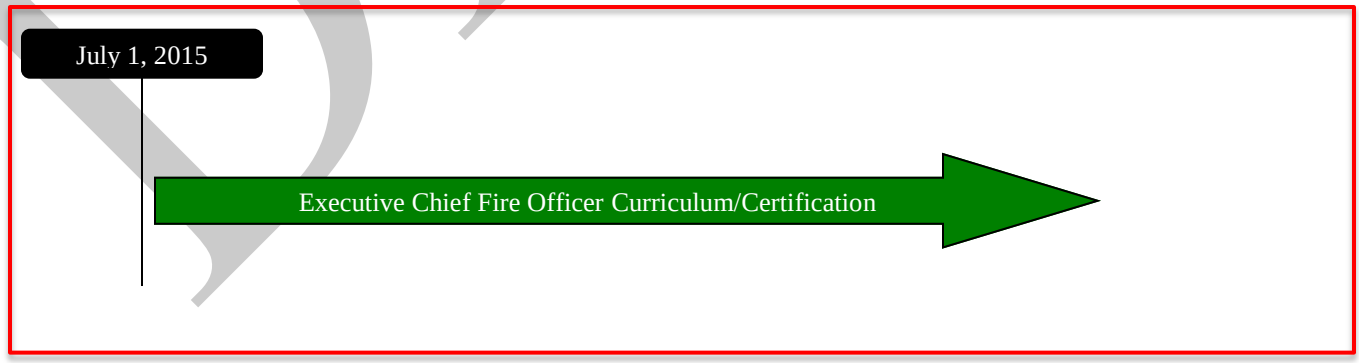
The Executive Chief Fire Officer (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) and four (5) Course Plans have been developed based on current National Fire Protection Association (NFPA) Standards which includes NFPA 1021, Standard for Fire Officer Professional Qualifications (2014). The CTS and Course Plans are available on the SFT website.

Courses for Executive Chief Fire Officer Certification

- Human Resource Management for the Executive Chief Fire Officer (28 hours)
- Community and Government Relations for the Executive Chief Fire Officer (10.5 hours)
- Administration for the Executive Chief Fire Officer (30.5 hours)
- Emergency Services Delivery for the Executive Chief Fire Officer (38.5 hours)
- Health and Safety for the Executive Chief Fire Officer (14.5 hours)

The Executive Chief Fire Officer Certification and courses are new to the California State Fire Training and Education System. As such, this new certification does not require the phase out of any existing certifications or curriculum. The implementation plan represents a schedule designed to make the certification available by July 1, 2015.

Executive Chief Fire Officer Certification Timeline



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Certification Testing: In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide. SFT anticipates implementation of certification examinations for Executive Chief Fire Officer Certification at a future date.

Task Books/Application Form: Implementation of the new Executive Chief Fire Officer (2014) requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work and with authorization from their employer. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

INSTRUCTOR REQUIREMENTS .....Effective July 1, 2015

Instructors for the Executive Chief Fire Officer courses must meet the SFT requirements for Registered Instructor. Instructors must have appropriate education and practical experience relating to the specific course content. SFT anticipates that non-traditional fire service instructors will often be used by delivery venues to meet the specific subject matter expertise needed for each course. In addition, the following apply:

Human Resource Management for the Executive Chief Fire Officer:

Instructors for the initial roll out of this new curriculum will need to apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content. In the future, new instructors will be required to either complete the new course or apply for a PACE II review.

Community and Government Relations for the Executive Chief Fire Officer:

Instructors for the initial roll out of this new curriculum will need to apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content. In the future, new instructors will be required to either complete the new course or apply for a PACE II review.

Administration for the Executive Chief Fire Officer:

Instructors for the initial roll out of this new curriculum will need to apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content. In the future, new instructors will be required to either complete the new course or apply for a PACE II review.

Emergency Services Delivery for the Executive Chief Fire Officer:

Instructors for the initial roll out of this new curriculum will need to apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content. In the future, new instructors will be required to either complete the new course or apply for a PACE II review.

Health and Safety for the Executive Chief Fire Officer:

Instructors for the initial roll out of this new curriculum will need to apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content. In the future, new instructors will be required to either complete the new course or apply for a PACE II review.

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POTENTIAL AGENCY IMPACTS

Fire agencies desiring to utilize the Executive Chief Fire Officer Certification or curriculum as a requirement for their recruitment/promotion activities need to review the Executive Chief Fire Officer Curriculum and certification requirements to be sure that all agency training needs are being met. After review, Fire Agencies should update their job specifications and recruitment documentation to reflect these new courses and certification requirements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee / program sponsor, as appropriate. ARTPs should review the new Executive Chief Fire Officer curriculum and discuss potential impacts with their advisory committees.

