State Fire Training

Procedures Manual

December 2005

Final Draft Edition

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Introduction

As fire service professionals, we all understand the need for standardized yet contemporary rules, procedures, and guidelines; and we at State Fire Training recognize the concern of the California fire service for standardization of the programs managed by State Fire Training. This document is intended to provide that standardization.

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

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

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Thank you for your continued support of our efforts to provide the training and education framework to assist you in achieving your professional development goals.

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Office of State Fire Marshal

(A) MISSION

The mission of the Office of State Fire Marshal (OSFM) is to protect life and property through the development and application of fire protection engineering, enforcement, and education. This mission involves establishment of a fire-safe environment for the citizens of California, an environment that serves as a foundation to be built upon and molded by local agencies to meet their specific needs. The State Fire Marshal is able to achieve the objective of public fire safety because legally organized local fire authorities generally carry out enforcement of the minimum fire safety standards. This delegation of enforcement responsibilities eliminates duplicating and overlapping effort and, at the same time, preserves the concept of local autonomy.

(B) INTRODUCTION

The Office of State Fire Marshal functions as an entity within the California Department of Forestry and Fire Protection. The mission of the Office is carried out in three basic ways: 1) by regulating buildings in which people live, congregate, or are confined; 2) by controlling substances and products which may, in and of themselves, or by the misuse, cause injuries, death, and destruction by fire; and 3) by training and educating in fire protection methods and responsibilities. Reduced to its simplest terms, the function of the State Fire Marshal is fire prevention. That function is accomplished through several major program elements including regional operations, technical services, training, arson and bomb investigation, pipeline safety, oil refinery and chemical plant safety, and fire incident reporting.

In addition to these program elements, the State Board of Fire Services (SBFS) plays a major role in providing a state-level focus for resolving fire prevention and control issues affecting the entire fire service. This board is comprised of representation from fire service labor, Fire Chiefs, fire districts, volunteer fire fighters, city and county governments, CDF, OES, the insurance industry, and is chaired by the State Fire Marshal. The Board serves in an advisory capacity in such areas as the development of technical and professional performance standards for training fire service personnel, accreditation of curriculum, establishing policy for the certification system for the California fire service, and other issues of concern and importance.

The OSFM has established several other advisory committees comprised of SFM staff, fire service representatives, outside agencies, and industry people to aid in carrying out the regulations and duties of the Office.

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State Fire Training

(A) OVERVIEW

The OSFM's fire service training functions are an outgrowth of the transfer of the Fire Service Training and Education Program (FSTEP) from the Department of Education in 1978. Since that time, the OSFM's role has evolved from one in which State Fire Marshal staff worked directly with fire departments in the field to one of coordination of the statewide delivery system, working through and with community colleges and registered instructors.

It is important to note that all of the following services are self-funded by fees paid by the participants.

(B) CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

In the continuing efforts to establish coordination among the various elements that contribute to the development, delivery, and administration of training for the California fire service, the California Fire Service Training and Education System (CFSTES) was created.

CFSTES was the name given to the former "California Fire Academy System" which represented the initial attempt to employ a "system" concept to fire service training. The name was decided upon to avoid confusion with the California Fire Academy at Asilomar. Through the years, CFSTES has become synonymous with CERTIFICATION.

(1) Objectives

The objective of CFSTES is to provide a single statewide focus for fire service training in California. General functions of the System include:

- Implementing OSFM standards and requirements.
- Managing curriculum development.
- Accrediting courses leading to certification.
- Approving standardized training programs for local and regional delivery.
- Administering the certification system.
- Publishing certification training standards, instructor guides, student manuals, and related support materials.
- Maintaining liaison with individuals, groups, organizations, and agencies involved in training.

Some of these functions require direct control, as in the case of certification and accreditation; however, for the most part, CFSTES' role is one of facilitating, coordinating, and assisting in the development and delivery of standardized in-service and specialty training for the California fire service.

(2) How CFSTES works

The California State Fire Marshal has the responsibility for the System. A full-time staff, headed by the Chief for State Fire Training manages CFSTES from the OSFM headquarters in Sacramento. The development and updating of curriculum, certification exams, and student manuals is accomplished through advisory committees or volunteer task forces of working

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professionals in the field. STEAC reviews all substantive changes and/or additions to standards, rules, and procedures before presentation to the SBFS and the OSFM for adoption. CFSTES is self-funded from participant fees, i.e., student registrations, certification fees, and the sale of bookstore materials.

(3) Training guides and resources

(a) Career Develop Guides/Certification Training Standards providing an analysis of each task contained in each certification track. This guide lists a performance standard for each task identified and an applicable reference source.

(b) Instructor guides providing the instructor with lesson plans and objectives for all tasks included in the curriculum.

(c) Student texts, manuals, and supplements.

(d) Skills exams when applicable.

(e) Course final written exams when applicable.

(f) Periodic tests and certification exams.

(4) Certification system

The term "certification" is used to recognize an individual for having met approved professional standards by meeting certification prerequisites, experience requirements, completing a specific accredited course of study, and passing appropriate certification examinations.

This dynamic system has evolved over many years, and is the result of input from individuals and organizations within the California fire service.

(C) FIRE SERVICE TRAINING AND EDUCATION PROGRAM

The Fire Service Training Education Program, or FSTEP, is designed to provide 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. Courses are delivered through registered instructors and may be custom tailored by the instructor to meet a department's specific needs. Upon successful completion of a course, the instructor will issue a California State Fire Marshal's certificate of completion to the student.

FSTEP is also the term used for the training programs available from State Fire Training that do **not** lead toward certification. In addition to the traditional FSTEP courses, the Incident Command System, Confined Space Rescue, and Emergency Care of the Sick and Injured are included under the FSTEP umbrella.

The courses vary in length, ranging from self-study programs for some of the ICS courses to 40 hours for Confined Space Rescue Operations training. Instructor guides and student manuals support several courses while others are supported only with course outlines. All courses are taught by registered instructors.

The State Fire Marshal is charged under Article 4 of the Health and Safety Code (state law) titled California Fire Service Training and Education Program (FSTEP) to make available fire service training and education programs on a voluntary basis to fire departments that rely extensively on volunteers.

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(D) CALIFORNIA FIRE ACADEMY (CFA)

The California Fire Academy at Monterey is cosponsored and managed by State Fire Training in cooperation with Monterey Peninsula College.

On the Monterey Campus, the Academy conducts specialized training courses and advanced officer programs of statewide impact. On-campus programs are targeted to middle and top-level fire officers, fire service instructors, technical professionals, and representatives from allied professions. Any person with substantial involvement in fire prevention and control, emergency medical services, or fire-related emergency management activities is qualified for academy courses.

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State Fire Training Committees

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Statewide Training and Education Committee (STEAC)

(A) COMMITTEE GOAL

To serve as a policy review committee for the State Fire Marshal and provide final review of all State Fire Training course curricula.

(B) COMMITTEE MEMBERSHIP

(1) The committee chair shall be appointed by the State Fire Marshal.

(2) Committee members shall be by the committee chair and the State Fire Marshal.

(3) Committee members shall serve staggered, two-year terms.

(4) The committee shall be comprised of California Fire Chiefs Association (CFCA), CFCA Training Officers Association (one North and one South), California Department of Forestry and Fire Protection (CDF), CDF Academy, Governor's Office of Emergency Services (OES), California Fire Fighters Joint Apprenticeship Committee (CFFJAC), California Professional Firefighters (CPF), California State Firefighters' Association (CSFA), Fire District Associations of California (FDAC), California Fire Technology Directors (one North and one South), League of California Cities, and Metro Chiefs.

(5) Technical advisors may be appointed by the committee chair and State Fire Training based on a specific need.

(C) MEETINGS

(1) Location

(a) Meetings shall be regularly scheduled in Sacramento.

(b) Meetings can be scheduled throughout the state on an as-needed basis.

(2) Schedule

(a) The committee shall, at a minimum, meet quarterly.

(b) Additional meetings can be scheduled on an as-needed basis.

(D) COMMITTEE PROTOCOL

(1)

(1)

(E) PROCESS

(1)

(2)

(F) QUORUM

(1) A simple majority of the committee membership shall be a quorum.

(G) RESPONSIBILITY OF THE CHAIR

(1) Interpretation and decisions are the purview of the chair.

(2) The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal.

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Peer Assessment for Certification Evaluation (PACE I)

(A) COMMITTEE GOAL

To enhance the professional credibility of position certifications earned through the California Fire Service Training and Education System (CFSTES) for the California fire service.

(B) COMMITTEE ROLE

(1) To perform an audit of all applications for position certification.

(a) This audit includes reviewing course records, certificates, resumes, correspondence, and other communications relative to individual requests for position certification.

(2) Committee members are expected to maintain confidentiality and respect the rights of privacy for those applications reviewed.

(a) Failure to maintain confidentiality by any committee member shall be cause for terminating committee membership.

(C) COMMITTEE MEMBERSHIP

(1) The committee chair shall be State Fire Training's PACE Coordinator unless otherwise specified.

(2) Members of the PACE I committee shall be appointed by the committee chair for a two-year term. It is important for members to consistently participate at the meetings during their term.

(3) The committee shall be comprised of Fire Chiefs, Training Officers, certified Fire Officers, and other interested and qualified fire service personnel.

(4) Technical advisors may be appointed by State Fire Training based on a specific need.

(D) MEETINGS

(1) Locations

(a) Two meetings shall be scheduled for Northern California at the OSFM in Sacramento.

(b) Two meetings shall be scheduled for Southern California at the OSFM in Monrovia.

(2) Schedule

(a) Quarterly meetings shall be held each fiscal year on the third Thursday in July, October, January, and April.

(E) COMMITTEE PROTOCOL

(1) State Fire Training staff shall assemble and organize applications and records for review.

(2) Committee members will review each application to determine certification eligibility.

(3) If the application is complete and approved, the certificate(s) will be issued and mailed to the applicant.

(4) If the application is incomplete, State Fire Training staff will return a check-off sheet to the applicant indicating what documentation is lacking.

(5) The chair shall forward results of the audits directly to the Chief of State Fire Training.

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(F) RESPONSIBILITY OF THE CHAIR

(1) Interpretation and decisions are the purview of the chair.

(2) The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the Chief of State Fire Training for resolution.

(G) APPEALS

Appeals relative to denial of eligibility for certification may be made utilizing the following procedures:

(1) Appeals shall be in writing and directed to the Chief of State Fire Training no later than 30 days after notification of the initial review and denial.

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

(3) The Chief of State Fire Training shall review the appeal and render his or her decision in writing.

(4) The applicant may appeal the decision of the Chief of State Fire Training no later than 30 days after notification of the decision by writing to the State Fire Marshal.

(5) The State Fire Marshal shall review the appeal and render his or her decision.

(6) The decision of the State Fire Marshal is final.

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Peer Assessment for Credential Evaluation (PACE II)

(A) COMMITTEE GOAL

To enhance the professional credibility of fire service personnel registered to instruct State Fire Training's certified and noncertified courses.

(B) COMMITTEE ROLE

(1) To perform an audit of all applications for instructor registration.

(a) This audit includes reviewing course records, certificates, resumes, correspondence, and other communications relative to individual requests for instructor registration.

(2) Committee members are expected to maintain confidentiality and respect the rights of privacy for those applications reviewed.

(a) Failure to maintain confidentiality by any committee member shall be cause for terminating committee membership.

(C) COMMITTEE MEMBERSHIP

(1) The committee chair shall be a representative from State Fire Training unless otherwise specified.

(2) The committee chair shall appoint members of the PACE II committee for a two-year term. It is important for members to consistently participate at the meetings during their term.

(3) The committee shall be comprised of Fire Chiefs, Training Officers, registered SFT instructors, representatives of the community college system, and other interested and qualified fire service personnel.

(4) Technical advisors may be appointed by State Fire Training based on a specific need.

(D) MEETINGS

(1) Locations

(a) Two meetings shall be scheduled for Northern California at the OSFM in Sacramento.

(b) Two meetings shall be scheduled for Southern California at the OSFM in Monrovia.

(2) Quarterly meetings shall be held each fiscal year on the second Thursday in September, December, March, and June.

(E) COMMITTEE PROTOCOL

(1) State Fire Training staff assembles and organizes applications and records for review.

(2) Committee members review each application to determine instructor eligibility.

(3) If the application is complete and approved, a letter from State Fire Training confirming instructor registration will be mailed to the applicant. The applicant will then be formally recorded as a registered instructor with State Fire Training.

(4) If the application is incomplete, State Fire Training staff will return a check-off to the applicant indicating what documentation is lacking.

(5) The chair shall forward results of the audits directly to the Chief of State Fire Training.

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(F) RESPONSIBILITY OF THE CHAIR

(1) Interpretation decisions are the purview of the chair.

(2) The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the Chief of State Fire Training for resolution.

(G) APPEALS

Appeals relative to denial of eligibility for instructor registration may be made utilizing the following procedures:

(1) Appeals shall be in writing and directed to the Chief of State Fire Training no later than 30 days after notification of the initial review and denial.

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

(3) The Chief of State Fire Training shall review the appeal and render his or her decision in writing.

(4) The applicant may appeal the decision of the Chief of State Fire Training no later than 30 days after notification of the decision by writing to the State Fire Marshal.

(5) The State Fire Marshal shall review the appeal and render his or her decision.

(6) The decision of the State Fire Marshal is final.

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Peer Assessment for Course Equivalencies (PACE III)

(A) COMMITTEE GOAL

To recognize the life experience and career education of fire service professionals. To enhance the professional credibility of position certifications earned through the California Fire Service Training and Education System for the California fire service.

(B) COMMITTEE ROLE

(1) To evaluate applicants who believe they meet the instructional requirements for certification through life experience and career education, but have been prevented from progressing within a certification track.

(2) Recognition of life experience and career education will be considered for CFSTES course work only and not in lieu of prerequisite community college units.

(C) COMMITTEE MEMBERSHIP

(1) The committee chair shall be the State Fire Marshal.

(2) The four-member committee shall be comprised of the State Fire Marshal, the Assistant State Fire Marshal, the Chief of State Fire Training, and the chair of STEAC.

(3) The State Fire Marshal, based on a need for discipline-specific information may appoint technical advisors.

(D) PETITION

An applicant's request for certification shall have previously been reviewed by the PACE I committee. For any missing course work identified, applicants may petition for a PACE III review.

(1) Petitions shall be in writing to the Chief of State Fire Training who will acknowledge receipt of the petition and schedule an interview date for the applicant.

(2) Petitions shall clearly identify each CFSTES course to be considered for equivalency credit.

(3) Petitions shall include a detailed analysis of the proposed equivalent life experience and/or career education as it relates to each CFSTES course in consideration.

(a) Life experience includes, but is not limited to, positions held in the fire service, curriculum development, and relevant work experience.

(b) Career education includes, but is not limited to, course work taken through educational institutions and other outside training organizations.

(4) Applicants shall submit four (4) copies of their petition, supporting documentation, and any corresponding PACE I certification review forms.

(5) Applicants shall make a verbal presentation outlining their qualifications and education and respond to any questions the PACE III committee may have relative to their qualifications and petition.

(E) FEES

(1) For <u>each</u> CFSTES course under consideration for equivalency credit, applicants must submit the current course registration fee.

(2) This is a nonrefundable fee submitted with the petition.

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(F) INTERVIEWS

(1) Interviews shall be conducted at the State Fire Training office in Sacramento.

(2) Applicants are responsible for their own costs for attendance, travel, and miscellaneous expenditures.

(3) Applicants shall be notified in writing of the committee's decision after the interview.

(G) APPEALS

(1) Since PACE III is an appeal process for a PACE I review, the committee's decision is final.

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Peer Assessment for Chief Executive (PACE IV)

(A) COMMITTEE GOAL

To enhance the professional credibility of position certifications earned through a personal performance assessment of candidates from the California fire service for the rank of Fire Chief.

(B) COMMITTEE ROLE

(1) To complete a performance assessment of all candidates for Fire Chief certification; this includes course records, personal achievements, work records, certificates, resumes, correspondence, and other communications.

(C) COMMITTEE MEMBERSHIP

(1) The committee chair shall be the State Fire Marshal unless otherwise delegated to a specific panel.

(2) Members of the PACE IV committee shall be appointed by the committee chair for specific panel involvement.

(3) The committee shall be comprised of certified Fire Chiefs and elected or appointed officials of local government or the private sector.

(4) An advocate for the candidate shall be a certified Fire Chief appointed by the chair. Advocates shall serve as a nonvoting member of the committee.

(D) ENROLLMENT

(1) Application for certification and payment of the enrollment fee is submitted to State Fire Training.

(a) This fee is nonrefundable.

(2) State Fire Training acknowledges receipt of the application and appoints an advocate for the applicant.

(E) APPLICATION PACKAGE

(1) After meeting with their advocate, applicants shall develop an application package that includes a detailed analysis of the life experience and/or career education as it relates to Fire Chief Certification Training Standards.

(a) Life experience includes, but is not limited to, positions held in the fire service, curriculum development, and relevant work experience.

(b) Career education includes, but is not limited to, course work taken through educational institutions and other outside training organizations.

(2) Up to six (6) copies of the application package shall be submitted to State Fire Training for use by the PACE IV committee during the interview.

(a) Payment of the PACE IV review fee is submitted.

(F) INTERVIEW

(1) Within 90 days, applicants accompanied by their advocate, shall make a verbal presentation outlining their qualifications and education and respond to questions the PACE IV committee will have relative to their qualifications and petition.

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(2) PACE IV interviews shall be conducted on an as-needed basis at the State Fire Training office in Sacramento.

(3) Applicants are responsible for their own costs for attendance, travel, and miscellaneous expenditures.

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Peer Assessment for CICCS Evaluation (PACE V)

(A) COMMITTEE GOAL

The California Incident Command Certification System (CICCS) was created in collaboration with the SBFS to enhance fire fighter safety through the implementation of a standardized certification system for all-risk management positions within the Incident Command System.

(B) COMMITTEE ROLE

(1) The role of the PACE V Committee is to perform audits of all applications for position certification at the 500-600 levels and has the responsibility and authority for recommending certification.

(2) This involves reviewing course records, certificates, resumes, and other supporting documentation. CICCS reviews are to be conducted as follows:

(a) ICS 100-200

1. The authority for certification is delegated to the fire chief of an organized fire department.

(b) ICS 300

1. The authority for certification at these levels is delegated to the Operational Area Review Committee.

(c) ICS 400

1. The authority for certification at these levels is delegated to the Regional Area Committee.

(d) ICS 500-600

1. The authority for certification at these levels is delegated to the State Fire Marshal's PACE V committee.

2. Positions

a. Area Command

b. Area Command Logistics Chief

c. Area Command Planning Chief

d. Finance/Administration Section Chief (Type 1)

e. Fire Behavior Analyst

f. Incident Commander (Type 1)

g. Information Officer (Type 1)

h. Logistics Section Chief (Type 1)

i. Operations Section Chief (Type 1)

j. Planning Section Chief (Type 1)

k. Safety Officer (Type 1)

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(C) COMMITTEE MEMBERSHIP

(1) The committee shall be established by the Office of State Fire Marshal.

(2) Appointees must work within the OES area the member is representing.

(3) Members of the PACE V committee shall include one member from each of the following:

(a) California Department of Forestry and Fire Protection

(b) California Wildfire Coordination Group

(c) City fire department

(d) Contract county

(e) Federal military agency

(f) Federal wildland fire agency

(g) Fire protection district

(h) FIRESCOPE Board of Directors/Fire and Rescue Services Advisory Committee

(i) Governor's Office of Emergency Services Fire & Rescue Branch

(j) Independent volunteer fire department/fire district

(k) Labor organization

(l) Metro fire department

(m) Native American reservation fire agency

(n) Office of State Fire Marshal

(o) Qualified ICS Training Specialist

(4) The committee chair shall accept applications from the represented organization/agency and appoint the original committee members.

(a) Thereafter, the committee shall select its new members from applications received by the committee chair.

(5) Appointment to the committee is for a period of two years or upon resignation.

(6) An agency represented once on the committee cannot hold additional positions on the committee.

(a) For example, the Los Angeles County Fire Department can only hold one position from one of the following: contract county, fire protection district, or metro fire department.

(D) COMMITTEE CHAIR

(1) The committee shall elect a chairperson annually or if the chair becomes vacant earlier.

(2) Responsibilities

(a) Interpretation and decision-making.

(b) Evaluation of any sensitive or ambiguous issue.

(c) Report findings to the State Fire Marshal.

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(E) MEETINGS

(1) An annual meeting shall be held each fiscal year.

(2) Additional meetings can be call by order of the committee chair.

(F) QUORUM

(1) A simple majority of the committee membership shall be a quorum.

(G) APPLICATION and FEES

(1) Application for certification is submitted to State Fire Training for each position under consideration.

(2) There is not a fee for CICCS certification.

(H) PROCESS

(1) The PACE V committee evaluates each applicant's qualifications and determines if the applicant can be certified in the ICS position.

(2) The committee may request additional information from the applicant if necessary.

(3) Upon determining if the applicant meets the certification standards, the committee chair notifies the applicant and his or her local agency of the results.

(4) The applicant will receive a certificate upon passing the committee's evaluation.

(I) APPEALS

Appeals relative to denial of ICS certification for position certification at the 300, 400, and 500-600 levels may be made using the following procedures:

(1) Appeals shall be in writing and directed to the State Fire Marshal no later than 30 days after notification of the initial review and denial.

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

(3) The chair shall render his or her decision in writing within 30 days of receipt of the appeal.

(4) The decision of the chair shall be final.

(J) Appeals Committee

(1) The State Fire Marshal shall appoint an Appeals Committee to review any appeal.

(2) The State Fire Marshal shall also appoint the Appeals Committee chairperson.

(3) Committee Membership

(a) At least one (1) representative from each OES Regional Review Committee.

(b) One (1) representative of the OES Fire & Rescue Branch.

(c) At least one (1) representative who has been previously certified at the level being appealed.

(d) One (1) ICS Training Specialist.

(4) The committee chair shall render his or her decision, in writing, within 30 days of receipt of appeal.

(5) The decision of the committee chair is final.

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Regional Course Delivery

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Delivering a CFSTES Course

(A) OVERVIEW

The Primary Instructor, in conjunction with the Host Agency, is responsible for all aspects of delivering a CFSTES course at the regional level.

(B) SCHEDULING A CLASS

Each State Fire Training certification course may be accredited for regional delivery providing the following requirements are met:[1]

(1) Submit a complete and accurate "Request for CFSTES Course Scheduling" form to State Fire Training at least **six (6) weeks** before the starting date of the class.

(2) Regional courses will not be recognized for certification unless properly accredited by State Fire Training.

(a) Accreditation will not be granted after the fact; approval must be obtained before beginning the class.

(3) Advertisements for properly accredited courses may use the following statement:

"Accredited by the California Fire Service Training and Education System for credit toward California State Fire Marshal certification."

(C) CLASS MATERIALS

(1) All class materials will be sent to the name and address listed in the "Ship To" section on the "Request for CFSTES Course Scheduling" form approximately two weeks before the class starts.

(a) A copy of the "Request for CFSTES Course Scheduling" form.

(b) CFSTES Instructor Checklist to use when returning the class.

(c) Blank roster sheets.

(d) State Fire Training student manuals or supplements.

(e) Test answer sheets.

(f) Certification exam booklets.

1. Exam serial numbers are checked out to the Primary Instructor and must be verified when the shipment is received and then secured until it is time to test.

2. Any discrepancies are to be reported to State Fire Training at once; the Primary Instructor will be held responsible for all exam booklets listed on the form.

(D) CERTIFICATION EXAMS PROCESS

(1) Certification exams measure the minimum level of knowledge or performance necessary to meet a specified standard of competency.

(2) Students must pass the course, including any skills exams, before taking the certification exam.

[1] Not required for Fire Fighter I, II, or Volunteer Fire Fighter training.

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(3) Most certification exams are 50-question, multiple choice.

(a) The exam for Fire Instructor 3 is 50 questions, short answer.

(4) Exams are developed from essential course information by the course author or work group, and then edited by State Fire Training staff.

(5) Testing process

(a) Written certification exams are available to registered State Fire Training instructors only.

(b) Only the Primary Instructor may administer the written certifying exam.

(c) Before administering the written certifying exam, the Primary Instructor must verify student eligibility. The written certifying exam can only be administered to students that successfully:

1. Complete all components of the course, including student activities.
2. Attend the minimum number of hours required.
3. Pass all periodic written tests.
4. Pass all required skills exams.

(d) The examination room is to be arranged to allow each student sufficient space to maintain confidentiality of responses and test security.

(e) The Primary Instructor must remain in the room at all times during the written exam.

(f) It is the sole responsibility of the Primary Instructor to maintain physical security of the exam materials before, during, and after the exam process.

(g) A minimum score of 70% is required to pass the written certifying exam. Students failing the written exam may retake it one time.

(6) Retaking the certification exam

(a) Students failing the certification exam may retake it one time.

1. This retake exam must be completed <u>within one year of the ending date</u> of the class.
2. Payment of the current retake processing fee is required. **(Fee is nonrefundable.)**

(b) Students failing the exam a second time must repeat the course and pay applicable course fees.

(c) The original Primary Instructor or any subject-specific registered State Fire Training instructor may administer a retake exam.

1. After a date and time have been scheduled with the student, the instructor contacts State Fire Training to request the exam booklet and necessary materials for testing.

a. Students cannot contact State Fire Training for these materials.

(d) After administering the retake exam, the instructor will ship the exam booklet, test checkout sheet, answer sheet, retake submittal form, and payment to State Fire Training using a carrier that can track the shipment.

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(7) Exam security

(a) Any violation of exam security shall be considered a breach of instructor responsibility and subject to disciplinary action.

(b) It is the intent of State Fire Training to actively pursue restitution for breaches of security.

(8) Minimum restitution

(a) Any Primary Instructor or Host Agency who loses a test, or allows test security to be breached, shall be charged a minimum of $500.00.

(b) This Primary Instructor or Host Agency's instruction privileges for State Fire Training shall be suspended until restitution is made.

(E) RETURNING A CLASS

(1) At the conclusion of the class, all materials must be sent to State Fire Training using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class.

(b) Package the materials separately for each class to ensure your account is accurate and ship to:

State Fire Training
Attn: Bookstore
1131 S Street
Sacramento, CA 95814

(c) A copy of the "Request for CFSTES Course Scheduling" form.

(d) Completed CFSTES Instructor Checklist.

(e) Accurate and legible student roster.

(f) Unused student manuals or supplements.

(g) Completed certification exam answer sheet for each student.

1. Alphabetized

2. Answer sheets will be returned if not in alphabetical order.

(h) Certification exam booklets.

1. Arranged in numerical order.

(i) **Do not** submit payment when returning class materials.

(2) Late returns

(a) A notice will be sent forty-five (45) days after the class ending date informing the Primary Instructor or Host Agency of their obligation to return the class and notifying them that their instruction privileges for State Fire Training have been suspended.

(b) Future classes will **not be approved** until <u>all</u> materials are submitted for the outstanding class.

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(F) PAYMENT

(1) Responsibility

(a) All fees paid by the students for course registration and materials must be made payable to the Primary Instructor or Host Agency.

(2) Invoice

(a) An invoice will be issued after the class has been received by State Fire Training. The invoice will cover the cost for the following:

1. Student registration.
2. Student manuals or student supplements.
3. State sales tax.
4. Shipping and handling charges.

(b) The invoice will be sent from the CDF Accounting Department to the name and address listed in the "Bill To" section on the "Request for CFSTES Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The Primary Instructor or Host Agency must submit one check payable to State Fire Training.
2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices

(a) First notice

1. If payment is not made within thirty (30) days, the Primary Instructor or Host Agency will receive a delinquent notice from State Fire Training.

(b) Second notice

1. A second notice will be sent out after sixty (60) days reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for State Fire Training have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(c) Third notice

1. A third notice will be sent out after ninety (90) days via certified mail reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for State Fire Training have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(G) CLASS PROCESSING

(1) Average turnaround for State Fire Training to process a class once it is received is four weeks.

(2) This time can be reduced by Primary Instructors and/or Host Agencies returning a class immediately after the ending date and including all required materials and documentation.

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Delivering a FSTEP Course

(A) OVERVIEW

The Primary Instructor, in conjunction with the Host Agency, is responsible for all aspects of delivering an FSTEP course at the regional level.

(B) SCHEDULING A CLASS

Each State Fire Training certification course may be accredited for regional delivery providing the following requirements are met:

(1) Submit a complete and accurate "Request for FSTEP Course Scheduling" form to State Fire Training at least **six (6) weeks** before the starting date of the class.

(2) Regional courses will not be recognized for certification unless properly accredited by State Fire Training.

(a) Accreditation will not be granted after the fact; approval must be obtained before beginning the class.

(3) Advertisements for properly accredited courses may use the following statement:

"Accredited by the California State Fire Marshal' Office
for the Fire Service Training and Education Program"

(C) CLASS MATERIALS

(1) All class materials will be sent to the name and address listed in the "Ship To" section on the "Request for FSTEP Course Scheduling" form approximately two weeks before the class starts.

(a) A copy of the "Request for FSTEP Course Scheduling" form.

(b) FSTEP Instructor Checklist to use when returning the class.

(c) Blank roster sheets.

(d) FSTEP course completion certificates listing the class title.

(D) COURSE COMPLETION CERTIFICATES

(1) Primary Instructor issues a course completion certificate to each student passing the class.

(E) RETURNING A CLASS

(1) At the conclusion of the class, all materials must be sent to State Fire Training using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class.

(b) Package the materials separately for each class to ensure your account is accurate and ship to:

State Fire Training
Attn: Bookstore
1131 S Street
Sacramento, CA 95814

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(c) A copy of the "Request for FSTEP Course Scheduling" form.

(d) Completed FSTEP Instructor Checklist.

(e) Accurate and legible student roster.

(f) Unused, damaged, or misprinted course completion certificates.

(g) **Do not** submit payment when returning class materials.

(2) Late returns

(a) A notice will be sent forty-five (45) days after the class ending date informing the Primary Instructor or Host Agency of their obligation to return the class and notifying them that their instruction privileges for State Fire Training have been suspended.

(b) Future classes will **not be approved** until all materials are submitted for the outstanding class.

(F) PAYMENT

(1) Responsibility

(a) All fees paid by the students for course registration and materials must be made payable to the Primary Instructor or Host Agency.

(2) Invoice

(a) An invoice will be issued after the class has been received by State Fire Training. The invoice will cover the cost for the following:

1. Student registration.

2. Shipping and handling charges.

(b) The invoice will be sent from the CDF Accounting Department to the name and address listed in the "Bill To" section on the "Request for FSTEP Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The Primary Instructor or Host Agency must submit one check payable to State Fire Training.

2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices

(a) First notice

1. If payment is not made within thirty (30) days, the Primary Instructor or Host Agency will receive a delinquent notice from State Fire Training.

(b) Second notice

1. A second notice will be sent out after sixty (60) days reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for State Fire Training have been suspended.

2. Future classes will **not be approved** until the invoice is paid.

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(c) Third notice

1. A third notice will be sent out after ninety (90) days via certified mail reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for State Fire Training have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

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Access to Student Records

(A) OVERVIEW

(1) 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.

(2) The exceptions to this policy are:

(a) If the student applies for a position with a public agency that requires certification, the application for the position shall be considered written permission to release the specific information required. The request for this information must come from the public agency in writing.

