2015

State Fire Training Procedures Manual

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California
Office of the State Fire Marshal

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STATE FIRE TRAINING
PROCEDURES MANUAL

CALIFORNIA
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WELCOME

As an organization of fire service professionals, State Fire Training (SFT) understands the need for standardized yet contemporary rules for the programs it manages. This document is intended to provide that standardization.

Many changes have occurred in SFT's operational procedures since it issued the first *CFSTES Policies and Procedures Manual* in 1985. In many instances, these changes have necessitated the revision of existing requirements and the development of new ones.

This is particularly true of this 2014 edition of the *State Fire Training Procedures Manual,* which incorporates a number of changes implemented through a three-year mission-alignment process, including the pursuit of national certification, a streamlined curriculum development process, simplification of many internal procedures, and a move toward more accessible content on digital platforms.

As is the case with any document published by this office, SFT has attempted to include all of the information that you, the user, might find useful. If you do not find the information you need or have a question regarding the application of a procedure, please contact SFT.

State Fire Training
P.O. Box 944246
Sacramento, CA 94244-2460

www.fire.ca.gov

Thank you for your continued support of SFT's efforts to provide the training and education framework that assists you in achieving your professional development goals.

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SUMMARY OF CHANGES

1. January 2015
    a. The 2015 edition of the *State Fire Training Procedures Manual* is a significant departure from the previous 2008 edition. This streamlined, easy-to-navigate edition reflects organizational changes in keeping with SFT's mission-alignment goals and incorporates a digital approach to many day-to-day processes.
    b. Significant changes include:
        - A new outline with reorganized chapters
        - The removal of duplicate content
        - A new document coding system
        - A plain-English writing style

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ACRONYM GLOSSARY

A

AAIM = Advanced All-Hazards Incident Management

ALA = Accredited Local Academy

APA = Administrative Procedure Act

ARTP = Accredited Regional Training Program

ASE = National Institute for Auto Service Excellence

C

CAL FIRE = California Department of Forestry and Fire Protection

Cal OES = California Governor's Office of Emergency Services (see also CalEMA)

CalEMA = California Emergency Management Agency (see also Cal OES)

CCCCO = California Community College Chancellor's Office

CCR = California Code of Regulations

CDF = California Department of Forestry (see also CAL FIRE)

CFCA = California Fire Chiefs Association

CFFJAC = California Fire Fighters Joint Apprenticeship Committee

CFOD = Chief Fire Officer Designation

CFSTES = California Fire Service Training and Education System

CFTDA = California Fire Technology Directors' Association

CICCS = California Incident Command Certification System

CIRM = Course Information and Required Materials

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COA = Company Officer Academy

CPF = California Professional Firefighters

CPR = Cardiopulmonary resuscitation

CPSA = Center for Public Safety Excellence

CSFA = California State Firefighters' Association

CSRT = Confined Space Rescue Technician

CSTI = California Specialized Training Institute

CSU = California State University

D

DOD = U.S. Department of Defense

F

FDAC = Fire Districts Associations of California

FEMA = Federal Emergency Management Agency

FFA = Fire Fighter Academy

FIRESCOPE = Firefighting Resources of California Organized for Potential Emergencies

FSTEP = Fire Service Training and Education Program

I

IAFF = International Association of Fire Fighters

ICC = International Code Council

ICS = Incident Command System

IFCI = International Fire Code Institute

IFSAC = International Fire Service Accreditation Congress

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IMT = Incident Management Team

L

LARRO = Low Angle Rope Rescue Operational

N

NCSA = National Code Services Association Inc. (see also UFCA)

NFA = National Fire Academy

NFPA = National Fire Protection Agency

NWCG = National Wildfire Coordinating Group

O

OAL = Office of Administrative Law

OSFM = Office of the State Fire Marshal

P

PACE II = Peer Assessment for Credential Evaluation

PACE III = Peer Assessment for Course Equivalency

PACE IV = Peer Assessment for Chief Executive

PACE V = Peer Assessment for CICCS Evaluation

R

RIC = Rapid Intervention Crew

S

SBFS = State Board of Fire Services

SFT = State Fire Training

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STEAC = Statewide Training and Education Advisory Committee

U

UBC = Uniform Building Code

UC = University of California

UFCA = Uniform Fire Code Association (see also NSCA)

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1: State Fire Training

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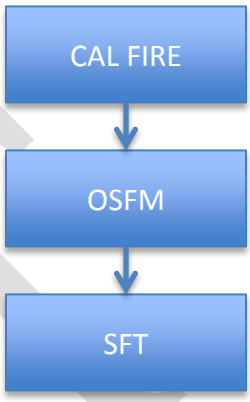
1.1: ORGANIZATION AND AUTHORITY

1.1.1: OVERVIEW



A. The California Department of Forestry and Fire Protection (CAL FIRE) is the state agency that serves and safeguards the people and protects the property and resources of California.

B. The Office of the State Fire Marshal (OSFM) is the CAL FIRE program that protects life and property through the development and application of fire prevention, engineering, training and education, and enforcement.

C. State Fire Training (SFT) is the division of OSFM that establishes, develops, and delivers standardized training and education for the California fire service.

1.1.2: OFFICE OF THE STATE FIRE MARSHAL

1.1.2.1: Mission

A. The mission of OSFM is to protect life and property through the development and application of fire protection engineering, enforcement, and education. As part of this mission, OSFM establishes a fire-safe environment for the people of California, which serves as a foundation for local agencies to build on as they strive to meet their specific needs.

B. OSFM is able to achieve its public fire-safety objectives because legally organized local fire authorities generally carry out the enforcement of minimum fire safety standards. This delegation of enforcement responsibilities minimizes duplication and overlapping efforts while preserving local autonomy.

1.1.2.2: Function

A. OSFM functions as an entity within CAL FIRE and carries out its fire prevention mission in three basic ways:
   1. Regulating buildings in which people live, congregate, or are confined
   2. Controlling substances and products which may, when misused or in and of themselves, cause injury, death, and destruction by fire
   3. Providing training and education in fire-protection methods and responsibilities

B. OSFM is also responsible for the State Board of Fire Services (SBFS), which plays a major role in providing a state-level focus for resolving fire-prevention and fire-control issues affecting

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the entire fire service. SBFS includes representation from fire service labor, fire chiefs, fire districts, volunteer firefighters, city and county governments, CAL FIRE, the Governor's Office of Emergency Services (Cal OES), and the insurance industry. The State Fire Marshal serves as the SBFS chair.

C. SBFS serves in an advisory capacity in multiple areas, including developing technical and professional performance standards for training fire service personnel, accrediting curriculum, and establishing policy for the California fire service certification system.

D. OSFM has also established several other advisory committees comprised of SFT staff, fire service representatives, outside agencies, and industry professionals to aid in carrying out its regulations and duties.

1.1.2.3: Authority

A. The California Health and Safety Code, authorizes OSFM activities under Division 12, Part 2, Chapter 1 – State Fire Marshal.

1.1.3: STATE FIRE TRAINING

1.1.3.1: Background

A. In 1978, the California Department of Education transferred responsibility for the California Fire Service Training and Education Program to the OSFM. Since that time, the OSFM has established the California Fire Services Training and Education System (CFSTES) and the Fire Service Training and Education Program (FSTEP) within the State Fire Training (SFT) Division. SFT coordinates the statewide delivery system in collaboration with fire agencies, community colleges and subject matter experts who register as SFT instructors.

B. SFT is a self-funded program, paid for by participants' fees.

C. Through coursework and practical training exercises, every California fire fighter is exposed to training standards approved by OSFM. Offering more than 2,500 classes annually, SFT programs reach over 45,000 students each year. SFT has issued over 100,000 certifications to members of the more than 900 California fire agencies.

D. The program's goals include using nationally recognized standards—including the most current National Fire Protection Agency (NFPA) standards—seeking national recognition for its certifications, efficiently and effectively carrying out curriculum delivery, preventing undue or inappropriate influence by individuals and groups, and making testing and certifications available to all without discrimination.

1.1.3.2: Mission

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A. SFT is committed to providing the highest level of quality training and education to the California fire service community.

1.1.3.3: Function

A. SFT achieves its mission through four training and education programs or systems.
    - The Fire Service Training and Education Program (FSTEP), which produces continuing education and topic-specific training courses that do not lead to job function certification
    - The California Fire Service Training and Education System (CFSTES), which produces training courses that lead to job function certification
    - The California Fire Academy System, made of up individual Accredited Regional Training Programs (ARTPs), which are partnerships between OSFM and accredited academic institutions or local fire agencies that deliver SFT curriculum to a specific region
    - Accredited Local Academies (ALAs) that deliver SFT curriculum in-house only to their own personnel

1.1.3.4: Authority

A. The California Health and Safety Code authorizes SFT activities under Division 12, Part 2, Chapter 1, Articles 4 and 5:
    - Article 4 – Fire Service Training and Education Program (sections 13155–13159.2)
    - Article 5 – California Fire and Arson Training Act (sections 13159.7–13159.10)

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1.2: SFT PROCEDURES MANUAL

1.2.1: PURPOSE

A. The *State Fire Training Procedures Manual* documents SFT's administrative regulations, providing a framework for SFT's training and education programs and processes.

1.2.2: DEVELOPMENT AND APPROVAL

A. SFT develops content for the *Procedures Manual* and collaborates with subject matter experts when needed.

B. SFT and OSFM approve the *Procedures Manual* content before submitting it to the Office of Administrative Law (OAL).

C. OAL is responsible for reviewing administrative regulations proposed by more than 20 state agencies for compliance with the standards set forth in California's Administrative Procedure Act (APA), for transmitting these regulations to the Secretary of State, and for publishing regulations in the California Code of Regulations (CCR).

1.2.3: UPDATES AND REVISIONS

1.2.3.1: Updates

A. SFT aims to update the *Procedures Manual* annually.

1.2.3.2: User Feedback

A. To identify errors or request revisions to the *Procedures Manual*, please submit your request in writing to the address listed below.

B. In your submission, please include:
- A copy of the *Procedures Manual* page(s) in question
- A description of the problem, error, or concern
- Suggested revisions
- Your complete contact information, including name, phone number, and email address

Mailing Address: Certification Manager
State Fire Training
1131 S Street
Sacramento, CA 95811

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1.2.4: ACQUISITION

A. Digital copies are available for download at http://osfm.fire.ca.gov/training/SFTProceduresManual.php

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2: COMMITTEES

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2.1: STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE

2.1.1: SCOPE

A. The Statewide Training and Education Advisory Committee (STEAC) shall serve as an advisory committee to the Office of the State Fire Marshal (OSFM) on matters pertaining to training and education in the California fire service.

B. STEAC shall review and recommend action regarding standards and curriculum, instructor requirements, and training site requirements.

C. STEAC shall serve as the second level of appeal for adverse action toward instructors and accredited facilities.

2.1.2: MEMBERSHIP

A. The State Fire Marshal shall appoint the committee chair.

B. The State Fire Marshal and the committee chair shall appoint the committee members and their alternates, if applicable.

C. The committee shall be comprised of the Chief of State Fire Training(SFT) and representatives from the following organizations:
   - California Fire Chiefs Association (CFCA) (up to 2)
   - California Department of Forestry and Fire Protection (CAL FIRE)
   - CAL FIRE Academy
   - CFCA Training Officers Association (one north and one south)
   - Governor's Office of Emergency Services (Cal OES)
   - California Fire Fighters Joint Apprenticeship Committee (CFFJAC)
   - California Professional Firefighters (CPF)
   - California State Firefighters' Association (CSFA)
   - Fire Districts Associations of California (FDAC)
   - California Fire Technology Directors’ Association (CFTDA) (one north and one south)
   - League of California Cities
   - California Metropolitan Fire Chiefs Association (Metro Chiefs)

D. Committee members shall serve staggered two-year terms.

E. Committee members shall receive no compensation for participation or reimbursement for expenses.

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F. The committee chair shall appoint one member as the vice chair who acts in place of the chair when needed.

G. The committee chair may use non-voting subject matter experts in an advisory capacity to address specific needs.

2.1.3: MEETINGS

2.1.3.1: Location and Schedule

A. The committee shall meet in Sacramento; however, meetings may be scheduled for other locations on an as-needed basis.

B. The committee shall, at a minimum, meet quarterly.

C. Additional meetings may be scheduled on an as-needed basis.

D. Meetings shall not be cancelled without cause.

2.1.3.2: Protocol

A. Meetings shall be conducted in accordance with the Bagley-Keene Open Meeting Act and Robert's Rules of Order.

B. Interpretation and decisions related to meeting rules shall be the purview of the chair.

C. The committee may only act on items listed on the published agenda.

D. The committee chair has the authority to set time limits on agenda items.

E. A simple majority (50% plus 1) of the committee membership shall be a quorum.

F. Agenda items brought forward for a motion are approved by a majority vote of the quorum.

2.1.3.3: Administration

A. SFT shall provide staff support for the committee.

B. Agenda items shall be submitted to the Manager of SFT at least four weeks before the scheduled meeting date.

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C. Minutes shall be taken at each meeting.
    1. Draft minutes shall be posted for review by the committee and other interested parties.
    2. After approval at the next meeting, final minutes shall be posted on the SFT website.

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2.2: PEER ASSESSMENT FOR CREDENTIAL EVALUATION (PACE II) COMMITTEE

2.2.1: SCOPE

A. The PACE II Committee shall provide an alternative method for SFT to qualify fire service personnel to teach specific courses when the individual has not completed the course he/she wishes to teach.
    1. This excludes any courses where task book completion is required as a component of instructor registration.

B. The PACE II Committee shall evaluate all PACE II applications, including course records, certificates, resumes, correspondence, and other communications associated with individual applications.

2.2.2: MEMBERSHIP

A. The Chief of State Fire Training shall serve as the committee chair.

B. The committee chair shall be responsible for:
    - Interpretation and decision-making
    - Evaluating sensitive or ambiguous issues
    - Reporting issues to the Chief of State Fire Training for resolution

C. The Chief of State Fire Training shall appoint committee members to a minimum two-year term.

D. The committee shall include one individual from each of the following fields:
    - Fire Chief
    - Training Officer
    - Registered SFT instructor
    - Representative from the community college system

E. The Chief of State Fire Training may appoint technical advisors based on a specific need.

F. Committee members shall consistently participate at the meetings during their two-year term.

G. Committee members shall maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality shall be cause for terminating committee membership.

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2.2.3: MEETINGS

A. The committee shall meet at the SFT office in Sacramento or through a virtual platform.

B. The committee may ask the applicant to provide additional information or documentation.

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2.3: PEER ASSESSMENT FOR COURSE EQUIVALENCY (PACE III) COMMITTEE

2.3.1: SCOPE

A. The PACE III Committee shall evaluate equivalency requests for courses not already identified as equivalent by SFT.

2.3.2: MEMBERSHIP

A. The Chief of State Fire Training shall serve as the committee chair.

B. The committee chair shall appoint two additional SFT staff members to convene a three-member committee.

C. The committee chair may appoint subject matter experts in an advisory capacity to address discipline-specific information.

2.3.3: MEETINGS

A. The committee shall meet at the SFT office in Sacramento or through a virtual platform.

B. The committee may ask the applicant to provide additional information or documentation.

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2.4: PEER ASSESSMENT FOR FIRE CHIEF (PACE IV) COMMITTEE

2.4.1: SCOPE

A. The PACE IV Committee shall oversee performance assessments of all candidates for Fire Chief certification.

2.4.2: MEMBERSHIP

A. The State Fire Marshal or his/her delegate shall serve as the committee chair.

B. The committee chair shall appoint the committee members.

C. The committee shall be comprised of a certified fire chief and an elected or appointed official from local government or the private sector.

D. The committee shall be assigned to specific applications and then dissolved when the interviews are completed.

E. The chair shall appoint a Fire Chief certified by SFT to serve as an advocate for the candidate.
    1. Advocates shall serve as non-voting committee members.

2.4.3: ADVOCATES

A. The advocate shall meet with the candidate to review his/her application for completeness and point value using the Advocate Evaluation Sign-Off Sheet.
    1. The advocate shall ensure a 1,000-point minimum prior to requesting an interview with the PACE IV committee.

B. The advocate shall assist the candidate in developing a portfolio to present to the committee during his/her interview.

C. The advocate shall notify the chair, in writing, when the candidate is prepared.

D. The advocate shall accompany the candidate to the interview and introduce the candidate to the committee. The advocate may remain in the room during the interview.
    1. The advocate cannot assist the candidate during the interview.

E. After the interview, the advocate and committee shall review their findings and make a final determination.

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2.4.4: INTERVIEWS

A. Interviews shall be conducted on an as-needed basis.

B. Candidates shall make a verbal presentation outlining their qualifications and respond to the committee's questions regarding their petition.

C. There is no compensation for participation or reimbursement for expenses.

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2.5: PEER ASSESSMENT FOR CICCS EVALUATION (PACE V) COMMITTEE

2.5.1: SCOPE

A. The PACE V Committee shall review all applications for position certification at the Area Command, Type I, and other identified specialty positions, in the Incident Command System (ICS).

2.5.2: MEMBERSHIP

A. OSFM shall establish the committee.

B. The committee shall elect a chair annually or sooner if the position becomes vacant.

C. The committee chair shall be responsible for:
- Interpretation and decision-making
- Evaluating sensitive or ambiguous issues
- Reporting findings to the State Fire Marshal and the Cal OES Fire and Rescue Division Chief

D. Committee members shall include only one individual from each of the following:
- CAL FIRE
- California Wildland Fire Coordinating Group
- A city fire department
- A community college with a fire program
- A contract county: Kern, Los Angeles, Marin, Orange, Santa Barbara, Ventura
- A federal military agency
- A federal wildland fire agency
- A fire protection district
- FIRESCOPE Board of Directors, Fire and Rescue Services Advisory Committee
- Cal OES Fire and Rescue Division
- An independent volunteer fire department/fire district
- A fire service labor organization
- A metro fire department
- A Native American reservation fire agency
- OFSM
- A qualified ICS Training Specialist

E. An organization or agency shall not hold more than one position on the committee.
    1. For example, the Los Angeles County Fire Department can only hold one of the following positions: contract county, fire protection district, or metro fire department.

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F. The chair shall appoint the original committee members using applications submitted by each organization or agency.
    1. Thereafter, the committee shall select new members from applications received by the committee chair.

G. Appointment to the committee shall be for a period of two years or until resignation.

2.5.3: MEETINGS

A. An annual meeting shall be held each fiscal year.

B. The committee chair may call additional meetings as needed.

C. A simple majority of the committee membership shall be a quorum.
    1. Certification is approved by a majority vote of the quorum present.

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3: Accreditation

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3.1: ACCREDITED REGIONAL TRAINING PROGRAM

3.1.1: PURPOSE

A. An Accredited Regional Training Program (ARTP) is defined as a partnership between an accredited community college or university and OSFM to deliver approved SFT curriculum within a given region.

B. An ARTP shall provide the following delivery components in conjunction with the needs of its region:
   - California Fire Service Training and Education System (CFSTES)
   - Fire Service Training and Education Program (FSTEP)
   - California Incident Command Certification System (CICCS)
   - California Community College Chancellor's Office (CCCCO) Standard Fire Technology Degree Core Curriculum

3.1.2: OSFM AUTHORITY

A. California Health and Safety Code Section 13159 tasks OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. Under this provision, OSFM accredits academic institutions and fire agencies to deliver fire training and education.

B. This authority is not intended to duplicate the authority contained in the California Education Code or California Municipal Code, which authorize other educational institutions and agencies to provide for the actual delivery of courses of instruction.

C. OSFM has the authority to recognize other delivery systems while providing overall coordination and continuity.

D. 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.

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3.1.3: ROLES AND RESPONSIBILITIES

A. Once accredited by OSFM, each ARTP shall:
   1. Maintain contact with all instructors used by the training program
   2. Establish a self-assessment review process to evaluate the quality of programs and instructors
   3. Conduct student and instructor evaluations
   4. Maintain a copy of course outlines, syllabi, instructor guides, and references used by the instructors (See **5.1.11: Record Keeping.**)
   5. Ensure the security and integrity of FSTEP and CFSTES certificates issued
   6. Maintain records of classes delivered, including class rosters, attendance records, examination scores, and any modification that exceeds the statewide minimum standards
   7. Conduct tests and measurements based on minimum standards
   8. Return all course materials (See **5.1.9: Returning a Course.**)
   9. Submit payment for invoices (See **5.1.10: Payment.**)
   10. Participate in periodic on-site reviews by OSFM or designated representatives to assure course quality
   11. Maintain administrative offices, classrooms, and physical training resources required to deliver quality instruction
   12. Provide training-level certification testing site upon request
   13. Ensure the safety of students and faculty during all activities
   14. Propose pilot projects for approval by OSFM
   15. Comply with the most current CCCCO Standard Fire Technology Degree Core Curriculum
   16. Maintain cultural and gender diversity records for each year of accreditation and make the records available to the Accreditation Team at the time of reaccreditation

3.1.4: EVALUATION CRITERIA

A. OSFM shall use the following criteria to evaluate the necessity and efficacy of an ARTP within a specific geographic region. These criteria form the basis of an applicant's self-assessment report when applying as a new ARTP or are updated when applying for reaccreditation.

3.1.4.1: Needs Analysis

A. A needs analysis provides an evaluation of how an ARTP meets the vocational educational requirements of the region.

B. Each ARTP shall:
   1. Conduct a job market study before applying to OSFM for site accreditation
      i. The ARTP or the governing board of a community college district may conduct this study.

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2. Convenes a Regional Fire Advisory Committee, consisting of local fire chiefs, training officers, community college representatives, instructors, and others as appropriate, to identify regional training and educational needs

3.1.4.2: Cultural and 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 they serve. ARTPs recognize their role in providing a culturally and gender-diverse pool of workforce candidates.

B. Each ARTP shall:
   1. Complete a demographic report describing the ethnic and gender population of the community it serves
      i. The report shall include a minimum of three years of data
   2. Provide a demographic report describing the ethnic and gender composition of the participants in the ARTP program
   3. Provide a written plan including goals to achieve or maintain a composition that mirrors the community

3.1.4.3: Management

A. ARTPs provide the management services to support their instructional programs.

B. Each ARTP shall:
   1. Appoint an individual with five years' fire service experience to manage the ARTP
   2. Support participation by their instructor cadre and fire service personnel in establishing procedures and determining resource needs
   3. Provide clerical support sufficient to meet the program's needs
   4. Ensure course records, class rosters, and other documents are consistent with SFT procedures (See **5.1.4: Course Materials** for specific document requirements.)

3.1.4.4: Instructor Cadre

A. ARTPs should provide services that encourage and stimulate competency, innovation, and increased effectiveness of the program's student population. To that end, they shall make every effort to select an instructor cadre diverse in its cultural and gender composition.

B. Each ARTP shall:
   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 instructor cadre
   3. Provide a written plan to achieve or maintain an ethnic and gender composition that mirrors the community

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4. Utilize OSFM registered instructors (See **6.1: Instructor Types**.)
5. Provide a policy for faculty and staff conduct and demeanor consistent with the SFT Instructor Code of Ethics/Conduct

3.1.4.5: Facilities, Supplies, and Equipment

A. ARTPs provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.

B. Each ARTP shall:
   1. Ensure that arrangements are clearly stated in a signed, written agreement when an agency or institution other than the ARTP provides resources
   2. Ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the program's needs and objectives
   3. Ensure equipment and training aids are sufficient in quantity and quality to meet the program's needs and objectives
   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 program's needs

3.1.4.6: Learning Resources

A. ARTPs provide current learning resources, such as print and digital library materials and media equipment, sufficient in quantity to support the program's training needs.

B. Each ARTP shall:
   1. Ensure training resources are adequate to support the various modes and levels of training to be conducted
   2. Ensure on- and off-campus audiovisual materials are current, support the training program, and are readily accessible to the instructor cadre and student population

3.1.4.7: Course Materials

A. ARTPs shall use SFT-approved course materials to maintain statewide standardization.

B. Each ARTP shall:
   1. Support instructor cadre participation in the selection and evaluation of training and educational resource materials
   2. Convene a Curriculum Advisory Committee to:
      i. Recommend curriculum enhancements to address local content or requirements that exceed minimum requirements
      ii. Identify lesson plans and syllabi to be utilized by the ARTP
      iii. Recommend to OSFM when revisions are appropriate for adoption on a statewide basis

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3.1.4.8: Course Availability and Delivery

A. With input from college administration, the Regional Fire Advisory Committee, staff, students, and neighboring institutions, the ARTP shall provide the widest possible selection and variety of training and educational opportunities.

B. Each ARTP shall:
   1. Ensure all courses are delivered in compliance with SFT procedures (See **5.1: Course Delivery**.)
   2. Ensure all courses are delivered in compliance with the CCCCO Standard Fire Technology Degree Core Curriculum
   3. Schedule training and continuing education programs on a regular basis
   4. Ensure SFT courses are readily available and offered according to the needs analysis for the area served
   5. Provide and distribute catalogs and brochures of fire training and educational offerings

3.1.4.9: Testing and Evaluation

A. To maintain a high quality program in alignment with OSFM standards, ARTPs conduct regular testing and evaluation in order to provide feedback regarding student progress and success, instructor effectiveness, and the ARTP's overall viability.

B. Each ARTP shall:
   1. Oversee the administration of summative and practical skills testing of istudents within the program
   2. Ensure testing adequately measures student achievement and competence in accordance with the identified course objectives

C. Each ARTP shall:
   1. Ensure an instructor and course evaluation process is in place
   2. Ensure a program evaluation process is in place by using the Regional Fire Advisory Committee

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3.1.5: ACCREDITATION TEAM

A. SFT shall establish an Accreditation Team to review ARTP applications, conduct site reviews, and provide a written report and recommendation to the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS).

B. The Accreditation Team shall include:
   - A representative from STEAC
   - Representatives from the community colleges' California Fire Technology Directors' Association (CFTDA)
   - The Chief of State Fire Training or his/her authorized designee

C. No individual from the applicant ARTP may serve on the Accreditation Team evaluating that ARTP.

3.1.6: ACCREDITATION PROCESS

A. Upon completing a self-assessment study on the viability of a regional training program, and ensuring that the ARTP applicant meets the evaluation criteria, the ARTP applicant submits an application package to the Chief of State Fire Training.

B. A complete application package includes:
   - A cover letter to the Chief of State Fire Training requesting ARTP status
   - A self-assessment report
   - A completed SFT Fee Schedule
   - A nonrefundable accreditation fee
   - Letters of support from regional fire agencies

C. SFT reviews the application package and either returns the application for more information or submits the information to the assigned Accreditation Team for review, a site visit, and a recommendation.

D. The Accreditation Team reviews the application and conducts a site visit.
   1. The applicant may be required to reimburse costs incurred by the Accreditation Team during the site review, not to exceed $2,000 per visit.

E. Following the site visit, the Accreditation Team:
   1. Requests additional information, if needed
   2. Develops a list of deficiencies and follow-up to ensure compliance, if needed
   3. Develops a report and provides a recommendation to STEAC

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F. STEAC reviews the documentation and forwards one of the following written recommendations to SBFS:
   - Initial accreditation for three years
   - Conditional accreditation for one year
   - Application denial

G. SBFS reviews the STEAC recommendation and application and forwards one of the following written recommendations to OSFM:
   - Initial accreditation for three years
   - Conditional accreditation for one year
   - Application denial

H. OSFM reviews the recommendation and application and issues one of the following:
   - An initial accreditation letter and certificate
   - A conditional accreditation letter
   - A denial letter

I. The applicant may appeal a denial letter using the process outlined in **3.3.2: Appeals Process**.

3.1.7: ACCREDITATION RENEWAL

A. To maintain its accredited status, an ARTP shall evaluate and update its application and self-assessment report and submit it to the Chief of State Fire Training for processing with a completed SFT Fee Schedule and a nonrefundable reaccreditation fee.