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Instructor I / II / III Certification
Implementation of New Curriculum and Certification Requirements

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the new Instructor I, Instructor II and Instructor III curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

New Instructor (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. Three new Certification Training Standards (CTS) and three (3) Course Plans have been developed based on current National Fire Protection Association (NFPA) Standards which includes NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012) and NFPA 1561, Standard on Emergency Services Incident Management System and Command Safety (2014). The CTS and Course Plans are available on the SFT website.

New Course for Instructor I Certification

Instructional Methodology (40 hours)

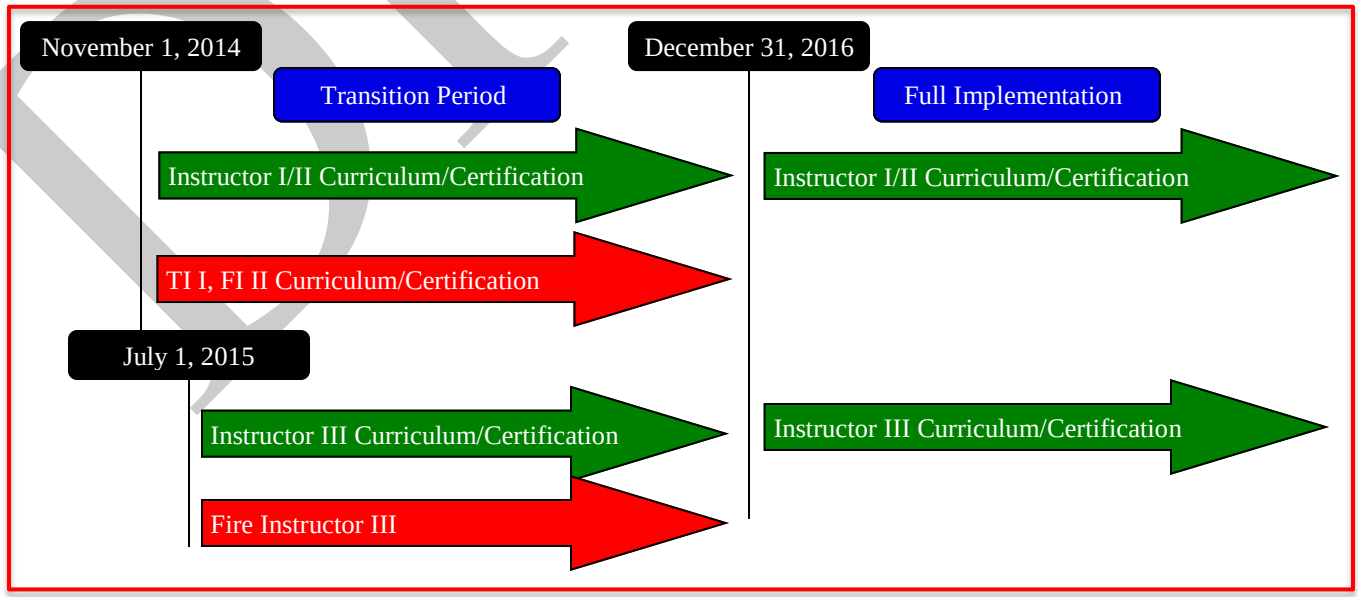
New Course for Instructor II Certification

Instructional Development (40 hours)

New Course for Instructor III Certification

Instructional Program Management (36 hours)

Training Instructor I, Fire Instructor II and Fire Instructor III Certification to Instructor I / II / III Certification Change Timeline



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Existing Training Instructor I, Fire Instructor II and Fire Instructor III: Certification and courses will continue to be available until December 31, 2016 for those candidates that find it most advantageous to continue pursuing this certification track. Candidates must choose to meet either the existing Training Instructor I, Fire Instructor II, Fire Instructor III or the new Instructor I, Instructor II or Instructor III certification requirements as a cross over between the two will not be allowed. There is NO equivalency between Training Instructor I, Fire Instructor II and Fire Instructor III and the new Instructor series.

Certification Examinations: In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide. SFT anticipates implementation of certification examinations for Instructor I, Instructor II and Instructor III Certifications at a future date.

