



VIRGINIA DEPARTMENT OF FIRE PROGRAMS

FIRE OFFICER III 1021-2009 EDITION

COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. Officer III Candidate** - *A registered student in the Virginia Department of Fire Programs' Fire Officer III certification program who meets all pre-course requirements and is currently in the process of completing the 40 hour classroom instruction and associated homework and group assignments in addition to a final research project.*
- B. Officer III Trainer** - *A qualified instructor II meeting the Virginia Department of Fire Programs training program delivery requirements for Officer III, NFPA 1021 "Professional Qualifications for Fire Officers", and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Officer III Evaluator** - *A qualified Officer III Trainer assigned responsibility for the quality assurance component (evaluation) of instructional cadre delivering the Officer III program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Officer III certification program.*
- E. Officer III 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 III Trainer Qualifications and Requirements:

A. Pre-Course Qualifications:

1. Instructor II, with Fire Officer III and hold the rank (equivalent of) Chief Officer in their organization, or validated and approved by the appropriate Division Chief. It is desirable for the potential instructor to have coursework from an institution of higher learning and demonstrate the ability to evaluate research papers.
2. Documented experience as an accomplished instructor/officer III 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 300 and IS 400 or equivalent*



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B. Train the Trainer completion requirements (Recognition as an Officer III Trainer:

1. **New Officer III trainers** – with approval of their Division Chief, new instructors will co-teach a complete Officer III program with an accomplished Officer III Trainer. The following is required to successfully complete this mentoring program:
 - Demonstration of knowledge of the material
 - Demonstrate an understanding of homework and group assignments
 - Demonstrate the ability to grade written assignments
 - Demonstrate the ability to evaluate research papers
 - Demonstrate an understanding the APA research format

Trainer Candidates must:

- a. *Receive a satisfactory evaluation on the above, prepared by the "Officer III Certification Course" Program Manager or a Current Officer III trainer.*
 - b. *Have completed and instructor orientation program (Update) after July 1, 2009.*
2. **Current Officer III trainers** – Approval of their division Chief is required.

C. Maintaining Officer III Trainer Status

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

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.



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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.*
 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 III 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.*



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

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

1. Current Officer II and Instructor II 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 300 or equivalent

B. Course Completion Requirements for Officer III Candidates

1. Officer III 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*",

Missed portions must be made up as the entire session within another Officer III certification course.

2. Officer III Candidates are required to satisfactorily complete assigned homework and group work as identified in the course curriculum, and by the Officer III Trainer

Officer III Candidates shall present a typed, legible copy of all assignments to the Officer III Trainer on the date provided by the Officer III trainer.

- a. *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*



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IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction of the Officer III course shall be comprised of five (5) eight (8) hour sessions with two (2) instructors.
2. Instructor will be allowed up to one (1) hour per student for grading homework

B. Course Delivery

1. Classroom instruction requires two (2) qualified instructors to deliver the training program. (The VDFP Officer III Review Committee recommends two (2) qualified instructors during any 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 III Trainer.

C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' Officer III 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

D. Officer III Trainer Course Completion Requirements

1. Officer III 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 - Completed *form to include section "B"*
(submitted and VDFP

Form

approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request and online.)



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- Daily Attendance Sheet -** *For each day of attendance, with columns for the students printed name, student's signature, and Officer III Trainer's Initials. (This form is available from the Program Manager upon request and online.)*
- Standard Roll Call Form -** *Maintained and completed by the Officer III 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.)*
- Data Forms -** *If no pre-registration, appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), reviewed by Officer III Trainer for accuracy and completeness. Errors on forms will be returned to the Officer III Trainer for correction. (Forms available from local Division Office)*
- Student Homework Form** *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.)*
- Course Critique Form -** *VDFP Course Critique forms are to be completed by Officer Candidates critiquing the Officer III Trainer/Course performance. Forms are to be distributed to all candidates on the first day of the course. Officer III Trainers are to instruct candidates to use the forms throughout the training program and submit them on the last day of the course.*



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E. Officer III Candidate Course Completion Requirements

2. 100% attendance of 40 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 III.
3. Successful completion of all homework assignments **(Note home work is intended to be individual projects)** Group Assignments and Final research project,
4. When all conditions of certification have been met by the Officer III Candidate, VDFP will issue a certificate of certification, enter the new Officer III 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").

VI. Material Requirements

A. Officer III Trainer Materials

2. VDFP Approved Course Administration and Instruction Guide
5. IFSTA "Chief Officer " 2nd Edition
6. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office

B. Officer III Candidate Materials

7. IFSTA "Chief Officer " 2nd Edition
8. VDFP Approved Fire Officer III program Candidate Workbook



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VIII. Course Curriculum and Presentation

B. Course Overview

1. The Virginia Department of Fire Program's Fire Officer III training program consists of 40 hours of classroom instruction and Officer III Candidate homework, group and research 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 all written assignments and the final research project with a minimum score of **70%**.

Course Summary – The Officer III course is based upon the 2009 NFPA Standard 1021 "Professional Qualifications for Fire Officers". The course is 40 hours in length and is comprised of five days that are eight hours in length. The course breakdown is as follows:

Day 1 – Introduction to course; student requirements; research process; human resource recruitment process.

Day 2 – Current affairs; human resource personnel assignments, promotions, and professional development; community relations strategies; operational planning process.

Day 3 – Current affairs; budget preparation and development, purchasing process, purchasing process application; record keeping; training development.

Day 4 – Current affairs; fire prevention and life safety programs; emergency services delivery.

Day 5 – Current affairs; emergency services delivery (cont); health and personnel safety; students will give executive summary on course research paper.

Each day has both group projects and homework assignments additionally; there is a research paper that must be completed by each participant. Two books are required for the course, IFSTA Chief Officer, second edition and student manual, which is available at the Department of Fire Programs Book Store.



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The Fire Officer III 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