B. Reaccreditation is valid for five years.

C. Accreditation renewal follows the same process as accreditation application. (See **3.1.6: Accreditation Process**.) However, SFT may choose to send staff or authorized representatives to conduct the site review instead of assembling a full Accreditation Team.

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3.2: ACCREDITED LOCAL ACADEMY

3.2.1: PURPOSE

A. An Accredited Local Academy (ALA) is defined as a partnership between a fire agency serving a specific authority having jurisdiction and OSFM to deliver approved State Fire Training (SFT) curriculum within a given region.
   1. ALAs are limited to only one fire agency (e.g., Oakland Fire Department).
   2. ALAs are limited to providing training to in-house personnel.

B. An ALA shall provide the following delivery components in conjunction with the needs of its community:
   - California Fire Service Training and Education System (CFSTES)
   - Fire Service Training and Education Program (FSTEP)
   - California Incident Command Certification System (CICCS)

3.2.2: OSFM AUTHORITY

A. California Health and Safety Code Section 13159 tasks OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. Under this provision OSFM accredits academic institutions and fire agencies to deliver fire training and education.

B. This authority is not intended to duplicate the authority contained in the California Education Code or California Municipal Code, which authorize other educational institutions and agencies to provide for the actual delivery of courses of instruction.

C. OSFM has the authority to recognize other delivery systems while providing overall coordination and continuity.

D. 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 job function certification.

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3.2.3: ROLES AND RESPONSIBILITIES

A. Once accredited by OSFM, each ALA shall:
   1. Maintain contact with all instructors used by the academy
   2. Establish a self-assessment review process to evaluate the quality of programs and instructors
   3. Conduct student and instructor evaluations
   4. Maintain a copy of course outlines, syllabi, instructor guides, and references used by the instructors
   5. Maintain the security and integrity of FSTEP and CFSTES certificates issued
   6. Maintain records of classes delivered, including class rosters, attendance records, examination scores, and any modification that exceeds the statewide minimum standards
   7. Conduct tests and measurements based on minimum standards
   8. Return all course materials (See **5.1.9: Returning a Course.**)
   9. Submit payment for invoices (See **5.1.10: Payment.**)
   10. Participate in periodic on-site reviews by OSFM or designated representatives to assure course quality
   11. Maintain administrative offices, classrooms, and physical training resources required to deliver quality instruction
   12. Provide training-level certification testing sites upon request
   13. Ensure the safety of students and instructors during all activities
   14. Propose pilot projects for approval by OSFM
   15. Maintain cultural and gender diversity records for each year of accreditation and make the records available to the Accreditation Team at the time of reaccreditation

3.2.4: EVALUATION CRITERIA

A. OSFM shall use the following criteria to evaluate the necessity for and efficacy of an ALA within a specific geographic region. These criteria form the basis of an applicant's self-assessment report when applying as a new ALA and are updated when applying for reaccreditation.

3.2.4.1: Needs Analysis

A. A needs analysis provides an evaluation of how an ALA meets the vocational educational requirements of the agency.

B. Each ALA shall:
   1. Conduct a job market study before applying to OSFM for site accreditation
   2. Convene an ALA Advisory Committee, consisting of local management and staff, instructors, and others as appropriate, to identify agency training and educational needs

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3.2.4.2: Cultural and Gender Diversity

A. ALAs strive to mirror the diversity of the communities they serve.

B. Each ALA shall:
   1. Complete a demographic report describing the ethnic and gender population of the community it serves
      i. Report shall include a minimum of three years of data
   2. Provide a demographic report describing the ethnic and gender composition of the participants in the ALA program
   3. Provide a written plan, including goals to achieve or maintain a composition that mirrors the community

3.2.4.3: Management

A. An ALA's management services must be sufficient to support instructional programs and consistent with the agency's objectives.

B. Each ALA shall:
   1. Appoint an administrative officer with fire service experience to supervise the ALA
   2. Support their instructor cadre's and department personnel's participation in establishing procedures and determining resource needs
   3. Provide clerical support sufficient to meet the program's needs
   4. Ensure course records, class rosters, and other documents are consistent with SFT procedures (See **5.1.4: Course Materials** for specific document requirements.)

3.2.4.4: Instructor Cadre

A. ALAs provide services that encourage and stimulate competency, innovation, and increased effectiveness of the agency personnel. To that end, they should make every effort to ensure that the instructor cadre is diverse in its cultural and gender composition.

B. Each ALA shall:
   1. Provide a chart that illustrates the agency'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 instructor cadre
   3. Provide a written plan, including goals to achieve or maintain an ethnic and gender composition that mirrors the community
   4. Use OSFM registered instructors (See **6.1: Instructor Types**.)
   5. Provide a policy for faculty and staff conduct and demeanor consistent with the SFT Instructor Code of Ethics/Conduct

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3.2.4.5: Facilities, Supplies, and Equipment

A. ALAs provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.

B. Each ALA shall:
   1. Ensure that arrangements are clearly stated in a signed, written agreement when another agency or institution provides resources
   2. Ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the program's needs and objectives
   3. Ensure equipment and training aids are sufficient in quantity and quality to meet the program's needs and the objectives
   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 program's needs

3.2.4.6: Learning Resources

A. ALAs provide current learning resources, such as print and digital library materials and media equipment, in sufficient quantity to support the department's training needs.

B. Each ALA shall:
   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 resources, meet the instructor cadre's and the program's objectives
   3. Ensure audiovisual materials are current, support the training program, and are readily accessible to instructor cadre and student population

3.2.4.7: Course Materials

A. ALAs shall use SFT-approved course materials to maintain statewide standardization.

B. Each ALA shall support the instructor participation in the selection and evaluation of training and educational resource materials.

3.2.4.8: Course Availability and Delivery

A. With input from agency administration, staff, and students, the ALA shall provide the widest possible selection and variety of training and education programs.

B. Each ALA shall:
   1. Ensure all courses are delivered in compliance with SFT procedures (See **5.1: Course**

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Delivery.)
2. Schedule training and continuing education programs on a regular basis
3. Ensure SFT courses are readily available and offered according to the needs analysis for the agency
4. Post and make available training and educational offerings to all personnel

3.2.4.9: Testing and Evaluation

A. To maintain a high quality program in alignment with OSFM standards, ALAs conduct regular testing and evaluation in order to provide feedback regarding student progress and success, instructor effectiveness, and the ALA's overall viability.

B. Each ALA shall:
   1. Oversee the administration of summative and practical skills testing of the students within the program
   2. Ensure testing adequately measures student achievement and competence in accordance with the identified course objectives

C. Each ALA shall:
   1. Ensure an instructor and course evaluation process is in place
   2. Ensure a program evaluation process is in place

3.2.5: ACCREDITATION TEAM

A. SFT shall establish an Accreditation Team to review ALA applications, conduct site reviews, and provide a written report and recommendation to Statewide Training and Education Advisory Committee and State Board of Fire Services.

B. The Accreditation Team shall include:
   - A representative from STEAC
   - Representatives from the community colleges' California Fire Technology Director's Association (CFTDA) and/or Fire Training Officer
   - The Chief of State Fire Training or authorized designee

C. No individual from the applicant ALA may serve on the Accreditation Team evaluating that ALA.

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3.2.6: ACCREDITATION PROCESS

A. Upon completing a self-assessment study on the viability of a regional training program and ensuring that the ALA applicant meets the evaluation criteria, the ALA applicant submits an application package to the Chief of State Fire Training.

B. A complete application package includes:
   - A cover letter to the Chief of State Fire Training requesting ALA status
   - A self-assessment report
   - A completed SFT Fee Schedule
   - A nonrefundable accreditation fee

C. SFT reviews the application package and either returns the application for more information or submits the information to the assigned Accreditation Team for review, a site visit, and a recommendation.

D. The Accreditation Team reviews the application and conducts a site visit.
   1. The applicant may be required to reimburse costs incurred by the Accreditation Team during the site review, not to exceed $2,000 per visit.

E. Following the site visit, the Accreditation Team:
   1. Requests additional information, if needed
   2. Develops a list of deficiencies and follow-up to ensure compliance, if needed
   3. Develops a report and provides a recommendation to STEAC

F. STEAC reviews the documentation and forwards one of the following written recommendations to SBFS:
   - Initial accreditation for three years
   - Conditional accreditation for one year
   - Application denial

G. SBFS reviews the STEAC recommendation and application and forwards one of the following written recommendations to OSFM:
   - Initial accreditation for three years
   - Conditional accreditation for one year
   - Application denial

H. OSFM reviews the recommendation and application and issues one of the following:
   - An initial accreditation letter and certificate
   - A conditional accreditation letter
   - A denial letter

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I. The applicant agency may appeal a denial using the process outline in **3.3.2: Appeals Process**.

3.2.7: ACCREDITATION RENEWAL

A. To maintain its accredited status, an ALA shall evaluate and update its application and self-assessment report and submit them to the Chief of State Fire Training for processing with a completed SFT Fee Schedule and a nonrefundable reaccreditation fee.

B. Reaccreditation is valid for five years.

C. Accreditation renewal follows the same process as accreditation application. (See **3.2.6: Accreditation Process**.) However, SFT may choose to send staff or authorized representatives to conduct the site review instead of assembling a full Accreditation Team.

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3.3: ARTP/ALA PROGRAM ACCOUNTABILITY

3.3.1: ACCOUNTABILITY

A. It is the responsibility of each Accredited Regional Training Program (ARTP) and Accredited Local Academy (ALA) to maintain the standards by which it gained accreditation.
    1. OSFM shall reevaluate the accredited status of an ARTP or ALA in the event that compliance with these standards comes into question.
    2. OSFM will only review and investigate written complaints. OSFM will not act on verbal comments or complaints.

B. Corrective action may be necessary to ensure compliance with OSFM procedures and to call any reported problems to the ARTP's or ALA's attention.

C. SFT recognizes that corrective action can have far-reaching impacts. Therefore, SFT affords ARTPs and ALAs undergoing corrective action the rights and privileges normally established through an administrative hearing, including the right to appeal.

D. SFT undertakes three levels of corrective action:
    - Remedial action
    - Suspension
    - Accreditation revocation

3.3.1.1: Remedial Action

A. First, SFT issues a corrective comment.
    1. SFT shall address the concern through personal contact, either by phone or in person.

B. Next, SFT issues a written comment.
    1. SFT shall document the procedure violation or infraction in the ARTP’s or ALA’s file.
    2. Multiple written comments may lead to accreditation suspension or revocation.

3.3.1.2: Suspension

A. SFT bases accreditation suspension on documented evidence of procedure violation or flagrant misbehavior associated with conducting an ARTP or ALA.

B. The Chief of State Fire Training shall determine whether or not an ARTP or ALA shall be suspended and what actions it must undertake for reinstatement.

C. SFT may enact immediate academy suspension if SFT believes an ARTP or ALA has threatened or violated public safety.

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1. Under these circumstances, the ARTP or ALA shall immediately cease all instructional activities.

D. An ARTP or ALA has the option to appeal any suspension.

3.3.1.3: Revocation

A. SFT bases ARTP and ALA accreditation revocation on documented evidence of procedure violation or gross negligence associated with conducting an ARTP or ALA.

B. The Chief of State Fire Training shall determine whether or not an ARTP's or ALA's accreditation shall be revoked and what actions it must take for reinstatement.

C. SFT may enact immediate accreditation revocation if SFT believes the ARTP or ALA has threatened or violated public safety.
   1. Under these circumstances, the ARTP or ALA shall immediately cease all instructional activities.

D. An ARTP or ALA has the option to appeal a revocation.

3.3.2: APPEALS PROCESS

3.3.2.1: Appeals

A. Assistant State Fire Marshal
   1. The ARTP or ALA shall submit a written appeal to reverse the action to the Assistant State Fire Marshal within 60 days of receiving the notice of suspension or revocation.
      i. The appeal should include all evidence necessary to support reversing the action.
   2. The Assistant State Fire Marshal shall review the evidence and notify the ARTP or ALA in writing of the decision to uphold, modify, or withdraw the action within 45 days.
      i. The letter must state the effective date of the decision and identify the next level of appeal.

B. Statewide Education and Training Committee (STEAC)
   1. To appeal the Assistant State Fire Marshal's decision, the ARTP or ALA may submit to STEAC in writing all evidence to support reversing the suspension or revocation action within 60 days of receiving the Assistant State Fire Marshal's decision.
      i. This request shall be added to the agenda for the next regularly scheduled STEAC meeting.

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ii. STEAC shall review the evidence and notify the ARTP or ALA in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of its decision.

C. State Fire Marshal
1. To appeal STEAC's decision, the ARTP or ALA may submit in writing to the State Fire Marshal all evidence to support reversing the suspension or revocation action within 60 days of being notified by STEAC of its decision.
   i. The State Fire Marshal shall review the evidence and notify the ARTP or ALA in writing of the decision to uphold, modify, or withdraw the action within 60 days of the date of appeal.
   ii. The State Fire Marshal's decision is final.

3.3.2.2: Reinstatement

A. SFT may reinstate an ARTP's or ALA's accreditation if it:
1. Meets all terms of disciplinary action
2. Reapplies for accreditation

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4: Administration

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4.1: LETTERS OF VERIFICATION

4.1.1: LETTERS OF VERIFICATION

A. All letters of verification shall be written on agency letterhead and signed by the current Fire Chief or his/her authorized designee.

B. All letters of verification shall have a current date.

C. All signatures must be originals. SFT does not accept electronic or stamped signatures on verification letters.

D. SFT accepts electronic submission of original signed letters of verification.

E. Letters may contain verification of both rank and experience.

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4.2: UPDATING AN AUTHORIZED SIGNATORY

4.2.1: FIRE CHIEF

A. A fire agency shall notify SFT of a change of fire chief through written notification.

1. The letter must be written on department letterhead and list the separation date of the former fire chief and the effective date of the new fire chief.

2. The fire chief shall print or type his/her name and sign the letter so that SFT can accurately read and verify the signature when certification documents are submitted.

4.2.2: AUTHORIZED SIGNATORIES

A. A fire agency shall update its authorized signatories through written notification to SFT.

1. The letter written must be on department letterhead and list the names and effective dates of all current signatories who have authority to sign on behalf of the fire chief.

2. In order to remove an authorized signatory, submit a letter written on department letterhead listing all of the signatories that are to be removed.

3. The fire chief and all listed signatories must print or type their name and sign the letter so that SFT can accurately read and verify the signatures when certification documents are submitted.

B. A fire agency may update its fire chief and add or remove signatories in the same letter.

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4.3: ACCESS TO STUDENT RECORDS

4.3.1: STUDENT ACCESS TO STUDENT RECORDS

4.3.1.1: Records

A. Students may access his/her own records by submitting a completed Request for Student Records form SFT via email or mail.

B. SFT shall process records requests on a first-come, first-served basis.

C. SFT shall only process requests submitted with complete information.

4.3.1.2: Certificates

A. A student may request copies of course certificates by submitting a completed SFT Fee Schedule with the appropriate fees to SFT.

4.3.2: PUBLIC ACCESS TO STUDENT RECORDS

4.3.2.1: Overview

A. SFT adheres to the California Public Records Act as codified in California Government Code Section 6250 et seq.

B. All requests for information regarding student records (including certification) must be in writing and include the student's full name, signature, social security number, and mailing address.

4.3.2.2: Exceptions

A. If an SFT student applies for a position with a public agency that requires certification, SFT views the application for the position as written permission to release the specific information required.
    1. The request for this information must come from the public agency in writing.

B. A primary instructor may provide a community college fire technology coordinator with the portion of a student's record in which they have a legitimate educational interest.
    1. For example, the primary instructor may allow the community college fire technology coordinator access to a student's course score if the student applies to the college for credit.

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5: Course Delivery

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5.1: COURSE DELIVERY

5.1.1: RESPONSIBILITY

A. The registered instructor, in conjunction with the host agency (college or university, fire agency, private vendor, etc.), is responsible for all aspects of delivering a SFT California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) course.

5.1.2: SCHEDULING

A. The registered instructor or the host agency submits a Request for Course Scheduling form to SFT at least four weeks before the course start date.
    1. Use a course-specific course schedule form if one exists for the course to be taught.
    2. If no course-specific form exists, use the generic version of the appropriate form.

B. SFT shall notify the registered instructor or the host agency of approval or denial of course delivery.

C. The registered instructor or the host agency, shall notify SFT in writing of any changes in course delivery prior to the first class meeting.
    1. Changes include, but are not limited to:
        - Start or end date
        - Facility or location
        - Primary or senior instructor
        - Estimated number of students
        - Shipping or billing contact information
        - Hosting agency

5.1.3: APPROVAL

A. SFT shall not approve a course after delivery. Approval must be obtained before a course begins.
    1. See **5.2: FSTEP Curriculum Historical Recognition** for exceptions.

B. If a registered instructor or a host agency does not obtain SFT approval for a course, a student will not receive recognition for the course.

C. SFT shall only allow a registered instructor in compliance with the SFT Instructor Code of Ethics/Conduct to deliver an approved CFSTES or FSTEP course.

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D. SFT may rescind course delivery approval if the registered instructor violates the SFT Instructor Code of Ethics/Conduct between the time of course approval and the time of course delivery.

E. A registered instructor or host agency may advertise for properly approved SFT courses.

5.1.4: COURSE MATERIALS

A. SFT requires the registered instructor, in conjunction with the host agency, to use the following items when delivering an approved CFSTES course:

CFSTES	
SFT Provides (in print or online)	**Instructor Provides**
• Completed CFSTES Courses Request for Course Scheduling form • CFSTES Instructor Checklist (See **11.2.**) • Course roster sheets • Test results sheets (Scantron forms) • Student Course Evaluation Form(s) (See **11.9.**) • SFT-approved course plan • Student supplement(s) (if applicable)	• Syllabus • Attendance sheet • Lesson plans • Test planning sheet • Formative and summative tests • Evaluation of student competency • Qualifications of assistant instructors, skills evaluators, or guest lecturers • Written safety plan (appropriate to the course facilities and content)

B. SFT requires the registered instructor, in conjunction with the host agency, to use the following items when delivering an approved FSTEP course:

FSTEP	
SFT Provides (in print or online)	**Instructor Provides**
• Completed FSTEP Courses Request for Course Scheduling form • FSTEP Instructor Checklist (See **11.5.**) • Course roster sheets • Test results sheets (Scantron forms) • Course completion certificates listing the course title • Student Course Evaluation Form(s) (See **11.9.**) • SFT-approved course plan • Student supplement(s) (if applicable)	• Syllabus • Attendance sheet • Lesson plans • Formative and summative tests • Evaluation of student competency • Qualifications of assistant instructors, skills evaluators, or guest lecturers • Written safety plan (appropriate to the course facilities and content)

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C. The registered instructor, in conjunction with the host agency, shall provide the facilities, tools, and equipment used in the delivery of FSTEP courses.

5.1.5: ENROLLMENT

A. The registered instructor, in conjunction with the host agency, shall:
    1. Verify student eligibility for course enrollment
    2. Ensure the maximum student limit for the course is not exceeded
    3. Ensure the appropriate instructor-to-student ratio
    4. Ensure the safety of all students participating in the course

5.1.6: ADJUNCT OVERSIGHT

A. The registered instructor, in conjunction with the host agency, shall:
    1. Verify the qualifications of assistant instructors, skills evaluators, and guest lecturers participating in the course
    2. Ensure the safety of all assistant instructors, skills evaluators, and guest lecturers participating in the course

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5.1.7: COURSE DELIVERY

A. The registered instructor, in conjunction with the host agency, shall:
   1. Utilize the SFT-approved course plan
   2. Meet all terminal and enabling learning objectives for the course
   3. Abide by the information and requirements listed in the *Course Information and Required Materials* (CIRM) manual applicable to the course
   4. Not omit any material from the SFT-approved course

B. The registered instructor, in conjunction with the host agency, may add additional course content as long as it does not conflict with content in the SFT-approved course plan.

5.1.8: TESTING

5.1.8.1: History

A. SFT retired its certification exam process effective July 1, 2012, and adopted summative test requirements in its place.

5.1.8.2: Summative Test Requirements

A. The registered instructor shall develop the summative test, which serves as the final examination for the course.

B. The summative test shall make up a portion of a student's final grade for the course and must be used to determine successful completion of the class.

C. The summative test shall consist of a minimum of 50 questions. The format may be completion, short answer, and/or multiple choice questions.

D. The registered instructor should use a test-planning sheet to ensure test questions are linked to the student materials.
   1. The registered instructor retains the test-planning sheet with other course materials for a minimum of four years.

E. A student must pass the summative test with at least an 80% score in order to pass the course.

F. The registered instructor writes each student's numeric score on the back of his/her test results sheet (Scantron form) next to the section where the instructor indicates if the student passed [+] or failed [-] the test.

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5.1.8.3: Retesting

A. The registered instructor may elect to administer a retake summative test for students who fail the original test.

B. The registered instructor shall administer a retake summative test prior to returning the course materials to SFT.
   1. SFT requires registered instructors to return all course materials within 15 days of the course ending date; therefore, instructors must administer the retake summative test within that timeframe.

5.1.9: RETURNING A COURSE

A. When a course concludes, the registered instructor, in conjunction with the host agency, shall return the following course materials to SFT:
   - A copy of the completed CFSTES or FSTEP Request for Course Scheduling form
   - A completed CFSTES or FSTEP Instructor Checklist
   - An accurate and legible student roster
   - A test results sheet (Scantron form) for each student completing the course
   - Completed SFT Course Evaluation Forms

B. When returning course materials, the registered instructor, in conjunction with the host agency shall:
   1. Return the materials within 15 days of course completion
   2. Use a mail carrier that allows shipment tracking and track the package
   3. Ship materials for each course in a separate package
   4. Send materials to:

      State Fire Training
      Attn: Bookstore
      1131 S Street
      Sacramento, CA 95811

C. No payment should be submitted with course materials.

D. If course materials are not shipped within 15 days of the course end date, SFT shall send the registered instructor or the host agency a written notice of their obligation to return the course materials.

E. If course materials are not returned within 60 days of the course end date, SFT shall suspend teaching and/or hosting privileges.

F. Until all course materials are returned, SFT shall temporarily suspend teaching and/or hosting privileges, refuse to approve future courses, and withhold shipment of any previously approved course materials until the registered instructor or host agency returns the outstanding course materials.

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5.1.10: PAYMENT

5.1.10.1: Student Fees

A. Students shall pay all course registration and materials fees to the registered instructor or host agency.

5.1.10.2: Invoicing

A. After SFT receives the returned course materials, the CAL FIRE Accounting Department shall send an invoice to the name and address listed in the "Bill To" section of the CFSTES/FSTEP Courses Request for Course Scheduling form.

B. The invoice is due and payable upon receipt.

C. The invoiced individual or agency shall submit one check payable to CAL FIRE.

5.1.10.3: Delinquent Invoices

A. If the CAL FIRE Accounting Department does not receive payment within 30 days of the invoice date, it will send the registered instructor or host agency a delinquent notice.
    1. SFT shall temporarily suspend teaching and/or hosting privileges, refuse to approve future courses, and withhold shipment of any previously approved course materials until the registered instructor or host agency pays the invoice.

B. The CAL FIRE Accounting Department shall send a second notice after 60 days reminding the registered instructor and/or host agency of their obligation and that their instruction privileges for SFT have been suspended.

C. The CAL FIRE Accounting Department shall send a third and final notice after 90 days, reminding the registered instructor and/or host agency of their obligation and that their instruction privileges for SFT have been suspended.

5.1.10.4: Revocation of Teaching or Hosting Privileges

A. SFT shall revoke the teaching or hosting privileges of any registered instructor or host agency receiving CAL FIRE-issued delinquent notices for 10 or more courses in a fiscal year.

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5.1.10.5: Appeals Process

A. A registered instructor or host agency may appeal this revocation only after paying all delinquent invoices.

B. Appeals shall be submitted in writing to the Assistant State Fire Marshal within 60 days of receiving the notice of revocation and include all evidence to support reversing the revocation action.
    1. The Assistant State Fire Marshal shall review the evidence and notify the registered instructor or host agency in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days.

C. The second level of the appeal process shall occur with the registered instructor or host agency submitting to STEAC in writing all evidence to support reversing the suspension or revocation action within 60 days of receiving the Assistant State Fire Marshal's decision.
    1. The Assistant State Fire Marshal shall put this request on the agenda for the next regularly scheduled STEAC meeting.
    2. STEAC shall review the evidence and notify the registered instructor or host agency in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of its decision.

D. The third level of the appeal process shall occur with the registered instructor or host agency submitting in writing all evidence to support reversing the suspension or revocation action to the State Fire Marshal within 60 days of being notified by STEAC of its decision.
    1. The State Fire Marshal shall review the evidence and notify the registered instructor or host agency in writing of the decision to uphold, modify, or withdraw the action within 60 days of the date of appeal.
    2. The State Fire Marshal's decision is final.

5.1.10.6: Reinstatement

A. Reinstatement as a registered instructor shall be achieved by meeting all terms of disciplinary action and by reapplying and meeting the current requirements as a registered instructor.
B. Reinstatement as a host agency shall be achieved by meeting all terms of disciplinary action.

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5.1.11: RECORD KEEPING

A. For a CFSTES course, the registered instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
   - Class attendance
   - Student assignment records
   - The course syllabus
   - Summative tests and student scores
   - Test-planning sheet(s)
   - Evaluations of student competency
   - Qualifications of assistant instructors, skills evaluators, or guest lecturers
   - A calendar of events identifying the topics taught by an assistant instructor or guest lecturer
   - A list of each skill evaluated by anyone other than the registered instructor and who performed the evaluation

B. For an FSTEP course, the registered instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
   - Class attendance
   - Student assignment records
   - The course syllabus, if applicable
   - Evaluation of student competency
   - Qualifications of assistant instructors, skills evaluators, or guest lecturers
   - A calendar of events identifying the topics taught by an assistant instructor or guest lecturer
   - A list of each skill evaluated by anyone other than the registered instructor and who performed the evaluation

C. The registered instructor, in conjunction with the host agency, shall not reproduce or release SFT course rosters.

D. SFT may ask the registered instructor, in conjunction with the host agency, to submit retained records for review at any time during the four-year maintenance period.
   1. Failure to comply may result in disciplinary action.

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5.2: FSTEP CURRICULUM HISTORICAL RECOGNITION

5.2.1: COURSE DELIVERY PRIOR TO CURRICULUM APPROVAL

A. The Chief of State Fire Training may authorize staff to process Fire Service Training and Education Program (FSTEP) courses that have been delivered by approved registered instructors prior to final curriculum approval.