Task Book/Application Form: Implementation of the new Instructor I, Instructor II and Instructor III (2014) requires that candidates complete a comprehensive task book for each level of certification. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work with authorization from the fire chief or designee. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

TRANSITION PERIOD FOR INSTRUCTOR I & II…Effective November 1, 2014 - December 31, 2016

SFT recognizes that many candidates are vested in the current Training Instructor I and Fire Instructor II Certification tracks and, therefore, the existing Training Instructor I and Fire Instructor II Curriculum and Certification requirements will be available for those candidates during the transition period. Candidates entering the certification system should enroll in the new Instructor I and Instructor II courses and comply with the new Instructor I and II Certification requirements. There is NO equivalency between the certifications.

TRANSITION PERIOD FOR INSTRUCTOR III ..... Effective July 1, 2015 - December 31, 2016

SFT recognizes that many candidates are vested in the current Fire Instructor III Certification track and, therefore, the existing Fire Instructor III Curriculum and Certification requirements will be available for those candidates during the transition period. Candidates entering the certification system should enroll in the new Instructor III course and comply with the new Instructor III Certification requirements. There is NO equivalency between the certifications.

COURSE/CERTIFICATION PHASE OUT .....Effective December 31, 2016

Effective December 31, 2016 Training Instructor I, Fire Instructor II and Fire Instructor III Certification will no longer be supported by SFT and will be retired. Courses from this retired certification track with viable content may be reconfigured in some form as Fire Service Training and Education Program (FSTEP) courses.

INSTRUCTOR I & II REQUIREMENTS ..... Effective November 1, 2014

Instructors for the new Instructor I and II courses must continue to meet the SFT requirements for Registered Instructors. In addition, the following transition exceptions apply:

Maintaining primary instructor status:
1. Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
2. Be the primary instructor for instructor training delivery every three years or participate with

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continuing education completing minimum 12 hours every three years within the methodology of topic discipline.

Instructor I (Instructional Methodology): Current Registered Instructors of Training Instructor 1A or 1B or 1C, are authorized to deliver the new Instructor I course.

New instructors will be required to complete Instructor I (Instructional Methodology), Instructor II (Instructional Development) and the current Instructor 2A: Techniques of Evaluation or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

Instructor II (Instructional Development): Current Registered Instructors of Training Instructor 1A or 1B or 1C, are authorized to deliver the new Instructor II course.

New instructors will be required to complete Instructor I (Instructional Methodology), Instructor II (Instructional Development) and the current Instructor 2A: Techniques of Evaluation, Instructor 2B: Group Dynamics and Problem Solving, and Instructor 2C: Employing Audiovisual Aids courses.

INSTRUCTOR III REQUIREMENTS .....Effective July 1, 2015

Instructors for the new Instructor III courses must continue to meet the SFT requirements for Registered Instructors. In addition, the following transition exceptions apply:

Maintaining primary instructor status:

1. Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
2. Be the primary instructor for instructor training delivery every three years or participate with continuing education completing minimum 12 hours every three years within the methodology of topic discipline.

Instructor III (Instructional Program Management): Current Registered Instructors of Training Instructor 1A or 1B or 1C, and who have successfully completed the current Level II (Instructor 2A: Techniques of Evaluation, Instructor 2B: Group Dynamics and Problem Solving, and Instructor 2C) and Level III (Fire Instructor 3) Instructor courses are authorized to deliver this course. Applicants must also submit a Chief's letter confirming one (1) year experience in a training program management position.

New instructors will be required to complete the new Instructor I (Instructional Methodology), Instructor II (Instructional Development), and Instructor III (Instructional Program Management), and the current Instructor 2A: Techniques of Evaluation, Instructor 2B: Group Dynamics and Problem Solving, and Instructor 2C: Employing Audiovisual Aids courses; and submit a Chief's letter confirming one (1) year experience in a training program management position.

POTENTIAL AGENCY IMPACTS

Fire agencies utilizing the existing Training Instructor Curriculum or Certification as a requirement for their recruitment/promotion activities need to review the new Instructor I, Instructor II and Instructor III Curriculum and certification requirements to be sure that all agency training needs are being met. After review, fire agencies should update their job specifications and recruitment documentation to reflect these new courses and certification requirements. Fire agencies should also evaluate how these new courses and certification requirements will impact their existing labor agreements.

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Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee/program sponsor, as appropriate. ARTPs should review the new Chief Fire Officer curriculum and discuss potential impacts with their advisory committees.

