ARTICLE 2 GENERAL PROVISIONS

1990.00 Incorporated References

Administrative procedures for the California Fire Service Training and Education Program shall consist of the following documents incorporated by reference: “State Fire Training Procedures Manual (January 2015-2019)”, and the “Course Information and Required Materials Manual (January 2019-May 2015)”. Registered instructors and State Fire Marshal staff shall ensure that all applicable instructions in the incorporated referenced documents are followed to become a registered instructor and to instruct State Fire Marshal FSTEP and CFSTES accredited and approved courses.

(a) The following forms, in the format developed by the Office of the State Fire Marshal, which are incorporated by reference, can be found in the adopted “State Fire Training Procedures Manual, Section 1412: Forms and Checklists (January 2015-2019).”

(1) Fee Schedule (January 2015-2018)
(2) CFSTES Course Request for Course Scheduling (January 2015) Request for a Student Transcript (February 2017)

(3) CFSTES Returns Checklist (January 2015) Instructor Application (August 2018)

(4) FSTEP Request for Course Scheduling (January 2015) Instructor Code of Ethics/Conduct (January 2015)

(5) FSTEP Returns Checklist (January 2015) Request for Course Scheduling (January 2018)

(6) Request for Student Records (January 2015) Course Returns Checklist (September 2018)

(7) Instructor Code of Ethics/Conduct (January 2015) Certification Examination Request (September 2018)

(8) Instructor Application (January 2015) Registered Evaluator Code of Conduct (July 2018)

(9) Student Course Evaluation Form (January 2015) Certification Examination Retake Application (January 2016)

(10) Fire Fighter I Certification Upgrade Application (September 2016)

(11) Fire Fighter I Certification Reciprocity Application (July 2018)


1990.01 The Office of the State Fire Marshal shall establish levels of certification based on the development of Certification Training Standards (CTS) guides for fire service professional qualifications based on National Standards and developed for specific job functions within a professional certification track as listed on the SFM website. The CTS Guides are incorporated by reference as amended by the OSFM and list the requisite knowledge, skills and job performance requirements a person is expected to complete for certification in a specific function. The following Certification Training Standards are incorporated by reference as a baseline for performance in each career classification:

1. Fire Fighter I (October 2013) Chief Fire Officer (September 2017)
2. Fire Fighter II (January 2014) Community Risk Educator (November 2014)
10. Fire Apparatus Driver/Operator Pumping Aerial Apparatus (August 2015)
11. Fire Apparatus Driver/Operator Tillered Pumping Apparatus (August 2015)
12. Fire Apparatus Driver/Operator Water Tender Tillered Apparatus (August 2015)
13. Fire Apparatus Driver/Operator Wildland Fire Apparatus Water Tender (August 2015)
15. Instructor II (May 2014) Fire Fighter I (October 2013)
17. Executive Chief Fire Officer (November 2014) Fire Inspector I (October 2010)
18. Company Officer (May 2014) Fire Inspector II (October 2010)
19. Fire Marshal (March 2018)
20. Instructor I (May 2014)
21. Instructor II (May 2014)
22. Instructor III (November 2014)
23. Plan Examiner (May 2015)

Note: Authority cited: Section 13159 (d) and 13159.8(b), Health and Safety Code. Reference: Sections 13159 (d) and 13159.8(b), Health and Safety Code.

1990.02 Accredited and Approved Course Curriculum and Course Certificate
Registered instructors shall not delete any material from an accredited or approved curriculum, as referenced in the “Course Information and Required Materials Manual (May 2015),” unless approved in writing by the Division Chief of State Fire Training per Section 1980.06, CCR.

(a) This section shall not prohibit registered instructors from adding additional material which exceeds the minimum requirements established for the course.
curriculum, with the condition that additions do not conflict with the established State standards and recognized procedures pursuant to this regulation.

(b) An accredited course is adopted by the State Fire Marshal (SFM) and includes some form of cognitive examination or evaluation to determine student competency in accordance with Section 1990.03.

(1) A student successfully completing an accredited course shall receive a course completion certificate that can lead to position certification in a specialized career track within the California Fire Service Training and Education System (CFSTES).

(c) A Fire Service Training and Education Program (FSTEP) course is a class approved by the State Fire Marshal.

