

Instructor III

Certification Task Book November 2014



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Instructor III

Certification Task Book November 2014

Candidate: [Click here to enter text.](#)

SFT ID Number: [Click here to enter text.](#)

Fire Agency: [Click here to enter text.](#)

Issued By: [Click here to enter text.](#)

Issue Date: [Click here to enter text.](#)

This Certification Task Book includes the certification training standards included in Instructor III CTS Guide (November 2014), which is based on NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012).

Published by:
State Fire Training, 1131 S Street, Sacramento, CA 95811
(916) 445-8200

Cover photo courtesy of Ronald L Martin, Contra Costa County Fire Protection District

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For Review Only

Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

Responsibilities

Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority section with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate's fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review and understand the candidate's certification task book requirements and responsibilities.

- Verify the candidate’s successful completion of one or more job performance requirements through observation or review.
 - All Job Performance Requirements (JPR’s) shall be reviewed, validated and dated after issuance of the certification task book.
- Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

Fire Chief Responsibilities

The fire chief (or authorized designee) is the individual who reviews and confirms the completion of a candidate’s certification task book.

The fire chief (or authorized designee) shall:

- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate’s certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that no signature or date is prior to the certification task book issuance date.
- Verify the experience segment is completed and sign the fire chief verification statement under Authority section with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Completion Process

When you receive your certification task book:

1. Thoroughly review the Experience, Rank, and Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements with your fire agency.
3. Complete the Experience segment, if applicable.
4. Complete the Rank or Position segment.
5. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also ensure that every evaluator is listed on the Signature Verification page.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under Authority section.
7. Make a copy of the completed certification task book to retain with your personal records.
8. Mail the original certification task book to State Fire Training (see address below).

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

If State Fire Training determines that your certification task book is incomplete State Fire Training will return insufficient components, replacement pages and a checklist indicating what needs to be completed.

Do not submit this certification task book until you have:

- Completed the Experience segment
- Fulfilled the Rank or Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

State Fire Training Mailing Address

Office of the State Fire Marshal
State Fire Training
Attn: Certification Section
1131 S Street
Sacramento, CA 95811

Completion Timeframe

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Task Book Requirements

Job Performance Requirements

All Job Performance Requirements (JPR's) must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.

6.2 Program Management

Definition of Duty. The administration of agency policies and procedures for the management of instructional resources, staff, facilities, records, and reports. (NFPA 1041 6.2.1)

1. Administer a training record system, given agency policy and type of training activity to be documented, so that the information captured is concise, meets all agency and legal requirements, and can be readily accessed. (NFPA 1041 6.2.2)

Date Completed

Evaluator Verification

2. Develop recommendations for policies to support the training program, given agency policies and procedures and the training program goals, so that the training and agency goals are achieved. (NFPA 1041 6.2.3)

Date Completed

Evaluator Verification

3. Select instructional staff, given personnel qualifications, instructional requirements, and agency policies and procedures, so that staff selection meets agency policies and achievement of agency and instructional goals. (NFPA 1041 6.2.4)

Date Completed

Evaluator Verification

4. Construct a performance-based instructor evaluation plan, given agency policies and procedures and job requirements, so that instructors are evaluated at regular intervals, following agency policies. (NFPA 1041 6.2.5)

Date Completed

Evaluator Verification

- 5. Write equipment-purchasing specifications, given curriculum information, training goals, and agency guidelines, so that the equipment is appropriate and supports the curriculum. (NFPA 1041 6.2.6)

Date Completed	Evaluator Verification
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- 6. Present evaluation findings, conclusions, and recommendations to agency administrator, given data summaries and target audience, so that recommendations are unbiased, supported, and reflect agency goals, policies, and procedures. (NFPA 1041 6.2.7)

Date Completed	Evaluator Verification
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6.3 Instructional Development

Definition of Duty. Plans, develops, and implements comprehensive programs and curricula. (NFPA 1041 6.3.1)

- 7. Conduct an agency needs analysis, given agency goals, so that instructional needs are identified and solutions are recommended. (NFPA 1041 6.3.2)

Date Completed	Evaluator Verification
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- 8. Design programs or curricula, given needs analysis and agency goals, so that the agency goals are supported, the knowledge and skills are job-related, the design is performance-based, adult learning principles are utilized, and the program meets time and budget constraints. (NFPA 1041 6.3.3)

Date Completed	Evaluator Verification
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- 9. Modify an existing curriculum, given the curriculum, audience characteristics, learning objectives, instructional resources, and agency training requirements, so that the curriculum meets the requirements of the agency, and the learning objectives are achieved. (NFPA 1041 6.3.4)

Date Completed	Evaluator Verification
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- 10. Write program and course goals, given JPRs and needs analysis information, so that the goals are clear, concise, measurable, and correlate to agency goals. (NFPA 1041 6.3.5)

Date Completed	Evaluator Verification
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Date Completed

Evaluator Verification

11. Write course objectives, given JPRs, so that objectives are clear, concise, measurable, and reflect specific tasks. (NFPA 1041 6.3.6)

Date Completed

Evaluator Verification

12. Construct a course content outline, given course objectives, reference sources, functional groupings and the agency structure, so that the content supports the agency structure and reflects current acceptable practices. (NFPA 1041 6.3.7)

Date Completed

Evaluator Verification

6.4 Instructional Delivery

No JPRs at the Instructor III level.

6-5 Evaluation and Testing

Definition of Duty. Develops an evaluation plan; collects, analyzes, and reports data; and utilizes data for program validation and student feedback.

13. Develop a system for the acquisition, storage, and dissemination of evaluation results, given agency goals and policies, so that the goals are supported and so that those affected by the information receive feedback consistent with agency policies and federal, state, and local laws. (NFPA 1041 6.5.2)

Date Completed

Evaluator Verification

14. Develop course evaluation plan, given course objectives and agency policies, so that objectives are measured and agency policies are followed. (NFPA 1041 6.5.3)

Date Completed

Evaluator Verification

15. Create a program evaluation plan, given agency policies and procedures, so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement. (NFPA 1041 6.5.4)

Date Completed

Evaluator Verification

- 16. Analyze student evaluation instruments, given test data, objectives, and agency policies, so that validity is determined and necessary changes are made. (NFPA 1041 6.5.5)

Date Completed

Evaluator Verification

For Review Only

