Purpose and Process

Purpose


Initiation and Completion Process

Candidate Responsibilities

The candidate is the individual pursing instructor registration.

The candidate shall:

1. Complete the “Candidate” and “Task Book Initiation Requirements” sections on the Task Book Initiation page.
   - Please print.
2. Complete a block on the Signature Verification page with an original wet-ink signature.
3. Complete all Experience requirements.
4. Complete all Position requirements.
5. Obtain the registered instructor’s signature as approval to open the task book using the “Task Book Initiation Approval” section on the Task Book Initiation page.
   - A candidate may not obtain evaluation signatures for any job performance requirements completed prior to the initiation approval date.
6. Complete all Job Performance Requirements.
   - Ensure that an evaluator initials, signs, and dates each task to verify completion.
7. Sign and date the “Candidate” verification section on the Review and Approval page with an original wet-ink signature.
8. Obtain his or fire chief’s original wet-ink signature on the “Candidate’s Fire Chief” verification section on the Review and Approval page.
9. Create and retain a physical or scanned digital copy of the complete task book.
10. Submit the completed task book and any supporting documentation to State Fire Training when registering to instruct Emergency Vehicle Technician 2.

It is the candidate’s responsibility to routinely check the State Fire Training website for updates and addendums to open task books. When State Fire Training issues an update or addendum to an open task book, that update, or addendum is required for task book completion.
A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

**Evaluator Responsibilities**

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement.

A qualified evaluator is a State Fire Training Registered Instructor for Emergency Vehicle Technician or approved Vendor Expert Instructor authorized by the Instructor of Record.

An instructor task book may have more than one evaluator.

All evaluators shall:
1. Complete a block on the Signature Verification page with an original wet-ink signature.
2. Review and understand the candidate's instructor task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
   - A candidate may not obtain evaluation signatures for any job performance requirements completed prior to the initiation approval date.
   - Sign all appropriate lines in the instructor task book with an original wet-ink signature or approved digital signature (e.g. DocuSign or Adobe Sign; a scanned copy of a signature is not acceptable) to record demonstrated performance of tasks.

**Registered Instructor / Instructor of Record Responsibilities**

The State Fire Training Registered Instructor of the Emergency Vehicle Technician courses is the individual who reviews and confirms the completion of a candidate's task book initiation requirements.

The registered instructor shall:
1. Review and understand the candidate's instructor task book requirements and responsibilities.
2. Verify that the candidate has met all requirements and prerequisites prior to initiating the candidate’s task book.
Submission and Review Process

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Submit the completed task book and any supporting documentation to State Fire Training.

Office of the State Fire Marshal
State Fire Training
Attn: Instructor Registration
2251 Harvard Street, Suite 400
Sacramento, CA  95815

State Fire Training reviews all submitted task books.

If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's career file.

If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this instructor task book is one step in the instructor registration process. Please refer to the State Fire Training Procedures Manual for the complete list of qualifications required to teach Emergency Vehicle Technician 2 courses.
Task Book Initiation

Each JPR shall be conducted, reviewed, and validated after the candidate initiates the task book.

This task book must be completed within three years of initiation.

Candidate

Name: ____________________________

SFT ID Number: ____________________________

Fire Agency: ____________________________

Task Book Initiation Requirements

The following requirements must be completed prior to opening this task book.

Certification

Emergency Vehicle Technician 2

☐

Instructor II, or Current Registered Instructor with State Fire Training

☐

Education

Emergency Vehicle Technician 2A: Electrical Systems B; or Fire Mechanic 2A: Fire Apparatus Electrical Systems

☐

Gasoline Engines [T1] (ASE)

☐

Diesel Engines [T2] (ASE)

☐

Drive Train [T3] (ASE)

☐

Brakes [T4] (ASE)

☐

Suspension and Steering [T5] (ASE)

☐

Electrical/Electronic Systems [T6] (ASE)

☐

Heating, Ventilation, and Air Conditioning (HVAC) [T7] (ASE)

☐

Preventative Maintenance Inspections [T8] (ASE)

☐

CFR 396.25: Brake Inspector Qualification (DOT)

☐
Task Book Initiation Approval

SFT Registered Instructor / Instructor of Record: ______________________________

Printed Name

I, the undersigned, am the person authorized to verify the candidate’s task book requirements and to initiate this task book in partial fulfillment of the requirements to teach Emergency Vehicle Technician 2. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

_________________________________________  ____________________________
SFT Registered Instructor / Instructor of Record Signature  Date
Signature Verification

The following individuals are SFT registered Emergency Vehicle Technician 2 instructors and have the authority to verify portions of this instructor task book using the signature recorded below.

Please print except for the Signature line. Print and add additional signature pages as needed.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job Title:</th>
<th>Organization:</th>
<th>Signature:</th>
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Published January 2021
Job Performance Requirements

This instructor task book includes the training objectives included in the Instructor Emergency Vehicle Technician course plan, which is based on NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications (2020).

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

Each task must be performed twice.
- The two instances must occur during two different courses.
- The same evaluator can sign off on the same task twice.

Example of correct evaluation:
**Correct:** Task completed during two separate courses and may be evaluated by the same individuals.