(1) FSTEP courses may include some form of cognitive or skillspsychomotor evaluation of student competency.

(2) A student successfully completing a (FSTEP) course will receive a course completion certificate. All approved courses are classified as the Fire Service Training and Education Program (FSTEP) which does not lead to certification.

Note: Authority cited: Section 13157(b), 13159.1(a), 13159.8(b) Health and Safety Code. Reference: Sections 13157(b), 13159.1(a), 13159.8 Health and Safety Code.

1990.03 Written Summative Testing

(a) When required by the Office of the State Fire Marshal, pursuant to section 1990.02(b), an instructor shall develop and administer an end of course written summative test.

(b) The instructor shall maintain a copy of their written summative test for a minimum of four (4)(5) years.

(c) A copy of the written summative test shall be provided to State Fire Training staff upon request.

(d) Any student who fails to pass a written summative test after two attempts shall be required to retake the entire course.

(e) Any student found cheating during the administration of a written summative test shall not be permitted to complete the test and shall be required to retake the entire class.

Note: Authority cited: Section 13159.8(c), (d) and (e) Health and Safety Code. Reference: Section 13159.8(c), (d) and (e) Health and Safety Code.

1990.04 Instructors

All instructors under the California Fire Service Training and Education Program, with the exception of Firefighter I and Firefighter II instructors, shall be registered with the State Fire Training Division following the procedures for each course
specialty as outlined in the “State Fire Training Procedures Manual” per section 1990.00, CCR.

(a) Registered Instructors shall meet specific coursework, instructor requirements, teaching experience, rank, and occupational experience. A registered instructor can be approved to teach either or both California Fire Service Training and Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses.

(1) Senior Instructors shall meet minimum qualifications for accredited and/or approved Rescue related courses per “State Fire Training Procedures Manual,” Section 1990.00 CCR.

(2) Primary Instructors have the lead responsibility for the delivery of an OSFM CFSTES or FSTEP course per “State Fire Training Procedures Manual,” Section 1990.00 CCR.

(3) Adjunct Instructors shall meet minimum instructor criteria and work under the supervision of a primary instructor for the delivery of an OSFM accredited and approved courses per “State Fire Training Procedures Manual,” Section 1990.00 CCR.

(4) Registered Lead Evaluator and Registered Skills Evaluator shall meet minimum instructor criteria to evaluate student skill demonstrations or exams per “State Fire Training Procedures Manual,” Section 1990.00 CCR.

(b) Registered Instructors shall notify the State Fire Training Division via email of any status change in regard to name, address, telephone number and e-mail address.

(1) Failure to notify the State Fire Training Division as set forth in Section, 1990.04(b) shall result in the Registered Instructor being placed on the inactive list.

(2) Registered Instructors on the inactive list shall be reinstated to the active list if they comply with Section,1990.04(b).


1990.05 Accredited Facilities

The Office of the State Fire Marshal, with a recommendation from the State Board of Fire Services (SBFS) and/or the Statewide Training and Education Advisory Committee (STEAC) may designate community colleges as an Accredited Regional Training Program (ARTP) and local fire departments as an Accredited Local Academy (ALA) per the accreditation procedures specified in the “State Fire Training Procedures Manual” Section 1990.00, CCR.

(a) An “Accredited Regional Training Program (ARTP)” is a community college in partnership with local fire departments, which has been accredited by the OSFM
to deliver OSFM accredited and approved courses as described in the “State Fire Training Procedures Manual” per Section 1990.00 CCR.

(b) An “Accredited Local Academy (ALA)” is a single fire agency actively providing federal, tribal, state, municipal, county, or district fire protection services (serving a specific authority having jurisdiction), which has been approved by the OSFM to deliver OSFM accredited and approved courses as described in the “State Fire Training Procedures Manual” per Section 1990.00 CCR.

(c) An “Accredited Rescue Training Site (ARTS)” is a training facility that meets the site, training prop, tools and equipment requirements for Rescue Systems 1, Rescue Systems 2 and/or Confined Space Rescue requirements as described in the “State Fire Training Procedures Manual” per Section 1990.00 CCR.