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Community Risk Educator Certification
Implementation of New Curriculum and Certification Requirements

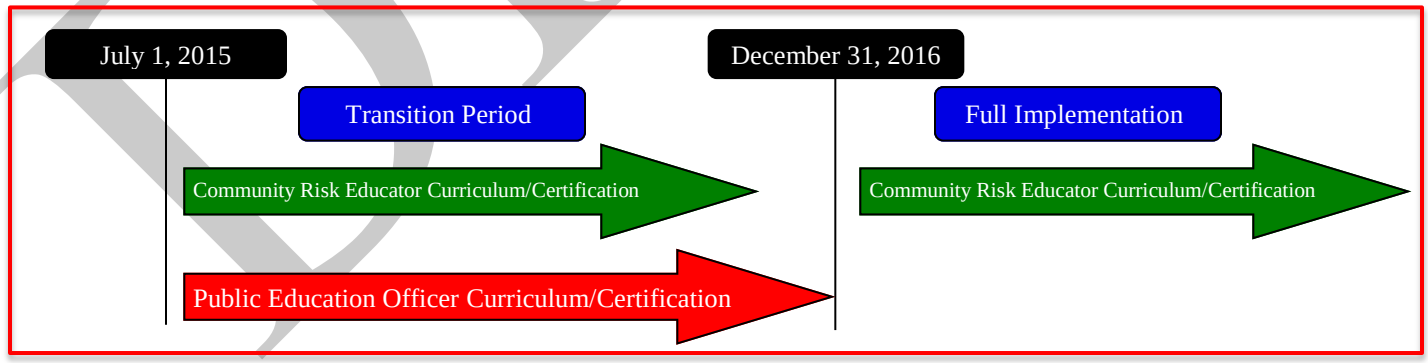
This document is intended to provide information for all State Fire Training (SFT) stakeholders on the new Community Risk Educator curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

New Community Risk Educator (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) with one (1) Course Plan has been developed based on current National Fire Protection Association (NFPA) Standards, which includes NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2010). The CTS and Course Plan will be available on the SFT website.

New Courses for Community Risk Educator Certification

Existing Public Education Officer Certification and courses will continue to be available until December 31, 2016 for those candidates that find it most advantageous to continue pursuing this certification track. Candidates who choose to meet the existing Public Education Officer Certification must complete the Certification by the above date. The Public Education Officer Certification or its content will not cross over to the New Community Risk Educator Certification.

Public Education Officer Certification to
The New Community Risk Educator Certification Change Timeline



Certification Testing: In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide. SFT anticipates implementation of certification examinations for the new Community Risk Educator Certification at a future date.

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Task Books/Application Form: Implementation of the new Community Risk Educator (2014) requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work and with authorization from their employer. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

TRANSITION PERIOD..... Effective July 1, 2015 - December 31, 2016

SFT recognizes that many candidates are vested in the current Public Education Officer track and, therefore, the existing Public Education Officer Curriculum and Certification requirements will be available for those candidates during the transition period. Candidates entering the certification system should enroll in the new Community Risk Educator course and comply with the new Community Risk Educator Certification requirements. There is no cross over between these courses.

COURSE/CERTIFICATION PHASE OUT .....Effective December 31, 2016

Effective December 31, 2016 the Public Education Officer Certification will no longer be supported by SFT and will be retired.

INSTRUCTOR REQUIREMENTS .....Effective July 1, 2015

Instructors for the new Community Risk Educator courses must continue to meet the SFT requirements for Registered Instructor. In addition, the following transition exceptions apply:

Community Risk Educator Course: Current Instructors of Public Education Officer combined with the required course prerequisites are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education included in the new course plan and practical experience relating to course content.

POTENTIAL AGENCY IMPACTS

Fire agencies utilizing the existing Public Education Officer Certification or Curriculum as a requirement for their recruitment/promotion activities need to review the new Community Risk Educator Curriculum and certification requirements to be sure that all agency training needs are being met. After review, Fire Agencies should update their job specifications and recruitment documentation to reflect the new course and certification requirements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee / program sponsor, as appropriate. ARTPs should review the new Community Risk Educator curriculum and discuss potential impacts with their advisory committees.

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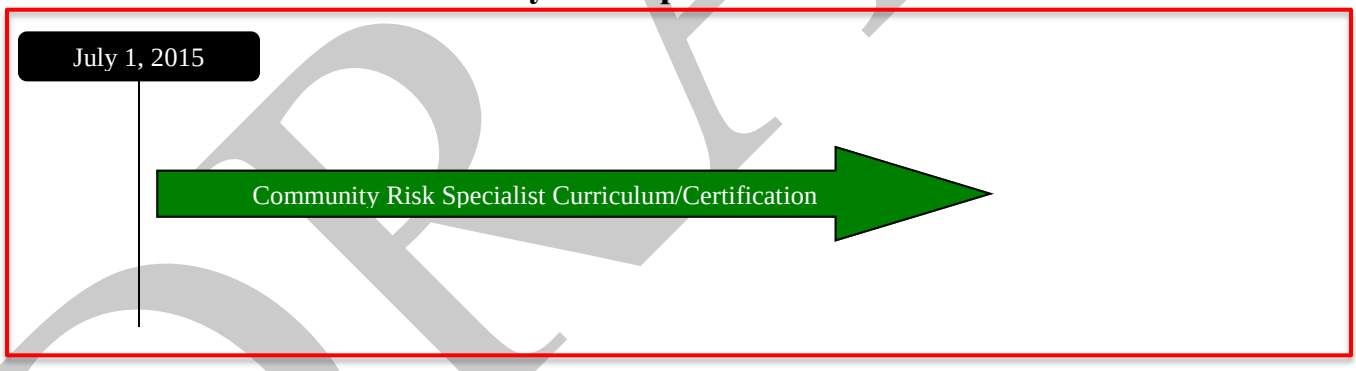
Community Risk Specialist Certification
Implementation of New Curriculum and Certification Requirements