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<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Initials</th>
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<tbody>
<tr>
<td><strong>1st Evaluation</strong></td>
<td>AAA123</td>
<td>6/10/2020</td>
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<tr>
<td><strong>2nd Evaluation</strong></td>
<td>BBB123</td>
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**Incorrect:** Task completed twice during one course but evaluated by two separate individuals

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<td>AAA123</td>
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1. Perform repairs on low-voltage electrical system components, given an emergency response vehicle, manufacturer's specifications, an assignment or inspection report detailing a deficiency or deformation, SOPs, test and calibration equipment, and tools, so that defective components are diagnosed; deformed, broken, loose, worn, or missing parts of low-voltage electrical system components are repaired, replaced, or rebuilt to manufacturer's specifications; charging systems, starting systems, lighting systems, electrical accessories, and other electrical systems are returned to operation; correct test equipment is used; hazards are avoided; correct parts are used; diagnostic checks are conducted and performance is verified; and repairs are documented in accordance
with the procedures of the manufacturer and the authority having jurisdiction. (NFPA 5.4.1) (CTS 8-1)

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2. Complete performance testing on low-voltage electrical system components including batteries, charging systems, starting systems, onboard chargers, electrical loads, solenoids, and relay devices in accordance with NFPA 1911, given an emergency response vehicle, manufacturer's specifications, SOPs, test and calibration equipment, and tools, so that components are performance tested to assure they are operating in accordance with manufacturer's specifications and NFPA standards; performance tests are conducted to verify that repairs are completed; and all testing is documented in accordance with the procedures of the manufacturer and the authority having jurisdiction. (NFPA 5.4.3) (CTS 8-2)

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3. Inspect the electronic controls and instrumentation, given an emergency response vehicle; SOPs; manufacturer specifications; tools; test, calibration, and diagnostic equipment; schematics; and an inspection checklist, so that the mounting security is verified; operation and condition of the electronic control system is verified to be within manufacturer specifications; all checklist items are inspected; defects and deficiencies, including broken, loose, worn, or missing parts, are identified and reported; and inspection and tests are documented in accordance with the procedures of the manufacturer and the authority having jurisdiction. (AHJ / OSFM) (CTS 8-3)

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4. Perform maintenance on the electronic controls and instrumentation, given an emergency response vehicle; manufacturer specifications; a maintenance schedule or assignment; a maintenance checklist; SOPs; test, calibration, and diagnostic equipment; and tools, so that deformed, broken, loose, worn, or missing parts are repaired or replaced; the operational condition is preserved or restored; calibration and
adjustments are performed; activities are documented; and additional repair needs are
reported. (OSFM) (CTS 8-4)

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5. Perform repairs on electronic controls and instrumentation, given an emergency
response vehicle, manufacturer’s specifications, an assignment or inspection report
detailing a deficiency or deformation, SOPs, test and calibration equipment, and tools,
so that defective components are diagnosed; deformed, broken, loose, worn, or missing
parts of an electronic control or instrumentation are repaired, replaced, or rebuilt to
manufacturer's specifications; engine, transmission, and brake electronic control units or
electronic control modules, pump throttles and pressure control devices, and
instrumentation are returned to operation; programming is correct; load control devices,
sequencer, interfaces, and interlocks are operational; correct test equipment is used;
correct parts are used; correct tests and programming procedures are followed;
diagnostic checks are conducted and performance is verified; and repairs are
documented in accordance with the procedures of the manufacturer and the authority
having jurisdiction. (NFPA 5.4.2) (CTS 8-5)

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6. Complete performance testing on electronic controls and instrumentation including
electronic engine, pump control systems, transmission, brake controls, load control
devices, sequencers, interfaces, and interlocks, given an emergency response vehicle;
manufacturer specifications; SOPs; test, calibration, and diagnostic equipment; and
tools, in accordance with NFPA 1911 so that components are tested to assure they are
operating in accordance with manufacturer specifications and NFPA standards;
performance tests are conducted to verify that repairs are completed; and all testing is
documented in accordance with the procedures of the manufacturer and the authority
having jurisdiction. (AHJ / OSFM) (CTS 8-6)

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7. Complete braking performance test on apparatus in accordance with NFPA 1911, given an emergency response vehicle, an applicable driving license (if required), and a calibrated driving course so that the apparatus braking system performance is verified to ensure that the braking ability of the apparatus complies with the requirements of NFPA 1911 and federal and state regulations; and all testing is documented in accordance with the requirements of NFPA standards and the authority having jurisdiction. (NFPA 5.2.3) (CTS 2-7)

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Review and Approval

Candidate

Candidate: ___________________________________________________  Candidate’s Printed Name

I, the undersigned, am the person applying to teach: Emergency Vehicle Technician 2. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

__________________________________________  __________________________
Candidate’s Signature  Date

Registered Instructor / Instructor of Record

Registered Instructor / Instructor of Record: ___________________________  Printed Name

I, the undersigned, am the person authorized to verify the candidate’s qualifications to teach: Emergency Vehicle Technician 2. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

__________________________________________  __________________________
Registered Instructor / Instructor of Record Signature  Date