(d) These facilities shall be cited as “accredited facilities” in these regulations

**Note:** Authority cited: Section 13142.4, 13157(a), 13159 (b), (d) and (f) Health and Safety Code. Reference: Section 13142.4, 13157(a), 13159 (b), (d) and (f) Health and Safety Code.

1990.06 Safety Policy

All registered instructors who are conducting a State Fire Marshal accredited or approved course shall have, when appropriate, a safety plan as part of the instructional process. The plan shall address, but is not limited to, the following elements: safe operating procedures, location of exits, emergency notification phone numbers for staff and students, location of first aid equipment, and the locations of appropriate medical facilities. This safety plan shall be communicated to the students at the beginning of the class.

**Note:** Authority cited: Section 13156(f) and 13159(d) Health and Safety Code. Reference: Section 13156(f) and 13159(d) Health and Safety Code.

1990.07 Accountability

It is the responsibility of registered instructors, registered lead evaluators, registered skills evaluators, and accredited facilities and host facilities to maintain the procedural standards and ethical conduct by which they were granted registration or accreditation. The Division Chief of State Fire Training will reevaluate the registration status of an instructor, or accreditation status of a facility, in the event that if or when compliance with these standards comes into question in accordance with the State Fire Training Procedures Manual as incorporated by reference.

(a) Written comments by students, instructors, fire technology directors or fire officers, regarding instructors, accredited facilities, registered skills evaluators, host facilities, or academies will be reviewed and investigated by the OSFM
when the comment is in writing and directed to the Division Chief of State Fire
Training, Assistant State Fire Marshal or State Fire Marshal.

Note: Authority cited: Section 13157(a), 13159(b), (d) and 13159.8(a), Health
and Safety Code. Reference: Section 13157(a), 13159(b), (d) and 13159.8(a), Health and Safety Code.

1990.08 Suspension or Revocation

Corrective action shall be taken to ensure compliance with the procedures and
ethical conduct of the OSFM and to call to the instructor’s or accredited facility’s
attention any problems that have been reported.

(a) A written negative comment shall be investigated and corrected, if necessary,
by the Division Chief of State Fire Training.

(b) Written negative comments will serve as documentation in the instructor’s or
accredited facility’s file as an infraction or breach in procedures or ethical conduct
in accordance with Section 1990.00 CCR. Written negative comments shall form
the basis for the OSFM to conduct an investigation on the validity and
seriousness of the comment.

(c) An investigation that uncovers breaches of procedures or an ethical violation
may lead to a notice of suspension or revocation of instructor registration or
facility accreditation.

(d) Suspension of instructor registration or facility accreditation shall be based on
documented evidence of breaches in procedures or ethical conduct. The
instructor or accredited facility shall receive a written notice of the proposed
suspension that will include the specific details of the infractions and 60 days, to
respond in writing, before the suspension takes effect. The written notice shall
contain information on the appeal process to the suspension.

(1) State Fire Training or one of its authorized representatives has the authority
to suspend a class or instructor if a violation or threat to public safety has
occurred. Such an action shall be documented by the State Fire Training
representative and the instructor shall be required to cease all instructional
activities immediately.

(e) Revocation of instructor registration or facility accreditation shall be based on
documented evidence of breaches in procedures or ethical conduct in
accordance with Section 1990.00 CCR. This action may be heard
administratively. The instructor or accredited facility will receive written
notification that shall include specific details of breaches in procedures or ethical
conduct and the penalty proposed from the Division Chief of State Fire Training.

(1) The written notice of revocation to an instructor or accredited facility shall
include the specific details of the infractions, and revocation shall be effective
immediately upon receipt of the notice. The written notice shall contain
information on how to appeal the revocation.
(f) An investigation that uncovers ethical violations or infractions by students and/or classes may lead to a notice of suspension, certification recantation, criminal charges, and/or SFT system expulsion for up to two years. Such action shall be based on documented evidence of ethical violations or infraction. The student and/or class shall receive a written notice of the proposed punitive action that will include the specific details of the infractions and 60 days to respond in writing before the suspension takes effect. The written notice shall contain information on the appeal process to the suspension.

(1) State Fire Training has the authority to suspend a student or class if a violation or threat to public safety has occurred. Such an action shall be documented by the State Fire Training representative.