(b) The Primary Instructor may provide a Community College Fire Technology Coordinator with that portion of the student record in which they have a legitimate educational interest.

As an example, the Primary Instructor will still receive the scores for courses taught and may allow the Community College Fire Technology Coordinator access to those scores if the students have applied to the college for credit.

(3) Primary Instructors are ***not*** authorized to reproduce or release State Fire Training course rosters.

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Accredited Regional/Local Academies

(A) PURPOSE

To establish the OSFM policy on the accreditation of institutions and agencies to deliver fire training and education courses of instruction under the provision of Health and Safety Code Section 13142.4. It is the intent that this process will be straightforward and the applicants will be advised of the status of their application in writing by the OSFM.

(B) ARTICLE I: AUTHORITY

(1) Section 1.01

Health and Safety Code Section 13142.4 tasks the OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. This authority is not intended to duplicate the authority contained in the Education Code and Municipal Codes, which authorize the provision of other educational institutions and agencies to provide for the actual delivery of courses of instruction.

(2) Section 1.02

This policy is based on the authority that the OSFM has the ability to recognize other delivery systems while providing overall coordination and continuity. The 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 certification.

(C) ARTICLE II: APPLICATION FOR APPROVAL OF ACCREDITED AGENCIES

The OSFM has a responsibility for attesting to the competency of fire service individuals desiring certification, to the employers of those individuals, and to those agencies that reimburse them for their services to the public.

(1) Section 2.01

The SBFS was formed to identify minimum standards for fire service personnel in California. Recognition by the SBFS of an institution/academy accredited by the OSFM indicates that the delivery organization has evaluated its own capabilities in an application phase, has been reviewed by STEAC, and is deemed to have met all established criteria.

(2) Section 2.02

In order to be an approved delivery component, the applicant must declare in its letter of application:

(a) The level of accreditation.

1. An Accredited Regional Academy (ARA) serving a specific regional area is defined as:

An educational institution accredited by the Western Association of Schools and Colleges, or a consortium which includes an educational institution accredited by the Western Association of Schools and Colleges, and where in the consortium is approved by the governing body of the board of the educational institution.

The application must declare the composition of the consortium group of cosponsors, which are making up the regional academy effort (i.e., American

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River College, Sacramento Fire Department, and Sacramento Metropolitan Fire Protection District).

- or -

2. An Accredited Local Academy (ALA) serving a specific authority having jurisdiction is defined as: A single fire agency actively providing state, municipal, county, or fire district fire protection services. ALAs are limited to one fire agency only (i.e., Oakland Fire Department).

(b) The levels of certification service the applicant desires to deliver.

1. Fire Fighter I
2. Fire Fighter II (requires approval from the Chief of State Fire Training)
3. EMT-I
4. Fire Officer
5. Level 1
6. Chief Officer
7. Level 2 and 3

(c) Payment of the application fees (two levels).

1. A nonrefundable accreditation or reaccreditation fee of $500.00 is established for processing an application for an ARA or ALA.
2. The requesting applicant is also responsible for costs incurred by the accreditation site review team not to exceed $2,000.00 per visit. These fees shall not include any accreditation team members' compensation for time and/or salary incurred during the site review.

(D) ARTICLE III: ACCREDITED COURSES

(1) Section 3.01

Accredited courses are supported by:

(a) Standard curriculum
(b) Instructor guide
(c) Student manual or supplement
(d) Certification examination
(e) Registered instructors

(2) Section 3.02

State Fire Training can provide a list of the available courses supporting the certification system.

(E) ARTICLE IV: ROLE AND RESPONSIBILITIES

(1) Section 4.01

The OSFM is responsible for:

(a) Providing legislative updates to STEAC.

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(b) Adopting minimum standards and providing modifications and updates to the Occupational Analysis after SBFS review.

(c) Approving and adopting curricula that change minimum course requirements before they are used on a statewide basis.

(d) Responding to complaints.

(2) Section 4.02

The SBFS is responsible for:

(a) Establishing and maintaining minimum standards or accreditation criteria.

(b) Recognizing accredited academies.

(c) Approving the Curriculum Development Guidelines manual and State Fire Training Procedures Manual.

(d) Reviewing STEAC's on-site visitation reports and recommendations.

(3) Section 4.03

STEAC is responsible for reviewing (auditing) the delivery system; this includes:

(a) Creating a curriculum review and modification process.

(b) Reviewing curriculum updates.

(c) Researching complaints from professional associations, instructional staff, or students that have not or cannot be resolved by State Fire Training staff.

(d) Reviewing self-assessment reports and applications for accredited academies.

(e) Reviewing on-site visitation reports and providing recommendations to SBFS.

(f) Recommending pilot projects by granting criteria approvals based on changes in legislation, regulations, national standards, and new textbook editions.

(g) Reviewing minutes and recommendations of curriculum advisory committee(s).

(h) Reviewing course outlines, instructor guides, and student manuals.

(i) Reviewing recommendations provided by fire service professional organizations and Community College Chancellor's Office.

(4) Section 4.04

State Fire Training is responsible for:

(a) Providing overall administrative coordination for the program.

(b) Providing an exchange of information between accredited local and regional academies within the statewide delivery system.

(c) Developing an accreditation team to conduct on-site reviews and preparing written recommendations for STEAC.

(d) Modifying and issuing Certification Training Standards.

(e) Interpreting questions from accredited academy staff and instructors.

(f) Granting interim approval of pilot programs or revised curriculum.

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(g) Creating curriculum advisory committees and providing copies of position papers, printed materials, and minutes to STEAC.

(h) Preparing and distributing course completion certificates to the accredited academies.

(i) Issuing certificates of course completion to individual students.

(j) Issuing certificates to candidates completing requirements for position certification.

(k) Responding to STEAC's findings regarding complaints about the delivery system.

(l) Maintaining records of those individuals participating in the certification system.

(m) Creating and maintaining the State Fire Training Procedures Manual.

(n) Distributing the State Fire Training Procedures Manual to each accredited academy and monitoring compliance with its stated provisions.

(o) Creating and maintaining a Curriculum Development Guidelines manual for the development of all curriculum components.

(p) Maintaining course material master files for each approved course offering for 5 years.

(q) Providing written policies for the administration of testing and evaluation.

(r) Recognizing an instructor's status and maintaining an instructor registry for use by the accredited academy system.

(s) Maintaining a liaison with the Community College Chancellor's Office to assure continuity in the delivery of fire training and education programs and to conduct grant projects.

(t) Maintaining master files on approved accredited academies.

(u) Publishing periodic program information.

(5) Section 4.05

The California Fire Academy is responsible for:

(a) Providing Level 2 courses.

(b) Piloting new courses.

(6) Section 4.06

The Accredited Regional Academy or Accredited Local Academy is responsible for:

(a) Maintaining contact with all instructors used by the academy.

(b) Maintaining copies of course outlines, syllabus, instructor guides, and references used by the instructors.

(c) Maintaining master certification exams and ensuring their security.

(d) Providing an annual report of student participation.

(e) Providing updated curricula (as required).

(f) Establishing a self-assessment review process to evaluate the quality of instructors and the programs.

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(g) Conducting tests and measurements based on minimum standards; this includes scoring all Level 1, 2, and 3 courses and adhering to the Accredited Academy Local Exam Processing policy.

(h) Proposing pilot projects.

(i) Conducting student/instructor evaluations and faculty/instructor analyses.

(j) Agreeing to periodic on-site reviews by on-site accreditation teams to assure course quality.

(k) Maintaining records of classes delivered; this includes class rosters, attendance records, examination scores, and any modification that exceeds the statewide minimum standards.

(l) Maintaining administrative offices, classrooms, and physical training resources required to deliver quality instruction.

(m) Creating curriculum development committees to modify curriculum when designated as a course sponsor.

(n) Ensuring the safety of students and faculty during all activities.

(o) Supporting travel and per diem costs for accreditation team for initial accreditation and reaccreditation.

(p) Complying with the Chancellor's Office's Uniform Fire Training curriculum (ARA only).

(q) Striving to provide a pool of pre-employment candidates whose ethnic and gender diversity will parallel the community it serves (ARA only).

(r) Developing and implementing plans and procedures to accomplish the objectives of Section 4.06(n) (ARA only).

(F) ARTICLE V: COURSE COORDINATION

(1) Section 5.01

An ARA/ALA shall implement local exam processing procedures.

(2) Section 5.02

Courses may be accredited by the OSFM for academy delivery by submitting a "Request for Course Scheduling" form and following the process outlined in the State Fire Training Procedures Manual.

(G) ARTICLE VI: CRITERIA TO BE EVALUATED FOR ACCREDITED REGIONAL ACADEMIES

The resources of any ARA/ALA are to support the educational programs, express the philosophy of the organization they serve, and are central to its mission.

Accredited academies serve as a vital resource link for fire service agencies statewide. As such, they must strive to mirror the diversity of the communities served. The ARA/ALA recognizes its role in providing a cultural- and gender-diverse pool of workforce candidates.

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(1) Section 6.01

Criterion A - Cultural/Gender Diversity

Performance Objectives:

(a) The ARA/ALA shall complete annual demographic reports measuring the ethnic and gender population of the community it serves.

(b) The ARA/ALA shall provide annual demographic reports measuring the ethnic and gender composition of the participants in the fire academy program(s).

Note: Information shall be provided utilizing the report formats provided.

(c) The ARA/ALA shall provide annual written plan including goals to achieve or maintain a composition that mirrors the community.

(d) The above three reports, (a)-(c), for the previous year shall be submitted with the initial application.

(e) Records (a)-(c) shall be maintained for each year of accreditation and shall be made available to the Accreditation Team on request.

(2) Section 6.02

Criterion B - Management

Management services are sufficient to support instructional program and consistent with the agency's objectives.

Performance Objectives:

(a) The ARA/ALA appoints an administrative officer with fire service experience to supervise the ARA/ALA.

(b) The instructional staff and fire service participate in establishing policies and determining resource needs.

(c) Clerical support is sufficient to meet the needs of the program.

(d) Course records, class rosters, and other documents are consistent with State Fire Training rules and easily retrievable by the instructors and students.

(3) Section 6.03

Criterion C - Instructional Staff

Central to the success of the training and education process is an organizational structure and a technically proficient instructional staff. The instructional staff shall provide services that encourage and stimulate competency, innovation, and increased effectiveness of the student body. The instructional staff shall be diverse in its cultural and gender composition.

Performance Objectives:

(a) Describe instructional staff in terms of quantity, quality, and adequacy.

(b) Provide a chart that illustrates the organizational structure and an itemized listing of functional duties.

(c) Provide a report that compares the ethnic and gender population of the community to that of the academy instructional staff.

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(d) Provide an annual, written plan, including goals to achieve or maintain a composition that mirrors the community.

(e) Provide instructional staff meeting the OSFM criteria for Level 1, 2/3 registered instructors.

(4) Section 6.04

Criterion D - Facilities, Supplies and Equipment

The ARA/ALA shall provide the facilities and equipment necessary to support the program. They must be adequate in terms of the agency's stated instructional goals and objectives.

Computers, apparatus, tools, simulations, supplies, and equipment are available and in sufficient quantity, quality, relevancy, diversity and are current to support the agency's needs.

Performance Objectives:

(a) Where reliance is placed on the resources of another institution or agency, the arrangement is clearly delineated in a written policy agreement.

(b) Classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the needs of the instructor cadre and the objective of the program.

(c) Equipment and training aides are sufficient in quantity and quality to meet the needs of the instructor cadre and the objective of the program.

(d) All personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population.

(e) Expendable supplies are sufficient to meet the needs of the program.

(5) Section 6.05

Criterion E - Learning Resources

The ARA/ALA shall provide learning resources. Learning resources shall be defined as: the instructional staff, facilities, staff support, library and its collections, other collections of materials that support teaching and learning, instructional methodology and technology including support services, distribution and maintenance systems for equipment and materials, instruction information systems, instructional computers and software, telecommunications and other instructional media, and the facilities that house such equipment and services necessary to support the program. The adequacy of a system's resources is to be judged in terms of the agency's stated instructional goals and objectives.

Learning resources, print and nonprint library materials, and media equipment are available in sufficient quantity, quality, relevancy, diversity and are current to support the agency's needs.

Performance Objectives:

(a) Training resources are adequate in terms of quality and quantity to provide support for the various modes and levels of training to be conducted.

(b) Resources such as bibliographic instruction, library, and computer-assisted learning are sufficient in quantity and quality to meet the needs of the instructor cadre and the objectives of the program.

(c) Educational and training resources are adequately represented in relation to the total budget and needs of the ARA/ALA.

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(d) On and off campus audio/visual materials are current, support the training program, and are readily accessible to instructor cadre and student population.

(e) Instructional methods and use of learning resources are consistent with course objectives to encourage the use of alternate learning resources where applicable.

(f) Officers and trainers work to encourage effective use of the full range of training resources by students.

(6) Section 6.06

Criterion F - Utilization of Course Materials

There is an organized procedure for the use-of required course materials. Materials related to the training program are developed with cooperation of training officers, special interest groups, and other instructional resource personnel. The availability of appropriate materials which support identified courses is essential. All obsolete materials must be removed as quickly as discovered and new information identified and employed.

Performance Objectives:

(a) All courses of instruction based on the certification process are taught in compliance with the State Fire Training Procedures Manual, including the use of approved curricula.

(b) All courses of instruction, based on the degree-generated process are taught in compliance with the latest Uniform Fire Science courses as provided by the California Community College Chancellor's Office.

(c) Instructional staff participates in the selection and evaluation of training and educational resource materials.

(d) A development policy for expansion of training materials is kept current and-is widely distributed.

(e) All pilot programs are approved by the OSFM before delivered.

(f) Obsolete reference and text materials are identified and the OSFM notified as quickly as possible.

(7) Section 6.07

Criterion G - Availability and Delivery of Courses

Training and continuing education programs are regularly scheduled.

(a) The nine level one Fire Officer courses shall be offered as specified by the Regional Curriculum Advisory committee referred to Section 7.01.

(b) Level 1 and 2 courses are readily available and offered when given an adequate number of students.

(c) Catalogs and brochures of training and educational offerings are available to all students.

(8) Section 6.08

Criterion H - Testing and Evaluation

Testing and evaluation procedures must adequately measure student satisfaction, achievement, and compliance with State Fire Training's goals.

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(a) The ARA/ALA shall appoint a specific person to oversee administration of certified examinations and practical skills testing of the students within the program and completion of instructor and course evaluations.

(b) A student evaluation program is in place and the results are forwarded to the State Fire Training as appropriate.

(c) User groups, fire science advisory committees, or other interested parties are active participants in the review of course curricula and have the opportunity to participate in planning and revisions. A process is in place to provide modification to curriculum.

(d) A program evaluation process is in place utilizing either a Fire Science Advisory Board or a local training committee.

(H) ARTICLE VII: ACCREDITED REGIONAL ACADEMY SPECIFIC CRITERIA

(1) Section 7.01

An Accredited Regional Academy (ARA) must also convene a Regional Curriculum Advisory Committee consisting of a Fire Chief, representative from the Community College, and others as may be defined by the Region.

The Committee should recommend curriculum enhancements that utilize local specific items that exceed minimum requirements. These will be identified in the lesson plans and syllabus utilized by the academy. The Committee shall make recommendations to STEAC when such revisions are appropriate for adoption on a statewide basis.

The ARA shall appoint specific persons to oversee administration for actual testing of the students within the program and completion of instructor and course evaluations.

(2) Section 7.02

The ARA shall provide an annual schedule of courses. A copy of the schedule shall be forwarded to State Fire Training before the start of the training academic calendar year.

(3) Section 7.03

The ARA shall utilize electronic scanning equipment (Scantron) to score tests locally, provided that the equipment is consistent with the format used by State Fire Training to conduct the transfer of data into student's permanent record. Local scoring shall serve as the ARA's record for course completion. The Scantron sheets shall be forwarded to State Fire Training to create permanent records and issue certificates.

(4) Section 7.04

ARA shall develop policy for conduct and demeanor of staff. An example from Sonoma County Junior College is available upon request.

(5) Section 7.05

The ARA or the governing board of a community college district shall conduct a job market study before establishing a vocational or occupational training program of the labor market area to determine the need of any new fire related programs.

The study shall include a California Occupational Information System Supply analysis of existing vocational and occupational education or training programs for adults maintained by high schools, community colleges, and private post-secondary schools in the area to ensure

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that the anticipated employment demand for students in the proposed programs justifies the establishment of the proposed courses of instruction.

The governing board of the community college district shall determine whether or not the study justifies the proposed vocational education program. The governing board shall also determine, by resolution, if the program shall be offered through the district's own facilities or through a contract with an approved private postsecondary school.

The ARA shall submit copies of studies to State Fire Training for distribution to STEAC and the SBFS.

(I) ARTICLE VIII: CRITERIA TO BE EVALUATED FOR ACCREDITED LOCAL ACADEMY

(1) Section 8.01

Criterion A - Cultural/Gender Diversity

The agency recognizes its role in employing a cultural and gender diverse work force. The agency recognizes the need to mirror the community that it serves.

Performance Objectives:

(a) The agency provides annual demographic reports measuring the ethnic and gender population of the community it serves.

(b) The agency provides annual demographic reports measuring the ethnic and gender composition of the agency.

(c) The ARA/ALA shall provide an annual, written plan, to achieve or maintain a composition that mirrors the community.

(2) Section 8.02

Criterion B – Management

Management services are sufficient to support instructional program and consistent with the ALA's objectives. The ALA shall appoint an advisory committee.

Performance Objectives:

(a) The ALA appoints an administrative officer with fire service experience to supervise the ALA.

(b) The ALA establishes policies and determines resource needs.

(c) Clerical support is sufficient to meet the needs of the program.

(d) Course records, class rosters, and other documents are consistent with SFT procedures and easily retrievable by the instructors and students.

(3) Section 8.03

Criterion C - Instructional Staff

Central to the success of the training and education process is an organizational structure and a technically proficient instructional staff.

The instructional staff shall provide services that encourage and stimulate competency, innovation, and increased effectiveness of the student body.

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Performance Objectives:

(a) Describe instructional staff in terms of quality, quantity, and adequacy.

(b) Provide a chart that illustrates the organizational structure and an itemized listing of functional duties.

(c) The ALA shall provide annual reports that compare the ethnic and gender population of the department to that of the academy instructional staff.

(d) Provide annual, written, and measurable goals and timetables to achieve or maintain a composition of instruction staff that reflects the ethnic and gender of the department.

(4) Section 8.04

Criterion D - Facilities, Supplies and Equipment

The agency shall provide the facilities and equipment necessary to support the program. They must be adequate in terms of the agency's stated instructional goals and objectives.

Computers, apparatus, tools, simulations, supplies, and equipment are available and in sufficient quantity, quality, relevancy, diversity, and currentness to support the agency's needs.

Performance Objectives:

(a) Where reliance is placed on the resources of another institution or agency, the arrangement is clearly delineated in a written policy agreement.

(b) Classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the needs of the instructor cadre and the objective of the program.

(c) Equipment and training aides are sufficient in quantity and quality to meet the needs of the instructor cadre and the objective of the program.

(d) All personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population.

(e) Expendable supplies are sufficient to meet the needs of the program.

(5) Section 8.05

Criterion E - Learning Resources

The agency shall provide learning resources. Learning resources include: the instructional staff, facilities, staff support, a library and its collections, other collections of materials that support teaching and learning, instructional methodology and technology including support services, distribution and maintenance systems for equipment and materials, instruction information systems, instructional computers and software, telecommunications and other instructional media, and the facilities that house such equipment and services necessary to support the program. The adequacy of the agency's resources is to be judged in terms- of its stated instructional goals and objectives.

Learning resources, print and nonprint library materials and media equipment are available in sufficient quantity, quality, relevancy, diversity, and currentness to support the agency's needs.

Performance Objectives:

(a) Training resources are adequate in terms of quality and quantity to provide support for the various modes and levels of training to be conducted.

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(b) Resources such as bibliographic instruction, library, and computer-assisted learning are sufficient in quantity and quality to meet the needs of the instructor cadre and the objectives of the program.

(c) Educational and training resources are adequately represented in relation to the total budget and needs of the agency.

(d) On and off campus audio/visual materials are current, support the training program, and are readily accessible to instructor cadre and student population.

(e) Instructional methods and use of learning resources is consistent with course objectives to encourage the use of alternate learning resources where applicable.

(f) Officers and trainers work to encourage effective use of the full range of training resources by students.

(6) Section 8.06

Criterion F - Utilization of Course Materials

There is an organized procedure for the use of required course materials. Materials related to the training program are developed in cooperation with training officers, special interest groups, and other instructional resource personnel. The availability of appropriate materials that support learning in identified courses is essential. All obsolete materials must be removed as soon as they are discovered and new information identified and employed.

Performance Objectives:

(a) All courses of instruction based on the certification process are taught in compliance with the State Fire Training Procedures Manual, including the use of approved curricula.

(b) Instructional staff participates in the selection and evaluation of training and educational resource materials.

(c) When obsolete reference and text materials are identified, the State Fire Marshal's Office is notified as soon as possible.

(7) Section 8.07

Criterion G - Testing and Evaluation

Testing and Evaluation procedures must adequately measure student satisfaction, achievement, and compliance with State Fire Training's goals.

(a) The agency shall appoint a specific person to maintain test security, oversee administration of certified examinations and practical skills testing of the students within the program and completion of instructor and course evaluations.

(b) A student evaluation program is in place and the results are forwarded to State Fire Training as appropriate.

(c) A program evaluation process is in place.

(d) The ALA shall implement and adhere to the Accredited Academy Local Exam Processing policy.

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(J) ARTICLE IX: REVIEW PROCESS OF APPLICATIONS FOR ACCREDITED ACADEMIES

The following steps shall be utilized:

(1) The applicant requests to become an ARA/ALA by submitting a letter to the OSFM.

(2) OSFM sends the criteria to the applicant.

(3) ARA/ALA creates a Self Assessment Team.

(4) The Self Assessment Team reviews each criterion and responds with one to two paragraphs describing local conditions.

(5) The sponsoring agencies provide a cover letter and endorsement of the Self Assessment Team's report and transmit it to the OSFM.

(6) The Chief of State Fire Training reviews the endorsement letters, the Self Assessment Team's report and application, and submits the information to STEAC for review and recommendation.

(7) OSFM and/or state representation shall conduct a site visit before accreditation.

(8) STEAC reviews the documentation and considers one of the following recommendations:

(a) Authorize accreditation for three years.

(b) Grant conditional accreditation for one year.

(c) Deny application.

(9) STEAC transmits the recommendation to the OSFM for further review and recommendations by the SBFS. The OSFM submits it for the next SBFS meeting and notifies the ARA/ALA sponsor.

(10) SBFS takes action to accept or reject the recommendation of STEAC. It is appropriate to accept input from both sponsor and chair of STEAC.

(11) OSFM issues accreditation letter and certificate.

Refer to ARTICLE XI for Accreditation Team Responsibilities.

(K) ARTICLE X: RENEWAL OF ACCREDITATION

(1) 90 days before end of accreditation period, ARA/ALA is notified by State Fire Training to reinstate self-assessment process and provide an updated application.

(2) The STEAC Accreditation Team shall conduct at least one on-site visit during the accreditation period. This site visit will be through a scheduled appointment at least 60 days in advance and shall be conducted with the sponsor agenc(y)s, the ARA/ALA Self Assessment Team, and the STEAC Accreditation Team.

(3) State Fire Training shall identify and contact members of ARA to be interviewed during the site visit.

(4) STEAC reviews the application and submits one of the following recommendations to the SBFS:

(a) Renew the accreditation for five years.

(b) Extend conditional accreditation for one year.

(c) Deny renewal.

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(5) OSFM issues accreditation and certificate.

Note: OSFM staff shall provide input regarding the track record and experience in dealing with the ARA/ALA.

(6) OSFM provides documentation to extend the accreditation and the cycle continues.

(7) Review for reaccreditation will take into consideration any complaints received rewarding the ARA/ALA.

(L) ARTICLE XI: ACCREDITATION TEAM

An Accreditation Team shall be established to review ARA/ALA applications, conduct site reviews, and make recommendations to STEAC.

(1) Section 11.01

The Accreditation Team shall consist of:

(a) Representative of STEAC.

(b) Representatives of the Community College's Fire Technology Advisory Committee.

1. One serving as the president of the Advisory Committee.

2. One member at large not serving on STEAC.

(c) Chief, State Fire Training

(2) Section 11.02

No member of the Accreditation Team may review his or her own application. OSFM shall appoint a temporary replacement in such circumstances.

(3) Section 11.03

The Accreditation Team shall perform a site visit to verify the applicant's programs. The Accreditation Team shall develop a standard checklist of items to be reviewed during the required site visit including, but not limited to, facilities, physical plant, equipment, instructor evaluations, and programs.

(4) Section 11.04

The checklist review items may be submitted with the initial application and verifications and/or clarifications established during the site visit. Within 60 days, the applicant will receive a copy of the accreditation team's report.

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Accredited Academy Local Examination Processing

(A) PURPOSE AND GOALS

State Fire Training recognizes the need to facilitate the timely scoring of examinations at the local level. To meet this need, an Accredited Regional/Local Academy (ARA/ALA) may, for any CFSTES course they offer, request the option of "local processing." Local processing allows approved ARAs/ALAs to correct the CFSTES written certification exam and distribute course completion certificates to those students successfully completing the course and passing the written certification exam.

This process is not mandated upon, nor automatically granted to the ARA/ALA. Requests to process exams locally must be forwarded to the Chief of State Fire Training who has the authority to grant this permission. Authorization for local processing valid for the ARA/ALA's accreditation period ends when the ARA/ALA accreditation expires.

An ARA/ALA using the local processing procedure is required to follow the policies and procedures outlined by State Fire Training. The ARA/ALA is responsible for ensuring that local processing occurs according to the procedures outlined below. Failure to do so may result in the forfeiture of the local processing program, status as an accredited academy, and decertification of students.

(B) ARA/ALA Responsibility

(1) Maintain the certification examinations, answer keys, and certificates in a secured, locked area.

(2) Ensure only the Academy Director and their designee have access to the examinations, answer keys, and certificates.

(3) Verify student eligibility for taking the written certification exam.

(4) Show on the CFSTES Scantron answer sheet whether the student passed or failed certification exam.

(5) Issue course completion certificates (formatted to CFSTES specifications) to each student successfully completing the course and passing the written certification exam.

(6) Collect and forward course registration fees.

(7) Submit a course roster to State Fire Training within two weeks of course completion.

(8) Record and track certificate numbers issued to students.

(9) Submit an annual report to State Fire Training of classes processed and certificates issued.

(C) Process

(1) At the time of the ARA/ALA's accreditation or annual renewal, the Academy Director requests authorization for local processing by submitting a completed ARA/ALA Local Processing Request.

(2) Within 30 days, State Fire Training sends 40 copies of each exam requested, the corresponding exam answer key, and a supply of CFSTES Scantron answer sheets and numbered course completion certificates to the Academy Director.

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(3) Students at the ARA/ALA complete the course, pay the course registration fee to the ARA/ALA, and take the CFSTES written certification exam on an answer sheet available for grading by the ARA/ALA.

(4) Students also complete all sections of the CFSTES Scantron answer sheet *except* the TEST ITEMS section.

(5) The ARA/ALA designee grades the exams using the method available at the local level.

(a) Students failing the certification exam may retake it, once, at no additional charge.

(b) Students failing the certification exam a second time must complete another accredited class and should not be included on any of the original class materials submitted to State Fire Training.

(6) The ARA/ALA designee distributes results to the students.

(7) Within two weeks of class ending date, the ARA/ALA designee sends to state sends to State Fire Training

(a) Completed class roster identifying class title, location, primary instructor, ending date, and including each student's name, social security number, address, test score, and course completion certificate number. (See example on the following page.)

(b) Completed CFSTES Scantron answer sheets with student's name, social security number, address, and pass/fail information "bubbled" in.

(c) Course registration fee payment (single check or purchase order) for the total number of students included on the class roster.

(8) State Fire Training processes the class payment and enters the student information into the computerized student database via the CFSTES Scantron answer sheets.

(9) If an ARA/ALA loses a test or allows test security to be breached, the Academy Director must notify State Fire Training immediately.

(a) The ARA/ALA shall be charged a minimum of $500.00 to help offset the cost of developing another test. This fee must be paid within 30 days of being invoiced.

(b) Failure to notify State Fire Training of a breach in test security may result in the ARA/ALA losing its status as an accredited academy.

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Academy Letterhead

MAY 12, 200X INVESTIGATION 1B BURN TRNG CTR J. FIRETEACHER

PASSING SCORE: 35 OUT OF 50

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CLASS PARTICIPANTS			TEST RESULTS
1.	BLAZE, RICHARD 22 LAKE DR FOREST, CA 99999	SS#: 555-55-5552 CERT#: 96-01-0001	47
2.	CARABINER, MARY 33 POND ST FISHER, CA 99999	SS# 666-66-666 CERT#: 96-01-0002	45
3.	DUAL, BRAD 4 OCEAN AVE BEACH VALLEY, CA 99999	SS#: 777-77-7777 CERT# 96-01-0003	39
4.	ELBOW, JACK 111 MACARONI CIRCLE PASTA, CA 99999	SS#: 888-88-888 CERT#: 96-01-0004	41
5.	FUEL, FRANK 88 LIQUID BLVD SPRINKLES, CA 99999	SS#: 999-99-9999 CERT#: 96-01-0005	49
6.	GAGE, TONY 999 PIPE LN STANDARD, CA 99999	SS#: 123-45-6789 CERT#: 96-01-0006	44
7.	HOLLOW, SUSAN 44 WALLS ST VENTLY, CA 99999	SS#: 111-11-1111 CERT#: 96-01-0007	43
8.	INSULATE, BOB 2222 TEMS DR FIRE VALLEY, CA 99999	SS#: 222-22-2222 CERT#: 96-01-0008	48
9.	JOULE, RUBY 876 JET LN PLANES, CA 99999	SS#: 333-33-3333 CERT#: 96-01-0009	37

LOCAL EXAM PROCESSING REQUEST

ACCREDITED REGIONAL/LOCAL ACADEMY:	ACCREDITATION PERIOD:	ACADEMY APPROVAL LEVEL ☐ Fire Fighter ☐ Specialty ☐ EMT ☐ Level 1 ☐ Level 2/3
ACADEMY DIRECTOR NAME AND TITLE:		PHONE:
ACADEMY DIRECTOR'S DESIGNEE AND TITLE:		PHONE:
SHIPPING ADDRESS: (No P.O. Boxes)		
EXAM STORAGE LOCATION AND ADDRESS:		

REQUESTED EXAM TITLE	REQUESTED EXAM TITLES	REQUESTED EXAM TITLES	REQUESTED EXAM TITLES
☐ COMMAND 1A	☐ EMT-I BASIC	☐ INVESTIGATION 1A	☐ PREVENTION 1A
☐ COMMAND 1B	☐ EMT-I REFRESHER	☐ INVESTIGATION 1B	☐ PREVENTION 1B
☐ COMMAND 1C		☐ INVESTIGATION 2A	☐ PREVENTION 1C
☐ COMMAND 2A	☐ INSTRUCTOR 1A		☐ PREVENTION 2A
☐ COMMAND 2B	☐ INSTRUCTOR 1B	☐ MANAGEMENT 1	☐ PREVENTION 2B
☐ COMMAND 2C	☐ INSTRUCTOR 2A	☐ MANAGEMENT 2A	☐ PREVENTION 2C
☐ COMMAND 2D	☐ INSTRUCTOR 2B	☐ MANAGEMENT 2B	☐ PREVENTION 3A
☐ COMMAND 2E	☐ INSTRUCTOR 2C	☐ MANAGEMENT 2C	☐ PREVENTION 3B
		☐ MANAGEMENT 2D	
☐ DRIVER/OPERATOR 1A		☐ MANAGEMENT 2E	☐ PUBLIC EDUCATION 1
☐ DRIVER/OPERATOR 1B			

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STATE FIRE TRAINING USE

DATE REQUEST RECEIVED:	ACCREDITATION CURRENT? Yes No	CONTROL NUMBER ISSUED:	NUMBER OF CERTS ISSUED:
DUE DATE:	EXAM MASTERS COMPLETED:	SHIPPING INFORMATION (DATE AND UPS TRACKING):	

Accredited Regional Academy Diversity Reports

(A) REPORT 1: RECRUITMENT EFFORTS

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

The Accredited Regional Academy plays a pivotal role in providing the fire service with a pool of pre-employment candidates that will parallel the community that it serves.

