



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

P.O. Box 944246
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September 2013

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

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

As subject matter experts, cadre members play a key role in evaluating, developing, and validating curriculum document content, and anticipating how curriculum changes will impact the various audiences that use or interact with SFT curriculum and processes. The work to complete these projects comes in two phases: development and validation. So far the projects include Fire Fighter 1 & II, Company Officer, Chief Fire Officer, Executive Chief Officer, Training Instructor, Training Specialist and Training Officer.

Cadre Development Meetings

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

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

Cadre Validation Meetings

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

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

Participation

The Fire Fighter I & II project has moved along rapidly and the development and validation cadres have been selected for all of the other projects and development and validation work is now in progress. Minor revisions and cleanup work is continuing on Plans Examiner and Fire Marshal Curriculum.

Community Risk Officer is the next project and we are currently looking for cadre members for the development and validation phase.

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

If you would like to participate, complete the attached application and submit with your resume as soon as possible. Thank you and we hope to hear from you soon.



California State Fire Training

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State Fire Training *Development & Validation Cadre* Application Form

Personal Information

First Name:	MI:	Last Name:	
Mailing Address:			
City:	State:	Zip Code:	
Home Phone:		Cell Phone :	
Personal Email:			

Department Information

Department:		
Mailing Address:		
City:	State:	Zip Code:
Bus. Phone:		Dept. Cell Phone:
Dept. Email:		

Are you interested in serving as a cadre member?

Community Risk Officer

On which team(s) are you interested in serving?

Development Validation Both

Have you previously served on a State Fire Training curriculum committee? Yes No

If "yes" which one(s)?	When?
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Briefly describe your fire service and/or training experience.

Explain how your experience will benefit this project.

After selecting " Submit " Please Email an updated resume to:

Cassandra Fine, Office Technician - State Fire Training

cassandra.fine@fire.ca.gov