B. To qualify for this exception, the course must meet the following criteria:
   1. The course was developed in accordance with SFT curriculum development standards
   2. The course received approval from STEAC at a later date and became a permanent FSTEP course
   3. The instructor who taught the course is a registered SFT instructor in good standing

C. To apply for course recognition, submit the following:
   1. A formal letter explaining how this course qualifies for historical recognition
   2. A completed generic FSTEP Courses Course Scheduling Form for each course delivered (See **11.4: FSTEP Course Scheduling Form.**)
      i. The form must document:
         - The original course delivery dates
         - The name(s) of the registered instructor(s)
         - The sponsoring agency
         - The “bill to” agency
         - The physical mailing address for materials shipment

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6: Instructors

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6.1: INSTRUCTOR TYPES

6.1.1: Primary Instructor

A. A primary instructor is registered by SFT to administer a course, teach 50% or more of a course, keep course records, administer periodic tests and skills exams, and select and oversee any assistant instructors, skills evaluators, or guest lecturers associated with a course. (See **6.2: Primary Instructor.**)

6.1.2: Senior Instructor

A. A senior instructor is registered by SFT and may have the responsibilities of a primary instructor, but also supervises primary instructors within specific course disciplines. (See **6.3: Senior Instructor.**)

6.1.3: Assistant Instructor

A. An assistant instructor, under supervision of the primary instructor, may teach up to 50% of a course and administer periodic tests and skills exams. (See **6.4: Assistant Instructor.**)

6.1.4: Skills Evaluator

A. A skills evaluator, under supervision of the primary instructor, may evaluate student skills demonstrations or exams. (See **6.5: Skills Evaluators.**)

6.1.5: Guest Lecturer

A. A guest lecturer, under direct supervision of the primary instructor, may teach topics for which they are qualified through education and experience. Combined utilization of guest lecturers can account for up to 20% of a course. The primary instructor must be present while a guest lecturer addresses the class. (See **6.6: Guest Lecturer.**)

6.1.6: Fire Fighter Instructor

A. A fire fighter instructor administers a course, keeps course records, and administers periodic tests and skills exams for Fire Fighter I, Fire Fighter II, or Volunteer Fire Fighter programs. (See **6.7: Fire Fighter Instructor.**)

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6.2: PRIMARY INSTRUCTOR

6.2.1: QUALIFICATIONS

A. These qualifications apply to all individuals seeking primary instructor registration with SFT. Additional qualifications and specific requirements to teach specific courses are listed in **6.8: Instructional Disciplines**.

6.2.1.1: Course Work

A. Has passed the SFT course he or she is applying to teach.

B. In cases where an individual has not completed the SFT course he or she wishes to teach, he or she may attempt to qualify through the Peer Assessment for Credential Evaluation (PACE II) process.
   1. See **2.2: Peer Assessment for Credential Evaluation (PACE II) Committee**.
   2. See **6.2.6: Peer Assessment for Credential Evaluation (PACE II) Process**.

6.2.1.2: Instructor Requirements

A. Has completed SFT's Regional Instructor Orientation (RIO) within the previous 12 months

B. Has completed SFT's Ethical Leadership in the Classroom course and signed the SFT Instructor Code of Ethics/Conduct (See **11.7: Instructor Code of Ethics/Conduct**.)

C. Has fulfilled one of the following instructor training qualifications:
   - Attended and passed SFT Training Instructor 1A, 1B, and 1C
   - Attended and passed SFT Fire Instructor 1A and 1B and Training Instructor 1C or Fire Instructor 2A
   - Holds a valid lifetime community college teaching credential
   - Completed the 60-hour Techniques of Teaching course from a University of California (UC) or California State University (CSU) institution
   - Completed the National Fire Academy's (NFA) Fire Service Instructional Methodology course
   - Completed four semester units of upper-division credit in educational materials, methods, or curriculum development

6.2.1.3: Teaching Experience

A. Has a minimum 80 hours of classroom teaching experience in a fire service–related program

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6.2.1.4: Rank and Professional Experience

A. Meets the rank and experience requirement for the course he or she is applying to teach (See **6.8: Instructional Disciplines**.)
    1. Performing in an "acting" capacity does not qualify.

6.2.2: REGISTRATION

A. Primary instructors shall be registered with SFT.

B. SFT shall verify that a primary instructor applicant meets the qualifications.

6.2.3: APPLICATION PROCESS

A. The applicant shall submit a complete application package to SFT for review.
    1. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.

B. A complete application package shall include all of the following:
    - A signed and dated current Instructor Application (See **11.6: Instructor Application)**
    - A current resume listing education, position or rank, and experience
    - A copy of a course completion certificate from SFT or an SFT-approved provider for each course the applicant is applying to teach
    - A copy of SFT Training Instructor 1A, 1B, and 1C certificates or verification of the qualifying equivalents
    - A copy of SFT RIO course certificate
    - A copy of SFT Ethical Leadership in the Classroom course certificate
    - A copy of Instructor Trainee Task Book (when applicable), signed off by a primary or senior instructor as designated by discipline
    - A verification letter signed by the fire chief, college administrator, or either of their authorized designees, describing the applicant's specific background as it relates to his/her teaching experience and his/her rank and experience (See **4.1: Letters of Verification**.)

6.2.4: APPLICATION REVIEW

A. SFT staff shall review instructor applications as they are received.

B. SFT shall determine whether to approve, return as incomplete, or deny each application.

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6.2.4.1: Approved

A. If SFT approves the application, SFT shall mail a letter confirming instructor registration to the applicant and records the applicant as a registered primary instructor.

6.2.4.2: Incomplete

A. If the application is incomplete (not all required documentation has been submitted), SFT shall send the applicant a checklist indicating the missing documents.

B. Applicants must submit all missing documentation within one year of the date identified on the checklist. A copy of the checklist must accompany the submitted missing documentation.

6.2.4.3: Denied

A. If SFT denies the application, SFT shall mail a letter identifying the reasons for denial to the applicant. The letter will also provide information on the appeals process.
    1. See **6.2.5: SFT Appeals Process**.

6.2.5: INSTRUCTOR REGISTRATION APPEALS PROCESS

A. Individuals shall make appeals in writing to the Chief of State Fire Training within 30 days of the date on a denial notification letter.

B. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.

C. The Chief of State Fire Training shall review the appeal and render his/her decision in writing.
    1. The Chief of State Fire Training may, at his/her discretion, use a workgroup of the individual's peers to review the appeal and provide a recommendation.

D. The individual may appeal the decision by writing to the State Fire Marshal within 30 days of the date on the Chief of State Fire Training's written decision.
    1. This appeal must also contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.

    2. The State Fire Marshal shall review the appeal and render a decision. The decision of the State Fire Marshal is final.

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E. If the individual chooses to continue the registration application process after receiving SFT's appeal decision, he or she has one year from the date on the initial SFT denial letter to meet the requirements using his/her existing application.

F. If the applicant chooses to meet the requirements and complete the application process, the time frames as stated in **6.2.3: Application Process** are reinstated.

6.2.6: PEER ASSESSMENT FOR CREDENTIAL EVALUATION (PACE II) PROCESS

6.2.6.1: Purpose

A. The PACE II process provides an alternative method for SFT to qualify fire service personnel to teach specific courses when someone has not completed the course he or she wishes to teach.
    1. This excludes any courses where task book completion is required as a component of instructor registration.

6.2.6.2: Application

A. To pursue PACE II, the applicant shall submit the following items to SFT:
    - A completed SFT Fee Schedule (indicating PACE II review and course equivalencies desired)
    - A nonrefundable PACE II fee per equivalency requested
    - A justification letter that includes:
        - A request for PACE II review
        - A list of courses for which he or she seeks equivalency
        - Complete justification for the request
    - Copies of all relevant course records, certificates, resumes, and any other required documents

B. SFT shall acknowledge receipt of the application.

6.2.6.3: SFT Review

A. The PACE II committee shall review the applicant's request.
    1. The committee may contact the applicant to address questions.
    2. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
    3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.

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B. SFT shall notify the applicant in writing of the committee's decision.

C. Complete Applications
    1. SFT shall formally document the PACE II course approval in the applicant's record.
    2. SFT shall notify the applicant in writing confirming the applicant's experience as equivalent to having completed the course.

D. Incomplete Applications
    1. If the application is incomplete, SFT shall send the applicant a checklist indicating the missing documents.
    2. Applicants must submit all missing documentation within one year of the date identified on the checklist. A copy of the checklist must accompany the submitted missing documentation.

6.2.6.4: Appeals

A. Applicants denied approval through the PACE II process may appeal the decision using the established SFT Appeals Process.
    1. See **6.2.5: Instructor Registration Appeals Process**.

6.2.7: RESPONSIBILITIES

6.2.7.1: Ethical Conduct

A. A primary instructor must abide by the SFT Instructor Code of Ethics/Conduct.
    1. See **11.7: Instructor Code of Ethics/Conduct**.

6.2.7.2: Course Delivery

A. A primary instructor will administer all CFSTES/FSTEP courses in accordance with SFT procedures.
    1. See **5.1: Course Delivery**.

6.2.7.3: Teaching Time

A. A primary instructor shall teach at least 50% of each course.

6.2.7.4: Supervision

A. The primary instructor manages and oversees an assistant instructor's course participation.
    1. The primary instructor does not have to be present but shall remain accessible when the assistant instructor is teaching.

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B. The primary instructor manages and oversees a skills evaluator's course participation.
    1. The primary instructor does not have to be present but shall remain accessible when the skills evaluator is working.

C. The primary instructor directly supervises a guest lecturer's course participation.
    1. The primary instructor attends and monitors any presentations given by a guest lecturer.

6.2.8: MAINTAINING PRIMARY INSTRUCTOR STATUS

A. In order to maintain his/her registered status, a primary instructor must:
    1. Abide by all published SFT procedures
    2. Submit any change of personal or professional contact information to SFT
    3. Attend any SFT-required update courses

6.2.9: ACCOUNTABILITY AND QUALITY IMPROVEMENT

6.2.9.1: Evaluation

A. Student Evaluations
    1. Students have an opportunity to evaluate every CFSTES and FSTEP course.
        i. Evaluation forms are distributed, completed, and collected in the classroom.
        ii. Students may also submit a completed evaluation directly to SFT.
    2. SFT shall review written student evaluations.
        i. Evaluations are filed and used to identify trends in and continuity of an instructor's courses.
        ii. Problems or negative trends are noted and may generate an instructor investigation or field audit.
        iii. Positive evaluations are noted and may be recognized as SFT deems appropriate.

B. Complaints
    1. Comments and complaints must be submitted in writing. SFT shall not act on verbal comments or complaints.
    2. Written comments and complaints may generate an instructor investigation or field audit.

C. SFT Field Audits
    1. SFT staff may audit CFSTES and FSTEP courses. Field audits increase accessibility between SFT staff, instructors, students, and training coordinators statewide and should not be construed as negative contact.

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2. SFT generally conducts field audits for any of the following reasons:
    i. Random audits for quality control
    ii. Complaint follow-up
    iii. Student evaluation follow-up

6.2.9.2: Corrective Action

A. Corrective action may be necessary to ensure instructor compliance with SFT procedures.

B. SFT recognizes that corrective action can have far-reaching impacts. Therefore, SFT affords instructors undergoing corrective action the rights and privileges normally established through an administrative hearing, including the right to appeal.

C. SFT undertakes three levels of corrective action:
    - Remedial action
    - Suspension
    - Registration revocation

D. Remedial Action
    1. Corrective comment:
        i. SFT shall address the concern through personal contact, either by phone or in person.
    2. Written comment:
        i. SFT shall document the procedure violation or infraction in the instructor's file.
        ii. Multiple written comments may lead to suspension or revocation.

E. Suspension
    1. SFT bases suspension on documented evidence of procedure violation or flagrant misbehavior associated with conducting an SFT course.
    2. The Chief of State Fire Training shall determine whether or not an instructor shall be suspended and what actions he or she must undertake for reinstatement.
    3. SFT may enact immediate instructor suspension if SFT believes an instructor has threatened or violated public safety.
    4. The instructor shall immediately cease all instructional activities.
    5. The instructor has the option to appeal any suspension. (See **6.2.9.3: Appeals Process.**)

F. Revocation of Registration
    1. SFT bases instructor registration revocation on documented evidence of procedure violation or gross negligence associated with conducting an SFT course.
    2. The Chief of State Fire Training shall determine whether or not an instructor's teaching privileges shall be revoked.

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3. SFT may enact immediate registration revocation if SFT believes the instructor has threatened or violated public safety.
    i. Under these circumstances, the instructor shall immediately cease all instructional activities.
4. The instructor has the option to appeal a revocation. (See **6.2.9.3: Appeals Process.**)

6.2.9.3: Appeals Process

A. Assistant State Fire Marshal
    1. The registered instructor shall submit a written appeal to reverse the action to the Assistant State Fire Marshal within 60 days of receiving the notice of suspension or revocation.
        i. The appeal should include all evidence necessary to support reversing the action.
    2. The Assistant State Fire Marshal shall review the evidence and notify the registered instructor in writing of the decision to uphold, modify, or withdraw the action within 45 days.
        i. The letter shall state the effective date of the decision and identify the next level of appeal.

B. Statewide Education and Training Committee (STEAC)
    1. To appeal the Assistant State Fire Marshal's decision, the registered instructor may submit in writing all evidence to support reversing the suspension or revocation action to STEAC within 60 days of receiving the Assistant State Fire Marshal's decision.
        i. This request shall be added to the agenda for the next regularly scheduled STEAC meeting.
        ii. STEAC shall review the evidence and notify the registered instructor in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of its decision.

C. State Fire Marshal
    1. To appeal STEAC's decision, the registered instructor may submit in writing all evidence to support reversing the suspension or revocation action to the State Fire Marshal within 60 days of being notified by STEAC of its decision.
        i. The State Fire Marshal shall review the evidence and notify the registered instructor in writing of the decision to uphold, modify, or withdraw the action within 60 days of the date of appeal.
        ii. The State Fire Marshal's decision is final.

6.2.9.4: Reinstatement

A. SFT may reinstate an instructor as a registered instructor if he or she:
    - Meets all terms of disciplinary action
    - Reapplies for primary instructor registration
    - Meets all current instructor requirements

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6.3: SENIOR INSTRUCTOR

6.3.1: QUALIFICATIONS

A. These qualifications apply to all individuals seeking senior instructor registration with SFT. Additional qualifications and specific requirements to teach specific courses are listed in **6.8: Instructional Disciplines**.

6.3.1.1: Course Work

A. Same as a primary instructor.
   1. See **6.2.1.1: Course Work**.

6.3.1.2: Instructor Requirements

A. Same as a primary instructor.
   1. See **6.2.1.2: Instructor Requirements**.

B. Has completed the task book for the course he or she is applying to teach
   1. The applicant must complete the task book within two years of starting it.
   2. The applicant must submit the task book for instructor registration within one year of completing it.

6.3.1.3: Teaching Experience

A. Is currently registered to teach the course as a primary instructor in good standing

B. Has taught the course as a primary instructor for a specific number of times within a designated period of time.
   1. See discipline-specific instructor requirements in **6.8: Instructional Disciplines**.

6.3.1.4: Rank and Professional Experience

A. Meets the rank and experience requirement for the course he or she is applying to teach (See **6.8: Instructional Disciplines**.)
   1. Performing in an “acting” capacity does not qualify an applicant.

6.3.2: REGISTRATION

A. Senior instructors shall be registered with SFT.

B. SFT shall verify that a senior instructor applicant meets the qualifications.

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6.3.3: APPLICATION PROCESS

A. The applicant shall submit a signed and dated current Instructor Application and his/her completed task book to SFT for review.

B. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.

6.3.4: APPLICATION REVIEW

A. Same as a primary instructor.
    1. See **6.2.4: Application Review**.

6.3.5: APPEALS PROCESS

A. Same as a primary instructor.
    1. See **6.2.5: SFT Appeals Process**.

6.3.6: RESPONSIBILITIES

6.3.6.1: Ethical Conduct

A. A senior instructor shall abide by the SFT Instructor Code of Ethics/Conduct.
    1. See **11.7: Instructor Code of Ethics/Conduct**.

6.3.6.2: Course Delivery

A. A senior instructor shall administer all CFSTES/FSTEP courses in accordance with SFT procedures.
    1. See **5.1: Course Delivery**.

6.3.6.3: Supervision

A. A senior instructor supervises primary instructor(s) for the entire course.

B. A senior instructor evaluates instructor trainees seeking senior instructor status and signs off on trainee task books.

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6.3.6.4: Other

A. In addition to the responsibilities common to all primary instructors, senior instructors are required to:
    1. Develop sites and props (when required)
    2. Conduct site inspections (when requested)
    3. Ensure the safety of all participants and instructors

6.3.7: MAINTAINING SENIOR INSTRUCTOR STATUS

A. Same as a primary instructor.
    1. See **6.2.8: Maintaining Primary Instructor Status**.

6.3.8: ACCOUNTABILITY AND QUALITY IMPROVEMENT

A. Same as a primary instructor.
    1. See **6.2.9: Accountability and Quality Improvement**.

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6.4: ASSISTANT INSTRUCTOR

6.4.1: QUALIFICATIONS

6.4.1.1: Course Work

A. Same as a primary instructor.
    1. See **6.2.1.1: Course Work**.

6.4.1.2: Instructor Requirements

A. Has fulfilled one of the instructor training qualifications.
    1. See **6.2.1.2: Instructor Requirements**.

6.4.1.3: Teaching Experience

A. Same as a primary instructor.
    1. See **6.2.1.3: Teaching Experience**.

6.4.1.4: Rank and Professional Experience

A. Same as a primary instructor.
    1. See **6.2.1.4: Rank and Professional Experience**.

6.4.2: REGISTRATION

A. State Fire Training (SFT) does not register assistant instructors.

B. The primary instructor shall ensure that the individual assisting with a course meets the qualifications.

C. Upon request, the primary instructor shall provide SFT documentation verifying these qualifications:
    - Resume/statement of professional qualifications
    - Course work
    - Instructor requirements
    - Teaching experience
    - Rank and professional experience

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6.4.3: RESPONSIBILITIES

A. Under supervision of the primary instructor, an assistant instructor may:
    1. Teach up to 50% of a course
    2. Administer periodic tests
    3. Administer skills exams

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6.5: SKILLS EVALUATORS

6.5.1: QUALIFICATIONS

6.5.1.1: Course Work

A. None

6.5.1.2: Instructor Requirements

A. Has fulfilled one of the following instructor training qualifications:
   - Attended and passed SFT Training Instructor 1A, 1B, and 1C
   - Attended and passed SFT Fire Instructor 1A and 1B and Training Instructor 1C or Fire Instructor 2A

6.5.1.3: Teaching Experience

A. None

6.5.1.4: Rank and Professional Experience

A. Same as a Primary Instructor.
   1. See **6.2.1.4: Rank and Professional Experience**.

6.5.2: REGISTRATION

A. SFT does not register skills evaluators.

B. The primary instructor shall ensure that the individual evaluating a skill meets the qualifications.

C. Upon request, the primary instructor shall provide SFT documentation verifying these qualifications:
   - Instructor requirements
   - Rank and experience

6.5.3: RESPONSIBILITIES

A. Under supervision of the primary instructor, a skills evaluator may:
   1. Evaluate student skill demonstrations or summative tests

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6.6: GUEST LECTURERS

6.6.1: QUALIFICATIONS

A. Has expertise in the subject on which he or she intends to lecture

6.6.2: REGISTRATION

A. SFT does not register guest lecturers.

B. The primary instructor shall ensure that an individual meets the qualifications.

C. Upon request, the primary instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
   - Resume/statement of professional qualifications
   - Previous teaching experience
   - Letters of recommendation

6.6.3: RESPONSIBILITIES

A. Under supervision of the primary instructor, a guest lecturer may teach only those topics for which he or she is qualified through education and experience.

B. Combined instruction by all guest lecturers can account for no more than 20% of a course.

C. The primary instructor must be present during all guest lectures.

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6.7: FIRE FIGHTER INSTRUCTOR

6.7.1: QUALIFICATIONS

A. These qualifications apply to all individuals seeking to teach in the Fire Fighter I, Fire Fighter II, or Volunteer Fire Fighter programs.

6.7.1.1: Course Work

A. None

6.7.1.2: Instructor Requirements

A. Has fulfilled one of the following instructor training qualifications:
   - Attended and passed SFT Training Instructor 1A and 1B
   - Attended and passed SFT Fire Instructor 1A and 1B
   - Holds a valid lifetime community college teaching credential
   - Completed the 60-hour Techniques of Teaching course from a University of California (UC) or California State University (CSU) institution
   - Completed the National Fire Academy's (NFA) Fire Service Instructional Methodology course
   - Completed four semester units of upper division credit in educational materials, methods, or curriculum development

6.7.1.3: Teaching Experience

A. None

6.7.1.4: Rank and Professional Experience

A. Held the rank of fire fighter performing suppression duties within a Recognized Fire Agency in California for a minimum of three years

6.7.2: REGISTRATION

A. State Fire Training (SFT) does not register fire fighter instructors.

B. Each fire agency's fire chief or academic institution's fire technology director shall ensure that individuals teaching in the fire fighter program meet the instructor qualifications.

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6.7.3: RESPONSIBILITIES

A. A fire fighter instructor:
   1. Teaches the curriculum approved by the Office of the State Fire Marshal (OSFM)
   2. Meets all course objectives
   3. Ensures the safety of all participants and instructors
   4. Completes all administrative requirements in accordance with SFT guidelines
   5. Proctors skills and written exams
   6. Maintains consistent subject matter mastery by remaining current in the field

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6.8: INSTRUCTIONAL DISCIPLINES

6.8.1: COMMAND INSTRUCTOR

6.8.1.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Command 1A: Structure Fire Command Operations for the Company Officer • Command 1C: WUI Command Operations for the Company Officer • Fire Command 1B: Incident Management for Company Officers • Fire Command 2A: Command Tactics at Major Fires • Fire Command 2B: Management of Major Hazmat Incidents • Fire Command 2C: High-Rise Fire Fighting Tactics • Fire Command 2D: Planning for Large Scale Disasters • Fire Command 2E: Wildland Fire Fighting Tactics	None

6.8.1.2: General Qualifications

A. A primary instructor for a CFSTES Command course shall meet the qualifications required of all SFT registered primary instructors.
    1. See **6.2.1: Qualifications**.

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6.8.1.3: Rank and Professional Experience

A. A primary instructor for a CFSTES Command course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Course	Rank and Experience
Command 1A Fire Command 1B	• Held the rank of suppression officer within a Recognized Fire Agency in California for a minimum of three years
Command 1C	• Held the rank of suppression officer within a Recognized Fire Agency in California that routinely responds to wildland or urban interface fires for a minimum of five years • Performed in the ICS position of division/group supervisor on a minimum of two incidents that extended 24 hours beyond the initial burning phase (first 24 hours)
Fire Command 2A Fire Command 2B Fire Command 2C Fire Command 2D Fire Command 2E	• Held the rank of suppression officer or higher within a Recognized Fire Agency in California for a minimum of five years • Course-specific expertise

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6.8.2: CONFINED SPACE RESCUE TECHNICIAN (CSRT) – INSTRUCTOR LEVELS

6.8.2.1: Primary Instructor Trainee

A. Primary instructor trainee is the entry level for becoming a CSRT primary instructor.

B. An individual is considered a primary instructor trainee while he/she completes the CSRT Primary Instructor Trainee Task Book.
   1. Trainees have two years after beginning the task book to complete its requirements.
   2. The applicant must submit the task book for instructor registration within one year of completing it.

C. Under direct supervision of a registered CSRT senior instructor, the primary instructor trainee shall:
   1. Assist in classroom and field exercise setup
   2. Support the logistics of the component(s) he or she is training to teach
   3. Carry out all other related tasks as assigned by the senior instructor

D. SFT does not register CSRT primary instructor trainees.

6.8.2.2: Primary Instructor

A. A CSRT primary instructor is qualified to teach one squad (up to 12 students) in a CSRT course with two or three squads.

B. In addition to the responsibilities required of all SFT primary instructors (See **6.2.1: Qualification**.), CSRT primary instructors, under the supervision of a CSRT senior instructor, are also required to:
   1. Set up the classroom and field exercises
   2. Administer any skills exams
   3. Evaluate student/team performance and sign each student's task book

6.8.2.3: Senior Instructor Trainee

A. Senior instructor trainee is the entry level for becoming a CSRT senior instructor.

B. An individual is considered a senior instructor trainee while he or she completes the CSRT Senior Instructor Trainee Task Book.
   1. Trainees have two years after beginning the task book to complete its requirements.
   2. The applicant must submit the task book for instructor registration within one year of completing it.

6.8.2.4: Senior Instructor

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A. A CSRT senior instructor is required for any delivery of a CSRT course.

B. For courses with only one or two squads, the CSRT senior instructor may also function as the primary instructor for a squad.

C. In addition to the responsibilities required of all SFT senior instructors (See **6.3.1: Qualifications**.), CSRT senior instructors are also required to comply with **5.1.11: Record Keeping**.

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6.8.3: CONFINED SPACE RESCUE TECHNICIAN – PRIMARY INSTRUCTOR

6.8.3.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• None	• Confined Space Rescue Technician

6.8.3.2: General Qualifications

A. A CSRT primary instructor shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.3.3: Course Work

A. A CSRT primary instructor trainee or primary instructor must have attended and passed:
   - SFT Confined Space Rescue Technician
   - SFT Rescue Systems 1

6.8.3.4: Instructor Requirements

A. See **6.2.1.2: Instructor Requirements**.

6.8.3.5: Teaching Experience

A. None

6.8.3.6: Task Book

A. A CSRT primary instructor trainee has two years after starting his/her CSRT Primary Instructor Trainee Task Book to complete the task book requirements.

B. A CSRT primary instructor trainee must satisfy all instructor requirements and become a registered CSRT primary instructor within one year of completing his/her task book.

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6.8.3.7: Rank and Professional Experience

A. A CSRT primary instructor trainee or primary instructor shall meet the rank and professional experience qualifications listed below.
    1. Performing in an "acting" capacity does not qualify.

FSTEP Courses	Rank and Experience
Confined Space Rescue Technician	• Have a minimum of three years' experience within a Recognized Fire Agency in California in the field of rescue (e.g., being a member of an identifiable rescue team)

6.8.3.8: Application – Primary Instructor Trainee

A. The applicant shall submit the following items to the CSRT senior instructor who will oversee the evaluation:
    - A current resume listing education, position or rank, and experience
    - A copy of a course completion certificate from SFT for Confined Space Rescue Technician and Rescue Systems 1
    - A copy of SFT Training Instructor 1A, 1B, and 1C certificates or verification of the qualifying equivalents
    - A verification letter signed by the fire chief or his/her authorized designee, describing the applicant's specific background as it relates to his/her rank and experience.
        - See **4.1.1: Letters of Verification**.
    - Primary CSRT Instructor Task book

6.8.3.9: Application – Primary Instructor

A. See **6.2.3: Application Process**.

6.8.3.10: Maintenance

A. A CSRT primary instructor shall teach at least two SFT Confined Space Rescue Technician courses every four years.

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6.8.4: CONFINED SPACE RESCUE TECHNICIAN – SENIOR INSTRUCTOR

6.8.4.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• None	• Confined Space Rescue Technician

6.8.4.2: General Qualifications

A. A CSRT senior instructor shall meet the qualifications required of all SFT registered senior instructors.
   1. See **6.3.1: Qualifications**.

6.8.4.3: Course Work

A. Same as CSRT primary instructor.
   1. **6.8.3.3: Course Work**.

6.8.4.4: Instructor Requirements

A. A CSRT senior instructor trainee shall be currently registered as a CSRT primary instructor in good standing.

6.8.4.5: Teaching Experience

A. Will have taught at least two SFT Confined Space Rescue Technician courses within the past four years.

6.8.4.6: Task Book

A. A CSRT senior instructor trainee has two years after starting his/her CSRT Senior Instructor Trainee Task Book to complete the task book requirements.

B. A CSRT senior instructor trainee must satisfy all instructor requirements and become a registered CSRT senior instructor within one year of completing the task book.

