

**VIRGINIA DEPARTMENT OF FIRE PROGRAMS
FIRE OFFICER I 1021-2019 EDITION
COURSE ADMINISTRATIVE GUIDELINES**



I. Terminology:

- A. Officer I Candidate** - *A registered student in the Virginia Department of Fire Programs' Fire Officer I certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 72 hours of classroom instruction and homework assignments; the successful completion of four (4) modular written tests for Officer I certification. (Hybrid program available)*
- B. Officer I Trainer** - *A qualified instructor II meeting the Virginia Department of Fire Programs training program delivery requirements for Officer I, NFPA 1021 "Professional Qualifications for Fire Officers", and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Officer I Evaluator** - *A qualified Officer I Trainer (Officer I) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Officer I program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Officer I certification program.*
- E. Officer I Certification Course** - *A Virginia Department of Fire Programs' certification training program designed to meet the NFPA 1021 "Professional Qualifications for Fire Officers", and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or the International Fire Service Accreditation Congress (IFSAC).*

II. Officer I Trainer Qualifications and Requirements:

A. Pre-Course Qualifications:

1. 1 year experience at the Company Officer level with primary responsibility as a supervisor, a certified Instructor II, with Officer I, or validated and approved by the appropriate Division Chief.
2. Documented experience as an accomplished instructor/officer 1 or higher, supported by a letter of reference from the candidate's VDFP Division Chief.
3. *Be NIMS Compliant by Completing IS 700, IS 800, IS 100, IS 200 or equivalent*

B. Course Completion Requirements (Recognition as an Officer I “Officer I Trainer”):

1. **New Officer I trainers** - Successful completion of the Officer I “*Officer I Trainer*” four (4) hour training program with an additional 16 hours of required Field Instruction, which includes:
 - a. *Serving as an assistant or lead instructor during the delivery of a Fire Officer I certification training program*
 - b. *Successful completion of an Instructor 1, 2, or 3/4 “Update” training program after July 1, 2004.*
 - c. *Receive a satisfactory evaluation, prepared by the “Officer I Certification Course” Program Manager or a Current Officer I trainer.*
2. **Current Officer I trainers** - Successful completion of the Officer I “*Officer I Trainer*” four (4) hour training program.

C. Maintaining Officer I Trainer Status

1. Fire Officer I Trainers shall conduct, assist, and/or monitor 16 hours of an approved Officer track Certification training program within a 24 month period
 - a. *Fire Officer I Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their Division Chief and successfully complete an Officer I “Train-the-Trainer”.*

D. Quality Assurance

1. The Division Chief assigned to Program Management of the Officer Certification programs will be responsible for ensuring the quality of instructional cadre within the Virginia Department of Fire Programs delivery system.
2. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
 - a. *When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.)*
 - b. *When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure (5% of all programs), selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.*

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1. *Respective Division Chiefs may/may not be notified of evaluations/assessments.*
2. *Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
3. *Instructor Evaluators will use the Instructor I evaluation forms for the evaluation and be approved by the Officer I Certification Program's Manager or Division Chief.*

c. *The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

III. Officer I Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Officer I Candidates

1. Current Instructor I certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)
 National Board on Fire Service Professional Qualification (NBFSPQ)
 International Fire Service Accreditation Congress (IFSAC)

- AND -

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Operations training certificate which meets or exceeds one or more of the following:

- a. *Virginia Department of Fire Programs training in Hazardous Materials Operations*
- b. *Virginia Department of Emergency Management as a Hazardous Materials Technician -OR- Specialist*

AND

Be NIMS Compliant by Completing IS 700, IS 800, IS 100, IS 200 or equivalent

B. Course Completion Requirements for Officer I Candidates

1. Officer I Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the National Fire Protection Association's 1021, "*Professional Qualifications for Fire Officers*",
 - a. *Missed sessions or portions thereof, (up to 10% of the program) must be made up as the entire session within another Officer I certification course or by a certified Officer I instructor. All sessions within the Officer I certification course must be taken in sequence.*

2. Officer I Candidates are required to satisfactorily complete assigned homework as identified in the course curriculum, and by the Officer I Trainer.
 - a. *Officer I Candidates shall present a typed, legible copy of all assignments to the Officer I Trainer on the date provided by the Officer I trainer.*
 - b. *Memos and letters must be addressed to the course lead instructor **and have the assignment number in the subject or reference line.***
 - c. *Homework shall be completed individually*