Describe the Regional Academy's efforts to do the following:

1. The Regional Academy shall co-sponsor recruitment programs with the local fire service for the purpose of attracting students that mirror the diversity with respect to ethnicity and gender.
2. The Regional Academy shall develop course program announcements directed to all segments of the population served. The focus groups shall be identified in conjunction with the local fire chief's association.

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(B) REPORT 2: CULTURAL AND GENDER DIVERSITY

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

This report is to be used to describe the ethnic and gender composition of the college district and the regional academy. Statistics shall be reported in percentage. Goals are also to be provided to indicate the academy's effort to reach cultural diversity.

	DISTRICT COMPOSITION[1]		FIRE TECHNOLOGY PROGRAM[2]	
	NUMBER	PERCENTAGE	NUMBER	PERCENTAGE
AMERICAN INDIAN				
ASIAN PACIFIC ISLANDER				
AFRICAN AMERICAN				
HISPANIC				
WHITE				
MALE				
FEMALE				

[1]Data Source: _____ Date: _____
[2]Data Source: _____ Date: _____

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(C) REPORT 3: INSTRUCTOR DEMOGRAPHICS

AGENCY: _____

PREPARED BY: _____

DATE PREPARED: _____

This report is to be used to describe the instructor composition of the regional academy. Statistics shall be reported in percentage. Goals are also to be provided to indicate the academy's effort to reach ethnic and gender diversity.

	DISTRICT COMPOSITION[1]		FIRE TECHNOLOGY PROGRAM[2]	
	NUMBER	PERCENTAGE	NUMBER	PERCENTAGE
AMERICAN INDIAN				
ASIAN PACIFIC ISLANDER				
AFRICAN AMERICAN				
HISPANIC				
WHITE				
MALE				
FEMALE				

[1]Data Source: _____ Date: _____
[2]Data Source: _____ Date: _____

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State Fire Training Instructors

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Available Topics for Instructor Registration

(A) CFSTES COURSES

(1) Command

- Fire Command 1A: Command Principles for Company Officers
- Fire Command 1B: Incident Management for Company Officers
- Fire Command 1C: I-Zone Fire Fighting For Company Officers
- Fire Command 2A: Command Tactics at Major Fires
- Fire Command 2B: Management of Major Hazardous Materials
- Fire Command 2C: High-rise Fire Fighting Tactics
- Fire Command 2D: Planning for Large Scale Disasters
- Fire Command 2E: Wildland Fire Fighting Tactics

(2) Driver/Operator

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

(3) Emergency Medical

- EMT-I Basic
- EMT-I Refresher

(4) Instructor

- Fire Instructor 1A: Instructional Techniques, Part 1
- Fire Instructor 1B: Instructional Techniques, Part 2
- Fire Instructor 2A: Techniques of Evaluation
- Fire Instructor 2B: Group Dynamics/Problem Solving
- Fire Instructor 2C: Employing Audio/Visual Aids
- Fire Instructor 3: Master Instructor

(5) Investigation

- Fire Investigation 1A: Fire Origin and Cause Determination
- Fire Investigation 1B: Techniques of Fire Investigation
- Fire Investigation 2A: Criminal and Legal Procedure
- Fire Investigation 2B: Field Case Studies

(6) Management

- Fire Management 1: Management/Supervision for Company Officers
- Fire Management 2A: Organizational Development and Human Relations
- Fire Management 2B: Financial Management
- Fire Management 2C: Personnel and Labor Relations
- Fire Management 2D: Master Planning
- Fire Management 2E: Contemporary Issues and Concepts

(7) Prevention

- Fire Prevention 1A: Introduction to the California Fire Code
- Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards
- Fire Prevention 1C: Flammable Liquids and Gases

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- 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

(8) Public Education

- Public Education 1: Systematic Planning and Communication Skills

(9) Career specialty

- Rescue Systems 1: Basic Rescue Skills
- Rescue Systems 2: Advanced Rescue Skills

(B) FSTEP COURSES

(1) Driver/Operator

- Basic Emergency Vehicle Operations
- Basic Pump Operations

(2) Emergency Medical

- Emergency Care of the Sick and Injured

(3) Fire Fighting and Rescue

- Auto Extrication
- Confined Space Rescue Awareness
- Confined Space Rescue Operations
- Fire Control 1: Basic Fire Chemistry
- Fire Control 2: Basic Operations - Structural
- Fire Control 3: Structural Fire Fighting
- Fire Control 4: Oil and Gas Fire Fighting
- Fire Control 4A: Flammable Gas (Propane)
- Fire Control 4B: Flammable Liquids
- Fire Control 5: Aircraft Rescue and Fire Fighting
- Fire Control 6: Wildland Fire Fighting Essentials
- Fire Control 7: Wildland Fire Fighting
- Large Animal Rescue Operational
- Low Angle Rescue
- Rapid Intervention Crew Tactics
- River and Flood Water Rescue
- Tire Fire Prevention and Suppression
- Trench Rescue

(4) Hazardous Materials

- Hazardous Materials First Responder Awareness Level
- Hazardous Materials First Responder Operational Level
- Hazardous Materials First Responder Operational, Decontamination

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(5) Incident Command System

- I-200: Basic ICS
- I-300: Intermediate ICS
- I-400: Advanced ICS
- I-401: Multiagency Coordination
- I-402: ICS for Executives
- S-130: Fire Fighter Training
- S-131: Advanced Fire Fighter Training
- S-134: Lookouts, Communications, Escape Routes, and Safety Zones
- S-190: Introduction to Wildland Fire Behavior
- S-200: Initial Attack Incident Commander Type 4
- S-203: Introduction to Incident Information
- S-211: Portable Pumps and Water Use
- S-212: Wildland Fire Chain Saws
- S-215: Fire Operations in the Wildland/Urban Interface
- S-216: Driving for the Fire Service
- S-217: Interagency Helicopter Training Guide
- S-230: Crew Boss - Single Resource
- S-231: Engine Boss - Single Resource
- S-232: Dozer Boss - Single Resource
- S-233: Tractor/Plow Boss - Single Resource
- S-234: Ignition Operations
- S-244: Field Observer
- S-245: Display Processor
- S-248: Status/Check-in Recorder
- S-258: Incident Communications Technician
- S-260: Interagency Incident Business Management
- S-261: Allied Interagency Incident Business Management
- S-270: Basic Air Operations
- S-273: Single Engine Air Tanker Manager
- S-290: Intermediate Wildland Fire Behavior
- S-300: Incident Commander Extended Attack
- S-301: Leadership and Organizational Development
- S-330: Task Force/Strike Team Leader
- S-330: Task Force/Strike Team Leader All Risk
- S-336: Fire Suppression Tactics
- S-339: Division/Group Supervisor
- S-339: Division/Group Supervisor All Risk
- S-346: Situation Unit Leader
- S-347: Demobilization Unit Leader
- S-348: Resources Unit Leader
- S-354: Facilities Unit Leader
- S-355: Ground Support Unit Leader
- S-356: Supply Unit Leader
- S-357: Food Unit Leader

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- S-358: Communications Unit Leader
- S-359: Medical Unit Leader
- S-360: Finance/Administration Unit Leader
- S-371: Helibase Manager
- S-378: Air Tactical Group Supervisor
- 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-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-470: Air Operations Branch Director
- S-490: Advanced Wildland Fire Behavior Calculations
- S-491: Intermediate National Fire Danger Rating System

(6) Instructor

- Ethical Leadership in the Classroom
- Instructional Techniques for Company Officers

(7) Management

- Fire Service Supervision (Increasing Personal Effectiveness)
- Fire Service Supervision (Increasing Team Effectiveness)
- Volunteer Fire Service Management

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Primary Instructor Qualifications

To be the primary instructor and teach a CFSTES or standard FSTEP course for State Fire Training, the following qualifications are required:

(A) REGIONAL INSTRUCTOR ORIENTATION (all of the following)

(1) Attended a Regional Instructor Orientation as delivered by State Fire Training.
- or -
Be a currently registered State Fire Training CFSTES instructor in good standing.

(2) Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(3) Applicants for FSTEP courses shall be required to attend a Regional Instructor Orientation beginning July 1, 2006.

(B) TEACHING EXPERIENCE

(1) All courses

(a) Taught a minimum of 80 hours within a fire service related program.

(2) Fire Instructor courses

(a) Taught a minimum of 160 hours within a fire service related program.

(C) COURSE WORK

(1) All courses

(a) Attended and passed the OSFM course(s) you wish to teach.

(b) This requirement becomes effective for all FSTEP courses beginning July 1, 2006.

(2) Rapid Intervention Crew Tactics (all of the following additional course work)

(a) Completed the Instructor Trainee Task Book.

1. A minimum of six (6) topics signed off by a Rapid Intervention Crew Tactics Instructor within the one (1) year of instructor application.

(b) Demonstrated ability to set up all props used in the course.

(c) Demonstrated the ability to set-up and operate all required safety systems.

(D) INSTRUCTOR TRAINING

(1) All courses (one of the following five options)

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(2) Fire Instructor courses (additional requirement)

(a) Have attended and passed Fire Instructor 1A, 1B, 2A, 2B, 2C, and 3.

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(E) RANK and EXPERIENCE (*Performing in an "acting" capacity does not qualify.)*

(1) Fire Apparatus Driver/Operator

(a) Held the rank of engineer for a minimum of two (2) years within a California fire department.

1. For those departments who do not use the engineer rank, applicants whose primary responsibility for operating fire apparatus for a minimum of two (2) years within a California fire department will qualify.

(2) Fire Command

(a) Command 1A and 1B

1. Held the rank of company officer for a minimum of three (3) years within a California fire department.

(b) Command 1C (both of the following)

1. Held the rank of company officer for a minimum of five (5) years within a California fire department that routinely responds to wildland or urban interface fires.

2. Performed in the ICS position of Division/Group Supervisor on a minimum of two (2) incidents that extended 24-hours beyond the initial burning phase (first 24-hours).

(c) Command 2A, 2B, 2C, 2D, and 2E (all of the following)

1. Held the rank of company officer or higher for a minimum of eight (8) years within a California fire department.

2. Be appointed to the rank of Chief Officer within a California fire department.

3. Course specific expertise.

(3) Fire Instructor

(a) Instructor 1A and 1B

1. Held the position of designated department training instructor for a minimum of three (3) years within a California fire department.

(b) Instructor 2A, 2B, 2C, and 3 (both of the following)

1. Held the position of designated department training instructor for a minimum of three (3) years within a California fire department.

2. Course specific expertise.

(4) Fire Investigation

(a) Investigation 1A and 1B

1. Had the responsibility for cause and origin determination for a minimum of three (3) years within a California fire department.

(b) Investigation 2A and 2B

1. Held the position of fire investigator for a minimum of three (3) years within a California fire department.

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(5) Fire Management

(a) Management 1

1. Held the rank of company officer for a minimum of three (3) years within a California fire department.

(b) Management 2A, 2B, 2C, 2D, and 2E (all of the following)

1. Held the rank of company officer or higher for a minimum of eight (8) years within a California fire department.
2. Be appointed to the rank of Chief Officer within a California fire department.
3. Course specific expertise.

(6) Fire Prevention

(a) Prevention 1A, 1B, and 1C

1. Held the position of prevention officer for a minimum of three (3) years within a California fire department.

(b) Prevention 2A, 2B, 2C, 3A, and 3B (both of the following)

1. Held the position of prevention officer for a minimum of three (3) years within a California fire department.
2. Course specific expertise.

(7) Incident Command System (both of the following)

(a) Appointed to the rank of suppression officer.

(b) Held the ICS position.

1. Levels 100/200 courses
   a. Performed at the first-line supervisor level.
2. Level 300 Courses
   a. Performed at the Unit Leader level.
3. Level 400 Courses
   a. Performed at the Section Chief level.
4. Level 401 Courses
   a. Performed as Agency Representative to a MACS operation, EOC, Department Operating Center, or equivalent.
5. Level 402 Courses
   a. Must be at the executive and policy-making level.

(8) Public Education

(a) Held the position of public education officer for a minimum of three (3) years within a California fire department.

(9) Rapid Intervention Crew Tactics

(a) Have a minimum of five (5) years' suppression/rescue experience within a California fire department.

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(10) FSTEP (basic courses)

(a) Have a minimum of two (2) years' suppression/rescue experience within a California fire department.

(b) Have a minimum of two (2) years' course specific experience.

(11) Emergency Care of the Sick and Injured (both of the following)

(a) Have a minimum of two (2) years' field, clinical, or academic medical emergency care experience within a California fire department.

(b) Hold one of the following four medical licenses or certifications

1. Currently California certified EMT-I, EMT-II, or EMT-P.
2. Previously California certified EMT-II or EMT-P who decertified in good standing.
3. Currently certified Advanced First Aid Instructor for the American Red Cross.
4. Currently California licensed physician, registered nurse, or physician's assistant.

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Primary Instructor Registration

(A) APPLICATION

Submit a complete application package for a PACE II review that includes all of the following:

(1) A completed instructor application identifying the course titles you are requesting.

(2) Up-to-date resume of education, position/rank, and experience.

(3) A copy of your Regional Instructor Orientation certificate or proof of current SFT instructor registration.

(4) Written verification of your teaching experience shall be submitted on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative.

(5) Copies of your OSFM score letters or completion certificates for each course.

(6) Copies of your OSFM Fire Instructor 1A and 1B certificates or qualifying equivalents.

(7) An original letter signed written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement.

(8) A copy or your medical license or certificate when applicable.

(B) APPLICATION REVIEW

Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

(1) If the application is complete and approved, a letter from State Fire Training confirming instructor registration will be mailed.

(a) The applicant will then be formally recorded as a Registered Instructor with State Fire Training.

(2) If the application is incomplete, State Fire Training staff will return to the applicant a check-off sheet indicating what documentation is lacking.

(a) Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the Regional Instructor Orientation.

(3) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(4) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a State Fire Training instructor, approval may be denied.

FINAL DRAFT

Primary Instructor Responsibilities

(A) ADMINISTRATION

(1) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:

(a) Submitting a "Request for Course Scheduling."

(b) Qualifying each Assistant Instructor, Teaching Demonstration Evaluators (Fire Instructor classes), Manipulative Skills Evaluators, and Guest Lecturers.

(c) Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.

(2) Verify student eligibility.

(B) INSTRUCTOR CODE OF ETHICS/CONDUCT

(1) Sign State Fire Training's Instructor Code of Ethics/Conduct and comply with its terms and conditions.

(C) COURSE

(1) Teach the current curriculum as adopted by State Fire Training.

(2) Ensure all objectives of the course curriculum are met.

(3) Ensure the maximum student limit is not exceeded for the class.

(4) Ensure the safety of all students and adjunct instructors.

(a) Coordinating and monitoring all safety issues during the delivery of the course.

(5) Teach <u>at least 50%</u> of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.

(a) For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.

(b) A Primary Instructor may be assigned to more than one (1) shift.

(D) RECORD KEEPING

(1) Daily attendance records.

(2) Student progress chart.

(3) Student assignment records.

(4) Documentation verifying the qualifications for each Assistant Instructor, Skills Evaluator, and Guest Lecturer.

(5) Calendar of events identifying the topics taught by the Assistant Instructor and/or Guest Lecturer.

(6) Maintain all class records for a minimum of four (4) years.

(a) State Fire Training may request, at any time, the Primary Instructor to submit these records for review. Failure to comply shall result in disciplinary action.

FINAL DRAFT

(E) CERTIFICATION EXAM (CFSTES Classes only)

(1) Verify the eligibility of each student taking the certification exam.

(2) Ensure the security of the certification exams and answer sheets.

(3) Administer the certification exam, including retakes and make-ups.

(F) SUPERVISION

(1) Ensure that the student/instructor ratio is maintained.

(2) Supervise the Assistant Instructor's presentation of the course.

(3) Supervise the Teaching Demonstration Evaluator's assessment of any student teaching demonstrations.

(4) Supervise the Manipulative Skills Evaluator's assessment of any skills exams.

(5) Directly supervise the Guest Lecturer by attending and monitoring the presentation.

(G) MAINTAINING PRIMARY INSTRUCTOR STATUS

To continue teaching, Primary Instructors must agree to comply with the following:

(1) Abide by all published procedures of State Fire Training, including the Instructor Code of Ethics/Conduct.

(2) Be the Primary Instructor for at least one course for which you are registered every three (3) years.

(3) Submit any change of address or phone number.

(a) Department

(b) Home

(c) Cell

(d) Email

(4) Attend an update course delivered by State Fire Training when required.

FINAL DRAFT

Primary Instructor Accountability

(A) METHOD OF EVALUATING ACCOUNTABILITY

(1) The students in the class shall evaluate every accredited course. A written evaluation form is provided at the class, and each student has the opportunity to complete and, if desired, mail it separately to State Fire Training.

(a) State Fire Training staff reviews written evaluations. Problems or trends are noted and acted on immediately. Average evaluations are filed and utilized to identify trends or continuity of the instructor's classes. Positive evaluations are also noted and may be recognized as deemed appropriate by State Fire Training.

(2) Site visits are conducted by State Fire Training staff and should not be construed as negative contact. There are generally four reasons that site visits are done: 1) quality control, 2) to evaluate an exceptional instructor, 3) to evaluate an instructor who has chronic problems, 4) to ensure that a Primary Instructor or approved assistant is teaching the class. Site visits are a way to make staff accessible to instructors, students, or training coordinators statewide.

(3) Direct written comments/complaints will be handled in the same way as formal written evaluations. Verbal comments/complaints will not be acted on. Complainants will be requested to submit their comments in writing.

(B) ACTION TO ENSURE ACCOUNTABILITY

(1) Corrective action may be necessary to ensure compliance with the procedures of State Fire Training and to call to the instructor's attention any problems that have arisen during or after a course.

(2) State Fire Training views this section with seriousness as we realize that revoking an individual's instructor registration has far reaching effects. For that reason, we will afford all rights and privileges that are normally found in an administrative hearing, including appeal rights.

(3) Remedial action

(a) Corrective comment: This is the least serious action and will usually be corrected through personal contact, either on the telephone or in person.

(b) Written comment: This form of comment will serve as documentation in the instructor's file of a policy breach or infraction.

1. Multiple written comments may lead to a notice of instructor suspension or revocation.

(4) Suspension of instructor registration

(a) Suspension of instructor registration may be heard administratively.

(b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting a State Fire Training course.

(c) The instructor will receive written notification of the proposed suspension. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. The Chief of State Fire Training will make this notification.

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(d) The instructor will be given a specified period of time to respond to the notice of suspension in writing.

(e) Immediate suspension may occur if, in the opinion of State Fire Training, that a violation of or a threat to public safety has occurred.

1. In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in the Appeals Process section.

(5) Revocation of instructor registration

(a) Revocation of instructor registration, the most serious form of action, may also be heard administratively.

(b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.

(c) The instructor will receive written notification of the proposed revocation. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. The Chief of State Fire Training will make this notification.

(d) The instructor will be given a specified period of time to respond to the notice of revocation in writing.

(e) Immediate revocation may occur if, in the opinion of State Fire Training, that a violation of or a threat to public safety has occurred.

1. In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in the Appeals Process section.

(6) Appeal process

(a) Step 1

1. The instructor must submit in writing all evidence to support reversing the action.

2. The appeal shall be submitted to the Assistant State Fire Marshal.

3. If requested by the instructor in the written appeal request, or required by the Assistant State Fire Marshal in order to fully examine the issues, an administrative hearing will be scheduled and held.

a. The Assistant State Fire Marshal will, in coordination with the instructor, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the instructor.

4. After review of all submitted materials and/or testimony provided during an administrative hearing, the Assistant State Fire Marshal will, by written letter, notify the instructor of decision to uphold, modify, or withdraw the action.

a. The notification will advise the instructor of the effective date of the action, as well as the next level of appeal.

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(b) Step 2

1. Should the instructor desire to further appeal, the process outlined in Step 1 will be followed with the exception that the appeal shall be submitted to the Statewide Training and Education Committee (STEAC).
2. The Assistant State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of STEAC.

(c) Step 3

1. Should the instructor desire to further appeal, the final level will be to the State Fire Marshal.
2. The decision of the State Fire Marshal will be considered final and binding.

(7) Reinstatement

Reinstatement as a Primary Instructor can be achieved by:

(a) Meeting all terms of disciplinary action.

(b) Reapplying for instructor registration.

(c) Meeting all current instructor requirements.

FINAL DRAFT

Adjunct Instructor Qualifications, Registration, and Responsibilities

(A) ASSISTANT INSTRUCTORS

(1) Qualifications

(a) Regional Instructor Orientation
1. None.

(b) Teaching experience
1. Same as Primary Instructor.

(c) Course work
1. Same as Primary Instructor.

(d) Instructor training
1. Same as Primary Instructor.

(e) Rank and experience
1. Same as Primary Instructor.

(2) Registration

(a) Assistant Instructors are not registered with State Fire Training.

(b) The Primary Instructor has the responsibility to ensure the individual assisting with the course meets the qualifications.

(c) Documentation

Upon request, the Primary Instructor shall provide State Fire Training documentation verifying these qualifications:

1. Verification of teaching experience.
2. Verification of course work.
3. Verification of instructor training.
4. Verification of experience.
5. Resume/statement of professional qualifications.

(3) Responsibilities (under supervision of the Primary Instructor)

(a) Teach <u>no more than 50%</u> of a course.

(b) Administer periodic tests.

(c) Administer skills exams.

(B) TEACHING DEMONSTRATION EVALUATORS (Fire Instructor classes)

(1) Qualifications

(a) Regional Instructor Orientation
1. None.

(b) Teaching experience
1. None.

(c) Course work
1. None.

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(d) Instructor training
1. Have attended and passed Fire Instructor 1A and 1B.

(e) Rank and experience
1. Same as Primary Instructor.

(2) Registration

(a) Teaching Demonstration Evaluators are not registered with State Fire Training.

(b) The Primary Instructor has the responsibility to ensure the individual evaluating a teaching demonstration meets the qualifications.

(c) Documentation

Upon request, the Primary Instructor shall provide State Fire Training documentation verifying these qualifications:

1. Verification of instructor training.
2. Verification of experience.

(3) Responsibilities (under supervision of the Primary Instructor)

(a) Evaluate student teaching demonstrations.

(C) MANIPULATIVE SKILLS EVALUATORS

(1) Qualifications

(a) Regional Instructor Orientation
1. None.

(b) Teaching experience
1. None.

(c) Course work
1. None.

(d) Instructor training
1. None.

(e) Rank and experience
1. Same as Primary Instructor.

(2) Registration

(a) Manipulative Skills Evaluators are not registered with State Fire Training.

(b) The Primary Instructor has the responsibility to ensure the individual evaluating a manipulative skill meets the qualifications.

(c) Documentation

Upon request, the Primary Instructor shall provide State Fire Training documentation verifying these qualifications:

1. Verification of instructor training.
2. Verification of experience.

(3) Responsibilities (under supervision of the Primary Instructor)

(a) Administer manipulative skills exams.

FINAL DRAFT

(D) GUEST LECTURERS

(1) Qualifications

(a) Have documentation of expertise in the subject on which they intend to lecture.

(b) Have their qualifications reviewed and approved by the Primary Instructor.

(2) Registration

(a) Guest Lecturers are not registered with State Fire Training.

(b) The Primary Instructor has the responsibility to ensure the individual meets the qualifications.

(c) Documentation

Upon request, the Primary Instructor shall provide State Fire Training documentation verifying these qualifications. This documentation may include:

1. Previous teaching experience.
2. Course certificates.
3. Letters of recommendation.
4. Resume/statement of professional qualifications.

(3) Responsibilities (under supervision of the Primary Instructor)

(a) Be utilized for those topics that by experience and education they are qualified.

(b) Combined utilization of all Guest Lecturers can be for no more than 20% of a course.

(4) The Primary Instructor must be present during all Guest Lectures.

FINAL DRAFT

Fire Control Senior Instructors Qualifications

(A) OVERVIEW

Fire Control Senior Instructors serve as the overall coordinator for those classes that deliver live fire or other hazardous training. They are responsible for the overall safety of the class by supervising and providing guidance to other instructors during their delivery of the curriculum. Senior Instructors observe actual teaching techniques and provide written evaluations of other Primary Instructors wishing to obtain their Senior Instructor status.

(B) AVAILABLE TOPICS

(1) Fire Control 3: Structural Fire Fighting

(2) Fire Control 4: Oil and Gas Fire Fighting

(3) Fire Control 4A: Flammable Gas (Propane)

(4) Fire Control 4B: Flammable Liquids

(5) Fire Control 5: Aircraft Rescue and Fire Fighting

(6) Fire Control 7: Wildland Fire Fighting

(C) QUALIFICATIONS

(1) Instructor registration

(a) Be currently registered to teach the course.

(2) Teaching experience (both of the following)

(a) Have taught a minimum of three (3) classes as the Primary Instructor within the last three (3) years.

(3) Course work (both of the following)

(a) Have attended and passed a State Fire Training Train-the-Trainer class.

1. State Fire Training offers these classes on an "as needed" basis.

(b) Prospective Senior Instructors shall satisfy all requirements and become registered as a Senior Instructor within one (1) year of attending the Train-the-Trainer class.

(4) Instructor training

(a) No additional requirements.

(5) Rank and experience

(a) No additional requirements.

(D) APPLICATION

Submit a complete application package for a PACE II review that includes all of the following:

(1) A completed instructor application identifying the course titles you are requesting.

(2) Up-to-date resume of education, position/rank, and experience.

(3) Proof of current SFT Primary Instructor registration for the course.

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(4) Written verification of your teaching techniques and subject-matter delivery shall be submitted on department letterhead and signed by the Senior Instructor for the course.

(a) This may require submitting up to three (3) separate letters.

(5) A copy of your OSFM Train-the-Trainer certificate.

(E) APPLICATION REVIEW

(1) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

(a) If the application is complete and approved, a letter from State Fire Training confirming instructor registration will be mailed.

1. The applicant will then be formally recorded as a Registered Instructor with State Fire Training.

(b) If the application is incomplete, State Fire Training staff will return to the applicant a check-off sheet indicating what documentation is lacking.

1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the Regional Instructor Orientation.

(c) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(d) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a State Fire Training instructor, approval may be denied.

(F) ADDITIONAL RESPONSIBILITIES

(1) In addition to the responsibilities common to all Primary Instructors, Senior Instructors are also required to comply with the following:

(a) Teach <u>no more than 20%</u> of a course.

(b) Directly supervise Primary Instructor(s) for the entire course.

(c) Evaluate Primary Instructor(s) seeking Senior Instructor status when requested.

(d) Develop site and props.

(e) Inspect sites when requested.

(f) Ensure the safety of all participants and instructors.

FINAL DRAFT

Fire Fighter Instructor Qualifications and Responsibilities

To teach the Fire Fighter I, Fire Fighter II, or Volunteer Fire Fighter programs, the following qualifications are required.

(A) REGIONAL INSTRUCTOR ORIENTATION

(1) None.

(B) TEACHING EXPERIENCE

(1) None.

(C) COURSE WORK

(1) None.

(D) INSTRUCTOR TRAINING (one of the following five (5) options)

(1) Have attended and passed Fire Instructor 1A and 1B.

(2) Have a valid community college teaching credential.

(3) Completed the UC/CSU 60-hour Techniques of Teaching course.

(4) Completed the NFA's Fire Service Instructional Methodology course.

(5) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(E) RANK and EXPERIENCE *(Performing in an "acting" capacity does not qualify.)*

(1) Held the rank of fire fighter performing suppression duties for a minimum of three (3) years within a California fire department.

(F) ADDITIONAL QUALIFICATIONS

(1) Fire Fighter I

(a) Unit U: Emergency Care.

1. Qualified Emergency Care of the Sick and Injured or EMT-I Instructor.

(b) Unit V: Incident Command System.

1. Qualified I-200 Instructor.

(c) Unit W: Confined Space Rescue Awareness.

1. Qualified Confined Space Rescue Awareness Instructor.

(d) Unit X: Hazardous Materials.

1. Qualified Hazardous Materials First Responder Operations Instructor.

(2) Fire Fighter II

(a) Unit W: Confined Space Rescue Operations.

1. Qualified Confined Space Rescue Operations Instructor.

(G) REGISTRATION

(1) Fire Fighter instructors are not registered with State Fire Training.

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(2) Each department's Fire Chief has the responsibility to ensure the individuals teaching the fire fighter program meet the instructor qualifications.

(H) RESPONSIBILITIES

(1) Teach the current curriculum as published by State Fire Training and ensure all objectives of the course curriculum are met.

(2) Ensure the safety of all students and adjunct instructors.

(3) Ensure all objectives of the course curriculum are met.

(4) Teach 100% of the course.

(a) Due to the length of fire fighter training, more than one qualified instructor may be utilized.

(5) Ensure all administrative requirements are completed in accordance with printed guidelines.