6.8.4.7: Rank and Professional Experience

A. Same as CSRT primary instructor.
   1. See **6.8.3.7: Rank and Professional Experience**.

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6.8.4.8: Application – Senior Instructor Trainee

1. The applicant shall submit the following items to the CSRT senior instructor who will oversee the evaluation:
    a. A current resume listing education, position/rank, and experience
    b. Verification of primary instructor status
    c. Senior CSRT Instructor Task book

6.8.4.9: Application – Senior Instructor

A. See **6.3.3 Application Process**.

6.8.4.10: Maintenance

A. A CSRT senior instructor shall teach at least two SFT Confined Space Rescue Technician courses every four years.

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6.8.5: DRIVER/OPERATOR INSTRUCTOR

6.8.5.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations • Fire Apparatus Driver/Operator 1B: Pump Operations	• Basic Emergency Vehicle Operations • Basic Pump Operations • Driver/Operator: Aerial/Tiller Truck Operations

6.8.5.2: General Qualifications

A. A primary instructor for a CFSTES or FSTEP Driver/Operator course shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.5.3: Course Work

A. Attending and passing the corresponding CFSTES Driver/Operator course meets the FSTEP course requirement.

6.8.5.4: Teaching Experience

A. In order to teach Driver/Operator: Aerial/Tiller Truck Operations, an instructor must be a registered Driver/Operator 1A and 1B instructor and have taught a minimum of two CFSTES Driver/Operator courses within the last three years.

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6.8.5.5: Rank and Professional Experience

A. A primary instructor for a CFSTES or FSTEP Driver/Operator course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
• Fire Apparatus Driver/Operator 1A	• Held the rank of engineer for a minimum of three years within a Recognized Fire Agency in California • For those departments that do not use the engineer rank, applicants who have operated fire apparatus as their primary responsibility for a minimum of three years within a Recognized Fire Agency in California qualify.
• Fire Apparatus Driver/Operator 1B	

FSTEP Courses	Rank and Experience
• Basic Emergency Vehicle Operations	• Have a minimum of two years' suppression/rescue experience within a Recognized Fire Agency in California
• Basic Pump Operations	
• Driver/Operator: Aerial/Tiller Truck Operations	Both required: • Have a minimum of three years' experience operating an aerial/tiller truck • Be a qualified trainer for aerial/tiller truck operations with this agency

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6.8.6: FIRE CONTROL – PRIMARY INSTRUCTOR

6.8.6.1: Eligible Courses

CFSTES Courses	FSTEP Courses
None	• Fire Control 1: Basic Fire Chemistry • Fire Control 2: Basic Operations – Structural • Fire Control 3A: Structural Fire Fighting in Acquired Structures • Fire Control 3B: Structural Fire Fighting in Live-Fire Simulators • Fire Control 4: Oil and Gas Fire Fighting • Fire Control 4A/B: Flammable Gases and Liquids Fire Fighting • Fire Control 5: Aircraft Rescue and Fire Fighting • Fire Control 6: Wildland Fire Fighting Essentials • Fire Control 7: Wildland Fire Fighting

6.8.6.2: General Qualifications

A. A primary instructor for a FSTEP Fire Control course shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.6.3: Rank and Professional Experience

A. A primary instructor for a FSTEP Fire Control course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an “acting” capacity does not qualify.

FSTEP Course	Rank and Experience
• Fire Control 1	• Held the rank of fire fighter within a Recognized Fire Agency in California performing suppression/rescue duties for a minimum of two years
• Fire Control 2	
• Fire Control 3A	
• Fire Control 3B	
• Fire Control 4	
• Fire Control 4A/B	
• Fire Control 5	
• Fire Control 6	
• Fire Control 7	

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6.8.6.4: Task Book

A. Primary instructors for Fire Control 3A and/or 3B must successfully complete the corresponding instructor trainee task book.

B. A Fire Control 3A and/or 3B primary instructor trainee has two years after starting his/her Fire Control 3A and/or 3B Trainee Task Book to complete the task book requirements.

C. A Fire Control 3A and/or 3B primary instructor trainee must satisfy all instructor requirements and become a Fire Control 3A and/or 3B instructor within one year of completing the task book.

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6.8.7: FIRE CONTROL – SENIOR INSTRUCTOR

6.8.7.1: Eligible Courses

CFSTES Courses	FSTEP Courses
None	• Fire Control 3A: Structural Fire Fighting in Acquired Structures • Fire Control 3B: Structural Fire Fighting in Life-Fire Simulators • Fire Control 4: Oil and Gas Fire Fighting • Fire Control 4A/B: Flammable Gases and Liquids Fire Fighting • Fire Control 5: Aircraft Rescue and Fire Fighting • Fire Control 7: Wildland Fire Fighting

6.8.7.2: General Qualifications

A. A senior instructor for a FSTEP Fire Control course shall meet the qualifications required of all SFT registered senior instructors.
   1. See **6.2.1: Qualifications**.

6.8.7.3: Teaching Experience

A. A senior instructor for Fire Control 4, 4A/B, 5, and 7 shall have taught a minimum of two Fire Control courses as the primary instructor within the last three years.

6.8.7.4: Rank and Experience

A. Same as the primary instructor.
   1. See **6.8.6.4: Rank and Experience**.

6.8.7.5: Task Book

A. A senior instructor for Fire Control 3A and/or 3B must successfully complete the corresponding instructor trainee task book.

B. A Fire Control 3A and/or 3B senior instructor trainee has two years after starting his/her Fire Control 3A and/or 3B Trainee Task Book to complete the task book requirements.

C. A Fire Control 3A and/or 3B senior instructor trainee must satisfy all instructor requirements and become a Fire Control 3A and/or 3B instructor within one year of completing the task book.

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6.8.8: FIRE FIGHTING AND RESCUE INSTRUCTOR

6.8.8.1: Eligible Courses

CFSTES Courses	FSTEP Courses
None	• Auto Extrication • Command and Control of the RIC Deployment • Confined Space Rescue Awareness • Emergency Response to Alternative Fuels • Fire Fighter Survival • Fireline Safety for the Hired Vendor • Large Animal Rescue Operational • Low Angle Rope Rescue Operational (LARRO) • Personal Watercraft Operations • Rapid Intervention Crew Operations • Rescue Boat Operations • River and Flood Water Rescue • Tire Fire Prevention and Suppression • Trench Rescue

6.8.8.2: General Qualifications

A. A primary instructor for a FSTEP Fire Fighting and Rescue course shall meet the following the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.8.3: Course Work

A. Attending and passing SFT's Confined Space Rescue Technician meets the requirement for attending and passing Confined Space Rescue Awareness.

B. Low Angle Rope Rescue Operational instructors must have attended and passed ICS-200: Basic ICS.

6.8.8.4: Teaching Experience

A. In order to teach Command and Control of the RIC Deployment, the instructor must have assisted a registered instructor in teaching the course at least once.
   1. The instructor applicant shall submit to SFT a letter from a registered instructor verifying this requirement.

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6.8.8.5: Rank and Professional Experience

A. A primary instructor for a FSTEP Fire Fighting and Rescue course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

FSTEP Course	Rank and Experience
• Auto Extrication • Confined Space Rescue Awareness • Emergency Response to Alternative Fuels • Fire Fighter Survival • Fireline Safety for the Hired Vendor • Large Animal Rescue Operational • Low Angle Rope Rescue Operational • Personal Watercraft Operations • Rescue Boat Operations • River and Flood Water Rescue • Tire Fire Prevention and Suppression • Trench Rescue	• Held the rank of fire fighter performing suppression/rescue duties within a Recognized Fire Agency in California for a minimum of two years
• Command and Control of RIC Deployment	One of the following: • Held the rank of suppression officer within a Recognized Fire Agency in California for a minimum of three years • Worked as a volunteer suppression officer or paid call officer within a Recognized Fire Agency in California for a minimum of five years
• Rapid Intervention Crew Operations	• Five years suppression/rescue experience, of which two years must be while holding the rank of fire fighter performing suppression/rescue duties within a Recognized Fire Agency in California

6.8.8.6: Task Book

A. Fire Fighter Survival
   1. An instructor applicant for Fire Fighter Survival shall complete the appropriate instructor trainee task book.
   2. A registered Fire Fighter Survival primary instructor must sign off on the applicant's task book within two years of its initiation.

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B. Low Angle Rope Rescue Operational
   1. An instructor applicant for Low Angle Rope Rescue Operational (LARRO) shall complete the appropriate instructor trainee task book.
   2. A registered LARRO primary instructor must sign off on the applicant's task book within two years of its initiation.

C. Rapid Intervention Crew Operations
   1. An instructor applicant for Rapid Intervention Crew Operations shall complete the appropriate instructor trainee task book.
   2. A registered Rapid Intervention Crew Operations primary instructor must sign off on the applicant's task book within two years of its initiation.

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6.8.9: HAZARDOUS MATERIALS INSTRUCTOR (HAZMAT)

6.8.9.1: Eligible Courses

CFSTES Courses	FSTEP Courses
None	• Hazardous Materials First Responder Awareness Level • Hazardous Materials First Responder Operational Level • Hazardous Materials First Responder Operational, Decontamination

6.8.9.2: General Qualifications

A. A Primary Instructor for a FSTEP Hazmat First Responder course shall meet the qualifications required of all SFT registered Primary Instructors.
   1. See **6.2.1: Qualifications**.

6.8.9.3: Course Work

A. SFT accepts Hazmat first responder certificates from SFT or California Specialized Training Institute (CSTI).

6.8.9.4: Rank and Experience

A. A Primary Instructor for a Hazmat First Responder course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

FSTEP Course	Rank and Experience
• Hazardous Materials First Responder Awareness Level	• Held the rank of fire fighter within a Recognized Fire Agency in California performing suppression/rescue duties for a minimum of two years
• Hazardous Materials First Responder Operational Level	
• Hazardous Materials First Responder Operational, Decontamination	

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6.8.10: INCIDENT COMMAND SYSTEM (ICS) INSTRUCTOR

6.8.10.1: Eligible Courses

CFSTES Courses	
None	
FSTEP Courses	
• Advanced All-Hazards Incident Management (AAIM) • AR-330: Task Force/Strike Team Leader All Risk • AR-339: Division/Group Supervisor All Risk • AR-430: Operations Section Chief All Risk • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • S-130: Fire Fighter Training • S-131: Fire Fighter Type 1 Training • S-190: Introduction to Wildland Fire Behavior • S-200: Initial Attack Incident Commander Type 4 • S-203: Introduction to Incident Information • S-212: Wildland Fire Chain Saws • S-215: Fire Operations in the Wildland/Urban Interface • S-230: Crew Boss - Single Resource • S-231: Engine Boss - Single Resource • S-234: Ignition Operations • S-244: Field Observer • S-245: Display Processor • S-270: Basic Air Operations • S-290: Intermediate Wildland Fire Behavior • S-300: Extended Attack Incident Commander	• S-330: Task Force/Strike Team Leader • S-336: Tactical Decision Making in Wildland Fire • S-339: Division/Group Supervisor • S-346: Situation Unit Leader • S-349: Resources Unit Leader/Demobilization Unit Leader • S-355: Ground Support Unit Leader • S-356: Supply Unit Leader • S-358: Communications Unit Leader • S-359: Medical Unit Leader • S-360: Finance/Administration Unit Leader • S-390: Introduction to Wildland Fire Behavior Calculations • S-400: Incident Commander • S-403: Information Officer • S-404: Safety Officer • S-420: Command and General Staff • S-430: Operations Section Chief • S-440: Planning Section Chief • S-445: Incident Training Specialist • S-450: Logistics Section Chief • S-460: Finance/Administration Section Chief • S-490: Advanced Wildland Fire Behavior Calculations • S-491: Intermediate National Fire Danger Rating System • Terrorism Liaison Officer - Basic

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6.8.10.2: General Qualifications

A. A primary instructor for a FSTEP Incident Command System course shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.10.3: Course Work

A. A primary instructor for AAIM shall successfully complete AAIM or one of the following requirements:
   1. A Complex Incident Management course (CIMC)
   2. Advanced Incident Management (ICS-520)
   3. Performed as a Command and General Staff (ICS-420) instructor/coach
      i. Must be validated with a fire chief validation letter (See **4.1.1: Letters of Verification**.) and/or a copy of an instructor participation certificate
   4. Performed as an instructor for FEMA O-305 All-Hazards Incident Management Training
      i. Must be validated with a fire chief validation letter (See **4.1.1: Letters of Verification**.) and/or a copy of an instructor participation certificate

B. SFT accepts ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIRESCOPE, NFA, NWCG, and SFT.

6.8.10.4: Instructor Requirements

A. A primary instructor for Terrorism Liaison Officer – Basic shall present a letter from his/her Regional Threat Assessment Center documenting approval to teach this course.

6.8.10.5: Rank and Experience

A. A primary instructor for an ICS Instructor Course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

FSTEP Course	Rank and Experience
• Advanced All-Hazards Incident Management (AAIM)	• A qualified Command or General staff position during Type 1 complex incidents while assigned on an incident management team (IMT)
• 100-level and 200-level courses	• Performed at the first-line supervisor level on an incident
• 300-level courses	• Performed at the Unit Leader level on an incident
• 400-level courses	• Performed at the Section Chief level on an incident
• Terrorism Liaison Officer – Basic	• Fire service experience as a Terrorism Liaison Officer

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6.8.11: INSTRUCTOR SERIES INSTRUCTOR

6.8.11.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Training Instructor 1A: Cognitive Lesson Delivery • Training Instructor 1B: Psychomotor Lesson Delivery • Training Instructor 1C: Instructional Development Techniques • Fire Instructor 2A: Techniques of Evaluation • Fire Instructor 2B: Group Dynamics/Problem Solving • Fire Instructor 2C: Employing Audiovisual Aids • Fire Instructor 3: Master Instructor	• Ethical Leadership in the Classroom • Instructional Techniques for Company Officers

6.8.11.2: General Qualifications

A. A primary instructor for a CFSTES or FSTEP Fire Instructor course shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.11.3: Instructor Requirements

A. A primary instructor for a CFSTES Fire Instructor course must have attended and passed Training Instructor 1A, 1B, and 1C and Fire Instructor 2A, 2B, 2C, and 3.
   1. The applicant must complete all CFSTES courses in order to teach any of the CFSTES courses.

B. A primary instructor for Ethical Leadership in the Classroom must have attended and passed Training Instructor 1A, 1B, and 1C and Fire Instructor 2A, 2B, and 2C.

6.8.11.4: Teaching Experience

A. A primary instructor for the CFSTES Instructor Series courses shall have taught a minimum of 160 hours within a fire service related program.

B. A primary instructor for a FSTEP course shall have taught a minimum of 80 hours within a fire service related program.

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6.8.11.5: Rank and Professional Experience

A. A primary instructor for a CFSTES or FSTEP Instructor course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
• Training Instructor 1A	• Held the position of designated agency training instructor within a California fire department for a minimum of three years
• Training Instructor 1B	
• Training Instructor 1C	
• Fire Instructor 2A	Both required: • Held the position of designated agency training instructor within a California fire department for a minimum of three years • Has specific course-related expertise
• Fire Instructor 2B	
• Fire Instructor 2C	

FSTEP Courses	Rank and Experience

• Ethical Leadership in the Classroom	All required:
	• Have a minimum of five years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter
	• Held the rank of chief officer for a minimum of two years
	  ○ Two letters of recommendation from current Ethical Leadership in the Classroom primary instructors waives this requirement.
	• Have a minimum of five years' experience as an SFT registered instructor in good standing
	• Taught a minimum of three CFSTES courses within the last five years
	  ○ Rescue Systems 1 and 2 do not meet this requirement

• Instructional Techniques for Company Officers	• Held the rank of fire fighter performing suppression/rescue duties within a Recognized Fire Agency in California for a minimum of two years

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6.8.12: INVESTIGATION INSTRUCTOR

6.8.12.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire Investigation 1A: Fire Origin and Cause Determination • Fire Investigation 1B: Techniques of Fire Investigation • Fire Investigation 2A: Criminal and Legal Procedures • Fire Investigation 2B: Field Case Studies	• Fire/Arson Detection

6.8.12.2: General Qualifications

A. A primary instructor for a CFSTES or FSTEP Fire Investigation course shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.12.3: Rank and Professional Experience

A. A primary instructor for a CFSTES or FSTEP Fire Investigation course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
• Fire Investigation 1A • Fire Investigation 1B	• Had the responsibility for origin and cause determination within a Recognized Fire Agency in California for a minimum of three years
• Fire Investigation 2A • Fire Investigation 2B	• Held the position of fire investigator within a Recognized Fire Agency in California for a minimum of three years

FSTEP Courses	Rank and Experience
Fire/Arson Detection	• Held the rank of fire fighter performing suppression/rescue duties within a Recognized Fire Agency in California for a minimum of two years

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6.8.13: MANAGEMENT INSTRUCTOR

6.8.13.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire Management 1: Management/Supervision for Company Officers • Fire Management 2A: Organizational Development and Human Relations • Fire Management 2B: Fire Service Financial Management • Fire Management 2C: Personnel and Labor Relations • Fire Management 2D: Master Planning • Fire Management 2E: Ethics and the Challenge of Leadership	• Fire Service Supervision: Increasing Personal Effectiveness • Fire Service Supervision: Increasing Team Effectiveness • Volunteer Fire Service Management

6.8.13.2: General Qualifications

A. A primary instructor for a CFSTES Fire Management course shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.13.3: Rank and Professional Experience

A. A primary instructor for a CFSTES or FSTEP Fire Management course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
• Fire Management 1	• Held the rank of company officer within a Recognized Fire Agency in California for a minimum of three years
• Fire Management 2A • Fire Management 2B • Fire Management 2C • Fire Management 2D • Fire Management 2E	Both required: • Held the rank of company officer or higher within a Recognized Fire Agency in California for a minimum of five years • Has specific course-related expertise

FSTEP Courses	Rank and Experience
• Fire Service Supervision • Fire Service Supervision • Volunteer Fire Service Management	• Held the rank of company officer within a Recognized Fire Agency in California for a minimum of two years

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6.8.14: PREVENTION INSTRUCTOR

6.8.14.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire Prevention 1: Fire and Life Safety Inspections for the Company Officer • Fire Prevention 1C: Flammable Liquids and Gases • Fire Prevention 2A: Protection Systems and Building Components • Fire Prevention 2B: Interpreting the UBC and CBC • Fire Prevention 2C: Special Hazard Occupancies • Fire Prevention 3A: Hydraulic Sprinkler Calculations • Fire Prevention 3B: Plan Checking • Fire Inspector 1A: Duties and Administration • Fire Inspector 1B: Fire and Life Safety • Fire Inspector 1C: Field Inspection • Fire Inspector 1D: Field Inspection – California Specific • Fire Inspector 2A: Fire Prevention Administration • Fire Inspector 2B: Fire and Life Safety Requirements • Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment • Fire Inspector 2D: Hazardous Materials, Operations, and Processes	None

6.8.14.2: General Qualifications

A. A primary instructor for a CFSTES Fire Prevention course shall meet the qualifications required for all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

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6.8.14.3: Rank and Professional Experience

A. A primary instructor for a CFSTES Prevention course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience

• Fire Prevention 1	One of the following:
	• Held the position of company officer within a Recognized Fire Agency in California for a minimum of three years
	  ○ The department must have an active Company Inspection program
	  ○ The applicant must have performed company-level fire and life safety inspection for a minimum of three years
	• Held the position of Fire Inspector/Prevention Officer within a Recognized Fire Agency in California for a minimum of three years
	  ○ With coordination responsibilities of an active company inspection program within the agency

• Fire Prevention 1C	• Held the position of prevention officer within a Recognized Fire Agency in California for a minimum of three years
• Fire Prevention 2A • Fire Prevention 2B • Fire Prevention 2C • Fire Prevention 3A • Fire Prevention 3B	Both required: • Held the position of prevention officer within a Recognized Fire Agency in California for a minimum of three years • Specific course-related expertise
• Fire Inspector 1A • Fire Inspector 1B • Fire Inspector 1C • Fire Inspector 1D	• Held the position of fire inspector/prevention officer within a Recognized Fire Agency in California for a minimum of three years
• Fire Inspector 2A • Fire Inspector 2B • Fire Inspector 2C • Fire Inspector 2D	Both required: • Held the position of fire inspector/prevention officer within a Recognized Fire Agency in California for a minimum of three years • Specific course-related expertise

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6.8.15: PUBLIC EDUCATION INSTRUCTOR

6.8.15.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Public Education 1: Systematic Planning and Communication Skills	None

6.8.15.2: General Qualifications

A. A primary instructor for a CFSTES Public Education course shall meet the qualifications required of all SFT registered primary instructors.
   1. See **6.2.1: Qualifications**.

6.8.15.3: Rank and Professional Experience

A. A primary instructor for a CFSTES Public Education course shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
• Public Education 1	• Held the position of public education officer within a Recognized Fire Agency in California for a minimum of three years

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6.8.16: RESCUE SYSTEMS (I, II, and III) – INSTRUCTOR LEVELS

6.8.16.1: Rescue Systems Primary Instructor Trainee

A. Primary Instructor trainee is the entry level for becoming a Rescue Systems primary instructor.

B. An individual is considered a primary instructor trainee while he or she completes a Rescue Systems Instructor Trainee Task Book.
   1. Trainees have two years after beginning the task book to complete its requirements.
   2. The applicant must submit the task book for instructor registration within one year of completing it.

C. Under direct supervision of a registered Rescue Systems primary or senior instructor, the primary instructor trainee shall:
   1. Support the logistics of the module(s) he or she is training to teach
   3. Instruct the entire module(s) he or she is training to teach

D. SFT does not register Rescue Systems primary instructor trainees.

6.8.16.2: Primary Instructor

A. A Rescue Systems primary instructor is registered to teach one or more modules in a Rescue Systems course.

B. During a 1-Module or 2-Module course delivery, a primary instructor is responsible for:
   1. Initiating a course from start to finish
   2. Coordinating and monitoring all safety aspects of the course
   3. Maintaining records
   4. Supervising and evaluating any instructor trainees
   5. Forwarding fees and appropriate course documents to SFT

6.8.16.3: Senior Instructor Trainee

A. A Senior instructor trainee is the entry level for becoming a Rescue Systems senior instructor.

B. An individual is considered a senior instructor trainee while he or she completes a Rescue Systems Senior Instructor Trainee Task Book.
   1. Trainees have two years after beginning the task book to complete its requirements.
   2. The applicant must submit the task book for instructor registration within one year of completing it.

6.8.16.4: Senior Instructor

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A. A Rescue Systems senior instructor is registered to teach all of the modules in a Rescue Systems course.

B. During a 3-Module or 4-Module delivery, a senior instructor is a required position and is responsible for:
   1. Initiating a 3-Module or 4-Module course from start to finish
   2. Coordinating and monitoring all safety aspects of the course
   3. Maintaining records
   4. Supervising and evaluating the primary instructor(s) and any instructor trainees
   5. Forwarding fees and appropriate class documents to SFT

C. A senior instructor may conduct site inspections and make recommendations for approval to SFT.

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6.8.17: RESCUE SYSTEMS (I, II, and III) – PRIMARY INSTRUCTOR

6.8.17.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Rescue Systems I: Basic Rescue Skills • Rescue Systems II: Advanced Rescue Skills	• Rescue Systems III: Structural Collapse Technician

6.8.17.2: General Qualifications

A. A Rescue Systems primary instructor shall meet the qualifications required of all SFT registered primary instructors.
   a. See **6.2.1: Qualifications**.

6.8.17.3: Course Work

A. A Rescue Systems I primary instructor trainee or primary instructor must have attended and passed:
   - ICS-200: Basic ICS
   - Rescue Systems I (2010)

B. A Rescue Systems II primary instructor trainee or primary instructor must have attended and passed:
   - ICS-200: Basic ICS
   - Rescue Systems I
   - Rescue Systems II (2010)

C. A Rescue Systems III primary instructor trainee or primary instructor must have attended and passed one of the following options:
   - Option A
     - ICS-200: Basic ICS
     - Rescue Systems I
     - Rescue Systems II
     - Rescue Systems III
   - Option B
     - FEMA's Structural Collapse Technician course
     - ICS-200: Basic ICS

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6.8.17.4: Instructor Requirements

A. See **6.2.1.2: Instructor Requirements**.

6.8.17.5: Teaching Experience

A. None

6.8.17.6: Task Book

A. A Rescue Systems primary instructor trainee has two years after starting his/her Rescue Systems Primary Instructor Trainee Task Book to complete its requirements.

B. A Rescue Systems primary instructor trainee must satisfy all instructor requirements and become a registered Rescue Systems primary instructor within one year of completing his/her task book.

6.8.17.7: Rank and Professional Experience

A. A Rescue Systems primary instructor trainee or primary instructor shall meet the rank and professional experience qualifications listed below.
   1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
• Rescue Systems I • Rescue Systems II	• Held the rank of fire fighter performing rescue duties within a Recognized Fire Agency in California for a minimum of three years

FSTEP Courses	Rank and Experience
• Rescue Systems III	• Held the rank of fire fighter performing rescue duties within a Recognized Fire Agency in California for a minimum of three years

6.8.17.8: Application – Primary Instructor Trainee

A. The applicant shall submit the following items to the Rescue Systems primary or senior instructor who will oversee his/her evaluation:
   - A current resume listing education, position or rank, and experience
   - A copy of a course completion certificates
   - A copy of SFT Training Instructor 1A, 1B, and 1C certificates or verification of the qualifying equivalents

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- A verification letter signed by the fire chief or his/her authorized designee, describing the applicant's specific background as it relates to his/her rank and experience (See **4.1.1: Letters of Verification**.)

6.8.17.9: Application – Primary Instructor

A. See **6.2.3: Application Process**.

6.8.17.10: Maintenance

A. A Rescue Systems primary instructor shall teach at least two SFT Rescue Systems courses every four years.

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6.8.18: RESCUE SYSTEMS (I, II, and III) – SENIOR INSTRUCTOR

6.8.18.1: Eligible Courses

CFSTES Courses	FSTEP Courses
• Rescue Systems I: Basic Rescue Skills • Rescue Systems II: Advanced Rescue Skills	• Rescue Systems III: Structural Collapse Technician

6.8.18.2: General Qualifications

A. A Rescue Systems senior instructor trainee or senior instructor shall meet the qualifications required of all SFT registered senior instructors.
   1. See **6.3.1: Qualifications**.

6.8.18.3: Course Work

A. Same as Rescue Systems primary instructor.
   1. See **6.8.17.3: Course Work**.

6.8.18.4: Instructor Requirements

A. Same as Rescue Systems primary instructor.
   1. See **6.8.17.4: Instructor Requirements**.

B. A Rescue Systems III senior instructor applicant shall submit a letter from at least one Rescue Systems III senior instructor verifying competency in requesting, administering, and providing logistical support in at least one Rescue Systems III course.

6.8.18.5: Teaching Experience

A. A Rescue Systems I senior instructor trainee or senior instructor shall have taught one module as a Rescue Systems I primary instructor in at least three 3-Module or 4-Module courses within the last three years.

B. A Rescue Systems II senior instructor trainee or senior instructor shall have taught one module as a Rescue Systems II primary instructor in at least three 3-Module or 4-Module courses within the last three years.

C. A Rescue Systems III senior instructor trainee or senior instructor shall have taught one module as a Rescue Systems III primary instructor in at least three courses within the last three years.

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6.8.18.6: Task Book

A. A Rescue Systems senior instructor trainee has two years after starting his/her Rescue Systems Senior Instructor Trainee Task Book to complete its requirements.

B. A Rescue Systems senior instructor trainee must satisfy all instructor requirements and become a registered Rescue Systems Senior Instructor within one year of completing his/her task book.

