

Mailed 6/26/09



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Office of State Fire Marshal
State Fire Training
P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 445-8195
Website: www.fire.ca.gov



June 26, 2009

Registered Fire Management 2 Instructors
Fire Technology Coordinators
Accredited Regional Training Programs/Accredited Local Academy

Re: Updated Fire Management 2 Course Information and Required Materials

State Fire Training is pleased to announce updated editions of the Course Information and Required Materials pages for Fire Management 2A, 2B, 2C, 2D, and 2E. The new information for these five courses includes:

- Updated course descriptions
- Approved texts for students (including publisher information)
- Approved texts for instructors (including publisher information)
- Elimination of the certification exam provided by State Fire Training
- Addition of a summative test to be developed by the instructor using the information in the student texts

Effective Date

The designated start date for delivering the updated courses is **September 1, 2009**. It is required that you use the new Course Information and Required Materials documentation for courses delivered on or after this date. To help you with this transition, I have enclosed the Fire Management 2 pages for your review.

Summative Test Requirements

The instructor-developed summative test is your course final and will be used instead of the SFT certification exam. This summative test, however, is incorporated into the student's grade for the course and must be used to determine successful completion of the class.

- Minimum 50 item test
- Use a test planning sheet to ensure test questions are linked to the student material.
- Format can be completion, short-answer, and/or multiple choice
- Passing criteria is 80%
- Return to SET with other class materials - see 10/1/09 memo
 - One copy of the test
 - A referenced answer key identifying where the answers are found in the student material
 - A completed roster listing all students' test scores



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Office of State Fire Marshal
State Fire Training
 P.O. Box 944246
 SACRAMENTO, CA 94244-2460
 (916) 445-8185
 Website: www.fire.ca.gov



December 1, 2009

SFT Level 2 Management Instructors
 SFT Level 2/3 Prevention Instructors
 Fire Technology Coordinators
 Regional Accredited/Local Academy Directors

Summative Tests

As a reminder, students attending an upper level Fire Management or Fire Prevention class must pass the instructor-developed summative test with a minimum 80% score in order to pass the class. If a student fails the summative test, he or she fails the class and does not meet the prerequisite to attend the next class in the series.

As the Primary Instructor for a class where a student is not successful, however, you may *elect* to administer a retake exam. This must not be confused with retaking a SFT certification exam. A retake of a summative exam must be administered prior to returning your class materials to SFT. SFT Procedures Manual requires all class materials be returned within 15 days of the class ending date, therefore, you would have less than two weeks from the class ending date to administer the retake since.

If you have any questions, please contact the SFT representative in your area.

| | | | |
|---------------------|------------------|----------------|--|
| Sacramento | Alicia Hamilton | (916) 445-6267 | alicia.hamilton@fire.ca.gov |
| Northern California | Ken Vollenweider | (707) 718-2920 | ken.vollenweider@fire.ca.gov |
| Central California | Ramiro Rodriguez | (559) 333-5009 | ramiro.rodriguez@fire.ca.gov |
| Southern California | Mike Garcia | (661) 808-9204 | mike.garcia@fire.ca.gov |



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Office of State Fire Marshal
State Fire Training
 P.O. Box 944246
 SACRAMENTO, CA 94244-2460
 (916) 445-8195
 Website: www.fire.ca.gov



December 18, 2009

SFT Master Instructors
 Fire Technology Coordinators
 Regional Accredited/Local Academy Directors

Training Instructor Summative Tests

State Fire Training has just finished reviewing the summative tests that have been developed and administered during this first year of the new Training Instructor program. Thank you to those who followed this new process. Several issues were found and are described below.

Test Development

Test items must come from the page numbers listed in the student behavioral objective. They must be referenced to either the Fire and Emergency Services Instructor, Seventh Edition or the student supplement. They cannot be from lesson plans, slides, or "lecture." Please refer to the page numbers listed in the standard for each lesson plan's behavioral objectives.

Passing Rate

Students attending a Training Instructor 1A, 1B, or 1C class must pass the instructor-developed summative test with a **minimum 80% score in order to pass the class**. If a student fails the summative test, he or she fails the class and does not meet the prerequisite to attend the next Training Instructor class. **In addition to the roster, you must write each student's numeric score next the section where you indicate if the student passed [+] or failed [-]**.

Retaking the Summative Test

As the Primary Instructor for a class where a student is not successful, however, you may *elect* to administer a retake exam. This must not be confused with retaking a SFT certification exam. A retake of a summative exam must be administered prior to returning your class materials to SFT. SFT Procedures Manual requires all class materials be returned within 15 days of the class ending date, therefore, you would have less than two weeks from the class ending date to administer the retake since.

If you have any questions, please contact the SFT representative in your area.

Sacramento

Alicia Hamilton (916) 445-6267 alicia.hamilton@fire.ca.gov

Northern California

Ken Vollenweider (707) 718-2920 ken.vollenweider@fire.ca.gov

Central California

Ramiro Rodriguez (559) 333-5009 ramiro.rodriguez@fire.ca.gov

Southern California

Mike Garcia (661) 808-9204 mike.garcia@fire.ca.gov



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8444

1131 S Street, Sacramento, CA 95811
Fax (916) 445-8128



DATE: October 1, 2010
TO: Master Instructors
Regional Accredited/Local Academy Directors
Fire Technology Coordinators
RE: Training Instructor Summative Tests

Test Submittal

Effective immediately, State Fire Training no longer requires the instructor-developed summative test utilized in Training Instructor 1A, 1B, or 1C to be submitted. This allows SFT to remove itself from the role of monitoring and evaluating these tests. This important responsibility is placed on the Primary Instructor.

Prior to developing a summative test, the Primary Instructor is expected and should always use a test planning sheet to ensure all topical areas are covered and the test items are constructed to the appropriate level of instruction. Also, in order to pass the class, students attending a Training Instructor 1A, 1B, or 1C class must achieve a minimum score of 80% on the instructor-developed summative test. If a student fails the summative test, he or she fails the class and does not meet the prerequisite to attend the sequential Training Instructor class.

Retaking the Summative Test

When a student is not successful, the Primary Instructor may elect to administer a retake summative test. Administering a retake is the decision made by the Primary Instructor. Do not confuse this with retaking a SFT certification exam. A retake of a summative test shall be administered prior to returning your class materials to SFT. SFT Procedures Manual requires all class materials be returned within 15 days of the class ending date. Therefore, the Primary Instructor has less than two weeks from the class ending date to administer a retake summative test.

If you have any questions, please contact the SFT representative in your area.

| | | |
|---------------------|---|----------------|
| Northern California | Rodney Slaughter, Deputy State Fire Marshal III | (916) 203-6827 |
| Central California | Ramiro Rodriguez, Deputy State Fire Marshal III | (559) 333-5009 |
| Southern California | Mike Garcia, Deputy State Fire Marshal III | (661) 808-9204 |