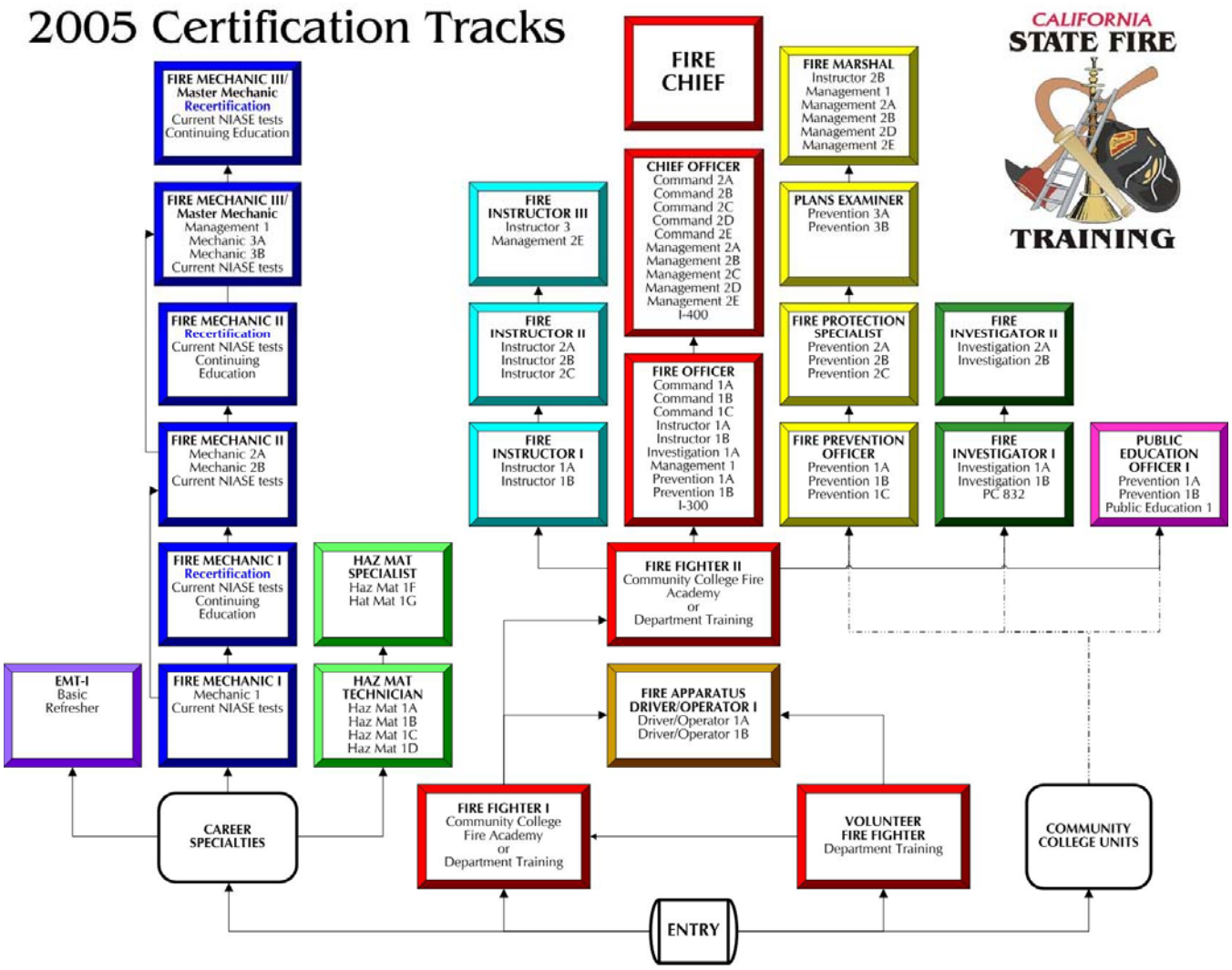
(6) Proctor any skills exams and/or written tests.

(7) Maintain subject area involvement either by teaching or operational assignment.

FINAL DRAFT

California Fire Service Training and Education System

FINAL DRAFT



The above information only identifies the educational requirements for each level of certification. In addition to the courses listed above, each level of certification requires a minimum experience in the subject area and/or certification prerequisites. For complete information, refer to the State Fire Training Procedures Manual. ------ line = alternate prerequisite available

Fire Apparatus Driver/Operator

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Apparatus Driver/Operator.

(2) To identify the tasks a candidate must perform to obtain certification as a Fire Apparatus Driver/Operator.

(3) To establish a standard curriculum of fire apparatus driver/operator courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with national certification standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

FINAL DRAFT

Fire Apparatus Driver/Operator I

(A) PROGRAM OVERVIEW

Fire Apparatus Driver/Operator I is the certification level that 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, and defensive driving techniques, plus basic inspections and maintenance procedures. The pump operations portion of the program includes information and theory on pump operations, methods for performing basic field hydraulics, and routine maintenance.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective September 1, 1993 to include an experience requirement.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations

(2) Fire Apparatus Driver/Operator 1B: Pump Operations

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following)

(a) Successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete the performance tests for each course as proctored by the Primary Instructor.

(c) Successfully complete the certification exams (70% minimum score) for each course as proctored by the Primary Instructor.

(2) Prerequisite

(a) OSFM certified Fire Fighter I or Volunteer Fire Fighter.

1. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum of <u>one (1) year's full-time, paid</u> experience in a California fire department as a fire apparatus driver/operator.

(b) Option 2

1. Have a minimum of <u>two (2) years' volunteer or part-time, paid</u> experience in a California fire department as a fire apparatus driver/operator.

FINAL DRAFT

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Apparatus Driver/Operator I certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Certified Fire Fighter I or Volunteer Fire Fighter certificate.

(a) If waiving this requirement, submit an original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(5) Payment of the certification fee. **(Fees are nonrefundable.)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form <u>must</u> accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Fighter Series

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for fire fighters.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of basic courses for California fire service fire fighter training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with national certification standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

FINAL DRAFT

Volunteer Fire Fighter

(A) PROGRAM OVERVIEW

Volunteer Fire Fighter certification identifies the minimum tasks necessary to assure safety on the fire ground. 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.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1976.

(C) CERTIFICATION GUIDELINES

(1) Instruction

(a) Participants shall, through a qualified instructor, complete the training as specified in the Volunteer Fire Fighter Training Record using the lesson plans from the Fire Fighter I Instructor Guide.

1. This training is verified on the Volunteer Fire Fighter Training Record.

a. This record must be kept on file in the department and should not be submitted to State Fire Training.

(2) Prerequisite

(a) None.

(3) Experience

(a) Have a minimum of <u>six (6) months' volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(D) APPLICATION

After training is completed and the experience requirement met, the following must be submitted to State Fire Training:

(1) A completed Volunteer Fire Fighter application for certification form.

(a) The Fire Chief or his/her authorized representative must sign this application.

(2) Payment of the certification fee. **(Fees are nonrefundable.)**

(E) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Volunteer Fire Fighter to Fire Fighter I Supplement

(A) PROGRAM OVERVIEW

Certified Volunteer Fire Fighters may become Fire Fighter I certified by completing supplemental training. The Volunteer Fire Fighter Supplement Program identifies the additional training necessary to complete the requirements for certified Fire Fighter I.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1976.

(C) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter I instructor guide plus any additional course requirements listed on the training record.

1. This training is verified on the Volunteer Fire Fighter Supplemental Training Record.

a. This record must be kept on file in the department and should not be submitted to State Fire Training.

(2) Prerequisite

(a) OSFM certified Volunteer Fire Fighter.

(3) Experience

(a) Have an additional <u>six (6) months' volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(4) Application

After training is completed and the experience requirement met, the following must be submitted to State Fire Training:

(a) A completed Fire Fighter I application for certification form.

1. The Fire Chief or his/her authorized representative must sign this application.

(b) Payment of the certification fee. **(Fees are nonrefundable.)**

(D) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Fighter I

(A) PROGRAM OVERVIEW

Fire Fighter I certification identifies the skills and knowledge necessary for the entry-level fire fighter to safely perform the tasks required of the job. This training prepares the fire fighter to perform essential and advanced fireground tasks with minimal supervision and to use, inspect and maintain fire fighting and rescue equipment. In addition, the Fire Fighter I program provides training in the skills necessary to perform basic rescue operations, fire prevention and fire investigation tasks. It is the level of certification that allows entry into all tracks of the certification system.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1976.

(C) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter I instructor guide plus any additional course requirements listed on the training record.

1. This training is verified on the Fire Fighter I Training Record.

a. This record must be kept on file in the department and should not be submitted to State Fire Training.

(2) Prerequisite

(a) None.

(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum of <u>six (6) months' full-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Option 2

1. Have a minimum of <u>one (1) year's volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(D) APPLICATION

After training is completed and the experience requirement met, the following must be submitted to State Fire Training:

(1) A completed Fire Fighter I application for certification form.

(a) The Fire Chief or his/her authorized representative must sign this application.

(2) Payment of the certification fee. **(Fees are nonrefundable.)**

(E) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

(F) RECIPROCITY

(1) The authority to set standards for, and certify fire service personnel, extends only to employed or volunteer fire service personnel in California.

(a) Out-of-state fire fighters

1. A fire fighter from another state is eligible to become certified only after he or she serves in a fire department in California.

a. At this time, the State Board of Fire Services does not accept certification from any other state as being equivalent to certification in California.

2. Training received outside of California may, at the department's discretion, be evaluated for equivalency and recorded on the Fire Fighter I Training Record.

a. This review is conducted at the local level and not by State Fire Training.

(b) Military fire fighters

1. A military fire fighter is eligible to become certified only after he or she serves in a qualifying military fire department located in California.

2. Training received outside of California may, at the department's discretion, be evaluated for equivalency and recorded on the Fire Fighter I Training Record.

a. This review is conducted at the local level and not by State Fire Training.

FINAL DRAFT

Fire Fighter II

(A) PROGRAM OVERVIEW

Fire Fighter II is the second step in the fire fighter certification track. It is currently the prerequisite for the Officer and Specialty certification levels.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1982.

(C) CERTIFICATION GUIDELINES

(1) Instruction

(a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter II instructor guide plus any additional course requirements listed on the training record.

1. This training is verified on the Fire Fighter II Training Record.

a. This record <u>must be kept</u> on file in the department and should not be submitted to State Fire Training.

(2) Prerequisite

(a) OSFM certified Fire Fighter I.

(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum of <u>one (1) year's full-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Option 2

1. Have a minimum of <u>two (2) year's volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(D) APPLICATION

After training is completed and the experience requirement met, the following must be submitted to State Fire Training:

(1) A completed Fire Fighter II application for certification form.

(a) The Fire Chief or his/her authorized representative must sign this application.

(2) Your OSFM Fire Fighter I number must be provided on the application.

(3) Payment of the certification fee. **(Fees are nonrefundable.)**

(E) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Instructor Series

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Instructor.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire instructor courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

FINAL DRAFT

Fire Instructor I

(A) PROGRAM OVERVIEW

Fire Instructor I is the first level of certification in the Fire Instructor series and is a key component in the entire certification system. Individuals completing the educational requirements for this level of certification have fulfilled one of the prerequisites to become a State Fire Training Registered Instructor; are eligible to "sign off" Fire Fighter Training Records; and, once certified, have completed the first step in becoming a certified Fire Instructor II and certified Fire Instructor III.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1980.

(2) Certification guidelines revised effective September 1, 1984.

(a) Prerequisite changed to Fire Fighter II.

(3) Certification guidelines revised effective January 1, 1988.

(a) Teaching experience requirement added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 1A: Instructional Techniques, Part 1

(2) Fire Instructor 1B: Instructional Techniques, Part 2

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite

(a) OSFM certified Fire Fighter II.

1. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(3) Experience (both of the following)

(a) Fire service

1. Have a minimum <u>two (2) years' full-time, paid</u> **OR** <u>four (4) years' volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Teaching

1. Have a minimum of <u>80 hours</u> teaching experience within a fire service related program.

FINAL DRAFT

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Instructor I certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate.

(1) If waiving this requirement, submit an original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(a) Your teaching experience verification may be written on department letterhead and signed by the Fire Science/Tech Coordinator if applicable.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form <u>must</u> accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Instructor II

(A) PROGRAM OVERVIEW

Fire Instructor II is the second of three levels heading towards certification as Fire Instructor III. Fire Instructor II covers those subject areas and skills necessary for an in-depth understanding of testing and measurements, group dynamics and leadership, and the utilization of audio/visual aids. This level of certification utilizes the Level 2 curriculum that establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor II certification is only available to those certified as Fire Instructor I.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective January 1, 1988.

(a) Teaching experience requirement added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 2A: Techniques of Evaluation

(2) Fire Instructor 2B: Group Discussion Techniques

(3) Fire Instructor 2C: Employing Audiovisual Aids

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite

(a) OSFM certified Fire Instructor I.

(3) Experience (all of the following)

(a) Fire Service

1. Have a minimum <u>two (2) years' full-time, paid</u> **OR** <u>four (4) years' volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties

(b) Department Instructor

1. Have a minimum <u>one (1) year's full-time, paid</u> **OR** <u>two (2) years' volunteer or part-time, paid</u> experience functioning in the position of a designated department training instructor.

(c) Teaching

1. Have a minimum of <u>160 hours</u> teaching experience within a fire service related program.

FINAL DRAFT

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Instructor II certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Instructor I certificate.

(4) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(a) Your teaching experience verification may be written on department letterhead and signed by the Fire Science/Tech Coordinator if applicable.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Instructor III

(A) PROGRAM OVERVIEW

Fire Instructor III is the final level in the Fire Instructor track and is a suitable level of certification for the position of the department's Training Officer. Fire Instructor III covers those subject areas and skills necessary for an in-depth understanding of instructional techniques and program management. This level of certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor III certification is only available to those certified as Fire Instructor II.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1987.

(2) Certification guidelines revised effective January 1, 1988.

(a) Teaching experience requirement added.

(3) Certification guidelines revised effective September 1, 1993.

(a) Experience requirement changed from designated department training instructor to designated department training officer.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 3: Master Instructor

(2) Fire Management 2E: Contemporary Issues and Concepts

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite

(a) OSFM certified Fire Instructor II.

(3) Experience (all of the following)

(a) Fire Service

1. Have a minimum two (2) years' full-time, paid **OR** four (4) years' volunteer or part-time, paid experience in a California fire department as a fire fighter performing suppression duties

(b) Department Training Officer

1. Have a minimum one (1) year's full-time, paid **OR** two (2) years' volunteer or part-time, paid experience functioning in the position of a training officer in charge of one or more of the department's training programs. This experience must involve:

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a. Planning and developing in-service courses of instruction.
b. Analyzing results of written and performance examinations.
c. Constructing written and performance examinations.
d. Researching new information, procedures, and techniques for developing instruction.
e. Developing reports.
f. Maintaining records.
g. Coordinating and supervising the training program(s) assigned.
h. Hiring and supervising instructors.
i. Developing and managing training program budget(s).

(c) Teaching

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

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Instructor III certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Instructor II certificate.

(4) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(a) Your teaching experience verification may be written on department letterhead and signed by the Fire Science/Tech Coordinator if applicable.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Investigator Series

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Investigator.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire investigation courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire service personnel in California become certified to an appropriate level.

FINAL DRAFT

Fire Investigator I

(A) PROGRAM OVERVIEW

Fire Investigator I is the first level of certification in the career path leading to Fire Investigator II. Fire Investigator I covers those subject areas and skills necessary to conduct fire origin and cause investigations.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1981.

(2) Certification guidelines revised effective September 1, 1984.

(a) Prerequisite changed to Fire Fighter II.

(3) Certification guidelines revised effective January 1, 1988.

(a) Alternate experience requirement of having responsibility for cause and origin determination on 100 fires added.

(4) Certification guidelines revised effective September 1, 1993.

(a) Number of years required for a full-time fire investigator reduced.

(b) Inflexibility of matching a prerequisite with a specific experience deleted.

(5) Certification guidelines revised effective January 1, 2006.

(a) PC 832 course must be completed within three years of application or be a currently employed peace officer in California.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Investigation 1A: Fire Origin and Cause Determination

(2) Fire Investigation 1B: Techniques of Fire Investigation

(3) PC 832: Basic Laws of Arrest, Search and Seizure (No firearm training - Not an OSFM course; offered only through POST)

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete a POST approved PC 832 course within three years of application.

(2) Prerequisite (one of the following two options)

(a) Option 1

1. OSFM certified Fire Fighter II.

a. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

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(b) Option 2

1. Completion of the five (5) core classes (three (3) units each) from the Uniform Fire Technology/Science or Criminal Justice curricula.

a. These classes must be completed from an accredited California community college. *CFSTES classes are not considered core curricula and do not qualify.*

(3) Experience (one of the following three options)

(a) Option 1

1. Have a minimum of one (1) year's full-time, paid experience in a California fire department as a fire fighter with responsibility for cause and origin determination while on duty.

(b) Option 2

1. Have a minimum of one (1) year's full-time, paid experience in a California fire department **OR** law enforcement agency as a fire investigator for origin and cause determination.

(c) Option 3

1. Have had responsibility in a California fire department **OR** law enforcement agency for origin and cause determination on 100 fires.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Investigator I certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate **OR** copies of college transcripts.

(a) If waiving the Fire Fighter II requirement, submit an original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) An original letter written on department letterhead and signed by the Fire Chief, Police Chief, or Sheriff or his/her authorized representative describing your specific background as it relates to the experience requirement.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

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(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Investigator II

(A) PROGRAM OVERVIEW

Fire Investigator II is the final level in this certification track and is intended for those individuals that conduct fire investigations for their departments. This responsibility must include the full range of duties including origin and cause determination, complete investigation, arrest of suspects, case preparation, and courtroom presentation. This level of certification utilizes the Level 2 curriculum that establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Investigator II is only available to those certified as Fire Investigator I.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1986.

(2) Certification guidelines revised effective January 1, 1988.

(a) Alternate experience requirement of having overall responsibility for the investigation of 150 fires added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Investigation 2A: Criminal and Legal Procedures

(2) Fire Investigation 2B: Field Case Studies

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite

(a) OSFM certified Fire Investigator I.

(3) Experience (both of the following)

(a) Fire investigation (one of the following two options)

This experience <u>must</u> 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.

1. Option 1

a. Have a minimum <u>two (2) years' full-time, paid</u> experience in a California fire department **OR** law enforcement agency as a fire investigator with overall responsibility for fire investigations in your jurisdiction.

2. Option 2

a. Have had overall responsibility in a California fire department **OR** law enforcement agency for the investigation of <u>150 fires</u>.

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(b) Expert Witness

1. Have qualified as an expert witness in fire origin and cause determination in a California criminal court proceeding.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Investigator II certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Investigator I certificate.

(4) An original letter written on department letterhead and signed by the Fire Chief, Police Chief, or Sheriff or his/her authorized representative describing your specific background as it relates to the experience requirement.

(a) This letter must also include the date the applicant qualified as an expert witness, the court designator, and the case name and number.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Marshal Series

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Marshal (Fire Prevention Officer, Fire Protection Specialist, Plans Examiner, and Fire Marshal).

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire service personnel in California become certified to an appropriate level.

FINAL DRAFT

Fire Prevention Officer

(A) PROGRAM OVERVIEW

Fire Prevention Officer is the first of four levels of certification in the career path leading to Fire Marshal. Fire Prevention Officer covers those subject areas and skills necessary to conduct basic routine fire inspections and basic fire code enforcement.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997 (previously Fire Prevention Officer I).

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current fire code certification from the Uniform Fire Code Association or current Fire Code Inspector certification from the International Fire Code Institute in the Fire Code adopted by the State of California removed.

(c) Title changed from Fire Inspector to Fire Prevention Officer.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 1A: Introduction to the California Fire Code

(2) Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards

(3) Fire Prevention 1C: Flammable Liquids and Gases

(D) CERTIFICATION GUIDELINES (both of the following)

(1) Instruction

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite (one of the following two options)

(a) Option 1

1. OSFM certified Fire Fighter II.

a. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(b) Option 2

1. Completion of the five (5) core classes (three (3) units each) from the Uniform Fire Technology/Science curricula.

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a. These classes must be completed from an accredited California community college. *CFSTES classes are not considered core curricula and do not qualify.*

(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum of one (1) year's full-time, paid experience in a California fire department as a fire fighter performing company fire inspections.

(b) Option 2

1. A minimum of one (1) year's full-time, paid experience in a California fire department as a fire inspector.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Prevention Officer certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate **OR** copies of college transcripts.

(a) If waiving the Fire Fighter II requirement, submit an original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Protection Specialist

(A) PROGRAM OVERVIEW

Fire Protection Specialist is the second of four levels of professional certification in the career path leading to Fire Marshal. Fire Protection Specialist 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.

This level of certification utilizes the Level 2 curricula, which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Protection Specialist certification is only available to those certified as a Fire Prevention Officer through the OSFM.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997.

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the fire code adopted by the State of California added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 2A: Fire Protection Systems and Building Components

(2) Fire Prevention 2B: Interpreting the UBC and CBC

(3) Fire Prevention 2C: Special Hazard Occupancies

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisites (both of the following)

(a) OSFM certified Fire Prevention Officer.

(b) Current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California.

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(3) Experience

(a) Have a minimum of two (2) years' full-time, paid experience in a California fire department as a fire prevention officer or fire inspector.

1. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Protection Specialist certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Prevention Officer certificate.

(4) A copy of your current Fire Code Inspector certification from the Uniform Fire Code Association the International Fire Code Institute in the Fire Code adopted by the State of California. Expired certificate will not be accepted.

(5) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(6) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) After receiving certification for Fire Protection Specialist, you are responsible for maintaining your UFCA or ICC Fire Code certification.

FINAL DRAFT

Plans Examiner

(A) PROGRAM OVERVIEW

Plans Examiner is the third of four levels of professional certification in the career path leading to Fire Marshal. Plans Examiner covers those subject areas and skills necessary for an in-depth understanding of construction, systems coordination and compliance with all code requirements, hydraulic sprinkler calculations, plan review and design, and program management.

This level of certification utilizes upper-level curriculum, which establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Plans Examiner is only available to those certified as a Fire Protection Specialist through the OSFM.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997.

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the fire code adopted by the State of California added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 3A: Hydraulic Sprinkler Calculations

(2) Fire Prevention 3B: Plan Checking

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisites (both of the following)

(a) OSFM certified Fire Protection Specialist.

(b) Current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California.

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(3) Experience

(a) Have a minimum of two (2) years' full-time, paid experience in a California fire department as a fire prevention officer, fire inspector, or plans examiner.

1. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Plans Examiner certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Protection Specialist certificate.

(4) A copy of your current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California. Expired certificate will not be accepted.

(5) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(6) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) After receiving certification for Fire Protection Specialist, you are responsible for maintaining your UFCA or ICC Fire Code certification.

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Fire Marshal

(A) PROGRAM OVERVIEW

Fire Marshal is the fourth and final level of professional certification in the career path of fire prevention. 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.

This level of certification utilizes Level 2 curriculum, which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Marshal is only available to those certified as a Plans Examiner through the OSFM.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1, 1997.

(2) Certification guidelines revised effective January 1, 1998.

(a) Fire Prevention Officers Association clarified the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

(3) Certification guidelines revised effective January 1, 2002.

(a) Reference to IFCI (International Fire Code Institute) removed.

(b) Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the fire code adopted by the State of California added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Instructor 2B: Group Discussion Techniques

(2) Fire Management 1, Management/Supervision for Company Officers

(3) Fire Management 2A: Organizational Development and Human Relations

(4) Fire Management 2B: Fire Service Financial Management

(5) Fire Management 2D: Disaster Planning

(6) Fire Management 2E: Contemporary Issues and Concepts

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisites (all of the following)

(a) OSFM certified Plans Examiner.

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(b) Current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California.

(c) Possess, at a minimum, an Associate Degree in Arts or Science, or an equivalent degree from an accredited post-secondary institution.

(3) Experience (both of the following)

(a) Have a minimum of four (4) years' full-time, paid experience in a California fire department as a fire prevention officer, fire inspector, or plans examiner.

1. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.

(b) Have a minimum of two (2) years' experience in a supervisory/management position.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Marshal certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Plans Examiner certificate.

(4) A copy of your current Fire Code Inspector certification from the Uniform Fire Code Association or the International Code Council in the Fire Code adopted by the State of California. Expired certificate will not be accepted.

(5) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(6) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) After receiving certification for Fire Protection Specialist, you are responsible for maintaining your UFCA or ICC Fire Code certification.

FINAL DRAFT

Fire Mechanic Series

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Mechanic.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire mechanic courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To have all fire fighters in California become certified to an appropriate level.

FINAL DRAFT

Fire Mechanic I

(A) PROGRAM OVERVIEW

Fire Mechanic I is the first of three levels of certification in the career path leading to Fire Mechanic III/Master Mechanic. Fire Mechanic I certification identifies the skills and knowledge necessary for the fire apparatus mechanic. This certification recognizes the high level of expertise needed to properly maintain one of the fire service's most valuable resources - fire apparatus.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective January 1, 2001.
ASE test on Preventative Maintenance Inspections (T8) added.

(3) Certification guidelines revised effective January 1, 2001.

(a) ASE test on Drive Train (T3) deleted

(b) ASE test on Engine Performance (A8) deleted.

(c) Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic.

(d) Recertification requirement added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Mechanic 1: Fire Pumps and Accessories

(2) National Institute for Auto Service Excellence (ASE) for:

(a) Gasoline Engines (T1)

(b) Brakes (T4)

(c) Electrical/Electronic Systems (T6)

(d) Preventative Maintenance Inspections (T8)

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete the following four (4) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1)
2. Brakes (T4)
3. Electrical/Electronic Systems (T6)
4. Preventative Maintenance Inspections (T8)

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(2) Prerequisite

(a) None.

(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum two (2) years' full-time, paid experience in a California fire department or public agency as an automotive or truck mechanic, one (1) year of which must be related to the maintenance of fire apparatus.

(b) Option 2

1. Have a minimum three (3) years' full-time, paid experience in a California fire department or public agency as a mechanic (no fire apparatus required).

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Mechanic I certification.

(2) A copy of your OSFM score letter or course completion certificate for each educational requirement.

(3) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(2) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(4) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Fire Mechanic I certification is valid for five (5) years from the date of issuance.

FINAL DRAFT

Fire Mechanic I Recertification

(A) PROGRAM OVERVIEW

The Fire Mechanic I recertification program is designed for personnel who hold or have held a valid Fire Mechanic I certificate within the last year. Successful completion of the educational requirements is required every five (5) years to maintain OSFM Fire Mechanic I certification.

(B) CERTIFICATION ESTABLISHED

(1) Recertification established January 1, 2001.

(C) RECERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Successfully complete the following four (4) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1)
2. Brakes (T4)
3. Electrical/Electronic Systems (T6)
4. Preventative Maintenance Inspections (T8)

(b) Within five (5) years of attaining Fire Mechanic I certification, participants shall, through continuing education approved by the California Fire Mechanics Academy, successfully complete a minimum of thirty-six (36) hours of continuing education.

(2) Prerequisite

(a) Current OSFM certified Fire Mechanic I.

1. Certificate may be expired for no more than one (1) year.

(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum two (2) years' full-time, paid experience in a California fire department or public agency as an automotive or truck mechanic, one (1) year of which must be related to the maintenance of fire apparatus.

(b) Option 2

1. Have a minimum three (3) years' full-time, paid experience in a California fire department or public agency as a mechanic (no fire apparatus required).

(D) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Mechanic I recertification.

(2) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(3) Copies of your continuing education certificates.

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(4) A copy of your OSFM Fire Mechanic I certificate.

(3) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(5) Payment of the recertification fee. **(Fees are nonrefundable)**

(E) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(F) MAINTENANCE GUIDELINES

(1) Fire Mechanic I recertification is valid for five (5) years from the date of issuance.

FINAL DRAFT

Fire Mechanic II

(A) PROGRAM OVERVIEW

Fire Mechanic II is the second of three levels of certification in the career path leading to Fire Mechanic III/Master Mechanic. Fire Mechanic II certification identifies the advanced skills and knowledge necessary for the contemporary fire apparatus mechanic. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today.

This level of certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Mechanic II is only available to those certified as Fire Mechanic I. Training is currently offered annually at the CFCA Fire Mechanics' Academy.

Training is currently offered annually at the CFCA Fire Mechanics Academy.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1994.

(2) Certification guidelines revised effective January 1, 2001.

(a) Fire Mechanic 2C: Aerial Apparatus moved to Fire Mechanic III.

(3) Certification guidelines revised effective January 1, 2001.

(a) ASE test on Gasoline Engines (T1) deleted.

(b) ASE test on Brakes (T2) deleted.

(c) ASE test on Electrical/Electronic Systems (T6) deleted.

(d) ASE test on Engine Performance (A8) deleted

(e) Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic.

(f) Recertification requirement added.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Mechanic 2A: Fire Apparatus Electrical Systems

(2) Fire Mechanic 2B: Allison Transmissions

(3) National Institute for Auto Service Excellence (ASE) for:

(a) Diesel Engines (T2)

(b) Drive Train (T3)

(c) Suspension and Steering (T5)

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

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(c) Successfully complete the following three (3) tests from the National Institute for Auto Service Excellence (ASE):

1. Diesel Engines (T2)
2. Drive Train (T3)
3. Suspension and Steering (T5)

(2) Prerequisite

(a) Current OSFM certified Fire Mechanic I.

(3) Experience

(a) Have a minimum of <u>four (4) years' full-time, paid</u> experience in a California fire department or public agency as an automotive or truck equipment mechanic, <u>three (3) years</u> of which must be related to the maintenance of fire apparatus.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Mechanic II certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(4) A copy of your current OSFM Fire Mechanic I certificate.

(4) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form <u>must</u> accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Fire Mechanic II certification is valid for five (5) years from the date of issuance.

FINAL DRAFT

Fire Mechanic II Recertification

(A) PROGRAM OVERVIEW

The Fire Mechanic II recertification program is designed for personnel who hold or have held a valid Fire Mechanic II certificate within the last year. Successful completion of the educational requirements is required every five (5) years to maintain OSFM Fire Mechanic II certification.

(B) CERTIFICATION ESTABLISHED

(1) Recertification established January 1, 2001.

(C) RECERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Successfully complete the following three (3) tests from the National Institute for Auto Service Excellence (ASE):

1. Diesel Engines (T2)
2. Drive Train (T3
3. Suspension and Steering (T5)

(b) Within five (5) years of attaining Fire Mechanic II certification, participants shall, through continuing education approved by the California Fire Mechanics Academy, successfully complete a minimum of thirty-six (36) hours of continuing education.

(2) Prerequisite

(a) Current OSFM certified Fire Mechanic II.

1. Certificate may be expired for no more than one (1) year.

(3) Experience

(a) Have a minimum of <u>four (4) years' full-time, paid</u> experience in a California fire department or public agency as an automotive or truck equipment mechanic, <u>three (3) years</u> of which must be related to the maintenance of fire apparatus.

(D) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification form requesting Fire Mechanic II recertification.

(2) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(3) Copies of your continuing education certificates.

(4) A copy of your OSFM Fire Mechanic II certificate.

(5) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(5) Payment of the recertification fee. **(Fees are nonrefundable)**

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(E) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(F) MAINTENANCE GUIDELINES

(1) Fire Mechanic II recertification is valid for five (5) years from the date of issuance.

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Fire Mechanic III/Master Mechanic

(A) PROGRAM OVERVIEW

Fire Mechanic III/Master Mechanic is the final level in the Fire Mechanic certification track. 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.

This level of certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Mechanic III/Master Mechanic is only available to those certified as Fire Mechanic II. Training is currently offered annually at the CFCA Fire Mechanics' Academy.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 2001.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Management 1: Management/Supervision for the Company Officer

(2) Fire Mechanic 3A: Ambulance Service and Maintenance

(3) Fire Mechanic 3B: Aerial Apparatus (formerly Fire Mechanic 2C)

(4) National Institute for Auto Service Excellence (ASE) for:

(a) Gasoline Engines (T1) or Diesel Engines (T2)

(b) Drive Train (T3)

(c) Brakes (T4)

(d) Suspension and Steering (T5)

(e) Electrical/Electronic Systems (T6)

(f) Preventative Maintenance Inspection (T8)

(D) CERTIFICATION GUIDELINES

(1) Instruction (all of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete the following six (6) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1) or Diesel Engines (T2)
2. Drive Train (T3)
3. Brakes (T4)
4. Suspension and Steering (T5)

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5. Electrical/Electronic Systems (T6)
6. Preventative Maintenance Inspection (T8)

(2) Prerequisite

(a) Current OSFM certified Fire Mechanic II.

(3) Experience

(a) Have a minimum of four (4) years' full-time, paid experience in a California fire department or public agency as an automotive or truck equipment mechanic, three (3) years of which must be related to the maintenance of fire apparatus.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Mechanic III/Master Mechanic certification.

