



# California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460  
Bus (916) 445-8444

1131 S Street, Sacramento, CA 95811

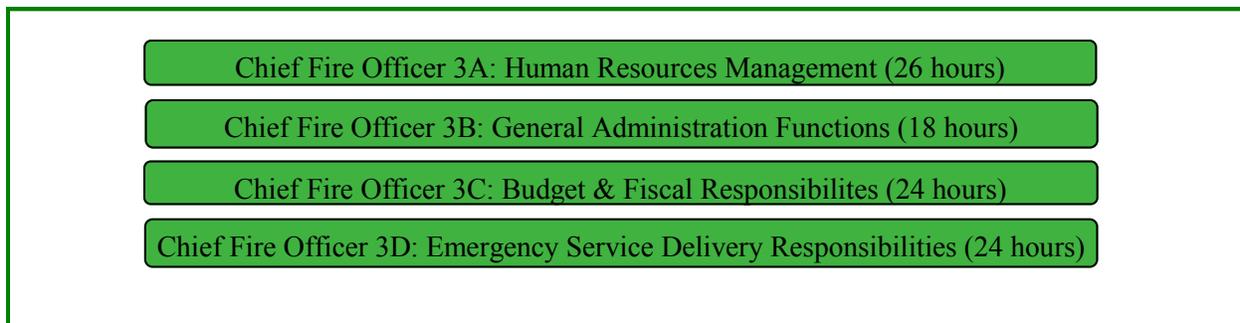


## Chief Fire Officer Certification Implementation of New Curriculum and Certification Requirements

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.

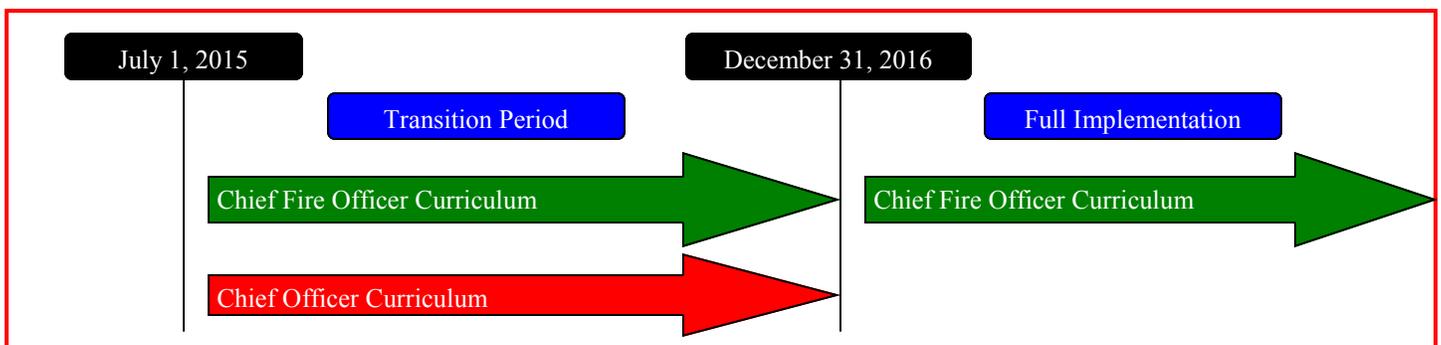
**New Chief Fire Officer (2014)** curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) and four (4) Course Plans have been developed based on current National Fire Protection Association (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



**Existing Chief Officer** 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 Fire Officer Curriculum Change Timeline



**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 PHASE OUT..... Effective December 31, 2016**

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

**CERTIFICATION PHASE OUT\* ..... Effective December 31, 2018**

Effective December 31, 2018 Chief Officer Certification will no longer be supported by SFT and will be retired.