1990.11 Instructor Orientation and Classroom Ethics

All instructors shall complete State Fire Trainings “Regional Instructors Orientation,” “Ethical Leadership in the Classroom” and any OSFM required instructor update training programs before a CFSTES or FSTEP course request will be approved by State Fire Training.

(a) Training curriculum that is significantly updated by the OSFM may require an update class to bring current instructors up to date on changes to the training program. Current instructors will be notified of any classes that require their attendance in an update class. Failure to attend an update class may result in being removed as an approved instructor for that class.

Note: Authority cited: Section 13159(d) and 13159.8(a) Health and Safety Code. Reference: Section 13159(d) and 13159.8(a) Health and Safety Code.

1990.12 State Fire Training Fees

State Fire Training shall establish and collect fees necessary to support the California Fire Service Training and Education Program. The following fees have been approved and adopted by the Office of the State Fire Marshal as recommended by the Statewide Training and Education Advisory Committee:

(a) Course Registration Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Instructor Orientation</td>
<td>$150.00</td>
</tr>
<tr>
<td>CFSTES</td>
<td>$80.00</td>
</tr>
<tr>
<td>FSTEP</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
EMT | $25.00

(b) Certification Fees

<table>
<thead>
<tr>
<th>Position</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Fire Officer</td>
<td>$90.00</td>
</tr>
<tr>
<td>Emergency Vehicle Technician I</td>
<td>$65.00</td>
</tr>
<tr>
<td>Emergency Vehicle Technician II</td>
<td>$65.00</td>
</tr>
<tr>
<td>Emergency Vehicle Technician III</td>
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</tr>
<tr>
<td>Fire Apparatus Driver/Operator I</td>
<td>$65.00</td>
</tr>
<tr>
<td>Fire Chief</td>
<td></td>
</tr>
<tr>
<td>Application</td>
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</tr>
<tr>
<td>Application PACE IV Review</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fire Fighter I</td>
<td>$40.00</td>
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<tr>
<td>Fire Fighter II</td>
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<tr>
<td>Fire Inspector I</td>
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</tr>
<tr>
<td>Fire Inspector II</td>
<td>$65.00</td>
</tr>
<tr>
<td>Fire Instructor II</td>
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<tr>
<td>Fire Instructor III</td>
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<tr>
<td>Fire Investigator I</td>
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<tr>
<td>Fire Marshal</td>
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<tr>
<td>Fire Mechanic I</td>
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<tr>
<td>Fire Mechanic II</td>
<td>$65.00</td>
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<tr>
<td>Fire Mechanic III (Master Mechanic)</td>
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<td>Fire Mechanic Recertification</td>
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<td>Fire Officer</td>
<td>$65.00</td>
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<tr>
<td>Fire Prevention Officer</td>
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<tr>
<td>Fire Protection Specialist</td>
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<tr>
<td>Hazardous Materials Technician</td>
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<tr>
<td>Plans Examiner</td>
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<tr>
<td>Public Education Officer I</td>
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<tr>
<td>Training Instructor</td>
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<tr>
<td>Volunteer Fire Fighter</td>
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<tr>
<td>Duplicate Certificate</td>
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</table>

(c) Duplicate Course Certificate Fees

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CFSTES</td>
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<tr>
<td>FSTEP</td>
<td>$20.00</td>
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</table>

(d) Course Equivalency Fee
(e) PACE III Review Fee

<table>
<thead>
<tr>
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<th>Fee</th>
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<tbody>
<tr>
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<tr>
<td>PACE III REVIEW</td>
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</table>

(f) ARTP and ALA Accreditation

<table>
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<tr>
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<th>Fee</th>
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</thead>
<tbody>
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<td>Application Processing</td>
<td>$500.00</td>
</tr>
<tr>
<td>Site Team travel expense not to exceed</td>
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</tbody>
</table>

(g) The State Fire Marshal shall make adjustments to adjust the fee schedule by annually reviewing, and revising as necessary, the California Fire Service Training Program in accordance with Section 13159.4, Health and Safety Code.

**Note:** Authority cited: Sections 13157(d), (e), 13159.4, 13159.8(e) and 13159.10 Health and Safety Code. Reference: Section 13157(d), (e), 13159.4, 13159.8(e) and 13159.10 Health and Safety Code.