(2) Copies of the score letters or completion certificates for each educational requirement.

(3) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(4) A copy of your current OSFM Fire Mechanic II certificate.

(6) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Fire Mechanic III/Master Mechanic certification is valid for five (5) years from the date of issuance.

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Fire Mechanic III/Master Mechanic Recertification

(A) PROGRAM OVERVIEW

The Fire Mechanic III/Master Mechanic recertification program is designed for personnel who hold or have held a valid Fire Mechanic III/Master Mechanic certificate. Successful completion is required every five (5) years to maintain OSFM Fire Mechanic III/Master Mechanic certification.

(B) CERTIFICATION ESTABLISHED

(1) Recertification established January 1, 2001.

(C) RECERTIFICATION GUIDELINES

(1) Instruction

(a) Successfully complete the following six (6) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1) or Diesel Engines (T2)
2. Drive Train (T3)
3. Brakes (T4)
4. Suspension and Steering (T5)
5. Electrical/Electronic Systems (T6)
6. Preventative Maintenance Inspection (T8)

(b) Within five (5) years of attaining Fire Mechanic II certification, participants shall, through continuing education approved by the California Fire Mechanics Academy, successfully complete a minimum of thirty-six (36) hours of continuing education.

(2) Prerequisites

(a) Current OSFM certified Fire Mechanic I.

1. Certificate may be expired for no more than one (1) year.

Possess a current Fire Mechanic III/Master Mechanic certificate or a Fire Mechanic III/Master Mechanic certificate that has been expired for no more than one (1) year.

(3) Experience

Have a minimum of <u>four (4) years' full-time, paid</u> experience in a California fire department or public agency as an automotive or truck equipment mechanic, <u>three (3) years</u> of which must be related to the maintenance of fire apparatus.

(D) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An application form requesting Fire Mechanic III/Master Mechanic recertification.

(2) Copies of your completion certificates for the ASE tests.

(a) The ASE certificates must be current at the time of application.

(3) Copies of your continuing education certificates.

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(4) A copy of your OSFM Fire Mechanic III/Master Mechanic certificate.

(5) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(6) Payment of the recertification fee. **(Fees are nonrefundable)**

(E) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(F) MAINTENANCE GUIDELINES

(1) Fire Mechanic III/Master Mechanic recertification is valid for five (5) years from the date of issuance.

FINAL DRAFT

Fire Officer Series

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Fire Officer.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of fire officer courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire fighters in California become certified to an appropriate level.

FINAL DRAFT

Fire Officer

(A) PROGRAM OVERVIEW

Fire Officer is the first of three steps of certification leading to the position of certified Fire Chief. The three steps include certified Fire Officer, certified Chief Officer, and certified Fire Chief. This approach is in contrast to the seven steps of certification discussed in the NFPA #1021 standard. However, all the tasks specified in NFPA #1021 are included in California's three-tier system.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1981.

(2) Certification guidelines revised effective September 1, 1984.

(a) Prerequisite changed to Fire Fighter II.

(3) Certification guidelines revised effective July 1, 1998.

(a) I-300: Intermediate ICS added as a prerequisite.

(4) Certification guidelines revised effective November 1, 2004.

(a) New Fire Command 1C: Incident Management for Company Officers added as an educational requirement.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Command 1A: Command Principles for Company Officers

(2) Fire Command 1B: Incident Management for Company Officers

(3) Fire Command 1C: I-Zone Fire Fighting for Company Officers

(4) Fire Instructor 1A: Instructional Techniques, Part 1

(5) Fire Instructor 1B: Instructional Techniques, Part 2

(6) Fire Investigation 1A: Fire Origin and Cause Determination

(7) Fire Management 1: Management/Supervision for the Company Officer

(8) Fire Prevention 1A: Introduction to the California Fire Code

(9) Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards

(10) I-300: Intermediate ICS

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete a recognized I-300 (Intermediate ICS) course.

(2) Prerequisite (both of the following)

(a) OSFM certified Fire Fighter II

1. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

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(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum of two (2) years' full-time, paid experience in a California fire department as a fire fighter performing suppression duties.

(b) Option 2

1. Have a minimum of four (4) years' volunteer or part-time, paid experience in a California fire department as a fire fighter performing suppression duties.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Fire Officer certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Fighter II certificate.

(a) If waiving this requirement, submit an original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) A copy of your I-300: Intermediate ICS certificate.

(5) An original letter signed written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(6) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Chief Officer

(A) PROGRAM OVERVIEW

Certified Chief Officer is the second of three steps of certification leading to the position of certified Fire Chief. This level of certification utilizes upper level curriculum that establishes some lower level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Chief Officer certification is only available to those holding the rank of officer and above.

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1983.

(2) Certification guidelines revised effective September 1, 1984.

(a) Fire Command 2B, Fire Management 2B, and Fire Management 2C added as educational requirements.

(3) Certification guidelines revised effective July 1, 1990.

(a) Fire Instructor 2B added as an educational requirement.

(b) Fire Management 2C deleted as an educational requirement.

(4) Certification guidelines revised effective January 1, 1996.

(a) New Fire Management 2C: Personnel and Labor Relations added as an educational requirement.

(b) Fire Instructor 2B deleted as an educational requirement.

(5) Certification guidelines revised effective July 1, 1998.

(a) I-400: Advanced ICS added as a prerequisite.

(6) Certification guidelines revised effective January 1, 2006.

(a) Years of officer experience increased from 1 year to 2 years.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Command 2A: Command Tactics at Major Fires

(2) Fire Command 2B: Management of Major Hazardous Materials Incidents

(3) Fire Command 2C: High Rise Fire Tactics

(4) Fire Command 2D: Planning for Large Scale Disasters

(5) Fire Command 2E: Wildland Fire Tactics

(6) Fire Management 2A: Organizational Development and Human Relations

(7) Fire Management 2B: Fire Service Financial Management

(8) Fire Management 2C: Personnel and Labor Relations

(9) Fire Management 2D: Master Planning

(10) Fire Management 2E: Contemporary Issues and Concepts

(11) I-400: Advanced ICS

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(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(c) Successfully complete a recognized I-400 (Advanced ICS) course.

(2) Prerequisites (all of the following)

(a) OSFM certified Fire Officer.

1. Appointed to the rank of chief officer waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver*.

(b) Possess, at a minimum, an Associate Degree in Arts or Science, or an equivalent degree from an accredited post-secondary institution.

(3) Experience and Rank (both of the following)

(a) Fire service

1. Have a minimum of <u>five (5) years' full-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties,

(b) Rank

1. At least <u>two (2) years</u> of experience must be at the officer level (Lieutenant or higher). *Performing in an "acting" capacity does not qualify.*

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Chief Officer certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Officer certificate.

(a) If waiving this requirement, submit an original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your chief officer rank.

(4) A copy of your I-400: Advanced ICS certificate.

(5) A copy of your degree.

(6) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing the applicant's specific background as it relates to the experience requirement.

(7) Payment of the certification fee. **(Fees are nonrefundable)**

FINAL DRAFT

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(a) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

1. The application will remain on file until follow-up documentation is submitted.
2. Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.
3. A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Chief

(A) PROGRAM OVERVIEW

Certified Fire Chief is the final level in the certification of Fire Officers. This level of certification utilizes a performance assessment process that is built upon all forms of education and experiential exposure for nominees for certification. This level recognizes both the certification classes and other training and education programs, but is awarded only after determining the existence of specific competencies in the field of management, leadership, and technical knowledge.

(B) CERTIFICATION ESTABLISHED

(1) Certification established by the State Board of Fire Services in 1998 by the adoption of the Fire Chief Career Development Guide.

(C) CERTIFICATION GUIDELINES

(1) Performance Assessment Competencies

(a) Candidates shall, through performance assessment competency conducted by the PACE IV committee, score a minimum of 1,000 points in the performance indicators.

(2) Prerequisite

(a) Appointed to the rank of Fire Chief in a legally organized California fire service agency for a minimum of one (1) year. *Performing in an "acting" capacity does not qualify.*

(D) APPLICATION: STEP 1

The application for Fire Chief certification is a two-step process. The initial steps requires the following to be submitted to State Fire Training:

(1) A letter of intent with a completed Application for Certification requesting Fire Chief certification.

(2) Payment of the application fee. **(Fees are nonrefundable)**

(3) An advocate is assigned to help you with completing the process.

(E) APPLICATION PACKAGE

(1) After meeting with their advocate, applicants shall develop an application package that includes a detailed analysis of the life experience and/or career education as it relates to Fire Chief Certification Training Standards.

(a) Life experience includes, but is not limited to, positions held in the fire service, curriculum development, and relevant work experience.

(b) Career education includes, but is not limited to, course work taken through educational institutions and other outside training organizations.

(2) Copies of course records, personal achievements, work records (including performance reviews), certificates, resume, correspondence, and other relative communications.

(3) Five (5) letters of reference from the following:

(a) Two (2) from Fire Chiefs written on department letterhead.

(b) Three (3) from nonfire service personnel written on agency-specific letterhead. (City council member, mayor, city manager, etc.)

FINAL DRAFT

(F) ADVOCATE REVIEW

(1) The advocate reviews your completed application and determines your eligibility for certification.

(G) APPLICATION: STEP 2

(1) If the advocate determines eligibility, you can continue with the process.

(a) Submit up to six (6) copies of your application package to State Fire Training.

(b) Payment of the PACE IV fee.

(H) INTERVIEW

(1) Within 90 days, applicants accompanied by their advocate, shall make a verbal presentation outlining their qualifications and education and respond to questions the PACE IV committee will have relative to their qualifications and petition.

(2) PACE IV interviews shall be conducted on an as-needed basis at the State Fire Training office in Sacramento.

(3) Applicants are responsible for their own costs for attendance, travel, and miscellaneous expenditures.

(I) MAINTENANCE GUIDELINES

(1) Successful candidates agree to serve as an advocate for a minimum of two (2) candidate reviews.

FINAL DRAFT

Hazardous Materials Series

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Hazardous Materials Technician/Specialist.

(2) To identify the tasks a candidate must perform to obtain certification as a Hazardous Materials Technician or Specialist.

(3) To establish a standard curriculum of basic courses for California fire service hazardous materials training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the Title 8, California Code of Regulations and NFPA 472.

(6) To have all fire fighters in California become certified to an appropriate level.

FINAL DRAFT

Hazardous Materials Technician

(A) PROGRAM OVERVIEW

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 Technician will stop the release of a hazardous material.

(B) CERTIFICATION ESTABLISHED

Certification established September 1, 1986.

(C) EDUCATIONAL REQUIREMENTS

(1) Hazardous Materials 1A: Basic Chemistry of Hazardous Materials

(2) Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals

(3) Hazardous Materials 1C: Incident Considerations

(4) Hazardous Materials 1D: Tactical Field Operations

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite

(a) None.

(3) Experience (both of the following)

(a) Have a minimum two (2) years' full-time, paid **OR** four (4) years' volunteer or part-time, paid experience in a California fire department as a fire fighter performing suppression duties.

(b) Have a minimum of one (1) year's experience in a California fire department responding to hazardous materials incidents and performing control, containment, and confinement operations that are within the capabilities of the resources available to the department.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Hazardous Materials Technician certification.

(2) Copies of your OSFM or CSTI score letters or completion certificates for each educational requirement.

(3) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

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(4) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Hazardous Materials Technician to Specialist Upgrade

(A) PROGRAM OVERVIEW

Hazardous Materials Technicians certified after December 31, 1992, may become certified Hazardous Materials Specialists by completing the upgraded training. The Hazardous Materials Technician Upgrade Program identifies the additional training necessary to complete the requirements for Specialist certification.

(B) CERTIFICATION ESTABLISHED

Certification established January 1, 1993.

(C) EDUCATIONAL REQUIREMENTS

(1) Hazardous Materials 1F: Specialized Mitigation Techniques

(2) Hazardous Materials 1G: Advanced Field Operations

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite

(a) Certified Hazardous Materials Technician issued through OSFM or CSTI.

(3) Experience

(a) In addition to the experience required for Hazardous Materials Technician, have a minimum of one (1) year's experience in a California fire department responding to hazardous materials incidents and performing advanced control, containment, and confinement operations that are within the capabilities of the resources available to the department.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Hazardous Materials Specialist certification.

(2) Copies of your OSFM or CSTI score letters or completion certificates for each educational requirement.

(3) A copy of your Hazardous Materials Technician certificate.

(7) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(4) The certification fee. **(Fees are nonrefundable)**

FINAL DRAFT

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Hazardous Materials Specialist

(A) PROGRAM OVERVIEW

Specialist certification identifies the tasks performed by those involved with and gives 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 liaison to federal, state, and local agencies.

(B) CERTIFICATION ESTABLISHED

(1) Certification established January 1, 1993.

(2) Certification guidelines revised effective January 1, 1995.

Hazardous Materials 1E was deleted as an educational requirement.

(C) EDUCATIONAL REQUIREMENTS

(1) Hazardous Materials 1A: Basic Chemistry of Hazardous Materials

(2) Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals

(3) Hazardous Materials 1C: Incident Considerations

(4) Hazardous Materials 1D: Tactical Field Operations

(5) Hazardous Materials 1F: Specialized Mitigation Techniques

(6) Hazardous Materials 1G: Advanced Field Operations

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite

None.

(3) Experience (both of the following)

(a) Have a minimum two (2) years' <u>full-time, paid</u> **OR** four (4) years' <u>volunteer or part-time, paid</u> experience in a California fire department as a fire fighter performing suppression duties.

(b) Have a minimum of one (1) year's experience in a California fire department responding to hazardous materials incidents and performing <u>advanced</u> control, containment, and confinement operations that are within the capabilities of the resources available to the department.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Hazardous Materials Specialist certification.

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(2) Copies of your OSFM or CSTI score letters or completion certificates for each educational requirement.

(3) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(4) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Public Education Officer

(A) PURPOSE AND GOALS

(1) To set minimum performance standards for Public Education Officer.

(2) To identify the tasks a candidate must perform to obtain certification.

(3) To establish a standard curriculum of public education courses for California fire service training programs.

(4) To provide the means for maintaining a record of training accomplishments.

(5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

(6) To have all fire service personnel in California become certified to an appropriate level.

FINAL DRAFT

Public Education Officer I

(A) PROGRAM OVERVIEW

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

(B) CERTIFICATION ESTABLISHED

(1) Certification established September 1, 1984.

(2) Certification guidelines revised effective September 1, 1993.

(a) Experience requirement reduced to allow fire fighter personnel delivering fire safety programs to be certified.

(b) Number of years experience reduced for a full-time public education officer

(c) Inflexibility of matching a prerequisite with a specific experience deleted.

(C) EDUCATIONAL REQUIREMENTS

(1) Fire Prevention 1A: Introduction to the California Fire Code

(2) Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards

(3) Public Education 1: Systematic Planning and Communication Skills

(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following)

(a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.

(b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

(2) Prerequisite (one of the following two options)

(a) Option 1

1. OSFM certified Fire Fighter II.

a. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*

(b) Option 2

1. Completion of the five (5) core classes (three (3) units each) from the Uniform Fire Technology/Science curricula.

a. These classes must be completed from an accredited California community college. *CFSTES classes are not considered core curricula and do not qualify.*

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(3) Experience (one of the following two options)

(a) Option 1

1. Have a minimum of one (1) year's full-time, paid experience in a California fire department as a fire fighter delivering fire safety/prevention education programs to the public.

(b) Option 2

1. Have a minimum of one (1) year's full-time, paid experience in a California fire department as the designated department public education officer.

(E) APPLICATION

After training is completed and all requirements met, the following must be submitted to State Fire Training:

(1) An Application for Certification requesting Public Education Officer I certification.

(2) Copies of your OSFM score letters or completion certificates for each educational requirement.

(3) A copy of your Fire Fighter II certificate or copies of college transcripts.

(a) If waiving the Fire Fighter II requirement, submit an original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your officer rank.

(4) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(5) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW

(1) The Peer Assessment for Certification Evaluation (PACE I) committee reviews applications on a quarterly basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE I meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

FINAL DRAFT

Fire Service Specialties

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Confined Space Rescue Operations Training Site Accreditation

(A) OVERVIEW

An accredited Confined Space Rescue Operations Training Site has props and related resources of adequate size, type, and quantity to fully support the technical and manipulative skills required to deliver the Confined Space Rescue Operations curriculum.

This class is an intensive course of instruction in identifying permit and nonpermit required confined spaces, the hazards associated with confined spaces, target industries and hazards, state and federal regulations, components of a rescue operation, and roles and responsibilities.

Participants will perform entries and rescues in vertical and horizontal environments using atmospheric monitoring equipment, ventilation equipment, respiratory protection equipment, and numerous other tools used in confined space rescue applications. Each student shall acquire the understanding, knowledge, and skills necessary to perform the duties required for confined space entry.

(B) GOALS

(1) Set minimum performance training objectives for Confined Space Rescue Operations programs.

(2) Identify those performance objectives a Confined Space Rescue Operations Training Site must be capable of supporting.

(3) Provide the means to ensure proper curriculum delivery.

(C) SITE ACCREDITATION

(1) Confined Space Rescue Operations Training Sites will be inspected for compliance with the Confined Space Rescue Operations Site Requirements and Equipment Standards.

(2) Application Process and Site Inspection

(a) A Confined Space Rescue Operations Training Site representative submits to the Chief of State Fire Training a formal request for accreditation as a permanent Confined Space Rescue Operations Training Site. This request shall include:

1. A detailed description of the site by listing the facilities, structures, work areas, materials, props, tools, and equipment available and ready for delivering a Confined Space Rescue Operations course.

2. A Confined Space Rescue Operations Site Evaluation form completed by a registered Confined Space Rescue Operations Senior Instructor.

(b) State Fire Training staff and/or a registered Confined Space Rescue Operations Senior Instructor, operating under the direction of the Chief of State Fire Training, will conduct an inspection of the Confined Space Rescue Operations Training Site.

(c) Any discrepancies or deficiencies will be appropriately documented and discussed with the site representative at the time of the inspection.

(d) Copies of all inspection documents and notes will be reviewed by the Chief of State Fire Training and kept on file.

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(e) The Chief of State Fire Training will notify the Confined Space Rescue Operations Training Site of their status after the inspection.

(3) Appeals

(a) Step 1

1. The Confined Space Rescue Operations Training Site representative must submit in writing to the Chief of State Fire Training all evidence to support reversing the site accreditation denial.

2. After review of all submitted materials, the Chief of State Fire Training will notify the site representative in writing of the decision to uphold, modify, or withdraw the denial of accreditation.

(b) Step 2

1. If the denial of accreditation is upheld, the site representative may appeal the findings to the Assistant State Fire Marshal.

2. The Confined Space Rescue Operations Training Site representative must submit in writing all evidence to support reversing the decision of the Chief of Education and Training.

3. After review of all submitted materials, the Assistant State Fire Marshal will notify the site representative in writing of the decision to uphold, modify, or withdraw the denial of accreditation.

4. The decision of the Assistant State Fire Marshal is final.

(4) Equipment list

(a) The registered Confined Space Rescue Operations Senior Instructor is responsible for having the required equipment to support the amount of students and scenarios.

(D) INSTRUCTOR/STUDENT RATIO

(1) Up to 12 students: 1 Primary Instructor and 1 Senior Instructor.

(2) Up to 24 students: 2 Primary Instructors and 1 Senior Instructor.

(3) Up to 36 students: 3 Primary Instructors and 1 Senior Instructor.

(4) Up to 48 students: 4 Primary Instructors and 2 Senior Instructors.

(E) SITE REQUIREMENTS

(1) The requesting agency assumes all responsibility, liability, and maintenance for the engineering design, strength, stability, and adequacy of all props.

(2) The requesting agency further assumes all responsibility, liability, and maintenance for all tools, equipment, and supplies used at the site for the delivery of Confined Space Rescue Operations classes.

(3) Orientation session requirements.

(a) Classroom.

(b) Audiovisual equipment.

(c) Wash areas.

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(d) Bathrooms.

(e) Rehabilitation area.

(f) Safe and adequate parking.

(4) Training site requirements for actual or representative confined spaces.

(a) Vertical entry.

1. Aboveground tanks with vertical (top) entries through portals of 18"-30" and horizontal (side) entries through portals of 18"-30".

(b) Horizontal entry.

1. While below ground vaults are preferred, it will be acceptable to place vaults at ground level and provide platforms to simulate the ground level for placing tripods or other equipment.

a. Vertical drop from the entry point shall be no less then 8', with a congestive internal configuration.

2. Tapered cross section

a. One prop shall be provided that provides an internal configuration of inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section.

b. Entry into this prop shall be vertical or horizontal but must be above the section that tapers downward.

3. In pipe rescue

a. Below grade or above ground pipes between 18"-0" in diameter. Minimum of 25' of continuous pipe shall be provided with at least one 45° or 90° bend.

4. At least one of the above listed spaces shall have a round or oval portal less than 24".

a. The other portal shall be greater than 24" of any configuration.

5. One or more of the above listed spaces shall include a lock-out/tag-out evolution.

(F) EQUIPMENT STANDARDS

(1) The equipment listed below is the minimum for each Confined Space Rescue Operations Training Site.

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Description	- 12 Students - One Scenario at a Time	Each Additional Scenario to Run Concurrently
Generator with extra fuel can[1]	1	*
12/3 extension cords[2]	2	*
Atmospheric monitors[3]	2	2
Ventilation fans with two(2) ducts each[4]	2	2
Saddle vent	1	*
90° elbow for duct	1	*
SCBAs[5]	2	*
Supplied air systems[6]	2	*[7]
Airlines	750'[8]	*[9]
Supplied air respirators with escape bottles	4	*[10]
Victim respirator[11]	1	1
Hardline communication system[12]	1	*[13]
Commercially available 10' tripod[14]	1	*[15]
Commercially available cable winch	1	*[16]
Sked stretcher	1	*[17]
Backboard	1	*[18]
LSP Half Back	1	*[19]
Spreader bar	1	*
Basket stretcher with pre-rig	1	N/A
Wristlets	1 set	N/A
Commercially available industrial harness	1	*
Class III harnesses	4	4
Cap lamps	4	4
Personal alert devices	4	4
Knee pads and elbow roller	4 sets	4 sets
Roof roller or edge roller	1	*
Edge pads	3	*
Pulleys, 2"-4"	6	*
Double sheave pulleys	2	*
Brake bar rack	1	*
Figure eight descender	1	*
150', ½" lo-stretch kernmantle ropes with rope bags[20]	3	*
8mm tag line	1	*
8mm prusik loops	10	*
1" webbing, 7'	12	*
1" webbing, 12'	12	*
1" webbing, 15'	12	*
1" webbing, 20'	12	*
X-large steel locking carabiners	2	*
Large steel locking carabiners	25	*
Standard aluminum locking carabiners	25	*
Roof ladders, 14'	2	N/A
Mask cleaning materials (disinfectant, buckets, towels, etc)	N/A	N/A
Clipboard	1	1
Sample entry permit forms for each scenario	1	1
Electrical boxes, valves, and switches as needed to simulate the need for lock/tag out at the scenario	N/A	N/A

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1. To supply electrical power for fans, lights, etc. If there is a readily available power supply, a generator would not be needed. Needs to be adequate to supply power needs.
2. As needed to supply power to the scenarios.
3. Four monitors are recommended, but separate monitors that detect O2 levels, flammable gases, and toxic gases that would be expected in the spaces to be entered would suffice. Have a pump and extension hose for pre-entry assessment. The second can be a diffusion type for the Entry Team. Examples of colorimetric tubes and other types of monitors would give the students a more complete understanding of atmospheric monitoring.
4. Allows the students to set up any combination of ventilation systems that is appropriate for the given situation.
5. Students can be required to supply their own.
6. One must be capable of supplying the Entry Team and victim, the second is for the Back-up Team. Enough Grade "D" breathing air must be available to run the required scenarios. This can be supplied by a compressor with back-up tanks or by having enough air tanks and/or a refill capability.
7. Two additional systems would be needed if supplied air is required and the first two systems are not able to be used at both scenarios. No additional systems would be needed if the second scenario allows the use of SCBAs.
8. This will vary with different scenarios. Enough air lines with sufficient length for the Entry Team, Back-up Team, and victim.
9. None needed if SCBAs are used for the second scenario.
10. None needed if SCBAs are used for the second scenario.
11. This can be a supplied air system or a SCBA with enough air to complete the rescue.
12. The hardline communication system should accommodate the Entry and Back-up Teams. It should meet the requirements set forth in ASTM Standard F1764, The Standard Guide for the Selection of Hardline Communications Systems for Confined Space Rescue. [ATSM, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959 (610) 832-9585)]
13. If another means of communication will meet the requirement of GISO Title 8, Article 108, Section 5157, it can be used in place of a hardline system.
14. The tripod shall have a minimum tensile strength of 5,000 pounds to meet OSHA requirements. To better prepare the students for what they may encounter in the field, as many different tripods and davits as possible should be made available.
15. If the second scenario is a vertical entry, a second high anchor point is required. A ladder system, a second tripod or davit, or other anchor point will work. If the second scenario is a horizontal entry, nothing is required.
16. A rope retrieval system can be used for a second vertical entry.
17. None, if the second scenario will allow the use of another type of victim packaging.
18. None, if the second scenario will allow the use of another type of victim packaging.
19. None, if the second scenario will allow the use of another type of victim packaging.
20. Other lengths may be required by the scenario.

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Confined Space Rescue Operations Site Evaluation Form

Site Location: _____ Evaluator: _____

Address: _____ Evaluation Date: _____

_____

CONFINED SPACES	DESCRIPTION	YES	NO
Vertical Entry	Above ground tanks with vertical (top) entries through portals of 18" to 30", and horizontal (side) entries through portals of 18" to 30" [ ] ON-SITE [ ] OFF-SITE NAME OF LOCATION:		
Horizontal Entry	Low-grade vaults with vertical (top) entry portals between 18" to 30". Portal covers shall have weep holes. (Note: While below ground vaults are preferred, it will be acceptable to place vaults at ground level and provide platforms to simulate the ground level for placing tripods or other equipment on. Vertical drop from the entry point shall be no less then 8'.) [ ] ON-SITE [ ] OFF-SITE NAME OF LOCATION:		
Tapered Cross Section	One prop shall be provided that provides an internal configuration of inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section. Entry into this prop shall be vertical or horizontal but must be above the section which tapers downward [ ] ON-SITE [ ] OFF-SITE NAME OF LOCATION:		
In Pipe Rescue	Below grade or above ground pipes between 18" to 30" in diameter. minimum of 25' of continuous pipe shall be provided with at least one 45° or 90° bend [ ] ON-SITE [ ] OFF-SITE NAME OF LOCATION:		
At least one of the above listed spaces shall have a round or oval portal less than 24". The other portal shall be greater than 24" of any configuration.			
One or more of the props must include a lock-out/tag-out evolution.			

Evaluator Comments: _____

_____

_____

☐ **Approved**
☐ **Approval Pending**

Evaluator Signature: _____ **Date:** _____

FINAL DRAFT

Confine Space Rescue Operations Instructor Qualifications

To teach a Confined Space Rescue Operations course for State Fire Training as the Primary Instructor, the following qualifications are required:

(A) REGIONAL INSTRUCTOR ORIENTATION (all of the following)

(1) Attended a Regional Instructor Orientation as delivered by State Fire Training.

- or -

Be a currently registered State Fire Training CFSTES instructor in good standing.

(2) Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(3) Applicants will be required to attend a Regional Instructor Orientation beginning July 1, 2006.

(B) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(C) COURSE WORK

(1) Have attended and passed a State Fire Training Rescue Systems 1 course.

(2) Have attended and passed a State Fire Training Confined Space Rescue Awareness course.

(3) Have attended and passed a State Fire Training Train-the-Trainer class.

(a) State Fire Training offers these classes on an "as needed" basis.

(b) Prospective instructors shall satisfy all requirements and become registered as an instructor within one (1) year of attending the Train-the-Trainer class.

(D) INSTRUCTOR TRAINING

(1) All courses (one of the following five options)

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(E) RANK and EXPERIENCE (*Performing in an "acting" capacity does not qualify.)*

(1) Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing suppression/rescue duties.

(F) REGISTRATION

Submit a complete application package for review that includes all of the following:

(1) Application for registration form.

(2) Up-to-date resume of education, position/rank, and experience.

(3) Verification of instructor training.

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(4) Verification of experience.

(a) Written verification of your experience shall be submitted on department letterhead and signed by the Fire Chief or his/her authorized representative.

(5) Verification of course work.

(6) Verification of teaching experience.

(a) Written verification of your teaching experience shall be submitted on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative.

(7) A copy of the Regional Instructor Orientation certificate, if required.

(8) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

(a) If the application is complete and approved, a letter from State Fire Training confirming instructor registration will be mailed.

1. The applicant will then be formally recorded as a Registered Instructor with State Fire Training.

(b) If the application is incomplete, State Fire Training staff will return to the applicant a check-off sheet indicating what documentation is lacking.

1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the Regional Instructor Orientation.

(c) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(d) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a State Fire Training instructor, approval may be denied.

(G) MAINTAINING PRIMARY INSTRUCTOR STATUS

To continue teaching, Confined Space Rescue Operations Primary Instructors must agree to comply with the following:

(1) Abide by all published procedures of State Fire Training, including the Instructor Code of Ethics/Conduct.

(2) Be the Primary Instructor for at least one (1) State Fire Training Confined Space Rescue Operations course every three (3) years.

(3) Submit any change of address or phone number.

(a) Department

(b) Home

(c) Cell

(d) Email

(4) Attend an update course delivered by State Fire Training when required.

FINAL DRAFT

Confined Space Rescue Operations Senior Instructor Qualifications

(A) INSTRUCTOR REGISTRATION

(1) Be a currently registered Confined Space Rescue Operations Primary Instructor in good standing.

(B) TEACHING EXPERIENCE

(1) Taught two (2) Confined Space Rescue Operations courses as the Primary Instructor within the last three (3) years.

(C) COURSE WORK

(1) Have attended and passed a State Fire Training Train-the-Trainer class.

(a) State Fire Training offers these classes on an "as needed" basis.

(b) Prospective instructors shall satisfy all requirements and become registered as an instructor within one (1) year of attending the Train-the-Trainer class.

(D) INSTRUCTOR TRAINING

(1) No additional requirements.

(E) RANK and EXPERIENCE

(1) No additional requirements.

(F) REGISTRATION

Submit a complete application package for review that includes all of the following:

(1) Application for registration form.

(2) Up-to-date resume of education, position/rank, and experience.

(3) Verification of instructor registration.

(4) Verification of course work.

(5) Verification of teaching experience

(a) Written verification of your teaching experience shall be submitted on department letterhead and signed by the Senior Instructor for the course. This may require submitting up to two (2) separate letters.

(6) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

(a) If the application is complete and approved, a letter from State Fire Training confirming instructor registration will be mailed.

The applicant will then be formally recorded as a Registered Instructor with State Fire Training.

(b) If the application is incomplete, State Fire Training staff will return to the applicant a check-off sheet indicating what documentation is lacking.

Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the Regional Instructor Orientation.

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(c) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(d) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a State Fire Training instructor, approval may be denied.

(G) ADDITIONAL RESPONSIBILITIES

(1) In addition to the responsibilities common to all Primary Instructors, Confined Space Rescue Operations Senior Instructors are also required to comply with the following:

(a) Teach no more than 20% of a course.

(b) Directly supervise Primary Instructor(s) for the entire course.