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction and Officer I course shall be comprised of an eight (8) hour orientation and four (4) modules and not to exceed 72 hours.
2. Each instructor will be allowed up to one (1) hour per student for grading homework

B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. (The VDFP Officer I Review Committee recommends one (1) qualified instructor during a consecutive 8-hour block.) Class size is not to exceed 24 students (+ 10%).
2. At the discretion of the Division Chief subject matter experts can be used in lieu of, but under the supervision of an Officer I Trainer.

C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' Officer I Certification Course is not to exceed 24 (+ 10%) Officer Candidates, per VDFP Instructor Manual. Minimum class size is eight (8) Students.

V. Course Completion Requirements

A. Officer I Trainer Course Completion Requirements

1. Officer I Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of class, as stated in the VDFP Instructor's Manual.

Course Request/Completion Form - Completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request and online.)

Daily Attendance Sheet -	<i>For each day of attendance, with columns for the students printed name, student's signature, and Officer I Trainer's Initials. (This form is available from the Program Manager upon request and online.)</i>
Standard Roll Call Form -	<i>Maintained and completed by the Officer I Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Standard Roll Call Form for that day's attendance. (This form is available from the Program Manager upon request, in the TtT package and online.)</i>
Data Forms -	<i>If no pre-registration, appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), and Written Test/Course Completion (blue) "bubble" forms. All submitted forms must be reviewed by Officer I Trainer for accuracy and completeness. Errors on forms will be returned to the Officer I Trainer for correction. (Forms available from local Division Office)</i>
Student Homework Form	<i>Will be turned in for the individual candidate. (This form is available in the student candidate package, from the Program Manager upon request and online.)</i>
Course Critique Form -	<i>VDFP Course Critique forms are to be completed by Officer Candidates critiquing the Officer I Trainer/Course performance. Forms are to be distributed to all candidates on the first day of the course. Officer I Trainers are to instruct candidates to use the forms throughout the training program and submit them on the last day of the course.</i>

B. Officer I Candidate Course Completion Requirements

1. 100% attendance of 72 hours of classroom sessions as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1021 "Professional Qualifications for Fire Officers", Level I.
2. Successful completion of the four (4) module tests and successful completion of all homework assignments. **Note home work is intended to be individual projects**
3. When all conditions of certification have been met by the Officer I Candidate, VDFP will issue a certificate of certification, enter the new Officer I certification in the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, "Pro Board").

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VI. Material Requirements

A. Officer I Trainer Materials

1. VDFP Approved Course Administration and Instruction Guide
2. IFSTA “Fire and Emergency Services Company Officer ” 4th Edition Curriculum CD-ROM
3. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office

B. Officer I Candidate Materials

1. IFSTA “Fire and Emergency Services Company Officer ” 4th Edition
2. IFSTA “Fire and Emergency Services Company Officer” 4th Edition” Study Guide (Optional).
3. VDFP Approved Fire Officer I program Student Package

VIII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Program’s Fire Officer I training program consists of 72 hours of classroom instruction and Officer I Candidate homework assignments.
2. To ensure Fire Officer Candidates meet the Virginia Department of Fire Programs, National Fire Protection Association’s 1021, “Professional Qualifications for Fire Officers”, and the National Board on Fire Service Professional Qualifications, candidates must successfully complete a written test following each module of classroom training. Candidates must receive a minimum score of **70%**.

B. Course Curriculum

ORIENTATION / Writing for the fire service

Course Registration

8 Hour

Candidate registration

Daily Attendance Sheet

Registration, Personal Data, Written Test/Course Completion “bubble” forms

Candidates will be informed of course materials via registration letter forwarded 2-weeks prior to the start date of the program:

Schedule

Reading Assignment (Chapter 1)

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Turn in a minimum one (1) page memo "Why I want to be a Company Officer"
Required text IFSTA "Fire and Emergency Services Company Officer" 4th
Edition

Course overview

Pre-Course requirements for all students

Program Content

Schedule

Completion Criteria

Questions/Answers

Chapter 1 Presentation

Schedule

Schedules must be submitted to The Virginia Department of Fire Programs division office and approved prior to course delivery. The Fire Officer I certification course has been designed to allow candidates the best opportunity to learn and demonstrate skills. The model schedules have been reviewed and approved by the Fire Officer I Review Committee as the best method to allow candidates preparation time for class assignments and to absorb the large amount of information within the training program.