6.8.18.7: Rank and Professional Experience

A. Same as Rescue Systems Primary Instructor.
    1. See **6.8.17.7: Rank and Professional Experience**.

6.8.18.8: Application – Senior Instructor Trainee

A. The applicant shall submit the following items to the Rescue Systems senior instructor who will oversee his/her evaluation:
    - A current resume listing education, position or rank, and experience
    - Verification of primary instructor status

6.8.18.9: Application – Senior Instructor

A. See **6.3.3: Application Process**.

6.8.18.10: Maintenance

A. A Rescue Systems senior instructor shall teach at least two SFT Rescue Systems courses every four years.

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7: California Fire Service Training and Education System (CFSTES)

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7.1: CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM (CFSTES)

7.1.1: OVERVIEW

A. OSFM is responsible for the California Fire Service Training and Education System (CFSTES).

B. CFSTES coordinates the various elements that contribute to the development, delivery, and administration of standardized in-service and specialty training for the California fire service.

C. Through the years, CFSTES has become synonymous with certification. SFT uses the term "certification" to describe the process of meeting approved professional standards.

D. The objective of CFSTES is to provide a single statewide focus for fire service training in California. General functions of the system include:
   1. Implementing OSFM standards and requirements
   2. Overseeing curriculum development
   3. Approving courses that lead to job function certification
   4. Approving standardized training programs for local and regional delivery
   5. Administering the job function certification system
   6. Publishing certification training standards, course plans, certification task books, and related support materials
   7. Maintaining relationships with individuals, groups, organizations, and agencies involved in training

E. The Chief of State Fire Training and SFT staff manage CFSTES, collaborating with advisory committees and volunteer task forces of working professionals in the field (referred to as cadres) to develop and update certification training standards, course plans, certification task books, and other documents that support the system.

F. STEAC reviews all substantive changes and additions to CFSTES standards, rules, procedures, curriculum development documents, and job function certifications before their presentation to SBFS and OSFM for approval and adoption.

G. CFSTES is a self-funded program supported by participant registration and certification fees.

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7.1.2: PURPOSE AND GOALS

A. The purpose and goals of CFSTES are to:
   1. Set minimum performance standards for job function certifications issued by SFT
   2. Identify the tasks a candidate must perform to obtain a specific job function certification
   3. Establish a standard curriculum for California fire service training programs
   4. Provide the means for maintaining a record of training accomplishments
   5. Correlate OSFM certification standards with national certification standards
   6. Provide the opportunity for fire service personnel to achieve appropriate levels of certification

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7.2: CERTIFICATION

7.2.1: CERTIFICATION REQUIREMENTS

A. SFT requires a candidate to fulfill up to six requirements to obtain a job function certification.
    1. Prerequisites: any requirements to complete before job function certification, not before participation in an individual course.
        i. Examples: another SFT certification, an associate's or bachelor's degree, a specific license or qualification
    2. Education: any course requirements (SFT or otherwise) required for job function certification
        i. Excludes prerequisites to required courses
    3. Certification exam: a single culminating exam administered by SFT to document a candidate's cognitive knowledge
    4. Certification task book: a document issued by SFT and administered by the candidate's fire agency to document a candidate's skills
        i. A candidate must complete the prerequisite, education, and certification exam requirements before applying for a certification task book
    5. Experience: a candidate's hands-on practice in a specific job function for a designated period of time
    6. Rank or Position: a candidate's official position within his/her fire agency
        i. Performing in an "acting" capacity does not meet this requirement for job function certification

7.2.2: CERTIFICATION PROCESS

A. To pursue certification for a job function that does not yet require a certification task book, a candidate must:
    1. Complete all prerequisite requirements
    2. Complete all educational requirements
        i. Including a minimum 80% score on all summative tests
    3. Complete all experience requirements
    4. Complete all rank or position requirements
    5. Apply for certification
        i. See **7.2.3: Application Process – Without a Certification Task Book**.

B. To pursue certification for a job function that requires a certification task book, a candidate must:
    1. Complete all prerequisite requirements
    2. Complete all educational requirements
        i. Including a minimum 80% score on all summative tests
    3. Pass the certification exam (when applicable)

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4. Apply for a certification task book
    i. See **7.2.4: Application Process – With a Certification Task Book**.
5. Complete all Certification Task Book requirements
    i. Experience
    ii. Rank or position
    iii. Job performance requirements
6. Submit complete certification task book to SFT

7.2.3: APPLICATION PROCESS – WITHOUT A CERTIFICATION TASK BOOK

7.2.3.1: Candidate Application

A. Download (from the SFT website) and print:
- The SFT Fee Schedule
- The checklist for the job function certification requirements being pursued

B. Using the job function certification checklist, compile and attach all supporting and verification documentation. See **Table 7.2.3.2: Supporting Documentation**.

Table 7.2.3.2: Supporting Documentation

Requirement	Supporting Documentation
Prerequisites	Copies of certificates, letters, or licenses verifying completion of any prerequisite requirements
Education	Copies of course completion certificates from SFT or an SFT-approved provider for each educational requirement
Experience	A verification letter signed by the current fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)
Rank or Position	A verification letter signed by the current fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the rank or position requirement (See **4.1.1: Letters of Verification**.)

C. A complete application package includes:
- The SFT Fee Schedule
- A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
- The job function certification checklist
- All supporting and verification documentation

D. Submit the complete application package to:

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State Fire Training
Attn: Cashier
P.O. Box 997446
Sacramento, CA 95899-7446

7.2.3.3: State Fire Training Review

A. SFT shall review each application package and determine if it is complete or incomplete.

B. Complete
   1. If the application package is complete and approved, SFT shall issue a certificate and mail it to the address on the candidate's application.

C. Incomplete
   1. If the application package is incomplete, SFT shall identify the missing or incomplete item(s) on the checklist and send the checklist back to the candidate.
   2. The candidate shall complete the missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.
   3. When SFT receives all missing or incomplete item(s), SFT shall issue a certificate and mails it to the address on the candidate's application.
   4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.
      i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.

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7.2.4: APPLICATION PROCESS – WITH A CERTIFICATION TASK BOOK

7.2.4.1: Candidate Application

A. Download (from the SFT website) and print:
   - The SFT Fee Schedule
   - The Certification Task Book Application for the job function certification being pursued

B. Complete the certification task book application and attach all supporting and verification documentation.

C. A complete certification task book application package includes:
   - The SFT Fee Schedule
   - A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
   - The certification task book application
   - All supporting and verification documentation

D. Submit the complete certification task book application package to:

   State Fire Training
   Attn: Cashier
   PO Box 997446
   Sacramento, CA 95899-7446

7.2.4.2: State Fire Training Review

A. SFT shall review each certification task book application package.

B. Complete
   1. If the certification task book application package is complete and approved, SFT shall issue a certification task book and mails it to the address on the candidate's application or emails it.

C. Incomplete
   1. If the certification task book application package is incomplete, SFT shall identify any missing or incomplete item(s) on a checklist and notifies the candidate in writing via mail or email.
   2. The candidate shall complete any missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.
   3. When SFT receives all missing or incomplete item(s), SFT shall issue a certification task book and mails it to the address on the candidate's application or emails it.

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4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.
    i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.

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7.3: DRIVER/OPERATOR

7.3.1: FIRE APPARATUS DRIVER/OPERATOR I

7.3.1.1: Overview

A. Fire Apparatus Driver/Operator I includes instruction on emergency vehicle operations and pump operations. The emergency vehicle operations training provides fire service personnel with information on driver responsibilities, vehicle laws, defensive driving techniques, basic inspections, and maintenance procedures. The pump operations training includes information and theory on pump operations, methods for performing basic field hydraulics, and routine maintenance.

7.3.1.2: History

A. Established
   - September 1, 1984

B. Revised
   - September 1, 1993
     - Experience requirement added

C. Retired
   - Not applicable

7.3.1.3: Prerequisites

A. OSFM certified Fire Fighter I or Volunteer Fire Fighter
   1. Appointment to the rank of officer (lieutenant or higher) waives this prerequisite.
      i. Appointment to the CAL FIRE rank of fire apparatus engineer is equivalent to officer level.
      ii. Performing in an acting capacity does not fulfill this requirement.

7.3.1.4: Education

A. Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations
B. Fire Apparatus Driver/Operator 1B: Pump Operations

7.3.1.5: Certification Exam

A. Not applicable

7.3.1.6: Certification Task Book

A. Not applicable

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7.3.1.7: Experience

A. Fire Service (one of the following three options)
   1. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California as a fire apparatus driver/operator
   2. Have a minimum of two years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire apparatus driver/operator
   3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a Recognized Fire Agency in California as a fire apparatus driver/operator.
      i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.3.1.8: Rank or Position

A. Not applicable

7.3.1.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
   1. Prerequisites
      i. A copy of a SFT Fire Fighter I or Volunteer Fire Fighter certificate
      ii. If waiving this requirement, a verification letter signed by the fire chief or his/her authorized designee, confirming officer rank (See **4.1.1: Letters of Verification**.)
   2. Education
      i. Copies of course completion certificates from SFT for each educational requirement
   3. Experience
      i. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.3.1.10: Maintenance

A. No requirements

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7.4: FIRE CHIEF

7.4.1: FIRE CHIEF

7.4.1.1: Overview

A. Fire Chief Certification utilizes a performance assessment process built on the candidate's education and experiential exposure. State Fire Training (SFT) awards Fire Chief Certification only after determining the existence of specific competencies in management, leadership, and technical knowledge.

B. A Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

7.4.1.2: History

A. Established
   - 1998 SBFS adopted the Fire Chief Career Development Guide

B. Revised
   - July 1, 2006
     - If the successful candidate holds a chief officer rank, he or she will receive a Fire Chief designation only. After serving as a fire chief for one year, the candidate will receive a Fire Chief certification.

C. Retired
   - Not Applicable

7.4.1.3: Qualifications

A. SFT shall consider the following criteria when evaluating candidates for Fire Chief certification:
   - Chief officer experience
   - Education
   - Professional organization affiliations
   - Professional development
   - Community
   - Competency in the following categories:
     - Governance and administration
     - Assessment and planning
     - Goals and objectives
     - Financial resources
     - Programs

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- Physical resources
- Human resources
- Training and competency
- Essential resources
- External system relations

B. SFT shall only grant Fire Chief certification to successful candidates who have been appointed to the rank for fire chief in a legally organized California fire service agency and served in that role for one year.
   1. Performing in an "acting" capacity does not qualify.
   2. If the successful candidate holds a chief officer rank, the candidate will only receive a Fire Chief designation. After service as a fire chief for one year, the candidate may notify SFT and receive a Fire Chief certification for no additional fee.

7.4.2: FIRE CHIEF APPLICATION – PACE IV PROCESS

7.4.2.1: Enrollment

A. The applicant shall submit a SFT Fee Schedule with the required nonrefundable application fee to SFT.

B. SFT shall record receipt and acknowledgement of the candidate's enrollment fee in the Peer Assessment for Fire Chief (PACE IV) log and open a file for the candidate.

C. SFT shall appoint an advocate to the candidate from the list of SFT-certified fire chiefs.

D. SFT shall send the advocate a candidate assignment letter and an Advocate Evaluation Sign-Off Sheet.

E. SFT shall send an application and a copy of the Fire Chief Career Development Guide to the candidate, informing the candidate of his/her assigned advocate.

7.4.2.2: Application

A. The candidate shall submit a completed Application for Fire Chief Certification to his/her advocate.

B. The candidate shall submit a SFT Fee Schedule and a nonrefundable interview fee to SFT.

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C. The candidate and the advocate shall review the completed Application for Fire Chief Certification for completeness and point value by completing the PACE IV Evaluation Sign-Off Sheet.
    1. A candidate must obtain a minimum of 1,000 points prior to notifying SFT of readiness.

D. The advocate shall notify the PACE IV coordinator in writing that that the candidate is prepared for the review process.

E. The PACE IV coordinator shall schedule a PACE IV committee meeting and notify the candidate and the advocate.

F. The candidate shall submit up to three copies of his/her application and portfolio to the PACE IV coordinator at least two weeks prior to the PACE IV committee review.

G. The candidate's portfolio shall include:
    - A detailed professional experience analysis (positions held in the fire service, personal achievements, performance reviews, certificates, resume, correspondence, etc.)
    - A detailed career education analysis (course work taken through educational institutions and other outside training organizations) as it relates to the Fire Chief job function certification
    - Five letters of reference:
        - Two from fire chiefs, written on agency letterhead
        - Three from non–fire service personnel, written on agency-specific letterhead (city council member, mayor, city manager, etc.)

H. The PACE IV coordinator shall compile review packets for the committee.

7.4.2.3: PACE IV Review

A. The advocate shall accompany the candidate to the PACE IV review, introduce the candidate to the committee, and remain in the room during the interview.

B. The candidate shall give a verbal presentation outlining his/her qualifications and responds to any questions from the committee.

C. After the interview, the advocate and the PACE IV committee shall review their findings using the Fire Chief Certification Evaluation Form and make a final determination.
    1. If the successful candidate holds a chief officer rank, the candidate will only receive a Fire Chief designation. After service as a fire chief for one year, the candidate may notify SFT and receive a Fire Chief certification for no additional fee.
    2. If the successful candidate holds a fire chief rank, he or she will receive Fire Chief certification.

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7.4.2.4: Maintenance

A. SFT-certified fire chiefs agree to serve as advocates for a minimum of two Fire Chief Certification Committee candidate reviews.

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7.5: HAZARDOUS MATERIALS

7.5.1: HAZARDOUS MATERIALS TECHNICIAN

7.5.1.1: Overview

A. Hazardous Materials Technician certification identifies the tasks performed by those individuals involved in the planning, response, and handling of hazardous materials incidents. The scope of knowledge is designed to prepare personnel to perform a more aggressive role than the operational level first responder in that the Hazardous Materials Technician is trained to stop the release of a hazardous material.

7.5.1.2: History

A. Established
   - September 1, 1986
B. Revised
   - Not applicable
C. Retired
   - Not applicable

7.5.1.3: Prerequisites

A. None

7.5.1.4: Education

A. Hazardous Materials 1A: Basic Chemistry of Hazardous Materials
B. Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals
C. Hazardous Materials 1C: Incident Considerations
D. Hazardous Materials 1D: Tactical Field Operations

7.5.1.5: Certification Exam

A. Not applicable

7.5.1.6: Certification Task Book

A. Not applicable

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7.5.1.7: Experience

A. Fire Service (both of the following)
   1. Have a minimum of two years' full-time paid or four years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
   2. Have a minimum of one year's experience in a fire agency responding to hazardous materials incidents and performing control, containment, and confinement operations that are within the capabilities of the resources available to the agency

7.5.1.8: Rank or Position

A. Not applicable

7.5.1.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
   1. Copies of SFT or California Specialized Training Institute (CSTI) score letters or completion certificates for each educational requirement
   2. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See 4.1.1: Letters of Verification.)

7.5.1.10: Maintenance

A. Not applicable

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7.5.2: HAZARDOUS MATERIALS SPECIALIST

7.5.2.1: Overview

A. Hazardous Materials Specialist certification identifies the tasks performed by those involved with and who give support to Hazardous Materials Technicians. The scope of knowledge is designed to provide a more specific knowledge of the various hazards and prepare personnel to serve as liaisons to federal, state, and local agencies.

7.5.2.2: History

A. Established
    - January 1, 1993
B. Revised
    - January 1, 1995
        - Hazardous Materials 1E removed as an educational requirement
C. Retired
    - Not applicable

7.5.2.3: Prerequisites

A. None

7.5.2.4: Education

A. Hazardous Materials 1A: Basic Chemistry of Hazardous Materials
B. Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals
C. Hazardous Materials 1C: Incident Considerations
D. Hazardous Materials 1D: Tactical Field Operations
E. Hazardous Materials 1F: Specialized Mitigation Techniques
F. Hazardous Materials 1G: Advanced Field Operations
G. Hazardous Materials Technicians certified after December 31, 1992, are not required to repeat Hazardous Materials 1A through 1D in order to become certified as a Hazardous Materials Specialist. Only Hazardous Materials 1F and 1G are required.

7.5.2.5: Certification Exam

A. Not applicable

7.5.2.6: Certification Task Book

A. Not applicable

7.5.2.7: Experience

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A. Fire Service (both of the following)
    1. Have a minimum of two years' full-time paid or four years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    2. Have a minimum of one year's experience in a Recognized Fire Agency in California responding to hazardous materials incidents and performing advanced control, containment, and confinement operations that are within the capabilities of the resources available to the agency

7.5.2.8: Rank or Position

A. Not applicable

7.5.2.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation for OSFM certified Hazardous Materials Technicians
    1. Copies of SFT or CSTI score letters for each educational requirement OR a copy of OSFM Hazardous Materials Technical Certificate AND copies of SFT or CSTI score letters or completion certificates for Hazardous Materials 1F and 1G
    2. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.5.2.10: Maintenance

A. Not applicable

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7.6: INSTRUCTOR

7.6.1: TRAINING INSTRUCTOR (formerly FIRE INSTRUCTOR I)

7.6.1.1: Overview

A. Training Instructor certification includes instruction on managing basic resources, records, and reports essential to instructional processes; instructional development, including review and adaptation of prepared instructional materials; course delivery techniques; and student evaluation and testing.

7.6.1.2: History

A. Established
   - January 1, 1980

B. Revised
   - September 1, 1984
     - Prerequisite changed to Fire Fighter II
   - January 1, 1988
     - Teaching experience requirement added
   - 2009
     - Fire Instructor I certification title changed to Training Instructor I
     - Fire Instructor 1A and 1B replaced by Training Instructor 1A, 1B, and 1C
     - Capstone testing requirement added
   - 2012
     - Capstone testing requirement removed
     - Task book requirement added
     - Fire Fighter II prerequisite removed

C. Retired
   - Not applicable

7.6.1.3: Prerequisites

A. Not applicable

7.6.1.4: Education

A. Training Instructor 1A: Cognitive Lesson Delivery
B. Training Instructor 1B: Psychomotor Lesson Delivery
C. Training Instructor 1C: Instructional Development Techniques

7.6.1.5: Certification Exam

A. Not applicable

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7.6.1.6: Certification Task Book

A. Certified Training Instructor Task Book

7.6.1.7: Experience

A. Fire Service (one of the following three options)
    1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    2. Have a minimum of four years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    3. Have a combination of full-time paid and volunteer or part-time paid experience equal to two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
        i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months part-time paid or volunteer = one month full-time paid)

B. Teaching
    1. Have a minimum of 80 hours' teaching experience within a fire service related program
        i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
        ii. Document all teaching experience in the Certified Training Instructor Task Book.

7.6.1.8: Rank or Position

A. Not Applicable

7.6.1.9: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT for each educational requirement
    2. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.6.1.10: Maintenance

A. Not applicable

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7.6.2: FIRE INSTRUCTOR II

7.6.2.1: Overview

A. Fire Instructor II certification covers those subject areas and skills necessary for an in-depth understanding of testing and measurements, group dynamics and leadership, and the utilization of audiovisual aids.

7.6.2.2: History

A. Established
   - September 1, 1984

B. Revised
   - January 1, 1988
     - Teaching experience requirement added

C. Retired
   - Not applicable

7.6.2.3: Prerequisites

A. OSFM certified Fire Instructor I or Training Instructor I

7.6.2.4: Education

A. Fire Instructor 2A: Techniques of Evaluation
B. Fire Instructor 2B: Group Discussion Techniques
C. Fire Instructor 2C: Employing Audiovisual Aids

7.6.2.5: Certification Exam

A. Not applicable

7.6.2.6: Certification Task Book

A. Not applicable

7.6.2.7: Experience

A. Fire Service (one of the following three options)
   1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
   2. Have a minimum of four years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties

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3. Have a combination of full-time paid and volunteer or part-time paid experience equal to two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months part-time paid or volunteer = one month full-time paid)

B. Agency Instructor (one of the following three options)
1. Have a minimum of one year's full-time paid experience functioning in the position of a designated agency training instructor
2. Have a minimum of two years' volunteer or part-time paid experience functioning in the position of a designated agency training instructor
3. Have a combination of full-time paid and volunteer or part-time paid experience equal to one year's full-time paid experience functioning in the position of a designated agency training instructor
    i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months part-time paid or volunteer = one month full-time paid)

C. Teaching
1. Have a minimum of 160 hours teaching experience within a fire service related program

7.6.2.8: Rank or Position

A. Not applicable

7.6.2.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
1. A copy of OSFM Fire Instructor I or Training Instructor I certificate
2. Copies of course completion certificates from SFT for each educational requirement
3. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirements (See **4.1.1: Letters of Verification**.)

7.6.2.10: Maintenance

A. Not applicable

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7.6.3: FIRE INSTRUCTOR III

7.6.3.1: Overview

A. Fire Instructor III certification covers those subject areas and skills necessary for an in-depth understanding of instructional techniques and program management.

7.6.3.2: History

A. Established
   - September 1, 1987

B. Revised
   - January 1, 1988
     - Teaching experience requirement added
   - September 1, 1993
     - Experience requirement changed from designated agency training instructor to designated agency training officer
   - 2009
     - Fire Management 2E course content and title changed

C. Retired
   - Not applicable

7.6.3.3: Prerequisites

A. OSFM certified Fire Instructor II

7.6.3.4: Education

A. Fire Instructor 3: Master Instructor
B. Fire Management 2E: Contemporary Issues and Concepts OR Fire Management 2E: Ethics and the Challenge of Leadership (2009)

7.6.3.5: Certification Exam

A. Not applicable

7.6.3.6: Certification Task Book

A. Not applicable

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7.6.3.7: Experience

A. Fire Service (one of the following three options)
   1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
   2. Have a minimum of four years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
   3. Have a combination of full-time paid and volunteer or part-time paid experience equal to two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
      i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months part-time paid or volunteer = one month full-time paid)

B. Agency Training Officer (one of the following three options)
   1. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California functioning in the position of a training officer in charge of one or more of an agency's training programs
   2. Have a minimum of two years' volunteer or part-time paid experience in a Recognized Fire Agency in California functioning in the position of a training officer in charge of one or more of an agency's training programs
   3. Have a combination of full-time paid and volunteer or part-time paid experience equal to one year's full-time paid experience in a Recognized Fire Agency in California functioning in the position of a designated agency training officer in charge of one or more of an agency's training programs
      i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months part-time paid or volunteer = one month full-time paid)

   In all cases, this experience must involve:
   - Planning and developing in-service courses of instruction
   - Analyzing results of written and performance examinations
   - Constructing written and performance examinations
   - Researching new information, procedures, and techniques for developing instruction
   - Developing reports
   - Maintaining records
   - Coordinating and supervising the training program(s) assigned
   - Hiring and supervising instructors
   - Developing and managing training program budget(s)

C. Teaching
   1. Have a minimum of 240 hours' teaching experience within a fire service related program

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7.6.3.8: Rank or Position

A. Not applicable

7.6.3.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
   1. A copy of OSFM Fire Instructor II certificate
   2. Copies of course completion certificates from SFT for each educational requirement
   3. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirements (See **4.1.1: Letters of Verification**.)

7.6.3.10: Maintenance

A. Not applicable

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7.7: INVESTIGATION

7.7.1: FIRE INVESTIGATOR I

7.7.1.1: Overview

A. Fire Investigator I covers those subject areas and skills necessary to conduct fire origin and cause investigations.

7.7.1.2: History

A. Established
   - January 1, 1981

B. Revised
   - September 1, 1984
     - Prerequisite changed to Fire Fighter II
   - January 1, 1988
     - Alternate experience requirement of having responsibility for origin and cause determination on 100 fires added
   - September 1, 1993
     - Number of years required for a full-time fire investigator reduced
     - Inflexibility of matching a prerequisite with a specific experience deleted
   - July 1, 2006
     - PC 832 course must be completed within three years of application or the candidate must be a currently employed peace officer in California

7.7.1.3: Prerequisites (one of the following two options)

A. OSFM certified Fire Fighter II
   1. Appointed to the rank of officer (lieutenant or higher) waives this prerequisite. Appointment to the CAL FIRE rank of fire apparatus engineer is equivalent to officer level.
      i. Performing in an acting capacity does not qualify for this waiver.

B. Completion of the five core courses (three units each) from the Uniform Fire Technology/Science curricula:
   - Fire Protection Organization
   - Fire Prevention Technology
   - Fire Protection Equipment and Systems
   - Building Construction for Fire Protection
   - Fire Behavior and Combustion

   1. These courses must be completed from an accredited California community college.
   2. SFT CFSTES classes are not considered core curricula and do not qualify.

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7.7.1.4: Education

A. Fire Investigation 1A: Fire Origin and Cause Determination
B. Fire Investigation 1B: Techniques of Fire Investigation
C. PC 832 Arrest (40-hour course)
    1. SFT shall accept the Arrest-only module or the combined Arrest and Firearms course, but not the Firearms-only module.
    2. This course must be completed within the three years prior to application or the candidate must be employed as a peace officer in California at the time of application.

7.7.1.5: Certification Exam

A. Not applicable

7.7.1.6: Certification Task Book

A. Not applicable

7.7.1.7: Experience

A. Fire Service or Law Enforcement (one of the following three options)
    1. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California as a fire fighter with responsibility for origin and cause determination while on duty
    2. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California or law enforcement agency as a fire investigator for origin and cause determination
    3. Have had responsibility in a Recognized Fire Agency in California or law enforcement agency for origin and cause determination on 100 fires

7.7.1.8: Rank or Position

A. Not applicable

7.7.1.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT for each educational requirement
    2. A copy of PC 832 Arrest certificate or verification of employment as a California peace officer

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3. A copy of OSFM Fire Fighter II certificate or official college transcripts showing completion of the five core fire technology courses
    i. If waiving the Fire Fighter II requirement, submit a verification letter signed by the fire chief or his/her authorized designee, verifying the candidate's officer rank (See **4.1.1: Letters of Verification**.)
4. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirements (See **4.1.1: Letters of Verification**.)

7.7.1.10: Maintenance

A. Not applicable

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7.7.2: FIRE INVESTIGATOR II

7.7.2.1: Overview

A. Fire Investigator II covers the full range of duties and skills necessary to conduct fire origin and cause investigations, including origin and cause determination, complete investigations, suspect arrests, case preparation, and courtroom presentation.

7.7.2.2: History

A. Established
   - September 1, 1986

B. Revised
   - January 1, 1988
     - Alternate experience requirement of having overall responsibility for the investigation of 150 fires added

C. Retired
   - Not applicable

7.7.2.3: Prerequisites

A. OSFM certified Fire Investigator I

7.7.2.4: Education

A. Fire Investigation 2A: Criminal and Legal Procedures
B. Fire Investigation 2B: Field Case Studies

7.7.2.5: Certification Exam

A. Not applicable

7.7.2.6: Certification Task Book

A. Not applicable

7.7.2.7: Experience

A. Fire Service or Law Enforcement (one of the following two options)
   1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California or law enforcement agency as a fire investigator with overall responsibility for fire investigations in the jurisdiction

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2. Have had overall responsibility in a Recognized Fire Agency in California or law enforcement agency for the investigation of 150 fires

This experience must involve the full range of investigative duties, including origin and cause determination, evidence collection and preservation, interviewing and interrogations, securing search warrants, arrest of suspects, case preparation, and courtroom presentation.

B. Expert Witness
   1. Have qualified as an expert witness in a fire origin and cause determination in a California criminal court proceeding
      i. SFT does not accept expert witness coursework as equivalent to actual courtroom experience.

7.7.2.8: Rank or Position

A. Not applicable

7.7.2.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
   1. Copies of course completion certificates from SFT for each educational requirement
   2. A copy of OSFM Fire Investigator I certificate
   3. A verification letter signed by the fire chief, police chief, sheriff, or one of their authorized designees, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)
      i. This letter must include the date the candidate qualified as an expert witness, the court designator, and the case name and number.