**\*SFT has extended the certification deadline from December 31, 2016 to December 31, 2018 to allow candidates who need additional time to complete the college degree or rank requirement.**

**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.

**Emergency Service Delivery Responsibilities for Chief Fire Officers:** Current Instructors of either Command 2A, 2B, 2C, 2D or 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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## 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



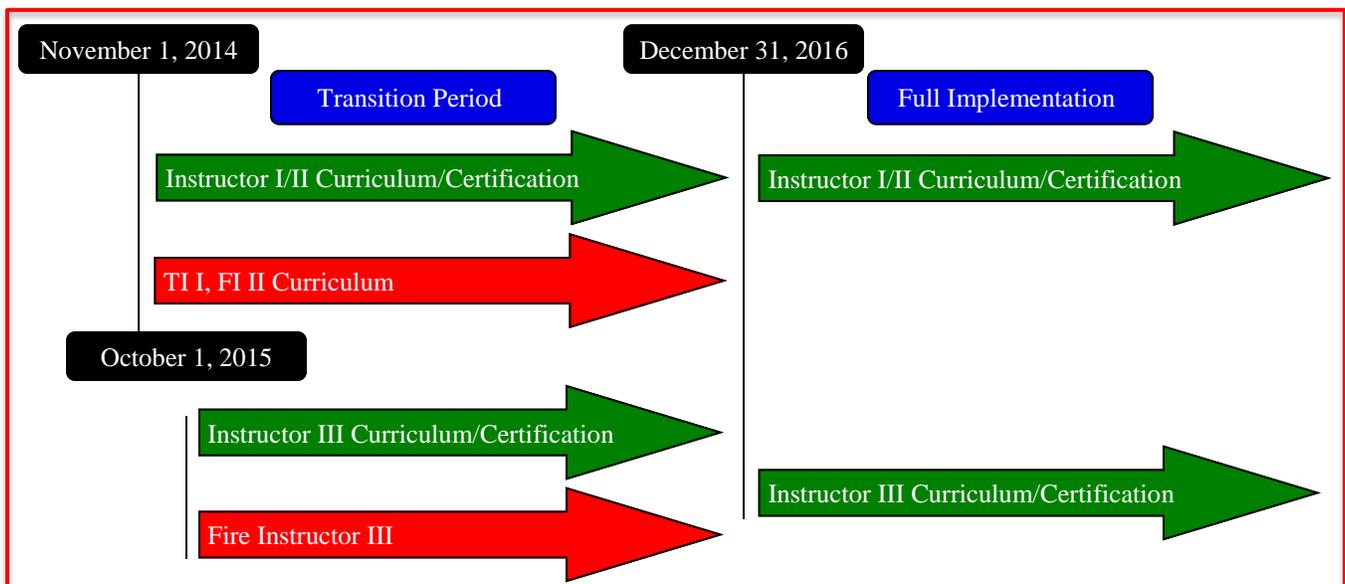
### New Course for Instructor II Certification



### New Course for Instructor III Certification



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



**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 October 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 PHASE OUT.....Effective December 31, 2016**

Effective December 31, 2016, Training Instructor I, Fire Instructor II and Fire Instructor III courses will no longer be delivered and the curriculum will be retired. Courses from this retired certification track with viable content may be reconfigured in some form as FSTEP courses.

**TRAINING INSTRUCTOR I CERTIFICATION PHASE OUT .....Effective December 31, 2017\***

Effective December 31, 2017 Training Instructor I will no longer be supported by SFT and will be retired.  
**\*SFT has extended the certification deadline from December 31, 2016 to December 31, 2017 to allow candidates who need additional time to complete the task book requirement.**

**FIRE INSTRUCTOR II & III CERTIFICATION PHASE OUT.....Effective December 31, 2016**

Effective December 31, 2016 Fire Instructor II and Fire Instructor III Certification will no longer be supported by SFT and will be retired.

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

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

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 October 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 are authorized to deliver this course. Applicants must also submit a Chief's letter confirming three (3) years' 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) courses and submit a Chief's letter confirming three (3) years' 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.

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.