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the new Community Risk Specialist curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

New Community Risk Specialist (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) with one (1) Course Plan has been developed based on current National Fire Protection Association (NFPA) Standards which includes NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2010). The CTS and Course Plan will be available on the SFT website.

New Course for Community Risk Specialist Certification

The New Community Risk Specialist Certification Timeline



Certification Testing: In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide. SFT anticipates implementation of certification examinations for the new Community Risk Specialist Certification at a future date.

Task Books/Application Form: Implementation of the new Community Risk Specialist (2015) requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work and with authorization from their employer. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

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INSTRUCTOR REQUIREMENTS .....Effective July 1, 2015

Instructors for the new Community Risk Specialist course must continue to meet the SFT requirements for Registered Instructor. In addition, the following transition exceptions apply:

Community Risk Specialist Course: Current Instructors of Public Education Officer combined with the required course prerequisites are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education included in the new course plan and practical experience relating to course content.

POTENTIAL AGENCY IMPACTS

Fire agencies utilizing the existing Public Education Officer Certification or Curriculum as a requirement for their recruitment/promotion activities need to review the new Community Risk Specialist Curriculum and certification requirements to be sure that all agency training needs are being met. After review, Fire Agencies should update their job specifications and recruitment documentation to reflect the new course and certification requirements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee / program sponsor, as appropriate. ARTPs should review the new Community Risk Specialist curriculum and discuss potential impacts with their advisory committees.

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Community Risk Officer Certification
Implementation of New Curriculum and Certification Requirements

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the new Community Risk Officer curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

New Community Risk Officer (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) with one (1) Course Plan has been developed based on current National Fire Protection Association (NFPA) Standards which includes NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2010). The CTS and Course Plan will be available on the SFT website.

New Courses for Community Risk Officer Certification

The New Community Risk Officer Certification Timeline

Certification Testing: In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide. SFT anticipates implementation of certification examinations for the new Community Risk Officer Certification at a future date.

Task Books/Application Form: Implementation of the new Community Risk Officer (2014) requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work and with authorization from their employer. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

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INSTRUCTOR REQUIREMENTS .....Effective July 1, 2015

Instructors for the new Community Risk Officer courses must continue to meet the SFT requirements for Registered Instructor. In addition, the following transition exceptions apply:

Community Risk Officer Course: Current Instructors of Public Education Officer combined with the required course prerequisites are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education included in the new course plan and practical experience relating to course content.

POTENTIAL AGENCY IMPACTS

Fire agencies utilizing the existing Public Education Officer Certification or Curriculum as a requirement for their recruitment/promotion activities need to review the new Community Risk Officer Curriculum and certification requirements to be sure that all agency training needs are being met. After review, Fire Agencies should update their job specifications and recruitment documentation to reflect the new course and certification requirements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee / program sponsor, as appropriate. ARTPs should review the new Community Risk Officer curriculum and discuss potential impacts with their advisory committees.

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x.xx.x: Company Officer

x.xx.x.x: Overview

A. The Company Officer is the first of four steps of certification leading to the position of certified Fire Chief. The four steps include Company Officer, Chief Fire Officer, Executive Chief Officer and Fire Chief. This approach is in contrast to the provisions of NFPA 1021, Standard for Fire Officer Professional Qualifications in that NFPA designates their professional qualification levels as Fire Officer I, II, III and IV. However, all of the Job Performance Requirements (JPRs) identified in NFPA 1021 are included within California's four tier system. Company Officer addresses the JPRs set forth by NFPA for Fire Officer Levels I & II.