7.7.2.10: Maintenance

A. Not applicable

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7.8: MECHANIC

7.8.1: FIRE MECHANIC I

7.8.1.1: Overview

A. Fire Mechanic I certification identifies the skills and knowledge necessary for the fire apparatus mechanic. This certification recognizes the level of expertise needed to properly maintain fire apparatus.

7.8.1.2: History

A. Established
    - September 1, 1984
B. Revised
    - January 1, 2001
        - National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
        - ASE test on Drive Train (T3) deleted
        - ASE test on Engine Performance (A8) deleted
        - Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
        - Recertification requirement added
            - Fire Mechanic I certificates expired within one year are eligible for recertification
    - January 1, 2003
        - Experience acquired through private industry qualifies
C. Retired
    - Not applicable

7.8.1.3: Prerequisites

A. Not applicable

7.8.1.4: Education

A. Fire Mechanic 1: Fire Pumps and Accessories
B. National Institute for Auto Service Excellence (ASE):
    - Gasoline Engines (T1)
    - Brakes (T4)
    - Electrical/Electronic Systems (T6)
    - Preventative Maintenance Inspections (T8)

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7.8.1.5: Certification Exam

A. Not applicable

7.8.1.6: Certification Task Book

A. Not applicable

7.8.1.7: Experience

A. Fire Service (one of the following two options)
    1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California, public agency, or private industry as an automotive or truck mechanic
        i. One year must be related to fire apparatus maintenance
    2. Have a minimum of three years' full-time paid experience in a Recognized Fire Agency in California, public agency, or private industry as a mechanic (no fire apparatus required)

7.8.1.8: Rank or Position

A. Not applicable

7.8.1.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT for each educational requirement
    2. Copies of ASE test completion certificates
        i. ASE certificates must be current at the time of application.
    3. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)
        i. If the candidate's experience was obtained through a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this letter.

7.8.1.10: Maintenance

A. Fire Mechanic I certification is valid for five years from the date of issuance.

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7.8.1.11: Recertification

A. Fire Mechanic I recertification is designed for an individual currently certified as a Fire Mechanic I or whose certification has expired within the last year.

B. The candidate shall successfully complete the following four tests from the National Institute for Auto Service Excellence (ASE):
   - Gasoline Engines (T1)
   - Brakes (T4)
   - Electrical/Electronic Systems (T6)
   - Preventative Maintenance Inspections (T8)

C. The candidate shall successfully complete a minimum of 36 hours of California Fire Mechanics Academy approved continuing education.

D. See **7.2.3: Application Process – Without a Certification Task Book**

E. Supporting documentation:
   1. Copies of completion certificates for ASE tests
      a. ASE certificates must be current at time of application.
   2. A copy of a completion certificate for Academy continuing education
   3. A copy of an OSFM Fire Mechanic I certificate

F. SFT shall review applications as they are received.
   1. See **7.2.3.3: State Fire Training Review**.

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7.8.2: FIRE MECHANIC II

7.8.2.1: Overview

A. Fire Mechanic II certification identifies the advanced skills and knowledge necessary for the contemporary fire apparatus mechanic. This certification addresses the level of expertise needed to properly maintain the new and complex fire apparatus in service today.

7.8.2.2: History

A. Established
    - September 1, 1994

B. Revised
    - January 1, 2001
        - Fire Mechanic 2C: Aerial Apparatus changed to Fire Mechanic 3B and moved to Fire Mechanic III certification
        - National Institute for Auto Service Excellence (ASE) test on Gasoline Engines (T1) deleted
        - ASE test on Brakes (T2) deleted
        - ASE test on Electrical/Electronic Systems (T6) deleted
        - ASE test on Engine Performance (A8) deleted
        - Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
        - Recertification requirement added
            - Fire Mechanic II certificates expired within one year are eligible for recertification.
    - January 1, 2003
        - Experience acquired through private industry qualifies

C. Retired
    - Not applicable

7.8.2.3: Prerequisites

A. OSFM certified Fire Mechanic I

7.8.2.4: Education

A. Fire Mechanic 2A: Fire Apparatus Electrical Systems
B. Fire Mechanic 2B: Allison Transmissions
C. National Institute for Auto Service Excellence (ASE):
    - Diesel Engines (T2)
    - Drive Train (T3)
    - Suspension and Steering (T5)

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7.8.2.5: Certification Exam

A. Not applicable

7.8.2.6: Certification Task Book

A. Not applicable

7.8.2.7: Experience

A. Fire Service
    1. Have a minimum of four years' full-time paid experience in a Recognized Fire Agency in California, public agency, or private industry as an automotive or truck mechanic
        i. Three years must be related to fire apparatus maintenance.

7.8.2.8: Rank or Position

A. Not applicable

7.8.2.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT for each educational requirement
    2. Copies of ASE completion certificates
        i. ASE certificates must be current at the time of application.
    3. A copy of a current OSFM Fire Mechanic I certificate
    4. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)
        i. If the candidate's experience was obtained through a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this letter.

7.8.2.10: Maintenance

A. Fire Mechanic II certification is valid for five years from the date of issuance.

7.8.2.11: Recertification

A. Fire Mechanic II recertification is designed for an individual currently certified as a Fire Mechanic II or whose certification has expired within the last year.

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B. The candidate shall successfully complete the following three tests from the National Institute for Auto Service Excellence (ASE):
   - Diesel Engines (T2)
   - Drive Train (T3)
   - Suspension and Steering (T5)

C. The candidate shall successfully complete a minimum of 36 hours of California Fire Mechanics Academy approved continuing education.

D. See **7.2.3: Application Process – Without a Certification Task Book**

E. Supporting documentation:
   1. Copies of completion certificates for ASE tests
      a. ASE certificates must be current at time of application.
   2. A copy of a completion certificate for Academy continuing education
   3. A copy of an OSFM Fire Mechanic II certificate

F. SFT shall review applications as they are received.
   1. See **7.2.3.3: State Fire Training Review**.

DRAFT

7.8.3: FIRE MECHANIC III / MASTER MECHANIC

7.8.3.1: Overview

A. Fire Mechanic III/Master Mechanic identifies the advanced skills and knowledge necessary for specialized emergency vehicle fleet repair and program management. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today.

7.8.3.2: History

A. Established
   - January 1, 2001
B. Revised
   - January 1, 2003
     - Experience acquired through private industry qualifies
C. Retired
   - Not applicable

7.8.3.3: Prerequisites

A. OSFM certified Fire Mechanic II

7.8.3.4: Education

A. Fire Management 1: Management/Supervision for the Company Officer
B. Fire Mechanic 3A: Ambulance Service and Maintenance
C. Fire Mechanic 3B: Aerial Apparatus (formerly Fire Mechanic 2C)
D. National Institute for Auto Service Excellence (ASE):
   - Gasoline Engines (T1) or Diesel Engines (T2)
   - Drive Train (T3)
   - Brakes (T4)
   - Suspension and Steering (T5)
   - Electrical/Electronic Systems (T6)
   - Preventative Maintenance Inspection (T8)

7.8.3.5: Certification Exam

A. Not applicable

7.8.3.6: Certification Task Book

A. Not applicable

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7.8.3.7: Experience

A. Fire Service
   1. Have a minimum of four years' full-time paid experience in a Recognized Fire Agency in California, public agency, or private industry as an automotive or truck mechanic
      i. Three years must be related to fire apparatus maintenance.

7.8.3.8: Rank or Position

A. Not applicable

7.8.3.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
   1. Copies of course completion certificates from SFT for each educational requirement
   2. Copies of ASE completion certificates
      i. The ASE certificates must be current at the time of application.
   3. A copy of a current OSFM Fire Mechanic II certificate
   4. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)
      i. If the candidate's experience was obtained through a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this letter.

7.8.3.10: Maintenance

A. Fire Mechanic III/Master Mechanic certification is valid for five years from the date of issuance.

7.8.3.11: Recertification

A. Fire Mechanic III recertification is designed for an individual currently certified as a Fire Mechanic III or whose certification has expired within the last year.

B. The candidate shall successfully complete the following six tests from the National Institute for Auto Service Excellence (ASE):
   - Gasoline Engines (T1) or Diesel Engines (T2)
   - Drive Train (T3)
   - Brakes (T4)

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- Suspension and Steering (T5)
- Electrical/Electronic Systems (T6)
- Preventative Maintenance Inspection (T8)

C. The candidate shall successfully complete a minimum of 36 hours of California Fire Mechanics Academy approved continuing education.

D. See **7.2.3: Application Process – Without a Certification Task Book**

E. Supporting documentation:
   1. Copies of completion certificates for ASE tests
      a. ASE certificates must be current at time of application.
   2. A copy of a completion certificate for Academy continuing education
   3. A copy of an OSFM Fire Mechanic III certificate

F. SFT shall review applications as they are received.
   1. See **7.2.3.3: State Fire Training Review**.

DRAFT

7.9: OFFICER

7.9.1: FIRE OFFICER

7.9.1.1: Overview

A. Fire Officer covers the full range of duties and skills necessary to lead an engine or truck company and run a station including human resource management, community and government relations, administrative activities, inspection procedures, investigation procedures, emergency services delivery, health and safety regulations, and instructional preparation and delivery.

7.9.1.2: History

A. Established
   - September 1, 1981

B. Revised
   - September 1, 1984
     - Prerequisite changed to Fire Fighter II
   - July 1, 1998
     - ICS-300: Intermediate ICS added as an educational requirement
   - November 1, 2004
     - New Fire Command 1C: Incident Management for Company Officers added as an educational requirement
   - 2009:
     - Fire Instructor 1A replaced by Training Instructor 1B
     - Fire Instructor 1B replaced by Training Instructor 1A
   - January 1, 2013
     - Fire Command 1A (1995) replaced by Command 1A (2012)
     - Fire Command 1C (2004) replaced by Command 1C (2012)
     - Fire Prevention 1A (2009) and Fire Prevention 1B (2009) replaced by Fire Prevention 1 (2012)
   - June 30, 2014
     - Fire Prevention 1A (2009) retired
     - Fire Prevention 1B (2009) retired
     - Fire Command 1A (1995) retired
     - Fire Command 1C (2004) retired

C. Retired
   - Not applicable

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7.9.1.3: Prerequisites

A. OSFM certified Fire Fighter II
    1. Appointed to the rank of officer (lieutenant or higher) waives this prerequisite. Appointment to the CAL FIRE rank of fire apparatus engineer is equivalent to officer level.
        i. Performing in an acting capacity does not qualify for this waiver.

7.9.1.4: Education

A. Fire Command 1A: Command Principles for Company Officers OR Command 1A: Structure Fire Command Operations for the Company Officer (2012)
B. Fire Command 1B: Incident Management for Company Officers
C. Fire Command 1C: I-Zone Fire Fighting for Company Officers OR Command 1C: WUI Command Operations for the Company Officer (2012)
D. Fire Instructor 1A: Instructional Techniques, Part 1, OR Training Instructor 1B: Psychomotor Lesson Delivery (2010)
E. Fire Instructor 1B: Instructional Techniques, Part 2, OR Training Instructor 1A: Cognitive Lesson Delivery (2010)
F. Fire Investigation 1A: Fire Origin and Cause Determination
G. Fire Management 1: Management/Supervision for the Company Officer
H. Fire Prevention 1A (2009): Introduction to the California Fire Code AND
Fire Prevention 1B (2009): Inspection of Fire Protection Systems and Special Hazards OR
Fire Prevention 1: Fire and Life Safety Inspections for the Company Officer (2012)
I. ICS-300: Intermediate ICS
    1. SFT shall accept ICS certificates from CalEMA/Cal OES, CDF/CAL FIRE, FEMA, FIRESCOPE, NFA, NWCG, and SFT.

7.9.1.5: Certification Exam

A. Not applicable

7.9.1.6: Certification Task Book

A. Not applicable

7.9.1.7: Experience

A. Fire Service (one of the following three options)
    1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    2. Have a minimum of four years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties

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3. Have a combination of full-time paid and volunteer or part-time paid experience equal to two years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months part-time paid or volunteer = one month full-time paid)

7.9.1.8: Rank or Position

A. Not applicable

7.9.1.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT or an SFT-approved provider for each educational requirement
    2. A copy of OSFM Fire Fighter II certificate
        i. If waiving this requirement, submit a verification letter signed by the fire chief, or his/her authorized designee, verifying the candidate's officer rank. See **4.1.1: Letters of Verification**.
    3. A verification letter signed by the fire chief, or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.9.1.10: Maintenance

A. Not applicable

DRAFT

7.9.2: CHIEF OFFICER

7.9.2.1: Overview

A. Chief Officer covers the full range of duties and skills necessary to lead fire companies in an assigned battalion or shift or assist in the management of a major bureau or division (such as a training division or fire prevention bureau) within the fire agency. Skills include human resource management, community and government relations, administrative activities, fire prevention activities, emergency services delivery, and health and safety regulations.

7.9.2.2: History

A. Established
   - September 1, 1983

B. Revised
   - September 1, 1984
     - Fire Command 2B, Fire Management 2B, and Fire Management 2C added as educational requirements
   - July 1, 1990
     - Fire Instructor 2B added as an educational requirement
     - Fire Management 2C deleted as an educational requirement
   - January 1, 1996
     - New Fire Management 2C: Personnel and Labor Relations added as an educational requirement
     - Fire Instructor 2B deleted as an educational requirement
   - July 1, 1998
     - ICS-400: Advanced ICS added as an educational requirement
   - July 1, 2006
     - Years of officer experience increased from one year to two years
   - 2009
     - Fire Management 2E course content and title changed

C. Retired
   - Not applicable

7.9.2.3: Prerequisites

A. OSFM certified Fire Officer
   1. Appointed to the rank of Chief Officer waives this prerequisite.
      i. Performing in an acting capacity does not qualify for this waiver.

B. Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution

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7.9.2.4: Education

A. Fire Command 2A: Command Tactics at Major Fires
B. Fire Command 2B: Management of Major Hazardous Materials Incidents
C. Fire Command 2C: High Rise Fire Tactics
D. Fire Command 2D: Planning for Large Scale Disasters
E. Fire Command 2E: Wildland Fire Tactics
F. Fire Management 2A: Organizational Development and Human Relations
G. Fire Management 2B: Fire Service Financial Management
H. Fire Management 2C: Personnel and Labor Relations
I. Fire Management 2D: Master Planning
J. Fire Management 2E: Contemporary Issues and Concepts **or**
   Fire Management 2E: Ethics and the Challenge of Leadership (2009)
K. ICS-400: Advanced ICS
   1. SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIRESCOPE, NFA, NWCG, and SFT.

7.9.2.5: Certification Exam

A. Not applicable

7.9.2.6: Certification Task Book

A. Not applicable

7.9.2.7: Experience

A. Fire Service
   1. Have a minimum of five years' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
      i. At least two years of experience must be at the officer level (lieutenant or higher). Appointment to the CAL FIRE rank of fire apparatus engineer is equivalent to officer level.
         a) Performing in an acting capacity does not fulfill this requirement.

7.9.2.8: Rank or Position

A. Not applicable

7.9.2.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

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B. Supporting Documentation
   1. A copy of OSFM Fire Officer certificate
      i. If waiving this requirement, submit a verification letter signed by the fire chief or his/her authorized designee, verifying the candidate's chief officer rank. See **4.1.1: Letters of Verification**.
   2. Copies of course completion certificates from SFT or an SFT approved provider for each educational requirement
   3. A copy of diploma verifying degree completion
   4. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.9.2.10: Maintenance

A. Not applicable

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7.10: PREVENTION

7.10.1: FIRE INSPECTOR I

7.10.1.1: Overview

A. Fire Inspector I covers those subject areas and skills necessary to conduct basic routine fire inspections and code enforcement.

7.10.1.2: History

A. Established
   - October 2010 (previously Fire Prevention Officer)
B. Revised
   - Not applicable
C. Retired
   - Not applicable

7.10.1.3: Prerequisites

A. None

7.10.1.4: Education

A. Fire Inspector 1A: Duties and Administration
B. Fire Inspector 1B: Fire and Life Safety
C. Fire Inspector 1C: Field Inspection
D. Fire Inspector 1D: Field Inspection – California Specific
E. Hazardous Materials First Responder Awareness

7.10.1.5: Certification Exam

A. None

7.10.1.6: Certification Task Book

A. Fire Inspector I Certification Task Book

7.10.1.7: Experience (one of the following two options)

A. Fire Service
   1. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California as fire inspector or fire prevention officer

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2. Have a minimum of two years' volunteer or part time paid experience in a Recognized Fire Agency in California as a fire inspector or fire prevention officer

7.10.1.8: Rank or Position

A. Appointed to the position of fire inspector or prevention officer

7.10.1.9: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

B. Supporting Documentation
   1. Copies of course completion certificates from SFT for each educational requirement
   2. A verification letter signed by the fire chief, or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.10.1.10: Maintenance

A. Not applicable

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7.10.2: FIRE INSPECTOR II

7.10.2.1: Overview

A. Fire Inspector II certification covers those subject areas and skills necessary for an in-depth understanding of the California Building Code, California Fire Code, fire protection systems, building components, and fire problems in special occupancies.

7.10.2.2: History

A. Established
   - October 2010 (previously Fire Protection Specialist)
B. Revised
   - Not applicable
C. Retired
   - Not applicable

7.10.2.3: Prerequisites

A. OSFM certified Fire Inspector I or Fire Prevention Officer
B. Current Fire Code Inspector certification in the fire codes adopted by the State of California

7.10.2.4: Education

A. Fire Inspector 2A: Fire Prevention Administration
B. Fire Inspector 2B: Fire and Life Safety Requirements
C. Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment
D. Fire Inspector 2D: Hazardous Materials, Operations, and Processes

7.10.2.5: Certification Exam

A. None

7.10.2.6: Certification Task Book

A. Fire Inspector II Certification Task Book

7.10.2.7: Experience (one of the following two options)

A. Fire Service
   1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California as fire inspector or fire prevention officer
   2. Have a minimum of four years' volunteer or part-time paid experience in a Recognized Fire Agency in California as fire inspector or fire prevention officer

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7.10.2.8: Rank or Position

A. Appointed to the position of Fire Inspector or Prevention Officer

7.10.2.9: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

B. Supporting Documentation
   1. Copies of course completion certificates from SFT for each educational requirement
   2. A copy of an OSFM Fire Prevention Officer certificate or Fire Inspector I Certification
   3. A copy of a Fire Code Inspector certification in the Fire Code adopted by the State of California (Example: International Code Council (ICC) or National Code Services Association (NCSA))
      i. SFT shall not accept expired certificates.
   4. A verification letter signed by the fire chief, or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.10.2.10: Maintenance

A. Not applicable

DRAFT

7.10.3: PLAN EXAMINER

7.10.3.1: Overview

A. Plan Examiner covers those subject areas and skills necessary for an in-depth understanding of construction, systems coordination, compliance with all code requirements, hydraulic sprinkler calculations, plan review and design, and program management.

7.10.3.2: History

A. Established
   - July 1, 1997 (previously Fire Prevention Officer III)

B. Revised
   - January 1, 1998
     - Fire Prevention Officers Association clarified the intent of the Fire Marshal track, resulting in the replacement of the series 500 seminar courses with International Fire Code Institute (IFCI) Uniform Fire Code Inspector certification
   - January 1, 2002
     - Reference to IFCI removed
     - Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association (UFCA) or the International Code Council (ICC) in the fire code adopted by the State of California added
   - March 19, 2014
     - References to UFCA changed to National Code Services Association Inc. (NCSA) to reflect organizational name change
   - August, 2014
     - Reference to NCSA and ICC removed

C. Retired
   - Not applicable

7.10.3.3: Prerequisites

A. OSFM certified Fire Protection Specialist or Fire Inspector II

B. Current Fire Code Inspector certification in the Fire Code adopted by the State of California

7.10.3.4: Education

A. Fire Prevention 3A: Hydraulic Sprinkler Calculations
B. Fire Prevention 3B: Plan Checking

7.10.3.5: Certification Exam

DRAFT

A. Not applicable

7.10.3.6: Certification Task Book

A. Not applicable

7.10.3.7: Experience

A. Fire Service
    1. Have a minimum of two years' full-time paid experience in a Recognized Fire Agency in California as a fire prevention officer, fire inspector, or plan examiner
        i. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

7.10.3.8: Rank or Position

A. Not applicable

7.10.3.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT for each educational requirement
    2. A copy of OSFM Fire Protection Specialist or Fire Inspector II certificate
    3. A copy of current Fire Code Inspector certification in the Fire Code adopted by the State of California (Example: International Code Council (ICC) or National Code Services Association (NCSA))
        i. SFT shall not accept expired certificates.
    4. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.10.3.10: Maintenance

A. After receiving SFT Plan Examiner certification, the individual is responsible for maintaining his/her Fire Code Inspector certification.

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7.10.4: FIRE MARSHAL

7.10.4.1: Overview

A. Fire Marshal covers those subject areas and skills necessary for an in-depth understanding of program management, supervision of all fire prevention in a community, development and establishment of policy, ruling on alternate means of protection, management and operations of all facets of fire protection, and principles of fire protection engineering.

7.10.4.2: History

A. Established
   - July 1, 1997

B. Revised
   - January 1, 1998
     - Fire Prevention Officers Association clarified the intent of the Fire Marshal track, resulting in the replacement of the series 500 seminar courses with International Fire Code Institute (IFCI) Uniform Fire Code Inspector certification
   - January 1, 2002
     - Reference to IFCI removed
     - Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association (UFCA) or the International Code Council (ICC) in the fire code adopted by the State of California added
   - 2009
     - Fire Management 2E course revised
   - March 19, 2014
     - References to UFCA changed to National Code Services Association Inc. (NCSA) to reflect organizational name change
   - August, 2014
     - Reference to NCSA and ICC removed

C. Retired
   - Not Applicable

7.10.4.3: Prerequisites

A. OSFM certified Plan Examiner

B. Current Fire Code Inspector certification in the Fire Code adopted by the State of California

C. Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution

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7.10.4.4: Education

A. Fire Instructor 2B: Group Discussion Techniques
B. Fire Management 1: Management/Supervision for Company Officers
C. Fire Management 2A: Organizational Development and Human Relations
D. Fire Management 2B: Fire Service Financial Management
E. Fire Management 2D: Disaster Planning
F. Fire Management 2E: Contemporary Issues and Concepts OR Fire Management 2E: Ethics and the Challenge of Leadership (2009)

7.10.4.5: Certification Exam

A. Not applicable

7.10.4.6: Certification Task Book

A. Not applicable

7.10.4.7: Experience

A. Fire Service
    1. Have a minimum of four years' full-time paid experience in a Recognized Fire Agency in California as a fire prevention officer, fire inspector, or plans examiner
        i. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

7.10.4.8: Rank or Position

A. Not applicable

7.10.4.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT for each educational requirement
    2. A copy of an OSFM Plan Examiner certificate
    3. A copy of a current Fire Code Inspector certification in the Fire Code adopted by the State of California (Example: International Code Council (ICC) or National Code Services Association (NCSA))
        i. SFT shall not accept expired certificates.
    4. A copy of a diploma, verifying degree completion

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5. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.10.4.10: Maintenance

A. After receiving SFT Fire Marshal certification, the individual is responsible for maintaining his/her Fire Code Inspector certification.

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7.11: PUBLIC EDUCATION

7.11.1: PUBLIC EDUCATION OFFICER I

7.11.1.1: Overview

A. Public Education Officer I is designed for those individuals directly involved in the planning and delivery of fire safety and fire prevention programs and information to the public.

7.11.1.2: History

A. Established
   - September 1, 1984

B. Revised
   - September 1, 1993
     - Experience requirement reduced to allow SFT to certify fire fighter personnel delivering fire safety programs
     - Number of years of experience for a full-time public education officer reduced
     - Inflexibility of matching a prerequisite with a specific experience removed
   - January 1, 2013
     - Fire Prevention 1 (2012) introduced as replacement for Fire Prevention 1A (2009) and 1B (2009)
   - June 30, 2014
     - Fire Prevention 1A (2009) and 1B (2009) retired

C. Retired
   - Not applicable

7.11.1.3: Prerequisites (one of the following two options)

A. OSFM certified Fire Fighter II
   1. Appointment to the rank of officer (lieutenant or higher) waives this prerequisite. Appointment to the CAL FIRE rank of fire apparatus engineer is equivalent to officer level.
      i. Performing in an acting capacity does not qualify for this waiver.

B. Completion of the five core courses (three units each) from the Uniform Fire Technology/Science curricula.
   - Fire Protection Organization
   - Fire Prevention Technology
   - Fire Protection Equipment and Systems
   - Building Construction for Fire Protection
   - Fire Behavior and Combustion

   1. These courses must be completed from an accredited California community college.

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2. SFT CFSTES courses are not considered core curricula and do not qualify.

7.11.1.4: Education

A. Fire Prevention 1A (2009): Introduction to the California Fire Code AND Fire Prevention 1B (2009): Inspection of Fire Protection Systems and Special Hazards OR Fire Prevention 1: Fire and Life Safety Inspections for the Company Officer (2012)
B. Public Education 1: Systematic Planning and Communication Skills

7.11.1.5: Certification Exam

A. Not applicable

7.11.1.6: Certification Task Book

A. Not applicable

7.11.1.7: Experience

A. Fire Service (one of the following two options)
    1. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California as a fire fighter delivering fire safety/prevention education programs to the public
    2. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California as the designated agency public education officer

7.11.1.8: Rank or Position

A. Not applicable

7.11.1.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Supporting Documentation
    1. Copies of course completion certificates from SFT for each educational requirement
    2. A copy of Fire Fighter II certificate or official college transcripts
        i. If waiving the Fire Fighter II requirement, submit a verification letter signed by the fire chief or his/her authorized designee, verifying the candidate's officer rank (See **4.1.1: Letters of Verification**.)
    3. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)

7.11.1.10: Maintenance

DRAFT

A. Not applicable

7.12: SUPPRESSION

7.12.1: FIRE FIGHTER I – 2001 Edition

7.12.1.1: Overview

A. Fire Fighter I includes instruction on how to perform essential and advanced fireground tasks with minimal supervision; use, inspect, and maintain firefighting and rescue equipment; and perform basic rescue operations and fire prevention and investigation tasks.

B. An individual with an OSFM Volunteer Fire Fighter certification may obtain a Fire Fighter I certification by completing an additional six months' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties and submitting the appropriate application materials. The applicant is not required to repeat any requirements already fulfilled.

7.12.1.2: History

A. Established
   - January 1, 1976

B. Revised
   - July 2001
     - Revised to align certification with NFPA 1001 Standard for Fire Fighter Professional Qualification (1997)
   - 2006
     - Certification Training Standard updated to align with NFPA 1001 Standard for Fire Fighter Professional Qualification (2003)
     - Lessons plans were not updated to reflect the new standard

C. Retired
   - Scheduled for retirement December 31, 2015

7.12.1.3: Prerequisites

A. Not applicable

7.12.1.4: Education

A. Confined Space Rescue Awareness
B. Emergency Care of the Sick and Injured
C. Hazardous Materials First Responder Operations
D. Introduction to the Incident Command System (ICS-200)

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E. Fire Fighter I
    1. This training is verified on the Fire Fighter I Training Record (or an equivalent agency form).
    2. This record must be kept on file in the applicant's agency and should not be submitted to SFT.

7.12.1.5: Certification Exam

A. Not applicable

7.12.1.6: Certification Task Book

A. Not applicable

7.12.1.7: Experience

A. Fire Service (one of the following three options)
    1. Have a minimum of six months' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties.
    2. Have a minimum of one year's volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties.
    3. Have a combination of full-time paid or volunteer or part-time paid experience equal to six months' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties.
        i. Volunteer or part-time paid to full-time paid ratio is 2:1 (for example, two months volunteer or part-time paid = one month full-time paid)

7.12.1.8: Rank or Position

A. Not applicable

7.12.1.9: Application

A. See **4.2.3: Application Process – Without a Certification Task Book**.

B. Use the Fire Fighter (red Scantron) Application. The candidate's fire agency provides the Scantron form.

C. To complete the Scantron form:
    1. Fill in all identification, contact, and fire agency information.
        i. If employed by a CAL FIRE agency, list the unit.
    2. Fill in all required bubble sections.
    3. Have the fire chief or his/her authorized designee sign the form.