(c) Evaluate Primary Instructor(s) seeking Senior Instructor status when requested.

(d) Develop site and props.

(e) Inspect sites when requested.

(f) Ensure the safety of all participants and instructors.

(H) MAINTAINING SENIOR INSTRUCTOR STATUS

Confined Space Rescue Operations Senior Instructors must agree to comply with the following:

(1) Abide by all published procedures of State Fire Training, including the Instructor Code of Ethics/Conduct.

(2) Be the Senior Instructor for at least one (1) State Fire Training Confined Space Rescue Operations course every three (3) years.

(3) Submit any change of address or phone number.

(a) Department

(b) Home

(c) Cell

(d) Email

(4) Attend an update course delivered by State Fire Training when required.

FINAL DRAFT

Emergency Medical Technician-I

(A) PURPOSE AND GOALS

(1) To adopt a standard EMT-I curriculum that meets the current U.S. Department of Transportation's (DOT) Basic National Standard Curriculum for California Recruit Fire Academies and in-service training programs. [§100075(a)][2]

(2) To identify the tasks a candidate must successfully perform to obtain certification.

(3) To provide the means for maintaining a record of training accomplishments.

(4) To correlate State Fire Training certification standards with State EMS certification standards.

(5) To have all fire service emergency responders in California become EMT-I certified.

(B) TRAINING GUIDES AND RESOURCES

(1) State Fire Training has adopted Brady's Emergency Care, Pearson Education, Inc., Prentice-Hall, Tenth Edition for instructional and student materials. Other publisher's curriculum equivalent to U.S. DOT EMT-Basic National Standard Curriculum may be used.

(2) EMT-I Skills Packet.

(3) EMT-I Skills Competencies Verification form.

(4) Basic course final written exam.

(5) Refresher course final written exam.

(C) AUTHORITY [§100065(b)(4)]

This State Fire Training EMT-I training and certification program is approved by the EMS Authority in accordance with Health and Safety Code, §1797.173, California Code of Regulations, Title-22, Division 9, Chapter 2, 100060(b) Emergency Medical Technician-I. EMT-I certification is valid statewide.

(D) COMPONENTS OF THE PROGRAM [§100073]

State Fire Training's EMT-I program consists of:

(1) EMT-I Basic course, including clinical experience

(2) Periodic and final written and skill exams.

(3) Challenge exam.

(4) EMT-I Refresher course.

(E) CERTIFICATION ESTABLISHED

Certification program established January 1, 1980. EMT-I regulations became effective July 13, 1994 in order to: 1) consolidate to a single scope of practice and eliminate the "A" and "NA" designator, 2) allow refresher training through continuing education, 3) extend eligibility for certification through refresher training from one to four years. As a result of these changes to Title 22, the EMT-I program was updated April 1995.

[2] Section numbers refer to the California Code of Regulations, Title-22, Division 9, Chapter 2

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In September 2004, EMT-I regulations were changed in order to: 1) require the National Registry EMT-Basic exam as the certifying exam (no later than January 1, 2006), 2) revise the scope of practice, 3) revise the optional skills, 4) replace the required course content with the U.S. DOT's EMT-B National Standard Curriculum, 5) require CPR as a prerequisite to taking the course, 6) require program directors to complete 40 hours of teaching methodology courses, 7) allow EMT-Is to be Primary Instructors, 8) Require Primary Instructors license or certificate to be current, 9) increase the minimum number of hours from 114 to 120 hours, 10) increase clinical experience to five (5) actual (not simulated) patients, 11) revise the training requirements for recertification with a lapsed certificate, 12) update the reciprocity of other EMT personnel, and 13) revise the required skills competencies and authorized verifiers for recertification. Because of these changes to Title 22, the EMT-I program was updated January 2005.

FINAL DRAFT

EMT-I Primary Instructor

To teach EMT-I courses for State Fire Training as the primary instructor, the following qualifications are required.

(A) QUALIFICATIONS

(1) Orientation

(a) Complete an EMT-I Instructor Orientation as delivered by State Fire Training.

(b) Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the EMT-I Instructor Orientation.

(2) Teaching experience

(a) Taught a minimum of 80 hours within a fire service/EMS related program.

(3) Course work

(a) None.

(4) Instructor training [§100070(d)] (one of the following five (5) options)

(a) Have attended and passed Fire Instructor 1A and 1B. [§100070(d)(1)]

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(5) Medical credential [§100070(d)(3)(A) and [§100070(d)(3)(B)]

(a) Be a physician, registered nurse, physician's assistant, EMT-Paramedic, EMT-II, or EMT-I currently licensed or certified in California.

(6) Experience [§100070(d)(3)(C)]

(a) Have a minimum of two (2) years' academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years. This experience must be at the EMT-I level or higher.

(7) Legal standards

(a) Meet and maintain the legal standards in §1798.200(A) of the California Health and Safety Code for EMTs.

(B) REGISTRATION

Submit a complete application package for review that includes the following:

(1) Application for registration form.

(2) Up-to-date resume of education, position/rank, and experience.

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(3) Verification of teaching experience.

(a) Written verification of your teaching experience shall be submitted on department letterhead and signed by the Fire Chief, College Administrator, Training Center Administrator, or his/her authorized representative.

(4) Verification of instructor training.

(5) A copy of medical credential.

(6) Verification of experience.

(a) Written verification of your experience shall be submitted on department letterhead and signed by the Fire Chief, Director of Nursing, Hospital Administrator, College Administrator, Operations Manager, or his/her authorized representative.

(b) Verification shall describe, for each credential level held, your years of service, geographical area of service, details of the activities performed, disciplinary actions, or affirmatives awarded.

(7) Instructor applications will be reviewed during the EMT-I Instructor Orientation.

(a) Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the EMT-I Instructor Orientation.

(b) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(c) If, in the judgment of the EMT-I Instructor Orientation instructors, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a State Fire Training instructor, approval may be denied.

(8) Registration will be complete after review and approval by the EMT Program Director in coordination with the Program Clinical Coordinator. [§100070(d)(3)(D)]

(C) RESPONSIBILITIES

(1) Administration

(a) Ensure all administrative requirements are completed in accordance with printed guidelines; including, but not limited to:

1. Completing a "Request for EMT Course Scheduling."
2. Qualifying each Assistant Instructor and Skills Evaluator.
3. Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.

(b) Serve as the liaison with the local EMS agency for the county in which the training is conducted. [§100066(c)(5)(A)]

(c) Verify student eligibility for certification.

(d) Proctor challenge exams.

(2) Instructor Code of Ethics/Conduct

(a) Sign State Fire Training's Instructor Code of Ethics/Conduct and comply with its terms and conditions.

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(3) Course

(a) Teach the current curriculum as adopted by State Fire Training.

(b) Ensuring all objectives of the course curriculum are met. [§100074(a)(1)]

(c) Consult with the local EMS agency in developing the EMSA System Orientation portion of a basic course being conducted. [§100066(c)(5)(B)]

(d) Ensure the maximum student limit is not exceeded for the class.

(e) Ensure the safety of all students and adjunct instructors.

1. Coordinating and monitoring all safety issues during the delivery of the course.

(f) Teach at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.

1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.

2. A Primary Instructor may be assigned to more than one (1) shift.

(4) Clinical experience

(a) Arrange for and monitor student performance in clinical experience to ensure each student shall have five (5) actual patient contacts in which a patient assessment and at least one other EMT skill is performed. [§100074(a)(2)]

(b) Ensure that no more than three (3) students are assigned to one (1) qualified supervisor during the clinical experience. [§100068]

(5) Skills exams

(a) Arrange for and monitor student performance in the required skills.

(b) Ensure that no more than ten (10) students are assigned to one (1) qualified Skills Evaluator during the testing process.

(6) Skills verification

(a) Basic class

1. Review students' EMT-I Basic Skills Exam Evaluation Summary for completeness and proper signatures.

(b) Recertification

1. Review students' EMT-I Skills Competencies Verification form for completeness and proper signatures.

(7) Record keeping

(a) Daily attendance records.

(b) Student progress charts.

(c) Student assignment records.

(d) Field or clinical observation records.

(e) EMT skills exam documentation.

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(f) Documentation verifying the qualifications for each Assistant Instructor, Skills Evaluator, and Guest Lecturer.

(g) Calendar of events identifying the topics taught by the Assistant Instructor and/or Guest Lecturer.

(h) On-site processing results, including individual test scores and course completion records issued.

(i) Maintain all class records, including items, for a minimum of four (4) years.

1. State Fire Training may request, at any time, the Primary Instructor to submit these records for review.

2. Failure to comply shall result in disciplinary action.

(D) MAINTENANCE (all of the following)

To continue teaching EMT-I courses, Primary Instructors must agree to comply with the following:

(1) Teach or coordinate continuing education at least once every three (3) years.

One of the following four (4) options:

(a) Be the Primary Instructor for at least one (1) EMT-I Basic course.

(b) Be the Primary Instructor for at least one (1) EMT-I Refresher course.

(c) Be the Primary Instructor for at least twenty-four (24) hours of EMT-I continuing education.

(d) Be the CE Coordinator for at least one (1) EMT-I Basic or Refresher course.

(2) Abide by all published procedures of State Fire Training, including the Instructor Code of Ethics/Conduct.

(3) Maintain a current medical credential and submit appropriate documentation.

(4) Submit any change of address or phone number.

(a) Department

(b) Home

(c) Cell

(d) Email

(5) Attend an update course delivered by State Fire Training when required.

FINAL DRAFT

EMT-I Adjunct Instructors

(A) ASSISTANT INSTRUCTORS [§100070(e)]

(1) Qualifications

(a) Orientation

1. None.

(b) Teaching experience

1. None.

(c) Course work

1. None.

(d) Instructor training

1. Same as EMT-I Primary Instructor or the following option:

Completed a training program that meets the DOT/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators course.

(e) Medical credential

1. Same as EMT-I Primary Instructor.

(f) Experience

1. Same as EMT-I Primary Instructor.

(g) Legal standards

1. Same as EMT-I Primary Instructor.

(2) Documentation

When requesting approval for course delivery, the Primary Instructor shall provide State Fire Training documentation verifying these requirements. Accreditation of course delivery is contingent upon adequate documentation of the Assistant Instructors'/Skills Evaluators' qualifications.

(a) Verification of instructor training.

(b) A copy of medical credential.

(c) Verification of experience.

(3) Responsibilities (under supervision of the Primary Instructor)

(a) Teach <u>no more than 50%</u> of a course.

(b) Administer periodic tests.

(c) Administer skills exams.

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(B) SKILLS EVALUATORS

(1) Qualifications

(a) Orientation

1. None.

(b) Teaching experience

1. None.

(c) Course work

1. None.

(d) Instructor training

1. None.

(e) Medical credential

1. Same as EMT-I Primary Instructor.

(f) Experience

1. Same as EMT-I Primary Instructor.

(g) Legal standards

2. Same as EMT-I Primary Instructor.

(2) Documentation

When requesting approval for course delivery, the Primary Instructor shall provide State Fire Training documentation verifying these requirements. Accreditation of course delivery is contingent upon adequate documentation of the Assistant Instructors'/Skills Evaluators' qualifications.

(a) A copy of medical credential.

(b) Verification of experience.

(3) Responsibilities (under supervision of the Primary Instructor)

(a) Administer skills exams.

(B) GUEST LECTURERS

(1) Qualifications

(a) Have documentation of expertise in the subject on which they intend to lecture.

(b) Have their qualifications reviewed and approved by the Primary Instructor.

(2) Documentation

(a) Upon request, the Primary Instructor will provide State Fire Training documentation verifying these qualifications. This documentation may include:

1. Previous teaching experience.

2. Course certificates.

3. Letters of recommendation.

4. Resume/statement of professional qualifications.

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(3) Responsibilities (under supervision of the Primary Instructor)

(a) Be utilized for those topics that by experience and education they are qualified.

(b) Combined utilization of all Guest Lecturers can be for no more than 20% of a course.

(c) The Primary Instructor must be present during all Guest Lectures.

FINAL DRAFT

EMT-I Basic Course

(A) PROGRAM OVERVIEW

This Emergency Medical Technician-I program is designed to train and certify fire service personnel to render prehospital basic life support under emergency conditions.

(B) COURSE GUIDELINES

(1) Course Prerequisite [§100066(b)(2)]

(a) CPR training equivalent to the American Heart Association's Guidelines 2000 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level.

(2) Instructions [§100079(a)(1)]

(b) Successfully complete the training as specified in Brady's Emergency Care Instructor's Resource Manual, Pearson Education, Inc., Prentice-Hall, Tenth Edition.

(c) Successfully complete all required skills exams as proctored by the Primary Instructor.

(d) Successfully complete, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor.

(C) COURSE COMPLETION RECORD [§100077(a)]

(1) Processing

(a) By State Fire Training

1. Primary Instructor submits a completed final written exam answer sheet for each student.

a. Alphabetized by last name.

2. State Fire Training grades the final written exam and issues the course completion record for each student passing the exam.

(b) By instructor on-site processing

1. Primary Instructor grades the final written exam and issues the course completion record for each student passing the exam.

(2) Course completion record includes the following information [§100077(b)]:

(a) Individual's name.

(b) Course completion date.

(c) Type of course and the number of hours.

(d) EMT- approving authority's name.

(e) Program director's signature.

(f) Training program's name and location.

(g) The following statement (in bold print), **This is not an EMT-I certificate.**

(3) Course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date. [§100077(c)]

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(4) Skills competency is valid to apply for National Registry testing for a maximum of one (1) year from course completion date.

(5) Course completion record shall be valid statewide. [§100077(c)]

(D) EMT-I BASIC COURSE CHALLENGE [§100078]

Title 22 allows individuals to receive course completion via a challenge examination providing they meet specific criteria.

(1) Instruction

(a) Complete and pass the State Fire Training challenge exam as administered by a Primary Instructor. [§100078(d)]

1. This exam consists of a skills exam and written test. [§100078(b)]

(2) Prerequisite

(a) Be a currently licensed physician, registered nurse, physician's assistant, or vocational nurse. [§100078(a)(1)]

- or -

Completed an Armed Forces EMS training program that meets DOT EMT-Basic standards within the preceding two (2) years. [§100078(a)(2)]

- or -

Be an active member of the U.S. military within the last two (2) years in a prehospital emergency medical classification. [§100078(a)(2)]

(3) Course Completion Record

(a) Primary Instructor submits a completed final written exam answer sheet for each challenger.

1. Payment of the course registration fee must be included. **(Fee is nonrefundable.)**

(b) State Fire Training grades the final written exam.

1. A minimum score of 80% is required to pass the course challenge exam. The challenge exam may be taken only one time.

2. Challengers who fail this exam must attend an EMT-I Basic course.

(c) If the challenger passes the exam, a course completion record will be issued by State Fire Training. [§100078(a)]

(d) Course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date. [§100077(c)]

(e) Skills competency is valid to apply for National Registry testing for a maximum of one (1) year from course completion date.

(f) Course completion record shall be valid statewide. [§100077(c)]

FINAL DRAFT

EMT-I Initial Certification

(A) PROGRAM OVERVIEW

The Office of State Fire Marshal/State Fire Training is an EMT-I certifying authority approved to certify fire safety personnel.

(B) CERTIFICATION REQUIREMENTS

(1) Successfully complete and pass State Fire Training's EMT-I Basic course. [§100079(a)(1)]

(2) Successfully complete the written and skills certification exams approved by the EMSA. [§100079(a)(4)]

(a) Effective July 1, 2005 this exam will be the National Registry exam.

(3) Be 18 years of age or older. [§100079(a)(5)]

(4) Be affiliated with a fire agency as required by Health and Safety Code §1797.216. State Fire Training has defined fire safety personnel as:

(a) State, local, or private career fire personnel.

(b) Part-time, seasonal, or limited term fire personnel.

(c) Paid-call fire personnel.

(d) Volunteer fire personnel.

(e) Reserve, auxiliary, explorer, cadet, or recruit fire personnel.

(f) Fire academy students attending an Accredited Regional Academy.

(C) APPLICATION

The following is submitted to State Fire Training by the applicant:

(1) Completed application for EMT-I certification signed by the applicant, that includes:

(a) Verification of age requirement.

(b) Verification of fire service affiliation.

(c) Verification that the applicant is not precluded from certification for reasons defined in Health and Safety Code §1798.200. [§100079(a)(6)(B)]

(2) A copy of the applicant's National Registry EMT-Basic card.

(3) Certification fee. **(Fee is nonrefundable.)** [§100079(a)(6)(D)]

(D) EXPIRATION OF CERTIFICATION

(1) The certification expiration date will be the same expiration date as listed on the National Registry EMT-Basic card. [§100079(j)(1)]

FINAL DRAFT

EMT-I Refresher Course

(A) PROGRAM OVERVIEW

The Emergency Medical Technician-I refresher program is designed to train and recertify fire service personnel to render prehospital basic life support care under field emergency conditions.

(B) COURSE GUIDELINES

(1) Course Prerequisite

(a) Hold a current EMT-I certificate or one that has lapsed for less than twenty-four (24) months. [§100080(a)]

(2) Instruction

(a) Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor. [§100080(c)]

(b) Successfully complete all required skills competencies. [§100080(f)]

(C) COURSE COMPLETION RECORD

(1) Processing

(a) By State Fire Training

1. Primary Instructor submits a completed final written exam answer sheet for each student.

a. Alphabetized by last name.

2. State Fire Training grades the final written exam and issues the course completion record for each student passing the exam.

(b) By instructor on-site processing

1. Primary Instructor grades the final written exam and issues the course completion record for each student passing the exam.

(2) Course completion record includes the following information:

(a) Individual's name.

(b) Course completion date.

(c) Type of course and the number of hours.

(d) EMT- approving authority's name.

(e) Program director's signature.

(f) Training program's name and location.

(g) The following statement (in bold print), **This is not an EMT-I certificate.**

(3) Course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date. [§100077(c)]

(4) Course completion record shall be valid statewide. [§100077(c)]

FINAL DRAFT

EMT-I Recertification

(A) PROGRAM OVERVIEW

The EMT-I recertification is designed for fire safety personnel who hold or have held a valid EMT-I certificate within the last two (2) years. Successful completion of a twenty-four (24) hour refresher course or twenty-four (24) hours of continuing education is required every two (2) years to maintain State Fire Training EMT-I certification. A refresher course shall consist of not less than twenty-four (24) hours of classroom and laboratory instruction, including a review of the subjects and skills specified in the basic course with discussion on new developments within emergency medical services.

(B) RECERTIFICATION REQUIREMENTS

(1) Qualifications

(a) Applicants with current EMT-I certification

1. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor. [§100080(c)]

- or -

Successfully complete twenty-four (24) hours of continuing education from an approved provider. [§100080(b)]

2. Successfully complete all required skills competencies. [§100080(f)]

(b) Applicants whose certification has lapsed less than six (6) months [§100081(a)(1)]

1. Same requirements as applicants with current EMT-I certification.

(c) Applicants whose certification has lapsed more than six (6) months but less than twelve (12) months [§100081(a)(2)]

1. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor.

- or -

Successfully complete twenty-four (24) hours of continuing education from an approved provider.

2. Successfully complete an additional twelve (12) hours of continuing education through an approved provider.

3. Successfully complete all required skills competencies.

(d) Applicants whose certification has lapsed more than twelve (12) months but less than twenty-four (24) months [§100081(a)(3)]

1. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor.

- or -

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Successfully complete twenty-four (24) hours of continuing education from an approved provider.

2. Successfully complete an additional twenty-four (24) hours of continuing education through an approved provider.
3. Successfully complete all required skills competencies.
4. Complete and pass the written and skills certification exams approved by the EMSA.
   a. Effective July 1, 2005 this exam will be the National Registry exam.

(e) Applicants whose certification has lapsed for more than twenty-four (24) months [§100081(a)(4)]

1. Complete and pass an entire EMT-I Basic course.
2. Comply with all initial EMT-I certification requirements.

(2) Be 18 years of age or older. [§100079(a)(5)]

(3) Be affiliated with a fire agency as required by Health and Safety Code §1797.216. State Fire Training has defined fire safety personnel as:

(a) State, local, or private career fire personnel.

(b) Part-time, seasonal, or limited term fire personnel.

(c) Paid-call fire personnel.

(d) Volunteer fire personnel.

(e) Reserve, auxiliary, explorer, cadet, or recruit fire personnel.

(f) Fire academy students attending an Accredited Regional Academy.

(C) APPLICATION

(1) For individual applications, the following is submitted to State Fire Training by the applicant:

(a) Completed application for EMT-I certification signed by the applicant, that includes:

1. Verification of age requirement.
2. Verification of fire service affiliation.
3. Verification that the applicant is not precluded from certification for reasons defined in Health and Safety Code §1798.200.

(b) A copy of Skills Competencies Verification form.

(c) A copy of Refresher course completion record and/or continuing education certificates.

(d) A copy of EMT card if not currently certified with State Fire Training.

(b) Certification fee. **(Fee is nonrefundable.)** [§100080(e)(4)]

(2) For group applications via a Refresher course or continuing education, review section title "Delivering an EMT-I Basic or Refresher Course" or "Coordinating EMT-I Recertification via Continuing Education."

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(D) EXPIRATION OF CERTIFICATION

(1) If recertification requirements are met within six (6) months before or after the expiration date, the effective date of certification shall be the expiration date of the current certificate. [§100080(g)]

(a) New card expires 2 years from last card.

(2) If recertification requirements are met more than six (6) months before or after the expiration date, the effective date of certification shall be the date the student completes all requirements and applies for certification. [§100080(h)] or [§100081(b)]

(a) New card expires 2 years from date of application.

(3) The certification expiration date will be the final day of the final month of the two (2) year period. [§100080(g)], [§100080(h)], or [§100081(b)]

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Continuing Education

(A) Highlights from CCR, Title 22, Division 9, Chapter 11, September 2004.

(1) Topics

(a) Any topic contained in the U.S. DOT National Standard Curriculum is eligible for continuing education hours (CEH). [§100391(a)]

(b) All approved CE shall contain a written and/or skills competency based evaluation related to the objectives. [§100391(c)]

(2) Formats and Limitations

(a) Media based and/or serial productions (e.g., films, videos, audiotape programs, magazine articles offered for CE credit, home study, computer simulations or interactive computer modules). [§100391.1(a)(5)]

(b) At least **fifty (50%) percent** of the required CE hours must be in a format that is **instructor based**, which means that instructor resources are readily available to the student to answer questions, provide feedback, provide clarification, and address concerns (e.g., on-line CE courses where an instructor is available to the student). This provision shall not include precepting or magazine articles for CE credit. The CE provider approving authority shall determine whether a CE course, class, or activity is instructor based. [§100391.1(a)(9)]

(3) Continuing Education Records

(a) CE shall be completed during the current certification/licensure cycle and shall be submitted to the appropriate certifying/licensing authority. [§100392(a)]

(b) In order for CE to satisfy the requirements for renewal of a lapsed certificate/license, CE shall be valid for a maximum of two years before the date of a completed application for certificate/license renewal. [§100392(b)]

(c) EMS personnel shall maintain for four years CE certificates issued to them by any CE provider. [§100392(c)]

(d) CE certificates may be audited for cause by the certifying/licensing authority or as part of the certifying/licensing authority's continuing education verification process. [§100392(d)]

(4) CE Provider Requirements

(a) The content of all CE is relevant, designed to enhance the practice of EMS emergency medical care, and be related to the knowledge base or technical skills required for the practice of emergency medical care. [§100395(a)(b)(1)]

(b) Records shall be maintained for four years and shall contain the following:

1. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance; [§100395(b)(2)(A)]

2. Record of time, place, and date each course is given and the number of CE hours granted; [§100395(b)(2)(B)]

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3. A curriculum vitae or resume for each instructor; [§100395(b)(2)(C)]
4. A roster signed by course participants, or in the case of media based/serial production courses, a roster of course participants, to include name and certificate or license number of EMS personnel taking any CE course, class, or activity and a record of any course completion certificate(s) issued. [§100395(b)(2)(D)]

(c) The CE approving authority shall be notified within thirty calendar days of any change in name, address, telephone number, program director, clinical director, or contact person. [§100395(c)]

(d) All records shall be made available to the CE approving authority upon request. A CE provider shall be subject to scheduled site visits by the approving authority. [§100395(d)]

(e) Individual classes, courses, or activities shall be open for scheduled or unscheduled visits by the CE approving authority and/or the local EMS agency in whose jurisdiction the CE course, class, or activity is being offered. [§100395(e)]

(f) Each CE provider shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction through the designation of a program director, a clinical director, and instructors. Nothing in this section precludes the same individual from being responsible for more than one of these functions. [§100395(f)]

(g) Each CE provider shall have an approved program director, who is qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology: [§100395(g)]

1. California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or
2. National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or
3. A training program that meets the U. S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.
4. Individuals with equivalent experience may be provisionally approved for up to two years by the approving authority pending completion of the above specified requirements. Individuals with equivalent experience who teach in geographic areas where training resources are limited and who do not meet the above program director requirements may be approved upon review of experience and demonstration of capabilities.

(h) The duties of the program director shall include, but not be limited to: [§100395(h)]

1. Administering the CE program and ensuring adherence to state regulations and established local policies.

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2. Approving course, class, or activity, including instructional objectives, and assigning CEH to any CE program which the CE provider sponsors; approving all methods of evaluation, coordinating all clinical and field activities approved for CE credit; approving the instructor(s) and signing all course, class, or activity completion records and maintaining those records in a manner consistent with these guidelines. The responsibility for signing course, class, or activity completion records may be delegated to the course, class, or activity instructor.

(i) Each CE provider shall have an approved clinical director who is currently licensed as a physician, registered nurse, physician assistant, or paramedic. In addition, the clinical director shall have had two years of academic, administrative, or clinical experience in emergency medicine or EMS care within the last five years. The duties of the clinical director shall include, but not be limited to, monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the EMS content of the program. [§100395(i)]

(j) Each CE provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned, or have evidence of specialized training which may include, but is not limited to, a certificate of training or an advanced degree in a given subject area, or have at least one year of experience within the last two years in the specialized area in which they are teaching, or be knowledgeable, skillful and current in the subject matter of the course, class or activity. [§100395(j)]

(k) CE credit shall be assigned on the following basis: [§100395(k)]

1. Classes or activities less than one CEH in duration will not be approved.
2. For courses greater than one CEH, credit may be granted in no less than half hour increments.

(l) Each CE provider shall maintain for four years: [§100395(l)]

1. Records on each course, class, or activity including, but not limited to, title, objectives, outlines, qualification of instructors, dates of instruction, location, participant rosters, sample tests or other methods of evaluation, and records of course, class, or activity completions issued.
2. Summaries of test results, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content of program, number of participants and method of presentation.

(m) Providers shall issue to the participant a tamper resistant document or certificate of proof of successful completion of a course, class, or activity within thirty calendar days of completion of the course, class, or activity. The CE certificate or documentation of successful completion must contain the name of participant, certificate or license number, class title, CE provider name and address, date of course, class, or activity and signature of program director or class instructor. A digitally reproduced signature of the program director or class instructor is acceptable for media based/serial production CE courses. In addition, the following statements shall be printed on the certificate of completion with the appropriate information filled in: [§100395(m)]

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1. "This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one) ____ instructor-based, ____ non-instructor based." "This document must be retained for a period of four years."
2. "California EMS CE Provider # _____ - _____"

(n) Information disseminated by CE providers publicizing CE must include at a minimum the following: [§100395(n)]

1. CE provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider;
2. A clear, concise description of the course, class or activity content, objectives and the intended target audience (e.g. paramedic, EMT-II, EMT-I, First Responder or all);
3. CE provider name, as officially on file with the approving authority; and
4. Specification of the number of CE hours to be granted. Copies of all advertisements disseminated to the public shall be sent to the approving authority and the local EMS agency in whose jurisdiction the course, class, or activity is conducted before the beginning of the course, class, or activity. However, the approving authority or the local EMS agency may request that copies of the advertisements not be sent to them.

(o) When two or more CE providers co-sponsor a course, class, or activity, only one approved CE provider number will be used for that course, class, or activity and the CE provider, whose number is used, assumes the responsibility for meeting all applicable requirements of this Chapter. [§100395(o)]

(p) An approved CE provider may sponsor an organization or individual that wishes to provide a single course, class, or activity. The approved CE provider shall be responsible for ensuring the course, class, or activity meets all requirements and shall serve as the CE provider of record. The approved CE provider shall review the request to ensure that the course, class, or activity complies with the minimum requirements of this Chapter. [§100395(p)]

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Synchronization

(A) OVERVIEW

The California State Fire Marshal's Office and the California EMS Authority find it reasonable, and allowable in regulation, to shorten the certification period of some individuals in order to synchronize recertification dates of EMT-I certificates within an individual agency. It is incumbent on the Primary Instructor to ensure compliance with this and all State Fire Training rules pertaining to EMT training as well as statutes and regulations.

In order for an individual agency to synchronize EMT recertification dates, the following process shall be adhered to:

(1) The Primary Instructor shall notify all EMTs enrolled in the recertification course of this rule. The Primary Instructor shall also notify the students that some certification periods may be shortened because of this rule, but no certification periods shall be extended.

(2) The request to State Fire Training to synchronize dates shall be made on department letterhead and signed by the Chief of the department. This letter must accompany the initial request for course scheduling.

(3) Requests received after the class has been processed will not be honored. It is the Primary Instructor's responsibility to enclose the letter and ensure receipt by State Fire Training.

(4) The certification date given each student will be either the ending date of the course or the date of the last synchronization period.

(5) The process will only be allowed when all recertifying EMTs are employees or agents of a single requesting agency.

(6) All individuals must otherwise meet all requirements for recertification in CCR, Title 22.

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Certification of Other EMT Classifications

(A) PROGRAM OVERVIEW

Other EMT classifications may certify as EMT-Is through State Fire Training. The certification process varies depending upon an individual's status.

(B) CERTIFICATION GUIDELINES

(1) Qualifications by classification

(a) EMT-P or EMT-II

1. Current license/certificate. [§100079(c)]
   a. No additional training or testing is required.
   b. If the license or certificate is under suspension, the applicant shall apply to a local EMS agency for EMT-I certification.
2. License/certificate has lapsed less than six (6) months. [§100079(b)(1)]
   a. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor.

      - or -

      Successfully complete twenty-four (24) hours of continuing education from an approved provider.
   b. Successfully complete all required skills competencies.
3. License/certificate has lapsed more than six (6) months but less than twelve (12) months. [§100079(b)(2)]
   a. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor.

      - or -

      Successfully complete twenty-four (24) hours of continuing education from an approved provider.
   b. Successfully complete an additional twelve (12) hours of continuing education through an approved provider.
   c. Successfully complete all required skills competencies.
4. License/certificate has lapsed more than twelve (12) months but less than twenty-four (24) months. [§100079(b)(3)]
   a. Successfully complete an approved twenty-four (24) hour refresher course and pass, with a minimum 80% score, the State Fire Training final written exam as administered by the Primary Instructor.

      - or -

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Successfully complete twenty-four (24) hours of continuing education from an approved provider.

b. Successfully complete an additional twenty-four (24) hours of continuing education through an approved provider.

c. Successfully complete all required skills competencies.

d. Complete and pass the written and skills certification exams approved by the EMSA.

(i) Effective July 1, 2005 this exam will be the National Registry exam.

5. License/certificate has lapsed for more than twenty-four (24) months. [§100079(b)(4)]

a. Complete and pass an entire EMT-I Basic course.

b. Comply with all initial EMT-I certification requirements.

