

**California
State Fire Marshal**



**Certification
Capstone Task Book**

CERTIFIED TRAINING INSTRUCTOR

TASK BOOK ASSIGNED TO:

Candidate's Printed Name

Candidate's Fire Agency

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all tasks made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Candidate's Signature

Date

CANDIDATE'S FIRE CHIEF:

or Authorized Representative:

Fire Chief's (Authorized Representative's) Printed Name

I, the undersigned, am the person authorized to verify the candidate's experience. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience tasks made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Fire Chief's (Authorized Representative's) Signature

Date

STATE FIRE TRAINING:

State Fire Training Representative's Printed Name

I, the undersigned, am the person authorized to verify the candidate's task book.

State Fire Training Representative's Signature

Date

CERTIFIED TRAINING INSTRUCTOR

Capstone Task Book

The State Fire Training Certification Capstone program is a "performance based" system. It starts with a Certification Capstone Task Book listing individual performance required for a Training Instructor.

The Training Instructor Certification Capstone Task Book contains the "approved standards" in the form of tasks, which have been established by State Fire Training and support the 2009 NFPA 1031 Standard for Fire Inspector Professional Qualifications.

Each Certification Capstone Task Book focuses on a particular certification track and contains a refined set of skills and knowledge that are necessary to be successful in that position. As a result, each Task Book includes a *presumption* that the candidate has the requisite knowledge of the certification to the task book being initiated. For example, the candidate who initiates a Training Specialist Certification Capstone Task Book must have the knowledge, skill, and ability contained in the Training Instructor Capstone Task Book and should have received certification at that level.

What Is a Certification Capstone Task Book?

The Training Instructor Certification Capstone Task Book serves as a guide and record of what needs to be completed for certification.

Candidate's Responsibilities

- Reviewing and understanding all certification requirements in the task book.
- Satisfactorily completing all tasks.
- Ensuring the task book is accurately recorded and maintained.
- Keeping a copy of the completed task book with other personal or career records.

Fire Chief's (Authorized Representative's) Responsibilities

- Reviewing and understanding all certification requirements in the task book.
- Ensuring the correct use of the task book.
- Verifying applicable components in Sections 2, 3, 4, and 5 before signing the task book.

How Is A Task Book Started?

The task book can be downloaded from State Fire Training's website. The candidate must complete all sections of the task book in the following order:

- Sections 1, 2, and 3 must be completed first.
- Sections 4 and 5 can be completed concurrently.
- Section 6 is the last step.

Time Frame for Completing the Task Book

The Training Instructor Certification Capstone Task Book must be completed within 3 years of completing the final required course of instruction. A change in certification requirements taking place while a candidate's task book is open may necessitate initiating a new task book.

If the Training Instructor Certification Capstone Task Book is not completed within three (3) years of completing the last required course of instruction, the task book is no longer valid. A new Training Instructor Certification Capstone Task Book must be initiated and all current certification requirements will apply.



CERTIFIED TRAINING INSTRUCTOR

Capstone Task Book

SECTION 5: JOB PERFORMANCE REQUIREMENTS

5-1 Program Management

- a. Prepare training records and report forms so that required reports are accurately completed and submitted in accordance with the procedures

CTS #10: Completing training records and report forms so that required reports are accurate and submitted in accordance with the procedures

DATE COMPLETED	VERIFICATION
	FIRE CHIEF/AUTHORIZED REP

5-2 Instructional Development

- a. Adapt or modify two (2) prepared cognitive and two (2) prepared psychomotor lesson plans so that the needs of the student and the objectives of the lesson plan are achieved

CTS #8: Adapting a prepared cognitive and psychomotor lesson plan so that the needs of the student and the objectives of the lesson plan are achieved

1.	1.
2.	2.
FIRE CHIEF/AUTHORIZED REP	

- b. Create two (2) cognitive and two (2) psychomotor lesson plans so that the JPRs for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan

CTS #2: Developing an illustrated lecture cognitive lesson plan and a psychomotor lesson plan and CTS #9: Developing audiovisual materials

1.	1.
2.	2.
FIRE CHIEF/AUTHORIZED REP	

5-3 Instructional Delivery

- a. Present two (2) prepared cognitive lessons so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved
Present two (2) psychomotor lessons so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved

*CTS #3: Presenting a cognitive and psychomotor lesson plan
CTS #5: Assembling course materials needed to deliver a lesson*

1.	1.
2.	2.
1.	1.
2.	2.
FIRE CHIEF/AUTHORIZED REP	

- b. Utilize audiovisual materials for two (2) cognitive lesson presentations so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage

CTS #9: Setting-up and operating audiovisual equipment and computers

1.	1.
2.	2.
FIRE CHIEF/AUTHORIZED REP	

5-4 Evaluation and Testing

- a. Create, administer, and grade an oral, a written, and a performance test so that the testing is conducted according to procedures, the security of the materials is maintained, and the examinations are accurately graded and properly secured

Oral
Written
Performance

1.	1.
2.	2.
3.	3.
FIRE CHIEF/AUTHORIZED REP	

CTS #10: Creating and administering an oral, written, and performance test



CERTIFIED TRAINING INSTRUCTOR

Capstone Task Book

SECTION 6: CAPSTONE CERTIFICATION APPLICATION PROCESS

After the Training Instructor Certification Capstone Task Book is completed, you may apply for certification.

- Ensure your Training Instructor Certification Capstone Task Book is verified and signed in all required sections.
- Download and complete an Application for Certification/Fee Schedule from the SFT website.
- Send in your *original* Training Instructor Capstone Task Book.
 - Keep a copy for your records.
- Include copies of your course completion certificates:
 - Training Instructor 1A
 - Training Instructor 1B
 - Training Instructor 1C
- Include a copy of your OSFM Fire Fighter II certificate (if applicable).
- Include payment of the certification fee.
 - Certification Fee: \$###.## (Fee is nonrefundable).

SECTION 7: CERTIFICATION (SFT Use Only)		DATE	SFT REPRESENTATIVE
7-1	Task Book Review #1 [] Complete [] Incomplete		
	Reason(s)		
7-2	Task Book Review #2 [] Complete [] Incomplete		
	Reason(s)		
7-3	Certification Issued		