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7.12.1.10: Maintenance

A. Not applicable

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7.12.2: FIRE FIGHTER I – 2014 Edition

7.12.2.1: Overview

A. Fire Fighter I includes instruction on how to perform essential and advanced fireground tasks with minimal supervision; use, inspect, and maintain fire fighting and rescue equipment; and perform basic rescue operations and fire prevention and investigation tasks.

7.12.2.2: History

A. Established
   - February 2014

B. Revised
   - Not applicable

C. Retired
   - Not applicable

7.12.2.3: Prerequisites

A. Public safety first aid and cardiopulmonary resuscitation (CPR) training that meets the requirements of California Health and Safety Code section 1797.182

7.12.2.4: Education

A. Confined Space Rescue Awareness
B. Introduction to the Incident Command System (ICS-100)
C. National Incident Management System, An Introduction (ICS-700.A)
D. Fire Fighter I, Wildland Fire Fighter, and Hazardous Materials Fire Responder Operational
   1. This training is verified on the Fire Fighter I Training Record (or an equivalent agency form).
   2. This record must be kept on file in the applicant's agency and should **not** be submitted to SFT.

7.12.2.5: Certification Exam

A. Fire Fighter I Certification Exam
   1. This exam includes Fire Fighter I, Wildland Fire Fighter, and Hazardous Materials First Responder Operations.

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7.12.2.6: Certification Task Book

A. Fire Fighter I Certification Task Book

7.12.2.7: Experience

A. Fire Service (one of the following three options)
    1. Have a minimum of six months' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    2. Have a minimum of one year's volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    3. Have a combination of full-time paid and volunteer or part-time paid experience equal to six months' full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
        i. Volunteer or part-time paid to full-time paid ratio is 2:1 (for example, two months volunteer or part-time paid = one month full-time paid)

7.12.2.8: Rank or Position

A. Appointed to the rank of fire fighter

7.12.2.9: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

7.12.2.10: Maintenance

A. Not applicable

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7.12.3: FIRE FIGHTER II – 2001 Edition

7.12.3.1: Overview

A. Fire Fighter II includes instruction on fire fighter safety; hoses, nozzles, and appliances; rescue; fire control; fire protection systems; and fire prevention and investigation.

7.12.3.2: History

A. Established
   - September 1, 1982

B. Revised
   - July 2001
     - Revised to align certification with NFPA 1001 Standard for Fire Fighter Professional Qualifications (1997)
   - 2006
     - Certification Training Standard updated to align with NFPA 1001 Standard for Fire Fighter Professional Qualification (2003)
     - Confined Space Rescue Technician removed from curriculum

C. Retired
   - Scheduled to retire December 31, 2015

7.12.3.3: Prerequisites

A. OSFM certified Fire Fighter I

7.12.3.4: Education

A. Fire Fighter II
   1. This training is verified on the Fire Fighter II Training Record (or an equivalent agency form).
   2. This record must be kept on file in the candidate's agency and should not be submitted to SFT.

7.12.3.5: Certification Exam

A. Not applicable

7.12.3.6: Certification Task Book

A. Not applicable

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7.12.3.7: Experience

A. Fire Service (one of the following three options)
    1. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    2. Have a minimum of two years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    3. Have a combination of full-time paid and volunteer or part-time paid experience equal to one year's full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
        i. Volunteer or part-time paid to full-time paid ratio is 2:1 (for example, two months volunteer or part time paid = one month full-time paid)

7.12.3.8: Rank or Position

A. Not applicable

7.12.3.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Use the Fire Fighter (red Scantron) Application. The candidate's fire agency provides the Scantron form.

C. To complete the Scantron form:
    1. Fill in all identification, contact, and fire agency information.
        i. If employed by a CAL FIRE agency, list the unit.
        ii. Include the OSFM Fire Fighter I number on the application.
    2. Fill in all required bubble sections.
    3. Have the fire chief or his/her authorized designee sign the form.

7.12.3.10: Maintenance

A. Not applicable

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7.12.4: FIRE FIGHTER II – 2014 Edition

7.12.4.1: Overview

A. Fire Fighter II includes instruction on fire fighter safety; hoses, nozzles, and appliances; rescue; fire control; fire protection systems; and fire prevention and investigation.

7.12.4.2: History

A. Established
   - February 2014

B. Revised
   - Not applicable

C. Retired
   - Not applicable

7.12.4.3: Prerequisites

A. OSFM certified Fire Fighter I

7.12.4.4: Education

A. Fire Fighter II

7.12.4.5: Certification Exam

A. None

7.12.4.6: Certification Task Book

A. Fire Fighter II Certification Task Book

7.12.4.7: Experience

A. Fire Service (one of the following three options)
   1. Have a minimum of one year's full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
   2. Have a minimum of two years' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties

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3. Have a combination of full-time paid and volunteer or part-time paid experience equal to one year's full-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties
    i. Volunteer or part-time paid to full-time paid ratio is 2:1 (for example, two months volunteer or part-time paid = one month full-time paid)

7.12.4.8: Rank or Position

A. Appointed to the rank of fire fighter

7.12.4.9: Application

A. See **7.2.4: Application Process – With a Certification Task Book**.

7.12.4.10: Maintenance

A. Not applicable

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7.12.5: VOLUNTEER FIRE FIGHTER I

7.12.5.1: Overview

A. Volunteer Fire Fighter certification identifies the minimum tasks necessary to assure safety on the fireground. It is a level of certification that recognizes the contributions and efforts of those who volunteer their time and energy to provide fire protection for their community.

7.12.5.2: History

A. Established
   - September 1, 1976

B. Revised
   - Not applicable

C. Retired
   - Scheduled to retire December 31, 2015

7.12.5.3: Prerequisites

A. Not applicable

7.12.5.4: Education

A. Fire Fighter I
   1. This training is verified on the Volunteer Fire Fighter I Training Record (or an equivalent agency form).
   2. This record must be kept on file in the applicant's agency and should not be submitted to SFT.

7.12.5.5: Certification Exam

A. Not applicable

7.12.5.6: Certification Task Book

A. Not applicable

7.12.5.7: Experience

A. Fire Service
   1. Have a minimum of six months' volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties

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7.12.5.8: Rank or Position

A. Not applicable

7.12.5.9: Application

A. See **7.2.3: Application Process – Without a Certification Task Book**.

B. Use the Fire Fighter (red Scantron) Application. The candidate's fire agency provides the Scantron form.

C. To complete the Scantron form:
    1. Fill in all identification, contact, and fire agency information.
        i. If employed by a CAL FIRE agency, list unit.
    2. Fill in all required bubble sections.
    3. Have the fire chief or his/her authorized designee sign the form.

7.12.5.10: Maintenance

A. Not applicable

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8: Fire Service Training and Education Program (FSTEP)

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8.1: FIRE SERVICE TRAINING AND EDUCATION PROGRAM (FSTEP)

8.1.1: OVERVIEW

A. OSFM, per California Health and Safety Code Sections 13155–13159.2, is responsible for California's Fire Service Training and Education Program (FSTEP).

B. FSTEP makes fire service training and education programs available on a voluntary basis to fire departments that rely extensively on volunteers.

C. FSTEP provides both volunteer and career fire fighters with hands-on training in fire fighting, extrication, rescue, emergency vehicle operations, pump operations, and the Incident Command System (ICS).

D. SFT also uses the term FSTEP to identify programs that do not lead to job function certification.

E. The Chief of State Fire Training and SFT staff manage FSTEP, collaborating with advisory committees and volunteer task forces of working professionals in the field (referred to as cadres) to develop and update course plans and other documents.

F. STEAC reviews all substantive changes and additions to FSTEP standards, rules, procedures, and curriculum development documents before their presentation to SBFS and OSFM for approval and adoption, if required.

G. FSTEP is a self-funded program supported by participant registration fees.

8.1.2: COURSE DELIVERY

A. SFT delivers FSTEP courses through registered instructors.

B. FSTEP instructors may enhance courses to meet an agency's specific needs.

C. Upon successful completion of an FSTEP course, the instructor shall issue an OSFM certificate of completion to the student.

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9: Equivalency

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9.1: COURSE EQUIVALENCY

9.1.1: COURSE EQUIVALENCY

A. SFT recognizes courses offered by other agencies and institutions as equivalent to similar courses offered through SFT. There are two ways to pursue recognition for a non-SFT course already completed.
   1. To pursue equivalency for a course that SFT has already approved, see **9.1.2: Established Equivalency**.
   2. If a course does not appear in **Table 1: SFT - Equivalent Courses**, SFT reviews the individual course using the Peer Assessment for Course Equivalency (PACE III) Committee. See **9.2: PACE III Process**.

9.1.2: ESTABLISHED EQUIVALENCY

A. SFT shall consider the following courses as equivalent to SFT courses. A student may obtain an SFT course completion certificate for these courses without having to complete a SFT course.

B. See **Acronym Glossary** for a complete list of provider acronyms.

Table 1: SFT - Equivalent Courses

SFT Course	Approved Equivalent	Provider	Effective Dates
Confined Space Rescue Awareness	Confined Space Operations for First Responders *	IAFF	
Driver/Operator 1A	Basic Fire Control: Driver/Operator Module	CAL FIRE	1/92–3/01
	Basic Fire Control: Module 2A	CAL FIRE	4/01–9/05
	Company Officer Academy (COA)	CAL FIRE	Beginning 10/05
Driver/Operator 1B	Basic Fire Control: Driver/Operator Module	CAL FIRE	1/92–3/01
	Basic Fire Control: Module 2A	CAL FIRE	4/01–9/05
	Company Officer Academy (COA)	CAL FIRE	Beginning 10/05
Fire Command 1A	Basic Fire Control: Modules 1B and 2B	CAL FIRE	4/01–12/06

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	Command and Control of Initial Operations (R301) (*retired*)	NFA	
	Company Office Academy (COA) and Fire Fighter Academy (FFA)	CAL FIRE	10/05–7/14
Fire Command 1C	Company Officer Academy (COA)	CAL FIRE	10/05–7/14
Fire Command 2A	Command and Control of Fire Department Major Operations (R304) (*retired*)	NFA	
	Command and Control of Fire Department Operations at Multi-Alarm Incidents (R304)	NFA	
	Executive Analysis of Fire Service Operations in Emergency Management (R306)	NFA	
	Strategic Analysis of Fire Department Operations (R306) (*retired*)	NFA	
Fire Command 2D	Command and Control of Fire Department Operations at Catastrophic Disasters (R308) (*retired*)	NFA	
	Command and Control of Fire Department Operations at Natural and Manmade Disasters (R308) (*retired*)	NFA	
Fire Command 2E	Incident Management II	CAL FIRE	1/89–10/93
	Incident Management III	CAL FIRE	Beginning 11/93
Fire Fighter 1	Basic Fire Control: Fire Fighter Module	CAL FIRE	1/92–3/01
	Basic Fire Control: Modules 1A, 1B, 2A, and 2B	CAL FIRE	4/01–12/06
	Fire Fighter Academy (FFA)	CAL FIRE	Beginning 10/05
Fire Investigation 1A	Basic Fire Control: Driver/Operator Module	CAL FIRE	1/92–9/96
	Fire/Arson Investigation (R205)	NFA	
Fire Investigation 1B	Fire/Arson Investigation (R205)	NFA	
Fire Investigation 2B	Interviewing-Interrogation Techniques and Courtroom Testimony (R208)	NFA	
Fire Management 1	Fire Service Communications (R107)	NFA	

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	Fire Service Leadership/Communications (R106) (*retired*)	NFA	
	Leadership Development	CAL FIRE	1/00–12/04
	Leadership Fundamentals	CAL FIRE	1/00–12/06
	Management Development 1	CAL FIRE	Through 11/93
	Supervision 2	CAL FIRE	Beginning 7/93
	Supervision 3	CAL FIRE	Beginning 7/93
	Techniques of Supervision A	CAL FIRE	Through 6/93
Fire Management 2A	Executive Development (R123)	NFA	
	Executive Leadership (R125)	NFA	
	Fire Executive Development (R125) (*retired*)	NFA	
	Interpersonal Dynamics in Fire Service Organizations (R332)	NFA	
	Management Development	CAL FIRE	1/00–12/04
	Strategic Analysis of Executive Leadership (R125) (*retired*)	NFA	
	Supervision 4	CAL FIRE	Beginning 7/93
	Techniques of Supervision B	CAL FIRE	Through 6/93
Fire Management 2B	Fire Services Financial Management (R333)	NFA	
Fire Management 2E	Supervision 5	CAL FIRE	Beginning 7/05
Fire Prevention 1A	Fire Inspection Principles (R220)	NFA	
	Fire Prevention Specialist 1 (R221) (*retired*)	NFA	
Fire Prevention 1B	Fire Inspection Principles (R220)	NFA	
	Fire Prevention Specialist I (R221) (*retired*)	NFA	
Fire Prevention 2A	Fire Prevention Specialist II (R222) (*retired*)	NFA	
	Principles of Fire Protection: Structures and Systems (R222)	NFA	

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Fire Prevention 3B	Plans Review for Inspectors (R102)	NFA	
Hazardous Materials 1A	Hazardous Materials 1A *	CSTI	
Hazardous Materials 1B	Hazardous Materials 1B *	CSTI	
Hazardous Materials 1C	Hazardous Materials 1C *	CSTI	
Hazardous Materials 1D	Hazardous Materials 1D *	CSTI	
Hazardous Materials 1F	Hazardous Materials 1F *	CSTI	
Hazardous Materials 1G	Hazardous Materials 1G *	CSTI	
Hazardous Materials First Responder Awareness	Hazardous Materials First Responder Awareness Level *	CSTI	
Hazardous Materials First Responder Operational	Hazardous Materials First Responder Operational Level *	CSTI	
Hazardous Materials First Responder Operational, Decontamination	Hazardous Materials First Responder Operational, Decontamination *	CSTI	
ICS 100 through 400	ICS 100 through 400 *	CalEMA/Cal OES CDF/CAL FIRE FEMA FIRESCOPE NFA NWCG	
Public Education 1	Community Education Leadership (R343 or R353)	NFA	
	Developing Fire and Life Safety Strategies (R352 or R362)	NFA	
	Introduction to Fire Safety Education (R115) (*retired*)	NFA	
	Presenting Effective Public Education Programs (R116)	NFA	
Training Instructor 1A	Fire Service Instructional Methodology (R113) (*retired*)*	NFA	
	Four upper-division units of educational methods, materials, or curriculum development from an accredited academic institution*		
	Techniques of Teaching (60 hours)*	UC / CSU	
	A valid lifetime community college teaching credential from an accredited community college*		
Training Instructor 1B	Fire Service Instructional Methodology (R113) (*retired*)*	NFA	
	Four upper-division units of educational methods, materials, or		

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	curriculum development from an accredited academic institution*		
	Techniques of Teaching (60 hours)*	UC / CSU	
	A valid lifetime community college teaching credential from an accredited community college*		
Training Instructor 1C	Fire Service Instructional Methodology (R113) (*retired*)*	NFA	
	Four upper-division units of educational methods, materials, or curriculum development from an accredited academic institution*		
	Techniques of Teaching (60 hours)	UC / CSU	
	A valid lifetime community college teaching credential from an accredited community college*		

* SFT shall accept this certificate without the applicant applying for equivalency or paying any additional fees. SFT does not issue course certificates for these courses.

** SFT shall accept the IAFF certificate containing the following language to meet the prerequisite requirements for Fire Service Training and Education Program (FSTEP) Rapid Intervention Crew (RIC) Operations course: “Completed the requirements for CAL FIRE, Office of the State Fire Marshal, State Fire Training, Fire Fighter Survival course completion equivalency.”

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9.1.2.1: Course Equivalency Process

A. To obtain equivalency for a course already approved by SFT, the applicant shall submit the following items to SFT:
   - A completed SFT Fee Schedule
   - Course completion verification
     - A copy of a certificate, credential, and/or transcript for each equivalent course requested
     - SFT may request validation with an original document during the evaluation process.
   - A nonrefundable course equivalency fee for each course requested
     - Courses listed with an asterisk in **Table 1** do not require fee payment.

C. SFT shall review the application and determine if it is approved, incomplete, or denied.
   1. Approved
      i. If SFT approves the application, SFT mails the certificate to the address listed on the SFT Fee Schedule.
   2. Incomplete
      i. If the application is incomplete, SFT will notify the applicant indicating which documents are missing.
      ii. The applicant must resubmit the missing document for evaluation.
   3. Denied
      i. If SFT denies an application, SFT notifies the applicant.
      ii. The applicant may reapply through the PACE III Committee. See **9.2: PACE III Process**.

9.2: PACE III PROCESS

A. The SFT PACE III Committee shall evaluate all equivalency requests for courses not already approved by SFT.

B. An applicant pursuing the PACE III process shall submit the following items to SFT:
   - A justification letter that includes:
     - A request for PACE III Committee review
     - A list of the SFT courses for which he or she seeks equivalency
     - A corresponding list of the courses he or she wishes to have SFT approve as equivalent

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- Course materials that demonstrate course content and learning objectives, including but not limited to:
    - Syllabus
    - Course description
    - Course outline
    - Textbook table of contents
- Course completion verification
    - A copy of a certificate, credential, and/or transcript for each equivalent course requested
    - SFT may request validation with an original document during the evaluation process
- A completed SFT Fee Schedule (including PACE III Review section)
- A nonrefundable PACE III fee for each equivalent course requested

C. SFT shall acknowledge receipt of the application.

D. The PACE III Committee reviews the applicant's request.
    1. The committee may contact the applicant to address questions.
    2. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
    3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.

E. SFT shall notify the applicant in writing of the committee's decision.
    1. The committee's decision is final.

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9.3: CERTIFICATION ALTERNATIVES

9.3.1: OVERVIEW

A. A fire agency, at its own discretion, may evaluate training received outside of California as equivalent for its own hiring purposes.
   1. This review is conducted at the local level, not by SFT.
   2. Acceptance of an out-of-state certification by a local agency is not equivalent to an individual being certified by SFT for that job function.

B. At this time, SFT only accepts the job function certifications listed under **9.3.2: Job Functions** as equivalent to a job function certification in California.

9.3.2: JOB FUNCTIONS

9.3.2.1: Fire Chief

A. OSFM and the Center for Public Safety Excellence (CPSE) both administer professional recognition for fire chiefs. OSFM confers Fire Chief certification and CPSE confers Chief Fire Officer Designation (CFOD). Both agencies use very similar processes to evaluate and confer recognition. In 2011 the agencies entered into a memorandum of understanding to initiate reciprocity between the two programs.

B. A fire chief possessing a CFOD conferred by CPSE may apply for Fire Chief certification from SFT.

C. SFT shall not accept CFOD certificates issued by CPSE under other reciprocity agreements.

D. To apply for SFT Fire Chief certification, applicants should submit to SFT:
   - The SFT Fee Schedule
   - Application for Fire Chief Reciprocity with CPSE
   - Nonrefundable application fee
   - An organizational chart from their employing organization
   - A copy of their CFOD certificate
   - A verification letter from CPSE
   - Resume

E. The rank or position requirements for Fire Chief certification listed under **7.4: Fire Chief** apply.

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F. SFT will assign an advocate to the applicant and conduct a Peer Assessment for Chief Executive (PACE IV) Committee review.
    1. See **7.4.2: Fire Chief Application – PACE IV Process**.

9.3.2.2: Fire Fighter I

A. A military fire fighter is eligible to become certified only after he or she serves in a qualifying military fire agency located in California.

B. Training received outside of California may, at the agency's discretion, be evaluated for equivalency and recorded on the Fire Fighter I Training Record.
    1. This review shall be conducted at the local level and not by SFT.

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10: California Incident Command Certification System (CICCS)

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10.1: CALIFORNIA INCIDENT COMMAND CERTIFICATION SYSTEM (CICCS)

10.1.1: CICCS PROGRAM

A. OSFM created the California Incident Command Certification System (CICCS) in collaboration with SBFS.

B. CICCS enhances California's ability to field resources that are adequately trained and qualified for service through the emergency response system. It adequately prepares California's fire fighters to respond to all incident types by clearly identifying certification criteria.

C. CICCS can be managed at the local, regional, and state level and provides a road map for certifying individuals as well as recognizing individuals who have already completed equivalent training and are functioning at these levels.

10.1.2: CICCS CERTIFICATION

A. The CICCS was developed in response to the concerns of California's fire service personnel, who identified the need for a system that enhanced the readiness and safety of emergency responders to multiagency incidents. CICCS is a decentralized program that provides certifications administered at local, regional, and state levels.

10.1.2.1: History

A. Established
   - July 1, 2001

10.1.2.2: ICS Levels and Positions

A. 100–200 Level
   - Apparatus Operator
   - Base/Camp Manager
   - Claims Manager
   - Display Processor
   - Equipment Manager
   - Field Observer
   - Fire Fighter
   - Helibase Manager (1–3 Helicopters)
   - Helicopter Manager
   - Incident Commander (Type 4)
   - Incident Communications Manager

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- Ordering Manager
- Receiving and Distribution Manager
- Security Manager
- Staging Area Manager
- Status/Check-In Recorder

B. 300 Level
- Air Support Group Supervisor
- Communication Unit Leader
- Compensation Unit Leader
- Cost Unit Leader
- Division/Group Supervisor
- Documentation Unit Leader
- Incident Commander (Type 3)
- Medical Unit Leader
- Resources Unit Leader
- Supply Unit Leader
- Task Force/Strike Team Leader

C. 400 Level
- Air Operations Branch Director
- Finance/Administration Section Chief (Type 2)
- Incident Commander (Type 2)
- Information Officer (Type 2)
- Liaison Officer
- Logistics Chief (Type 2)
- Operations Branch Director
- Operations Section Chief (Type 2)
- Planning Section Chief (Type 2)
- Safety Officer (Type 2)
- Service Branch Director
- Support Branch Director
- Training Specialist

D. 500–600 Level
- Area Command
- Area Command Logistics Chief
- Area Command Planning Chief
- Finance/Administrative Section Chief (Type 1)
- Fire Behavior Analyst
- Incident Commander (Type 1)
- Information Officer (Type 1)

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- Logistics Section Chief (Type 1)
- Operations Section Chief (Type 1)
- Planning Section Chief (Type 1)
- Safety Officer (Type 1)

10.1.2.3: Certification Requirements

A. Instruction
   1. Applicants complete the training through a qualified instructor as specified in the approved curriculum for the position.

B. Prerequisites
   1. Applicants must meet the certification prerequisites identified for the various levels of certification as established in (National Wildfire Coordinating Group) NWCG-310-1.

C. Experience
   1. Applicants must meet the experience requirement identified for the various levels of certification as established in NWCG-310-1.

10.1.2.4: Application Process

A. After completing all training and meeting all requirements, the applicant submits the following items to the appropriate entity for each ICS position to be considered:
   - Request for certification identifying the ICS position(s) sought
   - Course completion certificate(s)
   - Completed position task book
   - A verification letter signed by the fire chief or his/her authorized designee, describing the applicant's specific background as it relates to the experience requirement
     - See **4.1.1: Letters of Verification**.
     - Verification letter not required at the 100–200 level
   - Any other relevant documents supporting certification

B. Submissions
   1. 100–200 Level submissions go to the applicant's local fire agency fire chief
   2. 300 Level submissions go to the Cal OES Operational Area Review Committee
   3. 400 Level submissions go to the Cal OES Regional Review Committee
   4. 500–600 Level submissions go to the SFT Peer Assessment for CICCS Evaluation (PACE V) Committee

C. See **10.2: Peer Assessment for CICCS Evaluation (PACE V) Process**.

10.1.2.5: Maintenance

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A. Not applicable

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10.2: PEER ASSESSMENT FOR CICCS EVALUATION (PACE V) PROCESS

10.2.1: BACKGROUND

A. The CICCS was created in collaboration with SBFS to enhance fire fighter safety through the implementation of a standardized qualification system.

B. The CICCS process applies to all Incident Command System (ICS) positions that could be utilized on any all-hazards incidents.

10.2.2: PURPOSE

A. The PACE V Committee shall review all applications for position certification in the Area Command, Type 1, and other identified specialty positions in the Incident Command System (ICS).

10.2.3: APPLICATION

A. To pursue PACE V, the applicant shall submit an application to Cal OES for each ICS position under consideration.

B. There is no PACE V review fee.

C. Cal OES shall acknowledge receipt of the application.

10.2.4: COMMITTEE REVIEW

A. The PACE V committee shall review the applicant's request for Area Command, Type 1, and identified specialty positions.
    1. The committee may contact the applicant to address questions.
    2. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
    3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.

B. Any applicant that meets the certification criteria will receive a certificate upon passing the committee's evaluation.

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C. If an application is incomplete, the PACE V committee shall send a letter to the applicant indicating the missing documents within five working days of the PACE V committee review meeting.

D. The committee shall notify the applicant in writing of its decision.

10.2.5: APPEALS

10.2.5.1: Process

A. Applicants denied certification may appeal the decision.

B. Applicants shall appeal in writing to the CAL OES Fire and Rescue Division Deputy Chief for CICCS within 30 days of denial notification.
   1. Appeals shall include (at a minimum) a description of the reasons for or circumstances leading to the appeal, supporting documentation, and the desired outcome.

10.2.5.2: Appeals Committee

A. The PACE V committee chair shall appoint an Appeals Committee to review PACE V appeals.

B. The PACE V committee chair shall appoint the Appeals Committee chair.

C. The Appeals Committee shall include at least one representative from each Cal OES Regional Review Committee and one representative of the Cal OES Fire and Rescue Division.

D. The Appeals Committee shall also include at least one individual who has been previously qualified in the position under consideration and one training specialist.

E. An agency cannot hold more than one position on the committee.
   a. For example, CAL FIRE, which is in more than one region, can only hold one position on the Appeals Committee.

F. The chair shall render a decision in writing within 30 days of receiving the appeal.

G. The chair's decision shall be final.

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11: Forms and Checklists

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11.1: FEE SCHEDULE

State Fire Training

Mail to: Cashier, PO Box 997446, Sacramento, CA 95899-7466
Phone (916) 445-8444

Fee Schedule - Certification

#	Job Function Certifications	Each	Total	#	Job Function Certifications	Each	Total
	Chief Officer	$90			Fire Mechanic III (Master Mechanic)	$65	
	Fire Apparatus Driver/Operator	$65			Fire Mechanic Recertification	$60	
	Fire Fighter I (Include signed Scantron)	$40			Fire Officer	$65	
	Fire Fighter I (2013)	$40			Fire Prevention Officer	$65	
	Fire Fighter II (Include signed Scantron)	$40			Fire Protection Specialist	$65	
	Fire Fighter II (2013)	$40			Hazardous Materials Technician	$65	
	Fire Inspector I (Incl. task book application)	$65			Hazardous Materials Specialist	$65	
	Fire Inspector II (Incl. task book application)	$65			Plans Examiner	$65	
	Fire Instructor II	$65			Public Education Officer I	$65	
	Fire Instructor III	$65			Training Instructor (To receive task book)	$65	
	Fire Investigator I	$65			Volunteer FF (Include signed Scantron)	$25	
	Fire Investigator II	$65					
	Fire Marshal	$65					
	Fire Mechanic I	$65					
	Fire Mechanic II	$65					

PACE IV Review (Peer Assessment for Fire Chief)		Each	PACE IV total
☐	Fire Chief Application/CPSE Fire Chief Application	$250	
☐	Pace IV Interview	$250	

Duplicate Certification Certificate	#	Each	Dup. Cert total
*Only for certifications listed above. Order course completion certificates on Pg 2.		$35	
Certificate Title:	Date Issued:		
Certificate Title:	Date Issued:		
Acct Code: 5921-59210-142500-23	**Grand Total Submitted:**		

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 all of the statements 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.