(b) National Registry EMT-Basic, EMT-Intermediate, and EMT-Paramedic [§100079(d)(1)] and [§100079(d)(2)]

1. Certificate must be current.

a. No additional training or testing is required.

(c) Out-of-state EMT-I (no National Registry card) [§100079(e)]

1. Certificate must be current.

a. Successfully complete the written and skills certification exams approved by the EMSA.

(i) Effective July 1, 2005 this exam will be the National Registry exam.

(d) Out of-state EMT-Intermediate or Paramedic [§100079(d)(2)]

1. Certificate must be current and valid.

a. No additional training or testing is required.

(e) California EMT-I

1. Certificate must be current.

a. No additional training or testing is required.

(2) Be 18 years of age or older. [§100079(5)]

(3) Be affiliated with a fire agency as required by Health and Safety Code §1797.216. State Fire Training has defined fire safety personnel as:

(a) State, local, or private career fire personnel.

(b) Part-time, seasonal, or limited term fire personnel.

(c) Paid-call fire personnel.

(d) Volunteer fire personnel.

(e) Reserve, auxiliary, explorer, cadet, or recruit fire personnel.

(f) Fire academy students attending an Accredited Regional Academy.

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(4) Application

(a) Completed application for EMT-I certification signed by the applicant, that includes:

1. Verification of age requirement.
2. Verification of fire service affiliation.
3. Verification that the applicant is not precluded from certification for reasons defined in Health and Safety Code §1798.200.

(b) Completed EMT Skills Competencies Verification form (when required).

(c) A copy of the applicant's qualifying EMT license or certificate.

(d) Copies of certificates for any training completed through continuing education that meets recertification requirements.

(e) Certification fee. **(Fee is nonrefundable.)** [§100079(a)(6)(D)]

(5) Expiration of Certification

(a) Currently licensed or certificated applicants shall receive an EMT-I certificate with the same expiration date as their current license/certificate. [§100079(j)(1)]

(b) Applicants with a license or certificate that has lapsed will receive and EMT-I certificate valid for two (2) years from date the individual satisfactorily completes all certification requirements. [§100079(j)(3)]

(c) The certification expiration date will be the final day of the final month of the two (2) year period. [§100079(j)(3)]

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Delivering an EMT-I Basic or Refresher Course

(A) OVERVIEW

The Primary Instructor, in conjunction with the Host Agency, is responsible for all aspects of delivering an EMT course at the regional level.

(B) SCHEDULING A CLASS

An EMT-I Basic or Refresher course may be accredited for regional delivery providing the following requirements are met:

(1) Submitting a complete and accurate "Request for EMT Course Scheduling" form to State Fire Training at least **six (6) weeks before** the starting date of the class.

(2) Regional courses will not be recognized for certification unless properly accredited by State Fire Training.

(a) Accreditation will not be granted after the fact; approval must be obtained before beginning the class.

(3) Advertisements for properly accredited courses may use the following statement:

"Accredited by the California Fire Service Training and Education System for credit toward California State Fire Marshal certification."

(C) CLASS MATERIALS

(1) All class materials will be sent to the name and address listed in the "Ship To" section on the "Request for EMT Course Scheduling" form approximately two weeks before the class starts.

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) EMT Instructor Checklist to use when returning the class.

(c) Blank roster sheets.

(d) EMT Skills Packets (Basic class).

(e) EMT-I Skills Competencies Verification forms (Refresher class).

(f) Application for EMT-I Certification forms.

(g) Blank course completion records (if on-site processing).

(h) Final written exam answer sheets.

(i) Final written exam booklets (when requested).

1. Exam serial numbers are checked out to the Primary Instructor and must be verified when the shipment is received and then secured until it is time to test.

2. Any discrepancies are to be reported to State Fire Training at once, as the Primary Instructor will be held responsible for all exam booklets listed on the form.

(D) FINAL WRITTEN EXAM

Final written exams measure the minimum level of knowledge or performance necessary to meet a specified standard of competency. Students must pass the course, including any skills exams, before taking the final written exam.

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(1) Testing process

(a) A Basic or Refresher final written exam can be produced by either State Fire Training or the Primary Instructor.

1. For a Basic class, the exam is 100-item, multiple choice.

2. For a Refresher class, the exam is 25-item, multiple choice.

(b) State Fire Training created exams will be developed using Brady's Emergency Care, Pearson Education, Inc., Prentice-Hall, Tenth Edition test generator software.

(c) Instructor created exams can be developed using Brady's Emergency Care, Pearson Education, Inc., Prentice-Hall, Tenth Edition test generator software or any other publisher's software that is equivalent to U.S. DOT EMT-Basic National Standard Curriculum.

(d) Only the Primary Instructor may administer the final written exam.

(e) Before administering the final written exam, the Primary Instructor must verify student eligibility. The final written exam can only be administered to students that successfully:

1. Complete all components of the course, including student activities.

2. Attend the minimum number of hours required.

3. Pass all periodic written tests.

4. Pass all required skills exams.

(f) The examination room is to be arranged to allow each student sufficient space to maintain confidentiality of responses and test security.

(g) The Primary Instructor must remain in the room at all times during the written exam.

(h) It is the sole responsibility of the Primary Instructor to maintain physical security of the exam materials before, during, and after the exam process.

(i) A minimum score of 80% is required to pass the final written exam. Students failing the written exam may retake it one time.

(2) Retaking the final written exam

(a) Students failing the final written exam may retake it one time.

1. This retake exam must be completed within one year of the ending date of the class.

2. Payment of the retake processing fee is required. **(Fee is nonrefundable.)**

(b) Students failing the exam a second time must repeat the course and pay applicable course fees.

(c) With State Fire Training processing:

1. The original Primary Instructor or any other registered State Fire Training EMT instructor may administer the retake exam.

2. After a date and time have been scheduled with the student, the instructor contacts State Fire Training to request the exam booklet and necessary materials for testing.

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a. Students cannot contact State Fire Training for these materials.

3. After administering the retake exam, the instructor will ship the exam booklet, test checkout sheet, answer sheet, retake submittal form, and payment to State Fire Training using a carrier that can track the shipment.

4. State Fire Training grades the final written exam.

(d) With on-site processing of instructor created test:

1. The original Primary Instructor must administer the retake exam.

2. After administering the retake exam, the Primary Instructor grades the final written exam and issues the course completion record if the student passes.

3. The instructor ships a copy of the exam, the student's test score, and payment to State Fire Training using a carrier that can track the shipment.

(3) Exam security

(a) Any violation of exam security will be considered a breach of instructor responsibility and subject to disciplinary action.

(b) It is the intent of State Fire Training to actively pursue restitution for breaches of security.

(4) Minimum restitution

(a) Any Primary Instructor or Host Agency who loses a test, or allows test security to be breached, will be charged a minimum of $500.00.

(b) The Primary Instructor or Host Agency's instruction privileges for State Fire Training will be suspended until restitution is made.

(E) RETURNING A CLASS

(1) At the conclusion of the class, all materials must be sent to State Fire Training using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class. [§100077(d)]

(b) Package the materials separately for each class to ensure your account is accurate and ship to:

State Fire Training Bookstore 1131 S Street Sacramento, CA 95814

(2) Basic class

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) Completed EMT Instructor Checklist.

(c) Accurate and legible EMT roster sheets.

1. Listing all of the students' test scores (if on-site processing).

(d) Unused EMT Skills Packets.

(e) Unused, damaged, or misprinted course completion records (if on-site processing).

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(f) Completed final written exam answer sheet for each student.
  1. Alphabetized
  2. Answer sheets will be returned if not in alphabetical order.

(g) Final written exam booklets (if State Fire Training produced the exams).
  1. Arranged in numerical order.

(h) A copy of the instructor created test used for the final exam (if on-site processing).

(i) **Do not** submit payment when returning course materials.

(3) Refresher class

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) Completed EMT Instructor Checklist.

(c) Accurate and legible EMT roster sheets.
  1. Listing all of the students' test scores (if on-site processing).

(d) Unused EMT Skills Competencies Verification forms.

(e) Unused, damaged, or misprinted course completion records (if on-site processing).

(f) Completed final written exam answer sheet for each student.
  1. Alphabetized by last name.

(g) Final written exam booklets (if State Fire Training produced the exams).
  1. Exam serial numbers arranged in numerical order.

(h) A copy of the instructor created test used for the final exam (if on-site processing).

(i) Completed EMT Skills Competencies Verification form for each student applying for recertification.
  1. Alphabetized by last name.

(j) Completed application for EMT-I certification form for each student applying for recertification.
  1. Signed by the applicant.
  2. Signed by the Primary Instructor.
  3. Alphabetized by last name.

(k) A copy of the applicant's most recent EMT-I certification card if the applicant is not currently certified by State Fire Training.

(l) **Do not** submit payment when returning class materials.

(4) Late returns

(a) A notice will be sent forty-five (45) days after the class ending date informing the Primary Instructor or Host Agency of their obligation to return the class and notifying them that their instruction privileges for State Fire Training have been suspended.

(b) Future classes will **not be approved** until <u>all</u> materials are submitted for the outstanding class.

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(F) PAYMENT

(1) Responsibility

(a) All fees paid by the students for course registration and certification must be made payable to the Primary Instructor or Host Agency.

(2) Invoice

(a) An invoice will be issued after the class has been received by State Fire Training. The invoice will cover the cost for the following:

1. Student registration and/or EMT-I recertification fees.
2. Shipping and handling charges.

(b) The invoice will be sent from the CDF Accounting Department to the name and address listed in the "Bill To" section on the "Request for EMT Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The Primary Instructor or Host Agency must submit one check payable to State Fire Training.
2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices

(a) First notice

1. If payment is not made within thirty (30) days, the Primary Instructor or Host Agency will receive a delinquent notice from State Fire Training.

(b) Second notice

1. A second notice will be sent out after sixty (60) days reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for State Fire Training have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(c) Third notice

1. A third notice will be sent out after ninety (90) days via certified mail.
2. If the overdue account remains unpaid for the next 30 days, State Fire Training will initiate collection proceedings through one or more of the following methods:
   a. Intercept and collect the amount owed from the Franchise Tax Board, Employment Development Department, State Controller's Office, or Board of Equalization.
   b. Turn the account over to a collection agency.
   c. File a legal claim.

(G) CLASS PROCESSING

(1) Average turnaround for State Fire Training to process a class once it is received is four weeks.

(2) This time can be reduced by Primary Instructors and/or Host Agencies returning a class immediately after the ending date and including all required materials and documentation.

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Coordinating EMT-I Recertification via Continuing Education

(A) OVERVIEW

The Primary Instructor, in conjunction with the Host Agency, is responsible for all aspects of coordinating EMT-I recertification via continuing education at the regional level.

(B) SCHEDULING

EMT-I recertification via continuing education is scheduled by submitting a "Request for EMT Course Scheduling" form to State Fire Training at least **six (6) weeks before** the date listed under "Class End Date."

(1) This specified date should be within the last six months of your current certification period.

(a) If submitted too soon, you will receive a new certification date.

(2) This specified date should allow enough time for State Fire Training to process the class before your certification expires.

(C) MATERIALS

(1) All materials will be sent to the name and address listed in the "Ship To" section on the "Request for EMT Course Scheduling" form approximately two weeks before date specified.

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) EMT Instructor Checklist to use when returning the class.

(c) EMT Skills Competencies Verification forms.

(d) Application for EMT-I Certification forms.

(D) RETURNING THE MATERIALS

(1) All materials must be sent to State Fire Training using a carrier that can track your shipment.

(a) No later than fifteen (15) days from the end date of the class. [§100077(d)]

(b) Package the materials separately for each class to ensure your account is accurate and ship to:

State Fire Training Bookstore
1131 S Street
Sacramento, CA 95814

(2) Include

(a) A copy of the "Request for EMT Course Scheduling" form.

(b) Completed EMT Instructor Checklist.

(c) Completed EMT Skills Competencies Verification form for each student applying for recertification.

1. Alphabetized by last name.

(d) Completed application for EMT-I certification form for each student applying for recertification.

1. Signed by the applicant.

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2. Signed by the Primary Instructor.
3. Alphabetized by last name.

(e) A copy of the applicant's most recent EMT-I certification card if the applicant is not currently certified by State Fire Training.

(f) **Do not** submit payment when returning class materials.

(3) Late returns

(a) A notice will be sent forty-five (45) days after the class ending date informing the Primary Instructor or Host Agency of their obligation to return the class and notifying them that their instruction privileges for State Fire Training have been suspended.

(b) Future classes will **not be approved** until all materials are submitted for the outstanding class.

(E) PAYMENT

(1) Responsibility

(a) All fees paid by the students for course registration and certification must be made payable to the Primary Instructor or Host Agency.

(2) Invoice

(a) An invoice will be issued after the class has been received by State Fire Training. The invoice will cover the cost for the following:

1. Student registration and/or EMT-I recertification fees.
2. Shipping and handling charges.

(b) The invoice will be sent from the CDF Accounting Department to the name and address listed in the "Bill To" section on the "Request for EMT Course Scheduling" form.

(c) The invoice is due and payable upon receipt.

1. The Primary Instructor or Host Agency must submit one check payable to State Fire Training.
2. Late fees may accrue if payment is not received within thirty (30) days.

(3) Delinquent invoices

(a) First notice

1. If payment is not made within thirty (30) days, the Primary Instructor or Host Agency will receive a delinquent notice from State Fire Training.

(b) Second notice

1. A second notice will be sent out after sixty (60) days reminding the Primary Instructor or Host Agency of their obligation and notifying them that their instruction privileges for State Fire Training have been suspended.
2. Future classes will **not be approved** until the invoice is paid.

(c) Third notice

1. A third notice will be sent out after ninety (90) days via certified mail.

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2. If the overdue account remains unpaid for the next 30 days, State Fire Training will initiate collection proceedings through one or more of the following methods:
   a. Intercept and collect the amount owed from the Franchise Tax Board, Employment Development Department, State Controller's Office, or Board of Equalization.
   b. Turn the account over to a collection agency.
   c. File a legal claim.

(F) PROCESSING
   (1) Average turnaround for State Fire Training to process a class once it is received is four weeks.
   (2) This time can be reduced by Primary Instructors and/or Host Agencies returning a class immediately after the ending date and including all required materials and documentation.

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Rescue Systems 1 Training Site Accreditation

(A) OVERVIEW

An accredited Rescue Systems 1 Training Site has facilities, structures, work areas, materials, props, tools, and equipment of adequate size, type, and quantity to fully and safely support the technical and manipulative training required to deliver the Rescue Systems 1 curriculum.

(B) GOALS

(1) Set minimum performance training objectives for Rescue Systems 1 training programs.

(2) Identify those performance objectives a Rescue Systems 1 Training Site must be capable of supporting.

(3) Provide the means to ensure proper curriculum delivery.

(C) SITE ACCREDITATION

(1) Rescue Systems 1 Training Sites will be inspected for compliance with the Rescue Systems 1 Site Requirements and Equipment Standards. Once inspected, sites will be accredited as one of the following:

(a) Full accreditation

1. A permanent-use site that fully meets the Rescue Systems 1 Site Requirements and Equipment Standards.

(b) Temporary accreditation

1. A short-term use site that meets the Rescue Systems 1 Site Requirements and Equipment Standards.

2. Typically, these sites are in areas where permanent sites are not practical or available.

3. Accreditation is granted for the purpose of delivering a set number of courses.

4. Once the training is complete, the temporary accreditation is rescinded.

(2) Application process and site inspection

(a) Full accreditation

1. A Rescue Systems 1 Training Site representative submits to the Chief of State Fire Training a formal letter requesting full accreditation for a permanent site.

a. This letter must describe the site in detail by listing the facilities, structures, work areas, materials, props, tools, and equipment available and ready for delivering a Rescue Systems 1 course.

2. State Fire Training staff and/or a registered Rescue Systems 1 Senior Instructor, operating under the direction of the Chief of State Fire Training, will conduct an inspection of the Rescue Systems 1 Training Site.

3. Any discrepancies or deficiencies will be appropriately documented and discussed with the site representative at the time of the inspection.

4. Copies of all inspection documents and notes will be reviewed by the Chief of State Fire Training and kept on file.

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5. The Chief of State Fire Training will notify the Rescue Systems 1 Training Site of their status after the inspection.

(b) Temporary accreditation

1. A registered Rescue Systems 1 Senior Instructor or designee submits to the Chief of State Fire Training a formal letter requesting temporary accreditation for delivering a Rescue Systems 1 course.
2. This letter must describe the site in detail by listing the facilities, structures, work areas, materials, props, tools, and equipment available and ready for delivering a Rescue Systems 1 course.
3. Photographs of each required structure, work area, and prop must be included in the application package.
4. A completed "Request for Rescue Systems Course Scheduling" providing the dates of the upcoming course and all instructors must be included in the application package.
5. Temporary accreditation must be requested at least ninety (90) days before the beginning date of the course.

(3) Appeals

(a) Step 1

1. The Rescue Systems 1 Training Site representative must submit in writing to the Chief of State Fire Training all evidence to support reversing the site accreditation denial.
2. After review of all submitted materials, the Chief of State Fire Training will notify the site representative in writing of the decision to uphold, modify, or withdraw the denial of accreditation.

(b) Step 2

1. If the denial of accreditation is upheld, the site representative may appeal the findings to the Assistant State Fire Marshal.
2. The Rescue Systems 1 Training Site representative must submit in writing all evidence to support reversing the decision of the Chief of Education and Training.
3. After review of all submitted materials, the Assistant State Fire Marshal will notify the site representative in writing of the decision to uphold, modify, or withdraw the denial of accreditation.
4. The decision of the Assistant State Fire Marshal is final.

(D) SITE CAPACITY

(1) Once accreditation has been established, a Rescue Systems 1 Training Site is evaluated on its ability to deliver the required field modules.

(2) A site may be capable of delivering from one to four field modules simultaneously.

(3) Each module capacity rating represents the maximum number of modules that may be taught on the site at any given time.

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(4) This maximum number will be determined based on the suitability of the site to safely train twelve (12) students in each of the individual modules.

(5) The four modules include:

(a) Rope/Low Angle Rescue

(b) Heavy Objects/Breaking and Breaching

(c) Ladder Rescue Systems

(d) Emergency Building Shores

(6) 1-module site

(a) Capable of teaching one (1) field module at a time with a maximum of 12 students on the site.

(b) One (1) Primary Instructor is required.

(7) 2-module site

(a) Capable of teaching two (2) field modules simultaneously with a maximum of 24 students on the site.

(b) Two (2) Primary Instructors are required.

(8) 3-module site

(a) Capable of teaching three (3) field modules simultaneously with a maximum of 36 students on the site.

(b) Three (3) Primary Instructors and one (1) Senior Instructor are required.

(9) 4-module site

(a) Capable of teaching four (4) field modules simultaneously with a maximum of 48 students on the site.

(b) Four (4) Primary Instructors and one (1) Senior Instructor are required.

(E) SITE REQUIREMENTS

(1) The following are minimum requirements for a Rescue Systems 1 Training Site.

(a) The facilities and props for each module should be in close proximity to each other to facilitate timeframes.

(2) The requesting agency assumes all responsibility, liability, and maintenance for the engineering design, strength, stability, and adequacy of all props including anchor points and tie offs.

(3) The requesting agency further assumes all responsibility, liability, and maintenance for all tools, equipment, and supplies used at the site for the delivery of Rescue Systems 1 classes.

(a) This includes, but is not limited to, ladders, ropes, rescue hardware, and shoring and cribbing materials.

(4) Orientation

(a) Classroom

(b) Audiovisual equipment

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(c) Wash areas

(d) Bathrooms

(e) Rehabilitation area

(f) Safe and adequate parking

(5) Rope rescue

(a) Structure, 30' minimum height with working roof that is of sound and safe engineering design.

(b) High and low anchor points to perform rope evolutions.

(c) Area to demonstrate and practice skills from Units 1, 2, and 3 (rescue knots, rescue/victim packaging, and rope systems).

(d) Area to demonstrate and practice anchor systems.

(6) Low angle rescue

(a) Platform or working area, 20' long x 25' wide.

(b) Connected slope area, 20' long x 10' wide @ 30°-60° angle.

(c) Side-by-side anchor points.

(7) Heavy objects

(a) Three (3) 20' x 20' concrete pads with a 10' diameter buffer area at grade level (may be contiguous).

(b) Four (4) 3' x 3' x 3' concrete cubes.

(c) Four (4) 5' x 8' x 12" concrete reinforced slabs (6,000 pounds each).

(8) Breaking and breaching

(a) Working area at grade level, 20' long x 20' wide.

1. Concrete, asphalt, or unimproved ground.

2. Length of work area is dependent on the length of the pipe-shaped props.

(b) Six (6) pipe-shaped props.

1. Concrete, metal, or wood.

2. 36"-48" diameter.

3. 6'-10' long.

(c) Two (2) plywood and wood frame breaching props.

1. One side with 4' x 4' x ¾" plywood nailed with 8d nails 6" on center to a 2" x 4" frame with studs 16" on center nailed with 16d nails and two 2" x 4" x 4' braces to hold the frame in place at the entrance to the pipes.

(d) Two (2) drywall, stucco k-lath and wood frame breaching props.

1. One side with 4' x 4' x ½" drywall nailed with 8d nails 6" on center to a 2" x 4" frame with studs 16" on center nailed with 16d nails.

2. Other side with stucco k-lath nailed with 8d nails 6" on center to a 2" x 4" frame with studs 16" on center nailed with 16d nails.

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(e) Two (2) lightweight concrete breaching props.

1. 4' x 4' x 2" concrete slab reinforced with welded wire mesh (6" x 6" x 10g x 10g).

(9) Ladder rescue

(a) 20' structure adequate for simultaneous operations of ladder systems that is of sound and safe engineering design.

(b) Side openings to accommodate simultaneous operations of ladder systems.

(c) High and low anchor points appropriately placed for use with each operation.

(d) Open field area to accommodate simultaneous operations, ladder "A" frame, ladder gin, and pickets.

(e) Area to lower students one story through a 30" diameter or 24" square opening.

1. An 8' minimum height is required.

(10) Emergency shoring

(a) Structure(s) adequate for simultaneous operations of interior and exterior shoring systems that is of sound and safe engineering design.

1. Area large enough to accommodate lumber supply (near cutting station).

(b) Spot shores.

1. Area with simulated or actual joist(s) to set three (3) shores.
2. 16' x 16' working area.
   a. An 8' minimum height is required.

(c) Vertical shores.

1. Area with simulated or actual joist(s) to set one (1) vertical shore with three (3) posts.
2. 8' x 14' working area.
   a. An 8' minimum height is required.

(d) Horizontal shores.

1. Parallel walls 3' apart and 8' long.
2. 24 square feet of working area.

(e) Window and door shores.

1. 2' x 2' window opening.
2. 2'6" x 6'8" door opening.
3. 32 square feet of working area.

(f) Sloped floors.

1. 8' x 8' working area.
2. Configured so that the crib bed of a sloped floor shore is no greater than 3' in height when constructed.
3. Between 20°-30° angle.

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(g) Raker shores.

1. Two (2) 12' x 12' walls (may be contiguous).
2. 400 square feet of working area for each section of wall.

(h) Cutting station.

1. Minimum of 6" off the ground.
2. 16' x 16' working area.

(F) SITE DEVIATION

(1) In the event that a training site has a facility, structure, or prop that does not comply with the Rescue Systems 1 Site Requirements and Equipment Standards, the site has the opportunity to apply for a site deviation.

(2) A Rescue Systems 1 Senior Instructor or designee submits to the Chief of State Fire Training a formal letter requesting site deviation. This letter must describe the site deviation in detail by listing:

(a) The need and parameters of the deviation.

(b) New or revised lesson plans linked to the deviation that ensure consistency with the standards and behavioral objectives of the approved Rescue Systems 1 curriculum.

(c) Demonstration, either live or through visual aids, of any deviated technique or procedure.

(3) The Chief of State Fire Training will review the request for site deviation.

(a) Any deficiencies will be appropriately documented and discussed with the Rescue Systems 1 Senior Instructor or designee requesting the site deviation.

(b) If site deviation is denied, a provisional accreditation may be granted at this time.

(c) If a site is not approved, they have three (3) months to comply with the site requirements identified as deficient in the inspection report.

(G) EQUIPMENT STANDARDS

(1) The equipment listed below is the minimum for each Rescue Systems 1 Training Site.

(2) The equipment is in compliance with or exceeds the standards listed in NFPA 1983, Standard on Fire Service Life Safety Rope, Harness, and Hardware.

(3) Each currently approved Rescue Systems 1 Training Site has until June 30, 2003 (three (3) years) to comply with the equipment standards.

(a) It is understood that the cost associated with meeting the equipment standards may be prohibitive to some fire departments and, therefore, a three-year phase-in period has been established.

(b) The phase-in period applies to the equipment standards only and does not relieve the Rescue Systems 1 Training Site of any liabilities associated with the equipment chosen to perform the training.

(4) Student safety is of paramount importance when conducting the type of high-risk training associated with the Rescue Systems 1 course.

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RESCUE SYSTEMS 1 EQUIPMENT STANDARDS

Item	Size	Introduction	Ropes	Low Angle	Ladders	Exterior Shoring	Interior Shoring	Heavy Objects	Breaking And Breaching	1-Module Site
CONSUMABLES										
Common nails	8d					5 lbs.	5 lbs.		5 lbs.	15 lbs.
Common nails	16d					10 lbs.	10 lbs.		5 lbs.	25 lbs.
Concrete slab reinforced with welded wire mesh (6"x6"x10gx10g)	4'x4'x2"								2	2
Drywall	4'x4'x½"								2	2
Duplex nails	8d					10 lbs.	10 lbs.		5 lbs.	25 lbs.
Duplex nails	16d					20 lbs.	20 lbs.		5 lbs.	45 lbs.
Gasoline and bar oil						1				1
Lumber	2"x4"x4'								14	14
Lumber	2"x4"x8'					4				4
Lumber	4"x4"x8'					6				6
Lumber marker						4	4		2	8
Plywood	4'x4'x¾"								2	2
Plywood	4'x8'x¾"					1				1
Stucco K-lath	4'x4'								2	2
NONCONSUMABLES										
Anchor plate		3	3	2						3
Brake bar rack		3	3	1						3
Carabiner (steel locking)		20	20	20	25					25
Commercial Class II harness	Small	1	1	1	1					1
Commercial Class II harness	Medium	1	1	1	1					1
Commercial Class II harness	Large	1	1	1	1					1
Commercial Class II harness	Extra large	1	1	1	1					1
Cribbing	4"x4"x24"					12	40			52
Cribbing	4"x4"x18"							100		100
Cribbing	4"x4"x9"							25		25
Cribbing	2"x4"x9"							25		25
Cribbing/Cleat	2"x4"x24"					20	30			50
Cribbing/cleat	2"x4"x18"							50		50
Edge protector				1	1					1
Edge roller		1	1		1					1
Figure eight descender		3	3	1	4					4
Gibbs ascender		1	1	1	2					2
Gusset plate	12"x12"x¾"					24	20			44
Ladder	14'				2					2
Ladder	24'				2					2
Low stretch kernmantle rope	½"x150'	2	2	3	6					6
Lumber	4"x4"x8'					8	24			32
Lumber	4"x4"x12'					2				2
Lumber	4"x4"x14'					4				4
Lumber	4"x4"x20'					2				2
Lumber	2"x4"x8'					4	10			14
Lumber	2"x4"x14'					2				2
Lumber	2"x6"x8'					12	4			16
Lumber	2"x6"x14'					4	2			6
Lumber	1"x6"x8'					1	2			4
Pick off strap				1						1
Picket, steel	1"x4'				15				2	15
Pipe-shaped prop, made from concrete, meal, or wood	36"-48"x6'-10'								6	6

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RESCUE SYSTEMS 1 EQUIPMENT STANDARDS

Item	Size	Introduction	Ropes	Low Angle	Ladders	Exterior Shoring	Interior Shoring	Heavy Objects	Breaking And Breaching	1-Module Site
Plywood	4'x8'x¾"					1				1
Prusik loop	Short	3	3	3	5					5
Prusik loop	Long	4	4	3	5					5
Prusik minding pulley		3	3	2	4					4
Pulley	2" or 4"	3	3	2	4					4
Rescue litter				1	2					2
Rescue litter prerig with prusiks				1	1					1
Spacer	2"x4"x18"				6					6
Spar	4"x4"x8'				8					8
Tie rope	10'	12	12							12
Utility rope	20'				8					8
Webbing, blue tubular	1"x15'	15	15	10	10					15
Webbing, green tubular	1"x5'	15	15	10	10					15
Webbing, orange tubular	1"x20'	15	15	10	10					15
Webbing, yellow tubular	1"x12'	15	15	10	10					15
Wedge pairs	2"x4"x12"					6	20	20		26
Wedge pairs	4"x4"x12"							2		2
Wedge pairs	4"x4"x18"					10	20	20		30
TOOLS										
Axe, flat head									2	2
Axe, pick head									1	1
Bolt cutter									2	2
Cold chisel	1"x7-7/8"								2	2
Chain saw						2			2	2
Crow bar	3'					4	4	4	1	8
Ellis clamp							4			4
Ellis jack							1			1
Framing hammer						6	6		1	12
Framing square with tables						2				2
Hacksaw, heavy duty									2	2
Hand saw, crosscut						2			2	2
Hydraulic jack	5 ton (min.)								1	1
Measuring tape						4	4		2	8
Pinch point pry bar	60"							6	1	7
Pipe	1½"x6'						1			1
Pipe	2"x4'							8		8
Pipe screw jack set							1			1
Post screw jack							2			2
Shovel, round point					1				1	1
Shovel, square point									1	1
Single jack hammer	3 – 4 lb.					6	6		2	12
Sledge hammer	8 – 10 lb.				2				1	2
Speed square						4				4
Tool pouch						6	6			12

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Rescue Systems 1 Instructors

(A) INSTRUCTOR LEVELS

(1) Instructor Trainee

(a) The Instructor Trainee is the entry level for becoming a Primary Instructor for the Rescue Systems 1 course and may apply to become a registered Primary Instructor once the educational, course work, and experience criteria have been met.

(b) This position is valid for two (2) years after successfully completing a Rescue Systems 1 course.

(c) Under direct supervision of a registered Rescue Systems 1 Primary or Senior Instructor, the Instructor Trainee will:

1. Support the logistics of the module(s) being trained in.
2. Instruct the entire module(s) being trained in.
   May begin by instructing portions of the module(s) while being trained
3. Satisfactorily complete and have signed by a Rescue Systems 1 Primary or Senior Instructor the Instructor Trainee Task Book for at least one module within two (2) years of completing a Rescue Systems 1 course.

(2) Primary Instructor

(a) The Rescue Systems 1 Primary Instructor is qualified to teach one or more of the modules in a Rescue Systems 1 course.

(b) During a 1-Module or 2-Module course delivery, a Primary Instructor is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating any Instructor Trainee(s).

(c) The Primary Instructor initiates a 1-Module or 2-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to State Fire Training.

(3) Senior Instructor

(a) The Rescue Systems 1 Senior Instructor is qualified to teach all of the modules in a Rescue Systems 1 course.

(b) During a 3-Module or 4-Module delivery, a Senior Instructor is a required position and is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating the Primary Instructor(s) and Instructor Trainee(s).

(c) The Senior Instructor initiates a 3-Module or 4-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to State Fire Training.

