



STATE FIRE TRAINING POLICIES AND PROCEDURES MANUAL

ACCREDITED REGIONAL TRAINING PROGRAM

(A) PURPOSE

- (1) To establish the California Office of the 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:



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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 policies 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 policies and 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:



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1. Ensure all courses of instruction based on the certification process are taught in compliance with SFT policies and 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 policies and 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 policies and 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.



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- (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 ARTIP 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.

Comment Draft



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(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				

¹Data Source: _____ Date: _____

²Data Source: _____ Date: _____

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(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				

¹Data Source: _____ Date: _____

²Data Source: _____ Date: _____



ACCREDITED LOCAL ACADEMY

(A) PURPOSE

- (1) To establish the California Office of the 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.



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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 policies 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 policies and 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 policies and 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 policies and 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.



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(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.

Comment Draft 1/1/08

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(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				

¹Data Source: _____ Date: _____

²Data Source: _____ Date: _____



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(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				

¹Data Source: _____ Date: _____

²Data 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.



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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 agendaize 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.