



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL  
State Fire Training Division**

P. O. Box 944246  
Sacramento, CA 94244-2460  
Phone: (916) 445-8444  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



February 2015

**CURRICULUM DEVELOPMENT PROJECTS FOR THE CALIFORNIA  
FIRE SERVICE TRAINING AND EDUCATION SYSTEM**

State Fire Training (SFT) is about to revise a number of certification standards and courses within the state certification system. We are soliciting help from subject matter experts from the California fire service to participate in these projects as cadre members.

As subject matter experts, cadre members play a key role in evaluating, developing, and validating curriculum document content, and anticipating how curriculum changes will impact the various audiences that use or interact with SFT curriculum and processes. The work to complete these projects comes in two phases: development and validation.

### **Cadre Development Meetings**

During these meetings, which occur over several multiday sessions, three to five cadre members work with a cadre leader and an editor to fully develop a draft of curriculum documents, including a Certification Training Standard guide, one or more Course Plans, and a Capstone Task Book. The Cadre Development Meetings operate like hands-on workgroups, with active participation from all members in analyzing and developing content and anticipating its impact. Cadre members for the Development Team are expected to:

- Have significant expertise in the field addressed by the job function certifications
- Be available to attend all scheduled meetings
- Be willing to complete pre-and post-meeting assignments

### **Cadre Validation Meetings**

During this meeting, which should occur in a single, multi-day session, 10 to 12 cadre members work with the cadre leader and editor to review, revise as needed, and validate the document content created during the Cadre Development Meetings. Cadre members for the Validation Team are expected to:

- Represent a cross-section of the population participating in or impacted by the field addressed by the job functions certifications
- Be available to attend all scheduled meetings
- Be willing to review all documents prior to the meeting and come prepared with comments and questions
- Be committed to completing any other pre- and post-meeting assignments

### **Participation**

**The Curriculum Project we will be working on next is Emergency Vehicle Technician, Emergency Vehicle Mechanic and Emergency Vehicle Lead Technician.**

All meetings are held on the campus of California State University, Sacramento (CSUS) at the College of Continuing Education facility. Funding for cadre member expenses is provided by State Fire Training. All travel, room and board expenses will be facilitated by and paid directly by CSUS; per diem and mileage will be reimbursed by CSUS.

If you would like to participate, please complete the on-line application: [www.cce.csus.edu/SFT/EmergencyVehicleCadre](http://www.cce.csus.edu/SFT/EmergencyVehicleCadre)

Thank you and we hope to hear from you soon.

*“The Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.”*