x.xx.x.x: History

A. Established
   - Company Officer certification was implemented November 1, 2014 and replaces Fire Officer certification effective December 31, 2016
B. Revised
   - Not applicable
C. Retired
   - Not applicable

x.xx.x.x: Prerequisites

A. Fire Fighter II

x.xx.x.x: Education

A. Human Resource Management for Company Officers
B. General Administrative Functions for Company Officers
C. Fire Inspections and Investigation for Company Officers
D. All Risk Command Operations for Company Officers
E. Wildland Incident Operations for Company Officers
F. Instructional Methodology

x.xx.x.x: Certification Exam

A. None (at this time)

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x.xx.x.x: Certification Task Book

A. Company Officer Certification Task Book

x.xx.x.x: Experience

A. Appointed to the rank of Company Officer as verified by the signature of the candidate's fire chief or his/her authorized designee.
   1. Performing in an acting capacity does not qualify as meeting this experience requirement.

x.xx.x.x: Rank or Position

A. Appointed to the rank of Company Officer

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Not applicable

DRAFT

x.xx.x: Chief Fire Officer

x.xx.x.x: Overview

A. The Chief Fire Officer certification is the second level of fire officer certification within the California Fire Service Education and Training System. It is aligned with Fire Officer III as defined in NFPA 1021 Standard for Fire Officer Professional Qualifications 2014.

x.xx.x.x: History

A. Established
   - Chief Fire Officer certification was implemented effective July 1, 2015

B. Revised
   - Not applicable

C. Retired
   - Not applicable

x.xx.x.x: Prerequisites

A. Fire Officer or Company Officer Certification

x.xx.x.x: Education

A. Human Resource Management for Chief Fire Officers
B. General Administration Functions for Chief Fire Officers
C. Budget and Fiscal Responsibilities for Chief Fire Officers
D. Emergency Services Delivery Responsibilities for Chief Fire Officer

x.xx.x.x: Certification Exam

A. None (at this time)

x.xx.x.x: Certification Task Book

A. Chief Fire Officer Certification Task Book

x.xx.x.x: Experience

A. Appointment to the rank of Chief Fire Officer/ Chief Officer or higher as verified by the signature of the candidate's fire chief or his/her authorized designee.
   1. Performing in an acting capacity does not qualify as meeting this experience requirement.

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x.xx.x.x: Rank or Position

A. Appointed to the rank of Chief Fire Officer or Chief Officer

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Not applicable

DRAFT

x.xx.x: Executive Chief Fire Officer

x.xx.x.x: Overview

A. The Executive Chief Fire Officer certification is the third level of fire officer certification within the California Fire Service Education and Training System. It is aligned with Fire Officer IV as defined in NFPA 1021 Standard for Fire Officer Professional Qualifications 2014.

x.xx.x.x: History

A. Established
   - Executive Chief Fire Officer certification was implemented effective July 1, 2015

B. Revised
   - Not applicable

C. Retired
   - Not applicable

x.xx.x.x: Prerequisites

A. Chief Officer or Chief Fire Officer Certification

x.xx.x.x: Education

A. Human Resource Management for the Executive Chief Fire Officer
B. Community and Government Relations for the Executive Chief Fire Officer
C. Administration for the Executive Chief Fire Officer
D. Emergency Services Delivery for the Executive Chief Fire Officer
E. Health and Safety for the Executive Chief Fire Officer

x.xx.x.x: Certification Exam

A. None (at this time)

x.xx.x.x: Certification Task Book

A. Executive Chief Fire Officer Certification Task Book

x.xx.x.x: Experience

A. Appointed to the rank of Battalion Chief or higher as verified by the signature of the candidate's fire chief or his/her authorized designee.
   1. Performing in an acting capacity does not qualify as meeting this experience requirement.

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x.xx.x.x: Rank or Position

A. Appointed to the rank of Battalion Chief or higher

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Not applicable

DRAFT

x.xx.x: Instructor I

x.xx.x.x: Overview

A. The Instructor I certification is the first level of instructor certification within the California Fire Service Education and Training System. It is aligned with Fire Instructor as defined in NFPA 1041 Standard for Fire Instructor Professional Qualifications 2012.

x.xx.x.x: History

A. Certification established in California with State Fire Training
    a. Certification established January 1, 1980 with Fire Instructor 1A and Fire Instructor 1B
    b. Certification guidelines revised effective September 1, 1984 with prerequisite changed to Fire Fighter II
    c. Certification guidelines revised effective January 1, 1988 with teaching experience requirement added
    d. Curriculum was updated in 1996 as it was identified that the curriculum met and exceeded the current version of NFPA Professional standard
    e. SFM curriculum was modified in 2010 to align with the current NFPA Training Standard with Training Instructor 1A and Training Instructor 1B for adapting lesson plans, then added Training Instructor 1C for writing lesson plans going beyond the adaption of lesson plans
B. New certification established
    - Instructor I certification was implemented effective November 01, 2014
    - This curriculum maintains alignment as defined in NFPA 1041 Standard for Fire Instructor Professional Qualifications 2012
    - Instructor I will include the utilization of a job specific task book
C. Revised
    - Not applicable
D. Retired
    - Not applicable

x.xx.x.x: Prerequisites

A. None

x.xx.x.x: Education

A. Instructional Methodology

x.xx.x.x: Certification Exam

A. None (at this time)

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x.xx.x.x: Certification Task Book

