

## **FIRE MARSHAL SERIES**

### **(A) PURPOSE AND GOALS**

- (1) To set minimum performance standards for 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.

# CERTIFIED FIRE INSPECTOR 1

## (A) PROGRAM OVERVIEW

Fire Inspector 1 is the first of four levels of certification in the career path leading to Fire Marshal. Fire Inspector 1 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) FI - 1 Fire Prevention Administration.
- (2) FI - 1 Field Inspection 1A
- (3) FI - 1 Field Inspection 1B
- (4) FI - 1 Fireworks and Explosives
- (5) First Responder Awareness / Awareness Terrorism
- (6) PC - 832 Arrest, search and seizure

## (D) CERTIFICATION REQUIREMENTS (both of the following):

- (1) Education.
  - (a) Successfully complete the educational requirements as specified in the Course Information and Required Materials manual.
  - (b) Successfully complete, with a minimum 80% score, the summative exams for each course as developed and administered by the Primary Instructor.
  - (c) Successfully complete, with a minimum 70% score, the Capstone certification examination as administered by. SFT
- (2) Prerequisite:
  - (a) Successfully complete Fire Inspector 1 Taskbook within one year of initiation.
  - (b) Current Fire Code Inspector 1 or 2 certification from the International Code Council in the Fire Code adopted by the State of California.

(3) Experience:

- (a) A minimum of one (1) year full-time, paid experience in a California fire department as a fire inspector.

(E) APPLICATION

After all certification requirements are met, a complete application package that includes the following must be submitted to SFT:

- (1) An Application for Certification requesting Fire Inspector 1 Certification.
- (2) Copies of your SFT completion certificates for each educational requirement.
- (3) A copy of your ICC certification.
- (4) A copy of your Taskbook completed and signed off
- (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) RECERTIFICATION REQUIREMENTS

- (1) After receiving certification for Fire Inspector 1, you are responsible for maintaining your ICC Fire Code certification
  - (a) Re-certification required every three (3) years

## **FIRE INSPECTOR II**

### **(A) PROGRAM OVERVIEW**

Fire Inspector II is the second of four levels of professional certification in the career path leading to Fire Marshal. Fire Inspector II 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 Inspector II certification is only available to those certified as a Fire Inspector I 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 Inspector 2A: Fire Prevention Administration
- (2) Fire Inspector 2B: New Construction for the Fire Inspector
- (3) Fire Inspector 2C: Special Hazard Occupancies
- (4) Fire Inspector 2D: Hazardous Materials
- (5) Leadership 1:

### **(D) CERTIFICATION REQUIREMENTS**

- (1) Education (both of the following):
  - (a) Successfully complete the educational requirements as specified in the Course Information and Required Materials manual.
  - (b) Successfully complete, with a minimum 80% score, the summative exams for each course as developed and administered by the Primary Instructor.
  - (c) Successfully complete, with a minimum 70% score, the Capstone certification examination as administered by SFT
- (2) Prerequisites:
  - (a) OSFM certified Fire Inspector 1.

- (b) Successfully complete Fire Inspector 2 Taskbook within one year of initiation.
  - (c) Current Fire Code Inspector 2 certification from the International Code Council in the Fire Code adopted by the State of California.
- (3) Experience.
- (a) Have a minimum of two (2) years full-time, paid experience in a California fire department as a fire prevention officer or fire inspector.

(E) APPLICATION

After all certification requirements are met, a complete application package that includes the following must be submitted to SFT:

- (1) An Application for Certification requesting Fire Inspector II certification.
- (2) Copies of your SFT completion certificates for each educational requirement.
- (3) A copy of your OSFM Fire Inspector I certificate.
- (4) A copy of your current Fire Code Inspector 2 certification (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) RECERTIFICATION REQUIREMENTS

- (1) After receiving certification for Fire Inspector 2, you are responsible for maintaining your ICC Fire Code certification.

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