(d) A Senior Instructor can also conduct site inspections and make recommendations for approval as an agent of State Fire Training.

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Rescue Systems 1 Instructor Trainee Qualifications

(A) REGIONAL INSTRUCTOR ORIENTATION

(1) None.

(B) TEACHING EXPERIENCE

(1) None.

(C) COURSE WORK

(1) Have attended and passed the Rescue Systems 1 course within the last two years.

(D) INSTRUCTOR TRAINING

(1) None.

(E) EXPERIENCE

(1) None.

(F) RESPONSIBILITIES

Under direct supervision of a registered Rescue Systems 1 Primary or Senior Instructor:

(1) Support the logistics of the module(s) being trained in.

(2) Teach 100% of the module(s) being trained in.

(a) May begin by instructing portions of the module(s) while being trained.

(b) A Rescue Systems 1 Primary or Senior Instructor must sign-off at least one (1) module in your Instructor Trainee Task Book within two (2) years of completing a Rescue Systems 1 course.

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Rescue Systems 1 Primary Instructor Qualifications

To teach a Rescue Systems 1 course for State Fire Training as the primary instructor, the following qualifications are required:

(A) REGIONAL INSTRUCTOR ORIENTATION (all of the following)

(1) Attended a Regional Instructor Orientation as delivered by State Fire Training.

- or -

Be a currently registered State Fire Training CFSTES instructor in good standing.

(2) Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(B) TEACHING EXPERIENCE

(1) Taught a minimum of 80 hours within a fire service related program.

(C) COURSE WORK

(1) Have attended and passed Rescue Systems 1.

(2) Have attended and passed I-200: Basic ICS.

(D) TASK BOOK

(1) Completed the Instructor Trainee Task Book for each module seeking registration.

(a) Signed off by a Rescue Systems 1 Primary or Senior Instructor within two (2) years of completing a Rescue Systems 1 course.

(E) INSTRUCTOR TRAINING

(1) All courses (one of the following five options)

(a) Have attended and passed Fire Instructor 1A and 1B.

(b) Have a valid community college teaching credential.

(c) Completed the UC/CSU 60-hour Techniques of Teaching course.

(d) Completed the NFA's Fire Service Instructional Methodology course.

(e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(F) RANK and EXPERIENCE (*Performing in an "acting" capacity does not qualify.)*

(1) Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing rescue duties.

(G) REGISTRATION

Submit a complete application package for review that includes all of the following:

(1) Application for registration form.

(2) Up-to-date resume of education, position/rank, and experience.

(3) Verification of instructor training.

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(4) Verification of experience.

(a) Written verification of your experience shall be submitted on department letterhead and signed by the Fire Chief or his/her authorized representative.

(5) Verification of course work.

(6) Verification of teaching experience.

(a) Written verification of your teaching experience shall be submitted on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative.

(7) A copy of the Regional Instructor Orientation certificate, if required.

(8) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

(a) If the application is complete and approved, a letter from State Fire Training confirming instructor registration will be mailed.

1. The applicant will then be formally recorded as a Registered Instructor with State Fire Training.

(b) If the application is incomplete, State Fire Training staff will return to the applicant a check-off sheet indicating what documentation is lacking.

1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the Regional Instructor Orientation.

(c) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

(d) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a State Fire Training instructor, approval may be denied.

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(H) ADDITIONAL RESPONSIBILITIES

(1) In addition to the responsibilities common to all Primary Instructors, Rescue System 1 Instructors are also required to comply with the following:

(a) Course

1. Teach <u>100% of a module or directly supervise</u> an Instructor Trainee who is teaching the module.

(b) Instructor Trainee(s), when present.

1. Directly supervise Instructor Trainee(s).

2. Evaluate Instructor Trainee(s).

Signing-off on the Instructor Trainee Task Book(s) as required.

(I) MAINTAINING PRIMARY INSTRUCTOR STATUS

To continue teaching, Rescue Systems 1 Primary Instructors must agree to comply with the following:

(1) Abide by all published procedures of State Fire Training, including the Instructor Code of Ethics/Conduct.

(2) Be the Primary Instructor for at least one (1) State Fire Training Rescue Systems 1 course every three (3) years.

(3) Submit any change of address or phone number.

- (a) Department
- (b) Home
- (c) Cell
- (d) Email

(4) Attend an update course delivered by State Fire Training when required.

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Rescue Systems 1 Senior Instructor Qualifications

A Rescue Systems 1 Senior Instructor is required to initiate a 3- or 4-module delivery of a Rescue System 1 class.

(A) INSTRUCTOR REGISTRATION

(1) Be a currently registered Rescue Systems 1 Primary Instructor in good standing for all modules.

(B) TEACHING EXPERIENCE

(1) Taught one (1) module as a Rescue Systems 1 Primary Instructor in at least three (3) 3-Module or 4-Module courses within the last three (3) years.

(C) COURSE WORK

(1) No additional requirements.

(D) INSTRUCTOR TRAINING

(1) No additional requirements.

(E) RANK and EXPERIENCE

(1) No additional requirements.

(F) REGISTRATION

Submit a complete application package for review that includes all of the following:

(1) Application for registration form.

(2) Up-to-date resume of education, position/rank, and experience.

(3) Verification of instructor registration.

(4) Verification of course work.

(5) Verification of teaching experience

(a) Written verification of your teaching experience shall be submitted on department letterhead and signed by the Senior Instructor for the course. This may require submitting up to three (3) separate letters.

(6) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

(a) If the application is complete and approved, a letter from State Fire Training confirming instructor registration will be mailed.

The applicant will then be formally recorded as a Registered Instructor with State Fire Training.

(b) If the application is incomplete, State Fire Training staff will return to the applicant a check-off sheet indicating what documentation is lacking.

Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the Regional Instructor Orientation.

(c) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

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(d) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a State Fire Training instructor, approval may be denied.

(G) ADDITIONAL RESPONSIBILITIES

(1) In addition to the responsibilities common to all Primary Instructors, Rescue System 1 Senior Instructors are also required to comply with the following:

(a) Teach no more than 20% of a course.

(b) Directly supervise Primary Instructor(s) for the entire course.

(c) Evaluate Primary Instructor(s) seeking Senior Instructor status when requested.

(d) Directly supervise and evaluate Instructor Trainee(s) if present.

(e) Develop site and props.

(f) Inspect sites when requested.

(g) Ensure the safety of all participants and instructors.

(H) MAINTAINING SENIOR INSTRUCTOR STATUS

Rescue Systems 1 Senior Instructors must agree to comply with the following:

(1) Abide by all published procedures of State Fire Training, including the Instructor Code of Ethics/Conduct.

(2) Be the Senior Instructor for at least one (1) State Fire Training 3-Module or 4-Module Rescue Systems 1 course every three (3) years.

(3) Submit any change of address or phone number.

(a) Department

(b) Home

(c) Cell

(d) Email

(4) Attend an update course delivered by State Fire Training when required.

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California Incident Command Certification System

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CICCS Program Overview

Every year, California is assaulted by wildland fires that are catastrophic to our natural resources, citizens and economy. Wildland fires are often large in scale, destroying thousands of acres of timber, homes, ecologically and historically sensitive areas, and often require hundreds and sometimes thousands of fire fighters to quell.

These types of incidents are very complex, requiring fire-fighting resources that possess specialized skill sets. The ability to effectively understand and predict fire behavior, air operations and manage large numbers of resources are a few of the skills required to effectively deal with these and in the future other all risk incidents.

Fire fighters whose primary day-to-day assignments and training are focused on hazards associated with municipal fire problems such as structural fire protection, medical and rescue incidents, are called to serve in unfamiliar environments.

The Office of State Fire Marshal tasked a committee of the State Board of Fire Services members with developing a certification system that would enhance our state's ability to field resources that are adequately trained and qualified into service through our emergency response system.

It is our intent and goal that the California Incident Command Certification System (CICCS) will enhance the abilities of our states fire fighters to adequately prepare themselves to eventually respond to all types of incidents by clearly identifying certification criteria.

Based on the National Wildfire Coordinating Group's 310-1, the CICCS is designed to be managed at local, regional, and state levels. CICCS provides a road map for new resources to be certified as well as recognizing those individuals who have already completed equivalent training and are already functioning at these levels.

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Frequently Asked Questions

(1) WILL ALL FIRE DEPARTMENT PERSONNEL NEED TO BE RETRAINED TO MEET THE CICCS REQUIREMENTS?

No. Many fire department personnel probably already meet a lot of the elements of the new system. CICCS is based on National Wildfire Coordinating Group (NWCG) 310-1, Wildland and Prescribed Fire Qualification System Guide, which has been in use for several years by federal wildland fire agencies, as well as by many local fire agencies throughout the state. Typically ICS classes taught by California fire protection agencies at training facilities around California, as well as around the country, meet CICCS standards.

In addition, one of the aspects of the CICCS is a "Historical Recognition" period. Until December 31, 2005, an agency or organization can recognize the training and experience of existing personnel and certify them. Historical Recognition should reduce the need to provide additional training or experience for personnel that currently meet or exceed minimum standards.

(2) WILL THE NEW CICCS DEVELOP A CERTIFICATION SYSTEM THAT EXCLUDES THE INVOLVEMENT OR APPROVAL OF THE LOCAL FIRE DEPARTMENT CHIEF?

No. The local fire chief is required to approve the participation of his/her personnel at several phases of the training process. In fact, the local fire chief is the certifying official for all positions at the ICS 100 and ICS 200 levels. The local fire chief must also be involved in several steps of the certification system in the ICS 300 through the ICS 600 levels. For example, part of the application process for Peer Review includes a letter from the applicants fire chief indicating that the individual meets certification requirements.

The applicant will be awarded a SFMO Certificate upon passing the Peer Review Committees evaluation. The decision whether a certified individual meets the physical fitness and currency requirements and may be designated “Qualified” to fill the position within the state mutual aid system rests with the home agency fire chief. It’s not possible for a fire department member to achieve advancement through the CICCS without the fire chief approving steps along the way.

(3) IS A FIRE DEPARTMENT “REQUIRED” BY THE CALIFORNIA STATE FIRE MARSHAL OR THE OFFICE OF EMERGENCY SERVICES TO PARTICIPATE IN THE CICCS?

No. As in all certification systems CICCS is voluntary. These standards will apply to those hazard risks that historically involve statewide movement of resources from one agency to the other. These typically include incidents such as wildfire, floods, urban search and rescue, civil disturbances, earthquakes and major hazardous material incidents. These standards would not necessarily apply to incidents that are routine first level responses within an agency or department.

(4) WHAT WILL BE THE COST TO BE CERTIFIED BY AT THE 500 OR 600 LEVEL?

There is not a fee for this certification.

(5) WHAT HAPPENS IF A FIRE DEPARTMENT DECIDES NOT TO PARTICIPATE IN THE CICCS?

Participation in the CICCS is not required. However, CICCS may eventually be recognized as the “industry standard” for wildland fire training throughout the California fire service, just as NWCG

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310-1 is held as a national standard in the wildland fire community. All fire departments in California are encouraged to participate in the CICCS.

The standards for the CICCS are being written into the new Five Party Agreement (Cooperative Agreement for Local Government Fire Suppression). Not meeting the CICCS standards could impact the ability of a fire department to qualify for being reimbursed by the forest agencies who are signatories to this agreement. In addition, the State Board of Fire Services, FIRESCOPE, California Fire Chief's Association, and California State Firefighter's Association have endorsed the CICCS.

(6) WHAT IS THE STATUS OF THE INCIDENT QUALIFICATION SYSTEM (IQS) SOFTWARE THAT WAS DEVELOPED TO PERMIT FIRE DEPARTMENTS TO MAINTAIN A COMPUTER-BASED TRAINING, EXPERIENCE, AND EDUCATION TRACKING SYSTEM FOR EACH MEMBER? IS IQS ONLY SUITED TO TRACK WILDLAND FIRE TRAINING ISSUES OR WILL IT ALSO RECORD DATA FOR ALL RISK APPLICATIONS? WILL THE IQS BE COMPATIBLE WITH THE CICCS? IS THIS SOFTWARE AVAILABLE AND WHAT IS THE COST?

The National Association of State Foresters (NASF) and the National Wildfire Coordinating Group jointly developed the Incident Qualifications System (IQS). It is based on NWCG 310-1, Wildland and Prescribed Fire Qualification System Guide. IQS is available to be downloaded from the Internet at no cost to the user fire departments.

Some of the standard tracking features of the IQS include: training, experience, fitness, and incident data. Features that can be added to the IQS include: agency-specific courses, training needs analysis, task book tracking, availability of individuals for dispatch, provisions of differing security levels for those using the system, individual tracking needs, and listing of all individuals qualified for a specific position, etc.

(7) WILL CALIFORNIA FIRE DEPARTMENTS START ISSUING "RED CARDS" TO ALL PERSONNEL?

A Red Card is a wallet sized card used by a federal wildland agency (sometimes printed on red card stock) that is issued annually to federal employees who meet NWCG and agency standards. The value of the Red Card is that it is a portable written record, carried by the individual, which can be checked at an incident to verify the ICS qualifications of the holder. Several fire departments in California voluntarily participate in a local Red Card system. The CICCS will not specifically use the federal Red Card. However, IQS is capable of printing Incident Qualification Cards.

IQS also has the capability to enter a course roster and have all of the student records updated for that course, or to enter a number of courses for one person at a time. Training officers will be able to provide fire program administrators with critical management information by documenting all qualifying training experience for each individual. Such information is vital in staffing incidents, documenting employee safety briefings, and qualifying training for individual employees.

(8) WHO DETERMINES THE PHYSICAL FITNESS LEVEL OF INDIVIDUALS IN RELATION TO THE CICCS?

Physical fitness is not part of the CICCS. In order to be qualified following certification, an individual must be both current in their position and meet the department's physical fitness criteria. Generally a firefighter deemed fit for full fire-fighting duty is considered to meet the NWCG 310-1 arduous requirement. The applicant's Fire Chief makes this decision.

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CICCS Certification

(A) PROGRAM OVERVIEW

The CICCS was developed in response to concerns of members of the California fire service who identified a need for a system that enhances the readiness and safety of emergency responders to multi-agency incidents. CICCS is designed as a decentralized program that provides certifications administered at local, regional, and state levels. 100-200 level certification is administered by the local fire service agency; 300-400 level certification is administered by the OES Operational Area and Regional Level; and 500-600 level certification is administered by State Fire Training.

(B) CERTIFICATION ESTABLISHED

(1) Certification established July 1m 2001.

(C) ICS LEVELS AND POSITIONS

(1) 100-200 levels

(a) Apparatus Operator
(b) Base/Camp manager
(c) Claims Manager
(d) Display Processor
(e) Equipment Manager
(f) Field Observer
(g) Fire Fighter
(h) Helibase Manager (1-3 Helicopters)
(i) Helicopter Manager
(j) Incident Commander (Type 4)
(k) Incident Communications Manager
(l) Ordering Manager
(m) Receiving and Distribution Manager
(n) Security Manager
(o) Staging Area Manager
(p) Status/Check-In Recorder

(2) 300 level

(a) Air Support Group Supervisor
(b) Communication Unit Leader
(c) Compensation Unit Leader
(d) Cost Unit Leader
(e) Division/Group Supervisor
(f) Documentation Unit Leader

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(g) Incident Commander (Type 3)
(h) Medical Unit Leader
(i) Resources Unit Leader
(j) Supply Unit Leader
(k) Task Force/Strike Team Leader

(3) 400 level
(a) Air Operations Branch Director
(b) Finance/Administration Section Chief (Type 2)
(c) Incident Commander (Type 2)
(d) Information Officer (Type 2)
(e) Liaison Officer
(f) Logistics Chief (Type 2)
(g) Operations Branch Director
(h) Operations Section Chief (Type 2)
(i) Planning Section Chief (Type 2)
(j) Safety Officer (Type 2)
(k) Service Branch Director
(l) Support Branch Director
(m) Training Specialist

(4) 500-600 levels
(a) Area Command
(b) Area Command Logistics Chief
(c) Area Command Planning Chief
(d) Finance/Administrative Section Chief (Type 1)
(e) Fire Behavior Analyst
(f) Incident Commander (Type 1)
(g) Information Officer (Type 1)
(h) Logistics Section Chief (Type 1)
(i) Operations Section Chief (Type 1)
(j) Planning Section Chief (Type 1)
(k) Safety Officer (Type 1)

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(D) CERTIFICATION GUIDELINES

(1) Instruction

(a) Participants shall, through a qualified instructor, complete the training as specified in the approved curriculum for the position.

(2) Prerequisite

(a) Meet the certification prerequisites identified for the various levels of certification as established in NWCG-310-1.

(3) Experience

(a) Meet the experience requirement identified for the various levels of certification as established in NWCG-310-1.

(E) APPLICATION

(1) 100-200 levels

After training is completed and all requirements met, the following must be submitted to local agency Fire Chief for each ICS position to be considered:

(a) Application for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) Any other relevant documents supporting certification.

(2) 300 level

After training is completed and all requirements met, the following must be submitted to Operational Area Review Committee for each ICS position to be considered:

(a) Application for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(e) Any other relevant documents supporting certification.

(3) 400 level

After training is completed and all requirements met, the following must be submitted to Regional Review Committee for each ICS position to be considered:

(a) Application for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

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(e) Any other relevant documents supporting certification.

(4) 500-600 levels

After training is completed and all requirements met, the following must be submitted to State Fire Training (PACE V Committee) for each ICS position to be considered:

(a) Application for certification identifying the ICS position(s).

(b) Course completion certificate(s).

(c) Completed position task book.

(d) An original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.

(e) Any other relevant documents supporting certification.

(f) Payment of the certification fee. **(Fees are nonrefundable)**

(F) APPLICATION REVIEW FOR 500-600 LEVELS

(1) The Peer Assessment for Certification Evaluation (PACE V) committee reviews applications on an as-needed basis.

(2) If the application is complete and approved, the certificate(s) will be issued and mailed after the PACE V meeting.

(3) If the application is incomplete, State Fire Training staff will return a check-off form indicating what documentation is lacking.

(a) The application will remain on file until follow-up documentation is submitted.

(b) Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE V meeting.

(c) A copy of the review form must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

(1) Under consideration.

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Course Equivalency and Recognition

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Equivalent and Recognized Courses

(A) OVERVIEW

Several agencies offer similar courses and are recognized by State Fire Training: CDF Academy, National Fire Academy (NFA), California State Training Institute (CSTI), International Association of Fire Fighters (IAFF), and Onguard Emergency Resources, Inc. (OER).

(B) CDF ACADEMY EQUIVALENT COURSES

The following courses taken at the CDF Academy in Ione are considered equivalent to State Fire Training courses, and provide the student certification credit without having to repeat a similar State Fire Training course.

CDF Academy Course	Effective Dates	State Fire Training Equivalent
Basic Fire Control		
Driver/Operator Module	1/92 – 9/96	Fire Investigation 1A
Driver/Operator Module	1/92 – 3/01	Driver/Operator 1A Driver/Operator 1B
Fire Fighter Module	1/92 – 3/01	Certified Fire Fighter I
Modules 1B and 2B	4/01 – 12/06	Fire Command 1A
Module 2A	4/01 – 9/05	Driver/Operator 1A Driver/Operator 1B
Modules 2A, 2B, 2C, and 2D	4/01 – 12/06	Certified Fire Fighter I
Company Officer Academy (COA)	Beginning 10/05	Driver/Operator 1A Driver/Operator 1B Fire Command 1A Fire Command 1B Fire Command 1C
Fire Fighter Academy (FFA)	Beginning 10/05	Certified Fire Fighter I
Incident Management II	1/89 – 10/93	Fire Command 2E
Incident Management III	Beginning 11/93	Fire Command 2E
Leadership Development	Beginning 7/93	Fire Management 1
Management Development	Beginning 7/93	Fire Management 2A
Management Development I	Through 11/93	Fire Management 1
Supervision 3	Beginning 7/93	Fire Management 1
Supervision 4	Beginning 7/93	Fire Management 2A
Supervision 5	Beginning 7/05	Fire Management 2E
Techniques of Supervision A	Through 6/93	Fire Management 1
Techniques of Supervision B	Through 6/93	Fire Management 2A

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(1) Application

(a) Course equivalency

1. Submit a letter requesting equivalent credit and a copy of the CDF Academy course completion certificate. *Transcripts, county-issued, or JAC-issued certificates are not acceptable.*

2. Fee.

a. Payment of the current course registration fee for each equivalent certificate requested.

(b) Fire Fighter I

1. After training is completed and the experience requirement met, submit a completed Fire Fighter I application for certification form.

The Unit Chief or his/her authorized representative must sign this application.

2. Fee.

a. Payment of the current Fire Fighter I certification fee.

(c) Your request will be reviewed upon receipt by State Fire Training.

(C) NATIONAL FIRE ACADEMY EQUIVALENT COURSES

The following courses taken at the National Fire Academy are considered equivalent to State Fire Training courses, and provide the student certification credit without having to repeat a similar course from State Fire Training.

NFA Course	State Fire Training Equivalent
Chemistry of Hazardous Materials (R234)	Hazardous Materials 1A
Command/Control of Initial Operations (R301)	Fire Command 1A
Command/Control of Fire Dept Major Operations (R304)	Fire Command 2A
Command/Control of Fire Dept Operations at Catastrophic Disasters (R308)	Fire Command 2D
Fire Arson Investigation (R205)	Fire Investigation 1A and 1B
Fire Executive Development (R123)	Fire Management 2A and 2E
Fire Prevention Specialist I (R221)	Fire Prevention 1A and 1B
Fire Prevention Specialist II (R222)	Fire Prevention 2A
Fire Service Financial Management (R333)	Fire Management 2B
Fire Service Instructional Methodology (R113)	Fire Instructor 1A and 1B
Fire Service Leadership/Communications (R106)	Fire Management 1
Interpersonal Dynamics in Fire Service Organizations (R332)	Fire Management 2A
Introduction to Fire Safety Education (R115)	Public Education 1
Plan Review for Inspectors (R102)	Fire Prevention 3B
Strategic Analysis of Executive Leadership (R125)	Fire Management 2A
Strategic Analysis of Fire Dept Operations (R306)	Fire Command 2A and 2B
Use of Microcomputers for Fire Service Management (R500)	Fire Management 2C

(1) Application

(a) Submit a letter requesting equivalent credit and a copy of the NFA course completion certificate.

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(b) Fee.

1. Payment of the current course registration fee for each equivalent certificate requested.

(c) Your request will be reviewed upon receipt by State Fire Training.

(D) CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI) EQUIVALENT COURSES

The following courses taken at the California Specialized Training Institute are considered equivalent to State Fire Training courses.

CSTI Course	State Fire Training Equivalent
Hazardous Materials 1A	Hazardous Materials 1A
Hazardous Materials 1B	Hazardous Materials 1B
Hazardous Materials 1C	Hazardous Materials 1C
Hazardous Materials 1D	Hazardous Materials 1D
Hazardous Materials 1F	Hazardous Materials 1F
Hazardous Materials 1G	Hazardous Materials 1G
First Responder Operational	See next page section (F)

(1) CSTI certificates are accepted for Hazardous Materials Technician and Specialist without applying for equivalency or paying any additional fees.

(2) Submit your CSTI certificate when applying for either certifications.

(E) FIRE INSTRUCTOR 1A/1B EQUIVALENT COURSES

The following are considered equivalent to Fire Instructor 1A and 1B courses, and provide the student certification credit without having to repeat a similar course from State Fire Training.

Course Title	State Fire Training Equivalent
Valid Community College Teaching Credential	Fire Instructor 1A/1B
UC/CSU 60-hour Techniques of Teaching	Fire Instructor 1A/1B
NFA Fire Service Instructional Methodology	Fire Instructor 1A/1B
Four upper division units of educational methods, materials, and curriculum development	Fire Instructor 1A/1B

(1) Application

(a) Submit a letter requesting equivalent credit and a copy of your credential, completion certificate, or transcripts for upper division units.

(b) Fee.

1. Payment of the current course registration fee for each equivalent certificate requested.

(c) Your request will be reviewed upon receipt by State Fire Training.

(F) FIRST RESPONDER OPERATIONAL EQUIVALENT COURSES

The following agencies offer First Responder Operational courses that meet the prerequisite for attending the Hazardous Materials Technician courses.

(1) California Department of Forestry (CDF)

(2) California State Training Institute (CSTI)

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(3) International Association of Fire Fighters (IAFF)

(4) Onguard Emergency Resources, Inc. (OER)

(a) Certificate must state *"with California Supplements"*

(5) These certificates are accepted without applying for equivalency or paying any additional fees.

(G) CONFINED SPACE RESCUE AWARENESS EQUIVALENT COURSES

The International Association of Fire Fighters (IAFF) course, *Confined Space Operations for First Responders* is considered equivalent to Confined Space Rescue Awareness course.

(1) This certificate is accepted without applying for equivalency or paying any additional fees.

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Appendix A

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CFSTES and FSTEP Course Titles

(A) CFSTES COURSES

(1) Command
- Fire Command 1A: Command Principles for Company Officers
- Fire Command 1B: Incident Management for Company Officers
- Fire Command 2A: Command Tactics at Major Fires
- Fire Command 2B: Management of Major Hazardous Materials
- Fire Command 2C: High-rise Fire Fighting Tactics
- Fire Command 2D: Planning for Large Scale Disasters
- Fire Command 2E: Wildland Fire Fighting Tactics

(2) Driver/Operator
- Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations
- Fire Apparatus Driver/Operator 1B: Pump Operations

(3) Emergency Medical
- EMT-I Basic
- EMT-I Refresher

(4) Fire Fighting and Rescue
- Fire Fighter I
- Fire Fighter II
- Volunteer Fire Fighter

(5) Hazardous Materials
- Hazardous Materials 1A: Basic Chemistry of Hazardous Materials
- Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals
- Hazardous Materials 1C: Incident Organization, Protective/Monitoring Equipment
- Hazardous Materials 1D: Tactical Field Operations, Tools, and Equipment
- Hazardous Materials 1F: Specialized Mitigation Techniques
- Hazardous Materials 1G: Practical Field Exercises

(6) Instructor
- Fire Instructor 1A: Instructional Techniques, Part 1
- Fire Instructor 1B: Instructional Techniques, Part 2
- Fire Instructor 2A: Techniques of Evaluation
- Fire Instructor 2B: Group Dynamics/Problem Solving
- Fire Instructor 2C: Employing Audio/Visual Aids
- Fire Instructor 3: Master Instructor

(7) Investigation
- Fire Investigation 1A: Fire Origin and Cause Determination
- Fire Investigation 1B: Techniques of Fire Investigation
- Fire Investigation 2A: Criminal and Legal Procedure
- Fire Investigation 2B: Field Case Studies

(8) Management
- Fire Management 1: Management/Supervision for Company Officers

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- Fire Management 2A: Organizational Development and Human Relations
- Fire Management 2B: Financial Management
- Fire Management 2C: Personnel and Labor Relations
- Fire Management 2D: Master Planning
- Fire Management 2E: Contemporary Issues and Concepts

(9) Prevention
- Fire Prevention 1A: Introduction to the California Fire Code
- Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards
- 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

(10) Public Education
- Public Education 1: Systematic Planning and Communication Skills

(11) Career Specialty
- Fire Mechanic 1: Pumps and Accessories
- Fire Mechanic 2A: Fire Apparatus Electrical Systems
- Fire Mechanic 2B: Allison Transmissions
- Fire Mechanic 3A: Ambulance Service and Maintenance
- Fire Mechanic 3B: Aerial Apparatus
- Rescue Systems 1: Basic Rescue Skills
- Rescue Systems 2: Advanced Rescue Skills

(B) FSTEP COURSES

(1) Driver/Operator
- Basic Emergency Vehicle Operations
- Basic Pump Operations

(2) Emergency Medical
- Emergency Care of the Sick and Injured

(3) Fire Fighting and Rescue
- Auto Extrication
- Confined Space Rescue Awareness
- Confined Space Rescue Operations
- Fire Control 1: Basic Fire Chemistry
- Fire Control 2: Basic Operations - Structural
- Fire Control 3: Structural Fire Fighting
- Fire Control 4: Oil and Gas Fire Fighting
- Fire Control 4A: Flammable Gas (Propane)
- Fire Control 4B: Flammable Liquids
- Fire Control 5: Aircraft Rescue and Fire Fighting
- Fire Control 6: Wildland Fire Fighting Essentials
- Fire Control 7: Wildland Fire Fighting

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- Large Animal Rescue Operational
- Low Angle Rescue
- Rapid Intervention Crew Tactics
- River and Flood Water Rescue
- Tire Fire Prevention and Suppression
- Trench Rescue

(4) Hazardous Materials
- Hazmat First Responder Awareness Level
- Hazardous Materials First Responder Operational Level
- Hazardous Materials First Responder Operational, Decontamination

(5) Incident Command System
- I-100: Introduction to ICS
- I-200: Basic ICS
- I-300: Intermediate ICS
- I-400: Advanced ICS
- I-401: Multiagency Coordination
- I-402: ICS for Executives
- S-110: Fire Fighter Training
- S-130: Fire Fighter Training
- S-131: Advanced Fire Fighter Training
- S-134: Lookouts, Communications, Escape Routes, and Safety Zones
- S-190: Introduction to Wildland Fire Behavior
- S-200: Initial Attack Incident Commander Type 4
- S-203: Introduction to Incident Information
- S-211: Portable Pumps and Water Use
- S-212: Wildland Fire Chain Saws
- S-215: Fire Operations in the Wildland/Urban Interface
- S-216: Driving for the Fire Service
- S-217: Interagency Helicopter Training Guide
- S-230: Crew Boss - Single Resource
- S-231: Engine Boss - Single Resource
- S-232: Dozer Boss - Single Resource
- S-233: Tractor/Plow Boss - Single Resource
- S-234: Ignition Operations
- S-244: Field Observer
- S-245: Display Processor
- S-248: Status/Check-in Recorder
- S-258: Incident Communications Technician
- S-260: Interagency Incident Business Management
- S-261: Allied Interagency Incident Business Management
- S-270: Basic Air Operations
- S-273 Single Engine Air Tanker Manager
- S-290: Intermediate Wildland Fire Behavior
- S-300: Incident Commander Extended Attack
- S-301: Leadership and Organizational Development

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- S-330: Task Force/Strike Team Leader
- S-330: Task Force/Strike Team Leader All Risk
- S-336: Fire Suppression Tactics
- S-339: Division/Group Supervisor
- S-339: Division/Group Supervisor All Risk
- S-346: Situation Unit Leader
- S-347: Demobilization Unit Leader
- S-348: Resources Unit Leader
- S-354: Facilities Unit Leader
- S-355: Ground Support Unit Leader
- S-356: Supply Unit Leader
- S-357: Food Unit Leader
- S-358: Communications Unit Leader
- S-359: Medical Unit Leader
- S-360: Finance/Administration Unit Leader
- S-371: Helibase Manager
- S-378: Air Tactical Group Supervisor
- 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-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-470: Air Operations Branch Director
- S-490: Advanced Wildland Fire Behavior Calculations
- S-491: Intermediate National Fire Danger Rating System

(6) Instructor
- Instructional Techniques for Company Officers

(7) Investigation
- Explosives Recognition and Reconnaissance
- Fire and Arson Detection

(8) Management
- Fire Service Supervision (Increasing Personal Effectiveness)
- Fire Service Supervision (Increasing Team Effectiveness)
- Volunteer Fire Service Management

(9) Prevention
- Fireworks Enforcement/Special Effects
- Statutes and Regulations

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