A. Instructor I Certification Task Book

x.xx.x.x: Experience

A. Fire Service
    1. Have a minimum of one year full-time paid experience in a California fire agency or
    2. Have a minimum of two years part-time paid/volunteer experience in a California fire agency
B. Teaching
    1. Have a minimum of 80 hours teaching/training experience within a fire service-related program (with feedback).
        i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment
        ii. Document all teaching experience in the Certified Instructor Task Book.

x.xx.x.x: Rank or Position

A. None

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
B. Be the primary instructor for instructor training delivery every three years or participate with continuing education completing minimum 12 hours every three years within the methodology of topic discipline.

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x.xx.x: Instructor II

x.xx.x.x: Overview

A. The Instructor II certification is the second level of instructor certification within the California Fire Service Education and Training System. It is aligned with Fire Instructor as defined in NFPA 1041 Standard for Fire Instructor Professional Qualifications 2012.

x.xx.x.x: History

A. Certification established in California with State Fire Training
    a. Certification established January 1, 1980 with Fire Instructor 1A and Fire Instructor 1B
    b. Certification guidelines revised effective September 1, 1984 with prerequisite changed to Fire Fighter II
    c. Certification guidelines revised effective January 1, 1988 with teaching experience requirement added
    d. Curriculum was updated in 1996 as it was identified that the curriculum met and exceeded the current version of NFPA Professional standard
    e. SFM curriculum was modified in 2010 to align with the current NFPA Standard Training with Training Instructor 1A and Training Instructor 1B for adapting lesson plans, then added Training Instructor 1C for writing lesson plans going beyond the adaption of lesson plans
B. New certification established
    - Instructor II certification was implemented effective November 01, 2014
    - This curriculum maintains alignment as defined in NFPA 1041 Standard for Fire Instructor Professional Qualifications 2012
    - Instructor II will include the utilization of a job specific task book
C. Revised
    - Not applicable
D. Retired
    - Not applicable

x.xx.x.x: Prerequisites

A. Instructor I or Training Instructor I or Fire Instructor I Certification

x.xx.x.x: Education

A. Instructional Development

x.xx.x.x: Certification Exam

A. None (at this time)

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x.xx.x.x: Certification Task Book

A. Instructor II Certification Task Book

x.xx.x.x: Experience

A. Fire Service
    1. Have a minimum of one year full-time paid experience in a California fire agency or
    2. Have a minimum of two years part-time paid/volunteer experience in a California fire agency

B. Teaching
    1. Have an additional 80 hours for a total of 160 hours teaching/training experience with a fire service-related program (with feedback).
        i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment
        ii. Document all teaching experience in the Certified Instructor Task Book.

x.xx.x.x: Rank or Position

A. None

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
B. Be the primary instructor for instructor training delivery every three years or participate with continuing education completing minimum 12 hours every three years within the methodology of topic discipline.

DRAFT

x.xx.x: Instructor III

x.xx.x.x: Overview

A. The Instructor III certification is the level of instructor certification for the position of Training Chiefs, managers, and directors who organize and manage organizations' instructional programs. It is aligned with Fire Instructor as defined in NFPA 1041 Standard for Fire Instructor Professional Qualifications 2012.

x.xx.x.x: History

A. Certification established in California with State Fire Training
    a. Certification established September 1, 1987.
    b. Certification guidelines revised effective January 1, 1988 with teaching experience requirement added.
    c. Certification guidelines revised effective September 1, 1993 with experience requirement changed from designated department training instructor to designated department training officer.
    d. SFM curriculum was modified in 2010 to align with the then current NFPA Standard 1041. The curriculum was titled, "Master Instructor Competency Evaluation". However, it did not come to fruition. The original learning objectives of Fire Instructor Level III (a.k.a. Master Instructor) continued to be taught.
B. New certification established
    - Instructor III certification was implemented effective July 1, 2015.
    - This curriculum maintains alignment as defined in NFPA 1041 Standard for Fire Instructor Professional Qualifications 2012.
    - Instructor III will include the utilization of a job specific task book.
C. Revised
    - Not applicable
D. Retired
    - Not applicable

x.xx.x.x: Prerequisites

A. Instructor II or Fire Instructor II Certification

x.xx.x.x: Education

A. Instructional Program Management

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x.xx.x.x: Certification Exam