Signature: _____ Date: _____

Full Name: _____ Home/Cell Phone: _____
Agency: _____ Agency Phone: _____
Home Address: _____ City/State/Zip: _____
SFT ID #: _____ Last 4 digits SSN #: _____
Email: _____ FDID#(for FF appl. Only): _____

◆◆◆ **Fee Schedule must be signed and must include non-refundable payment.** ◆◆◆

January 27, 2015 1 of 2

EXAMPLE

State Fire Training

Mail to: Cashier, PO Box 997446, Sacramento, CA 95899-7466
Phone (916) 445-8444

Fee Schedule – Courses/Accreditation

Duplicate Course Certificates		#	Each	Dup. Cert. total
CFSTES Course Certificate	Acct Code: 5921-59210-142500-20		$35	
Course Title:	Date Completed:			
Course Title:	Date Completed:			
Course Title:	Date Completed:			
Course Title:	Date Completed:			
FSTEP Course Certificate	Acct Code: 5921-59210-142500-21		$20	
Course Title:	Date Completed:			
Course Title:	Date Completed:			
List additional certificates on a separate page.				
Course Equivalency Certificates		**#**	**Each**	**Course Eq. total**
Course Equivalency Certificate	Acct Code: 5921-59210-142500-20		$60	
SFT Course Title:	Date Completed:			
SFT Course Title:	Date Completed:			
SFT Course Title:	Date Completed:			
SFT Course Title:	Date Completed:			
List additional certificates on a separate page.				
PACE III Review (Peer Assessment for Course Equivalency)		**#**	**Each**	**PACE III total**
PACE III Review	Acct Code: 5921-59210-142500-20		$60	
Course Title:				
Course Title:				
ARTP/ALA Accreditation or Reaccreditation		**Each**		**Accredit. total**
Application Processing	Acct Code: 5921-59210-142500-11	$500		
Accreditation Site Review Costs (not to exceed $2,000)				
		Grand Total Submitted:		

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 all of the statements 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.

Signature: _____ Date: _____

Full Name: _____ Home/Cell Phone: _____
Agency: _____ Agency Phone: _____
Home Address: _____ City/State/Zip: _____
SFT ID #: _____ Last 4 digits SSN #: _____
Email: _____ FDID#(for FF appl. Only): _____

◆◆◆ **Fee Schedule must be signed and must include non-refundable payment.** ◆◆◆

January 27, 2015 2 of 2

EXAMPLE

11.2: CFSTES COURSE SCHEDULING FORM

CFSTES COURSES

Request for Course Scheduling

All requests must be received **4 weeks** prior to the class start date.

By submitting this request, instructors in conjunction with Hosting agencies, agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

Email: SFT.CourseScheduler@fire.ca.gov * **Ph**. (916) 324-6359.

Today's Date:	Course:		**Class Code: (SFT Use Only)**
Start Date:	End Date:	E-Learning? ☐ Online/hybrid	Advertise In Class Schedule? ☐ Yes ☐ No
Training Facility:		Facility Ph. #:	Class (City):
Hosting Agency:		Contact Name:	
Contact's Phone Number:		Contact's Website ***or*** Email Address:	
Primary Instructor(s):	Instructor ID#	Number of Additional/Skills Evaluators	
Instructor's Email Address:		Additional Instructor(s):	
Instructor's Phone Number:		Shift Schedule? ☐ Yes ☐ No	# of Shifts: / # of Students per Shift:
Est. Number of Students: _____		ARTP/ALA Local Processing (ARTP/ALA Only) ☐ Yes ☐ No	

SHIPPING INFORMATION:	***BILLING INFORMATION:***
Agency:	Bill To Agency:
Attn:	Attn:
Street Address (No PO Box):	Street Address:
City/State/Zip:	City/State/Zip:

FOR STATE FIRE TRAINING USE ONLY

Date Shipped:	Date Returned:	☐ MRT #: (CAL FIRE Only)

Registration and Materials	***Unit Price***	***Quantity***	***Total Price***
Course Registration ..... *(59210-142500-20)*	$80.00		$
		Shipping/Handling Charges:	$ 8.00
revised: Jan 2015		**TOTAL DUE:**	$

D O N O T P A Y - T H I S I S N O T A B I L L

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days of the class end date using a carrier that can track your shipment.

EXAMPLE

11.3: CFSTES INSTRUCTOR CHECKLIST

CALIFORNIA STATE FIRE TRAINING

CFSTES - RETURNS CHECKLIST

Please complete and initial each item.
*Include this completed checklist when returning class materials.

		Number of Students	Instructor's Initials
	COURSE MATERIALS		
1	Copy of the REQUEST FOR COURSE SCHEDULING form	☐	
2	Completed ROSTER ▪ Cross out any student that did ***not*** complete the course or pay the registration fee.		
3	List all students TEST SCORES **OR** Handwrite each percent score next to the ("+"/"-") on each Scantron form. *A minimum 80% score in order to pass the class!*	☐	
4	Completed SCANTRONS (Green) ▪ Each student's name, address, and complete SFT ID # OR social security number is listed and "bubbled-in" correctly (*pencil only*). ▪ Forms are **alphabetized** by last name.		
5	Completed COURSE EVALUATIONS	☐	
6	How many Assistant Instructor/Skills Evaluators participated in this class? (please list names in the box below)		

*DO **NOT** SUBMIT PAYMENT WITH YOUR RETURNED MATERIALS*

Please explain any irregularities, deviations, or special handling requests you may have with this class.

Classes must be returned **within fifteen (15) days** after course completion. Ship all materials using a carrier that can track your shipment to:

State Fire Training Bookstore
1131 S Street
Sacramento CA 95814

01/2015

EXAMPLE

11.4: FSTEP COURSE SCHEDULING FORM

FSTEP - Request for Course Scheduling

All requests must be received **4 weeks** prior to the class start date.

By submitting this request, instructors and hosting agencies agree to comply with all published SFT policies & procedures.

Email: SFT.CourseScheduler@fire.ca.gov * **Ph**. (916) 324-6359.

Today's Date:	Course:		**Class Code: (SFT Use Only)**
Start Date:	End Date:	Class Location (City):	Advertise on SFT website? ☐ Yes ☐ No
Training Facility / Simulator / Acquired Structure Address		Confined Space Rescue Tech. ***Approved Site Required***	Training Facility Ph. #:
Hosting Agency:		Contact Name:	
Contact's Phone:		Contact's Email:	
Please refer to the Course Information Manual (online) for all Student/Instructor ratio's & Senior Instructor requirements		**10:1** FFS, RICOP **12:1** LARRO, RS 3, RRT, CSRT (3 sqd max), TRT (2 sqd max) **Note:** *CSRT: Sr. cannot be a primary & RRT/TRT/RS3: Sr. cannot be a Primary in 3 or 4 mod. class*	
Senior Instructor (when required)	**Instructor ID:**	**Sr. Instructor Phone**	**Sr. Instructor Email**
Primary Instructor **Module 1**	**Instructor ID:**	**Instructor 2** **Module 2**	**Instructor ID:**
Email:		Email:	
Instructor 3 **Module 3**	**Instructor ID:**	**Instructor 4** **Module 4**	**Instructor ID:**
Additional Instructor(s):		# of Assist./Skills Evaluators:	☐ MRT #: (CALFIRE Use Only)
Estimated # of Students:		Shift Schedule? ☐ Yes ☐ No	# of Shifts: / # per Shift:
SHIPPING INFORMATION:		***BILLING INFORMATION:***	
Agency:		Bill To:	
Attn:		Attn:	
Street Address: (No Po Box)		Street Address:	
City/State/Zip Code:		City/State/Zip Code:	

FOR STATE FIRE TRAINING USE ONLY

Date Shipped:	***Registration and Materials***		
Date Returned:	***Unit Price***	***Quantity***	***Total Price***
Course Registration ..... *(59210-142500-20)*	$20.00		$
Shipping/Handling Charges: ..... *(59210-14200-03)*			$ 8.00
revised: Jan 2015		**TOTAL DUE:**	$
D O N O T P A Y U N T I L I N V O I C E D			

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days of the class end date with tracking service.

EXAMPLE

11.5: FSTEP INSTRUCTOR CHECKLIST

CALIFORNIA STATE FIRE TRAINING

FSTEP RETURNS CHECKLIST

Please complete and initial each item.
*Include with the class when returning.

		Number of Students	Instructor's Initials
	COURSE MATERIALS		
1	Copy of the REQUEST FOR COURSE SCHEDULING form		
2	Completed ROSTER ▪ Cross out any student that did ***not*** complete the course or pay the registration fee.		
3	Completed SCANTRON ANSWER SHEET (Green) ▪ Each student's name, address, and complete SFT ID OR social security number is listed and "bubbled-in" correctly (*pencil only*). ▪ Forms are **alphabetized** by last name.		
4	Blank CERTIFICATES ▪ Including any unused, damaged, or incorrect.		
5	Completed COURSE EVALUATIONS		
6	How many Assistant Instructor/Skills Evaluators participated in this class? (please list names in the box below)		

*DO **NOT** SUBMIT PAYMENT WITH YOUR RETURNED MATERIALS*

Please explain any irregularities, deviations, or special handling requests you may have with this class.

Classes must be returned **within fifteen (15) days** after course completion. Ship all materials using a carrier that can track your shipment to:

State Fire Training Bookstore
1131 S Street
Sacramento CA 95811

01/2015

EXAMPLE

11.6: REQUEST FOR STUDENT RECORDS

California State Fire Training

P. O. Box 944246 - Sacramento, CA 94244-2460
Bus: (916) 445-8444
1131 S Street - Sacramento, CA 95811

Request for Student Records

Please check all that apply:

- ❒ This is a request for a list of all certifications/courses I have received from the Office of the State Fire Marshal, State Fire Training*.
- ❒ This is a request for my State Fire Training Identification Number (SFT ID#).
- ❒ This is a request for all classes I have taken through State Fire Training.
- ❒ This is a request for a list of all courses I am eligible to teach as a Registered Instructors.
- ❒ Other:_____

If you are requesting **copies of certificates you will need to fill out an Application/ Fee Schedule and send it in with the appropriate fees.*
Do not use this form.

I, the undersigned, am the person making this request for the above information. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made therein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause of denial.

*Requestors Signature*_____ *Date:*_____

ALL REQUESTS MUST BE SIGNED AND INCLUDE EITHER YOUR SS# OR SFT ID #.

Full Name:_____Date: _____

Department: _____

Last 4 digits of SSN#: _____ -- OR-- State Fire Training ID#: _____

Dept. Name/Phone:_____ Hm Phone:_____

SEND RESPONSE TO:
Street Address: _____

City: _____ State: _____ Zip:_____

E-Mail: (optional) _____

***Processing of requests will be done on a first come, first served basis, and only if all information requested above is filled in. Student can choose to have response sent via e-mail or U.S. mail, and processing of requests may take up to two (2) weeks. Participants requesting a student record to be sent via e-mail will not receive a hard copy. ***

01/2015

EXAMPLE

11.7: INSTRUCTOR CODE OF ETHICS/CONDUCT

CALIFORNIA STATE FIRE TRAINING

STATE FIRE TRAINING
INSTRUCTOR CODE OF ETHICS/CONDUCT

MISSION STATEMENT

The instructor, believing in the worth and dignity of every person, recognizes the importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The instructor accepts the responsibility to adhere to the highest ethical standards.

The instructor recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of peers, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. This code of ethics/conduct indicates the aspiration of all instructors and provides standards by which to judge conduct.

PRINCIPLE I

Commitment to the Student

The instructor strives to help each student realize his or her potential as a worthy and effective member of the fire service. The instructor therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the instructor...

1) Shall create a positive learning environment for all students.
2) Shall encourage students to think and act independently in their pursuit of learning.
3) Shall encourage critical thinking and expression of varying points of view.
4) Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety.
5) Shall not be under the influence of illicit drugs or alcohol during any portion of a class.
6) Shall foster and support the diversity each student brings to the classroom.
7) Shall treat all students with equal respect and provide equal opportunities.
8) Shall establish and maintain the student/instructor professional relationship.
9) Shall not intentionally expose the student to embarrassment or disparagement.
10) Shall promote an environment that is free of inappropriate racial, ethnic, religious, political, or sexual comments.
11) Shall not use profane or abusive language.
12) Shall maintain each student's right to privacy and confidentiality.
13) Shall do everything possible to impart knowledge relevant to student's success.

PRINCIPLE II

Commitment to the Training and Education Profession

The training and education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In fulfillment of the obligation to the profession, the instructor...

1) Shall be honest and above reproach when presenting their instructional qualifications by giving only accurate information.
2) Shall maintain classroom integrity by allowing only authorized instructors to teach.
3) Shall disclose information obtained in the course of professional service only when disclosure serves a compelling professional purpose or is required by law.
4) Shall maintain professional integrity by not accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

-OVER-

EXAMPLE

PRINCIPLE III

Commitment to State Fire Training

In the belief that the quality of the services of the education profession directly influences the state and its citizens, the instructor shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the instructor…

1) Shall maintain exam integrity by not distributing old or new exams for student review.
2) Shall teach the course to meet the course objectives and course goals set by State Fire Training.
3) Shall administer the certification exam under direct, visual supervision.
4) Shall adhere to the policies and procedures of State Fire Training.
5) Shall monitor student attendance daily and document the approval of any absences.
6) Shall keep up-to-date on the topics they are registered to teach.
7) Shall not teach to the exam.
8) Shall adhere to all copyright laws.
9) Shall meet or exceed the course content requirements.
10) Shall use, at a minimum, the course materials identified by State Fire Training as required for the course.
11) Shall request course approval prior to course delivery in accordance with State Fire Training policy.
12) Shall return all State Fire Training class materials promptly and in accordance with State Fire Training policy.
13) Shall submit payment when obligated.
14) Shall confirm with the registrar that all students meet the course prerequisites.
15) Shall ensure the student/instructor ratio is maintained at all times.
16) Shall inform State Fire Training on any issues found with the curriculum or course delivery.
17) Shall report to State Fire Training information about classes and/or instructors that do not meet the standards required by State Fire Training.
18) Shall teach only a class or portions of class for which they are qualified.
19) Shall report to State Fire Training any negative or harmful classroom dynamics that occurred during the delivery of a State Fire Training class.
20) Shall not make false or malicious statements about State Fire Training.
21) Shall support the mission of State Fire Training at all times and assume the responsibility of an ambassador.

This agreement must be signed and filed with State Fire Training to be registered as an instructor.

PLEASE WRITE LEGIBLY

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH STATE FIRE TRAINING'S INSTRUCTOR CODE OF ETHICS.

Date: _____ SS# (last 4 digits): _____

Name (Print): _____

Signature: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email Address: _____

If mailing in the agreement, please complete the information above and make a copy for your files. Return the original to:
PACE II Coordinator
PO Box 944246
Sacramento, CA 94244-2460

February 2008

EXAMPLE

11.8: INSTRUCTOR APPLICATION

State Fire Training

1131 S Street, Sacramento, CA 95811
Phone (916) 445-8444

Instructor Application

Applicant Information (please print or type)

Name: _____
First Middle Last

Agency: _____
Current Employer SSN (last 4 digits)

Address: (Agency) _____
Street

_____
City County State Zip

Address: (Home) _____
Street

_____
City County State Zip

Email: _____
Work Home

Phone: _____
Work Home Mobile

☐ I am a registered SFT instructor in good standing applying for additional courses only.

Authorization to Release Information

I understand that State Fire Training will publish the following information about my instructor registration on its website: instructor name and agency name, address, and phone number.

In the absence of agency affiliation, I authorize the release of the following information as listed on the front of this application:

☐ Name ☐ Home address ☐ Home phone ☐ Mobile phone

Statement of Assurance

I, the undersigned, am the person applying for instructor registration. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause for denial of this application.

_____
Applicant Signature Date

UPDATED: Jan 2015 **Note: There is no fee for Instructor Registration** Page 1 of 3

EXAMPLE

State Fire Training – Instructor Application

Identify the courses you are applying to teach.

Command

- ☐ Command 1A: Structure Fire Command Operations for the CO
- ☐ Fire Command 1B: Incident Management for CO
- ☐ Command 1C: WUI Command Operations for the CO
- ☐ Fire Command 2A: Command Tactics at Major Fires
- ☐ Fire Command 2B: Management of Major HazMat Incidents
- ☐ Fire Command 2C: High-rise Fire Fighting Tactics
- ☐ Fire Command 2D: Planning for Large Scale Disasters
- ☐ Fire Command 2E: Wildland Fire Fighting Tactic

Driver/Operator

- ☐ Basic Emergency Vehicle Operations
- ☐ Basic Pump Operations
- ☐ Driver/Operator Aerial/Tiller Truck Operations
- ☐ Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations
- ☐ Fire Apparatus Driver/Operator 1B: Pump Operations

Fire Control – Primary

- ☐ Fire Control 1: Basic Fire Chemistry
- ☐ Fire Control 2: Basic Operations – Structural
- ☐ Fire Control 3A: Structural Fire Fighting in Acquired Structures
- ☐ Fire Control 3B: Structural Fire Fighting in Live-fire Simulators
- ☐ Fire Control 4: Oil and Gas Fire Fighting
- ☐ Fire Control 4A/B: Flammable Gases and Liquids Fire Fighting
- ☐ Fire Control 5: Aircraft Rescue and Fire Fighting
- ☐ Fire Control 6: Wildland Fire Fighting Essentials
- ☐ Fire Control 7: Wildland Fire Fighting

Fire Control – Senior

- ☐ Fire Control 3A – Senior Coordinator
- ☐ Fire Control 3B – Senior Coordinator
- ☐ Fire Control 4 – Senior Instructor
- ☐ Fire Control 4A/B – Senior Instructor
- ☐ Fire Control 5 – Senior Instructor
- ☐ Fire Control 7 – Senior Instructor

Fire Fighting and Rescue – Primary

- ☐ Auto Extrication
- ☐ Command and Control of the RIC Deployment
- ☐ Confined Space Rescue Awareness
- ☐ Confined Space Rescue Technician
- ☐ Emergency Response to Alternative Fuel Vehicles
- ☐ Fire Fighter Survival
- ☐ Fireline Safety Awareness for the Hired Vendor
- ☐ Large Animal Rescue Operational
- ☐ Low Angle Rope Rescue Operational
- ☐ Open Water Rescuer - Basic
- ☐ Personal Watercraft Rescue Operations
- ☐ Rapid Intervention Crew Operations
- ☐ Rescue Boat Operations
- ☐ Rescue Systems 1: Rope/Low Angle Rope Rescue Module
- ☐ Rescue Systems 1: Heavy Objects/Breaking & Breaching Module
- ☐ Rescue Systems 1: Ladder Module
- ☐ Rescue Systems 1: Shoring Module
- ☐ Rescue Systems 2: Exterior Shores Module
- ☐ Rescue Systems 2: Interior Shores Module
- ☐ Rescue Systems 2: Breaking and Breaching Module
- ☐ Rescue Systems 2: Lifting and Moving Module
- ☐ Rescue Systems 3: Structural Collapse Technician (2012)
- ☐ River and Flood Water Rescue
- ☐ Rope Rescue Technician
- ☐ Tire Fire Prevention and Suppression
- ☐ Trench Rescue
- ☐ Trench Rescue Technician

Fire Fighting and Rescue – Senior

- ☐ Confined Space Rescue Technician – Senior Instructor
- ☐ Rescue Systems 1 – Senior Instructor
- ☐ Rescue Systems 2 – Senior Instructor

Hazardous Materials

- ☐ HazMat First Responder Awareness Level
- ☐ HazMat First Responder Operational Level
- ☐ HazMat First Responder Operational, Decontamination

UPDATED: Jan 2015 ****Note: There is no fee for Instructor Registration**** Page 2 of 3

EXAMPLE

State Fire Training – Instructor Application

Incident Command System

- ☐ Advanced All-Hazards Incident Management (AIIM)
- ☐ ICS-200: Basic ICS
- ☐ ICS-300: Intermediate ICS
- ☐ ICS-400: Advanced ICS
- ☐ S-130: Fire Fighter Training
- ☐ S-131: Fire Fighter Type 1 Training
- ☐ S-190: Introduction to Wildland Fire Behavior
- ☐ S-200: Initial Attack Incident Commander Type 4
- ☐ S-203: Introduction to Incident Information
- ☐ S-212: Wildland Fire Chain Saws
- ☐ S-215: Fire Operations in the Wildland/Urban Interface
- ☐ S-230: Crew Boss – Single Resource
- ☐ S-231: Engine Boss – Single Resource
- ☐ S-234: Ignition Operations
- ☐ S-244: Field Observer
- ☐ S-245: Display Processor
- ☐ S-270: Basic Air Operations
- ☐ S-290: Intermediate Wildland Fire Behavior
- ☐ S-300: Extended Attack Incident Commander
- ☐ S-330: Task Force/Strike Team Leader
- ☐ AR-330: Task Force/Strike Team Leader – All Risk
- ☐ S-336: Tactical Decision Making in Wildland Fire
- ☐ S-339: Division/Group Supervisor
- ☐ AR-339: Division/Group Supervisor – All Risk
- ☐ S-346: Situation Unit Leader
- ☐ S-349: Resources/Demobilization Unit Leader
- ☐ S-355: Ground Support Unit Leader
- ☐ S-356: Supply Unit Leader
- ☐ S-358: Communications Unit Leader
- ☐ S-359: Medical Unit Leader
- ☐ S-360: Finance/Administration Unit Leader
- ☐ S-390: Introduction to Wildland Fire Behavior Calculations
- ☐ S-400: Incident Commander
- ☐ S-403: Information Officer
- ☐ S-404: Safety Officer
- ☐ S-420: Command and General Staff
- ☐ S-430: Operations Section Chief
- ☐ AR-430: Operations Section Chief – All Risk
- ☐ S-440: Planning Section Chief
- ☐ S-445: Incident Training Specialist
- ☐ S-450: Logistics Section Chief
- ☐ S-460: Finance/Administration Section Chief
- ☐ S-490: Advanced Wildland Fire Behavior Calculations
- ☐ S-491: Intermediate National Fire Danger Rating System
- ☐ Terrorism Liaison Office, Basic

Instructor

- ☐ Training Instructor 1A: Cognitive Lesson Delivery
- ☐ Training Instructor 1B: Psychomotor Lesson Delivery
- ☐ Training Instructor 1C: Instructional Development Techniques
- ☐ Fire Instructor 2A: Techniques of Evaluation
- ☐ Fire Instructor 2B: Group Dynamics/Problem Solving
- ☐ Fire Instructor 2C: Employing Audiovisual Aids
- ☐ Ethical Leadership in the Classroom
- ☐ Instructional Techniques for Company Officers

Investigation

- ☐ Fire Investigation 1A: Fire Origin and Cause Determination
- ☐ Fire Investigation 1B: Techniques of Fire Investigation
- ☐ Fire Investigation 2A: Criminal and Legal Procedures
- ☐ Fire Investigation 2B: Field Case Studies
- ☐ Fire/Arson Detection

Management

- ☐ Fire Management 1: Management/Supervision for CO
- ☐ Fire Management 2A: Org Development/Human Relations
- ☐ Fire Management 2B: Fire Service Financial Management
- ☐ Fire Management 2C: Personnel and Labor Relations
- ☐ Fire Management 2D: Master Planning
- ☐ Fire Management 2E: Ethics and the Challenge of Leadership
- ☐ Fire Service Supervision: Increasing Personal Effectiveness
- ☐ Fire Service Supervision: Increasing Team Effectiveness
- ☐ Volunteer Fire Service Management

Prevention

- ☐ Prevention 1
- ☐ Fire Inspector 1A: Duties and Administration
- ☐ Fire Inspector 1B: Fire and Life Safety
- ☐ Fire Inspector 1C: Field Inspection
- ☐ Fire Inspector 1D: Field Inspection – California Specific
- ☐ Fire Inspector 2A: Fire Prevention Administration
- ☐ Fire Inspector 2B: Fire and Life Safety Requirements
- ☐ Fire Inspector 2C: Inspecting New/Existing Fire and Life Safety Systems/Equipment
- ☐ Fire Inspector 2D: Hazardous Materials, Ops, and Processes
- ☐ Fire Prevention 3A: Hydraulic Sprinkler Calculations
- ☐ Fire Prevention 3B: Plan Review

Public Education

- ☐ Public Education 1: Systematic Planning and Communication Skills

UPDATED: Jan 2015 ****Note: There is no fee for Instructor Registration**** Page 3 of 3

EXAMPLE

11.9: STUDENT COURSE EVALUATION FORM

California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8444
1131 S Street, Sacramento, CA 95811

Student Course Evaluation Form

THE GOAL OF STATE FIRE TRAINING IS TO PROVIDE AN EFFECTIVE PROGRAM THAT MEETS YOUR NEEDS AND EXPECTATIONS. YOUR INPUT IS CRITICAL FOR THE DEVELOPMENT OF FUTURE COURSES AND INSTRUCTOR DEVELOPMENT. THIS IS A STRICTLY VOLUNTARY EVALUATION, BUT WE HOPE YOU WILL COMPLETE IT TO ASSIST IN THE QUALITY IMPROVEMENT OF SFT COURSES. THANK YOU FOR YOUR PARTICIPATION. IT IS ALSO APPROPRIATE TO COMPLETE A SEPARATE FORM FOR ASSISTANT INSTRUCTORS. YOU MAY RETURN THE EVALUATION TO YOUR INSTRUCTOR OR MAIL IT DIRECTLY TO STATE FIRE TRAINING.

Date: _____ Instructor(s): _____

Course: _____ Course Location: _____

CIRCLE A NUMBER FOR EACH STATEMENT:	VERY POOR	POOR	GOOD	VERY GOOD	EXCELLENT
Logistics					
Course facilities	1	2	3	4	5
Course materials	1	2	3	4	5
Instruction					
Instructor(s) presentation	1	2	3	4	5
Instructor(s) communication	1	2	3	4	5
Instructor(s) knowledge	1	2	3	4	5
Instructor(s) skill with student participation	1	2	3	4	5
Instructor(s) articulated course completion requirements	1	2	3	4	5
Course Satisfaction					
Course format	1	2	3	4	5
Course content	1	2	3	4	5
Pace of the class	1	2	3	4	5
Course met your personal objective(s) for attending	1	2	3	4	5
Course met the learning objectives stated at the beginning of class	1	2	3	4	5
Proctored tests supported course learning objectives	1	2	3	4	5
Overall course satisfaction	1	2	3	4	5

EXAMPLE

Online Course Supplemental Questions (for online course delivery only)					
Was the instructor available within 24 hours after posting a question or concern?	1	2	3	4	5
Was the course appropriate for an online delivery?	1	2	3	4	5
How would you rate online delivery?	1	2	3	4	5
Would you enroll in another online delivery?	1	2	3	4	5

General Comments

1. What did you like best about the course? _____

2. What did you like least about the course? _____

3. What was your objective(s) for attending this course? _____

5. Did the instructor(s) seem approachable and keep you informed of your progress in the course?

6. What comments, if any, do you have about the course both positive and negative? _____

7. Would you like to be contacted for further input, if so please include your name and phone number?

EXAMPLE