Officer I Trainers and/or Organizations requesting to deviate from the Officer I schedule models must submit their proposed schedules to their Division Chief for approval. An answer will be returned to the requestor by the Division Chief within 5 business days following the receipt of the request.

Module I

Session 1	Course expectations/candidate Chapter 1 (4 Hrs)
Session 2	Grammar and writing review (4 hrs)

Module II

Session 3	Chapter 8 (4 hours)
Session 4	Chapter 6 (3 hours) Chapter 16 (1 hour)
Session 5	Chapter 7 (4 hours)
Session 6	Chapter 9 (3 hours) Module I test (1 hour)

Module III

Session 7	Chapter 2 (4 hours)
Session 8	Chapter 3 (4 hours)
Session 9	Chapter 4 (4 hours)
Session 10	Chapter 5 (3 hours) Module II test (1 hour)

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Module IV

Session 11	Chapter 11 (4 hours) Chapter 28
Session 12	Chapter 13 Chapter 14 (4 hours)
Session 13	Chapter 12 Chapter 15 (4 hours)
Session 14	Chapter 10 (3 hours) Module III test (1 hour)

Module V

Session 15	Chapters 17 (2 hours) Chapter 18 (2 hours)
Session 16	Chapter 19 (4 hours)
Session 17	Chapter 20 (4 hours)
Session 18	Chapter 21& 28 (3 hours) Module IV test (1 hour)

X. Candidate Written Evaluations

A. Written Test

1. Candidates failing to receive a minimum score of **70%** on a written module test will be allowed to retest one (1) time. Retests will not be permitted earlier than 10 calendar days from the original test date, and no later than 90 calendar days following the notification of test failure. A candidate's failure to successfully complete the re-test or re-test within the specified time will be required to repeat that entire *module* of the Officer I Certification Course.

B. Officer I Candidate Homework Assignments:

1. Fire Officer I Trainers may use the "Fire Officer I Test and Homework Check off form" or the pre-printed Officer I roll call form to track module tests and homework assignment for the Officer I candidate.
2. Homework not turned in by the last day of the class will be sent to the Division office for grading.
3. Candidate's failing to successfully complete the Homework Assignments within 90 days will be required to retake the entire module of the Fire Officer I certification course to which the homework is related. (No exceptions!)

XI. Course Completion Requirements

A. Documentation / Course Completion

1. The following forms and documents are required within 10 working days following the final day of the Officer I training Program by the Lead Officer I Trainer:

Training Request/Completion Form (Section "B" completed)
Daily Attendance Sheet for each day of training Program
Course Roster/Attendance Record (Maintained & completed by the lead instructor)

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Registration, Personal Data, and Written Test/Course Completion forms Officer I
Training “Make-Up” Forms (if applicable)
Pre-printed Officer I roll call form noting passing or failing for all home work.
Or the Fire Officer I Test and Homework Check off form (Trainer’s form, signed and dated by the instructor and candidate with reason(s) for passing or failing.)
Course Critique Form (From each Officer I Candidate AND Officer I Trainer participating in the training program)
All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Officer I Trainer qualifications, Fire Officer I curriculum, Fire Officer I Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Instructor Certification Program’s Manager. Consult the VDFP’s Instructor Manual (Current Edition) for names, addresses, and contact numbers for division offices.



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COURSE ADMINISTRATIVE GUIDELINES**

The Fire Officer I Review Committee has reviewed the Guidelines for the Officer I Certification program identified in the previous pages. All undersigned have agreed to its presentation.

Committee Acceptance:

Mike Armstrong

Signature

Date

Ronald D. Collins

Signature

Date

Carson Holloway

Signature

Date

Sean M. Polster

Signature

Date

Kevin T. Stiles

Signature

Date

VDFP Representatives:

Branch Chief of Training and Operations
Printed Name

Signature

Date

Chief, Curriculum Development
Printed Name

Signature

Date

Division Chief / Program Manager
Printed Name

Signature

Date