A. None (at this time)

x.xx.x.x: Certification Task Book

A. Instructor III Certification Task Book

x.xx.x.x: Experience

A. Fire Service
    1. Have a minimum of one year developing comprehensive training curricula and programs for use by single or multiple organizations.
    2. Conducting needs analysis, including designing record keeping and scheduling systems.
    3. Developing training goals and implementation strategies.
B. Teaching
    1. None.

x.xx.x.x: Rank or Position

A. None

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

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

DRAFT

x.xx.x: Community Risk Educator

x.xx.x.x: Overview

A. The Community Risk Educator certification is one of three certifications in the area of Community Risk within the California Fire Service Education and Training System. It was developed in alignment with the Standards defined in NFPA 1035 Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer and Juvenile Firesetter Intervention Specialist 2010 Edition

x.xx.x.x: History

A. Established
   - Community Risk Educator Certification will be implemented effective July 1, 2015 Public Education Officer will be retired December 31, 2016

B. Revised
   - Not applicable

C. Retired

x.xx.x.x: Prerequisites

A. Fire Prevention Inspections and Investigation

x.xx.x.x: Education

A. Community Risk Educator

x.xx.x.x: Certification Exam

A. None (at this time)

x.xx.x.x: Certification Task Book

A. Community Risk Educator Certification Task Book

x.xx.x.x: Experience

A. Fire Service
   1. Have a minimum of six months full-time paid experience in fire and life safety education in a California Fire Agency **or**
   2. Have a minimum of one year part-time paid/volunteer experience in fire and life safety education in a California Fire Agency

DRAFT

x.xx.x.x: Rank or Position

A. Appointed to the position involving, but not limited to Fire and Life Safety, Fire Prevention, Public Information and/or Public Education

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Not applicable

DRAFT

x.xx.x: Community Risk Specialist

x.xx.x.x: Overview

A. The Community Risk Specialist certification is one of three certifications in the area of Community Risk within the California Fire Service Education and Training System. It was developed in alignment with the Standards defined in NFPA 1035 Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer and Juvenile Firesetter Intervention Specialist 2010 Edition

x.xx.x.x: History

A. Established
   - Community Risk Specialist Certification will be implemented effective July 1, 2015

B. Revised
   - Not applicable

C. Retired
   - Not Applicable

x.xx.x.x: Prerequisites

A. Community Risk Educator Certification

x.xx.x.x: Education

A. Community Risk Specialist

x.xx.x.x: Certification Exam

A. None (at this time)

x.xx.x.x: Certification Task Book

A. Community Risk Specialist Certification Task Book

x.xx.x.x: Experience

A. Fire Service
   1. Have a minimum of one year full-time paid experience in fire and life safety education in a California Fire Agency **or**
   2. Have a minimum of two years part-time paid/volunteer experience in fire and life safety education in a California Fire Agency

DRAFT

x.xx.x.x: Rank or Position

A. Appointed to the position involving, but not limited to Fire and Life Safety, Fire Prevention, Public Information and/or Public Education

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Not applicable

DRAFT

x.xx.x: Community Risk Officer

x.xx.x.x: Overview

A. The Community Risk Officer Certification is one of three certifications in the area of Community Risk within the California Fire Service Education and Training System. It was developed in alignment with the Standards defined in NFPA 1035 Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer and Juvenile Firesetter Intervention Specialist 2010 Edition

x.xx.x.x: History

A. Established
   - Community Risk Officer Certification will be implemented effective July 1, 2015

B. Revised
   - Not applicable

C. Retired
   - Not Applicable

x.xx.x.x: Prerequisites

A. Community Risk Specialist Certification

x.xx.x.x: Education

A. Community Risk Officer

x.xx.x.x: Certification Exam

A. None (at this time)

x.xx.x.x: Certification Task Book

A. Community Risk Officer Certification Task Book

x.xx.x.x: Experience

A. Fire Service
   1. Have a minimum of two years full-time paid experience in fire and life safety education in a California Fire Agency **or**
   2. Have a minimum of four years part-time paid/volunteer experience in fire and life safety education in a California Fire Agency

DRAFT

x.xx.x.x: Rank or Position

A. Appointed to the position involving, but not limited to Fire and Life Safety, Fire Prevention, Public Information and/or Public Education

x.xx.x.x: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

x.xx.x.xx: Maintenance

A. Not applicable

DRAFT