

Firefighter Training Courses



North Central Fire Chiefs' Association, Inc.

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CERTIFICATION COURSES

VOLUNTEER FIREFIGHTER COURSE NUMBER 17.2801

This 36-hour course is designed to meet or exceed the certification requirements established in the Ohio Revised Code for Volunteer Firefighters and a portion of the training and educational standards identified in NFPA 1001 (Firefighter Professional Qualifications) for Firefighter 1.

Prerequisite: Open to all firefighters, police and EMS personnel.

Graduation Requirements: Students are required to attend all sessions of the course and must pass all written and practical examinations. Upon successful completion, candidates will receive a State of Ohio Volunteer Firefighter certificate.

Special Note: Students must bring full protective clothing (refer to “Protective Clothing Requirements” for further information) and SCBA with spare bottle. Candidates should be fit-tested for breathing apparatus to assure compatibility during use. Beards are not permitted. Registrations will be accepted based on firefighters nearest to completion of their first year of appointment. All others based on registration receipt date. Enrollment fee includes book and materials.

Texts: *Essentials of Fire Fighting*, IFSTA, 4th Ed.
Essential of Fire Fighting Workbook, IFSTA, 4th Ed.

Class Schedule: Class schedule issued at registration.

Enrollment Fee: \$ 160

Class Size: 12 - max

FIREFIGHTER 1 TRANSITION COURSE NUMBER 17.2807

This 84-hour course is designed to meet or exceed the certification requirements established in the Ohio Revised Code for Part-time Firefighters and a portion of the training and educational standards identified in NFPA 1001 (Firefighter Professional Qualifications) for Firefighter 1.

Prerequisite: Open to all firefighters, police and EMS personnel who have completed a Volunteer Firefighter Course (documented proof of such completion must be submitted with application form).

Graduation Requirements: Students are required to attend all sessions of the course and must pass all written and practical examinations.

Special Note: Students must bring full protective clothing (refer to “Protective Clothing Requirements” for further information) and SCBA with spare bottle. Candidates should be fit-tested for breathing apparatus to assure compatibility during use. Beards are not permitted. Registrations will be accepted based on firefighters nearest to completion of their three year of appointment. All others based on registration receipt date. Enrollment fee includes book and materials.

Texts: *Essentials of Fire Fighting*, IFSTA, 4th Ed.
Essential of Fire Fighting Workbook, IFSTA, 4th Ed.

Class Schedule: Class schedule issued at registration.

Enrollment Fee: \$ 280

Class Size: 12 - max

FIREFIGHTER 1 & 2
COURSE NUMBER 17.2801

This 240-hour course is designed to meet or exceed the certification requirements established in the Ohio Revised Code for Full-time Firefighters and the training and educational standards identified in NFPA 1001 (Firefighter Professional Qualifications) for Firefighter 1 and 2.

Prerequisite: Open to all firefighters, police, and EMS personnel.

Graduation Requirements: Students are required to attend all sessions of the course, complete all evolutions, and must pass all written and practical examinations. Upon successful completion, candidates will receive a State of Ohio Firefighter 1&2 certificate, Ohio Fire Academy First Responder - Awareness and Operations certificates, and Incident Command.

Special Note: Students must bring full protective clothing (refer to “Protective Clothing Requirements” for further information) and SCBA with spare bottle. Candidates should be fit-tested for breathing apparatus to assure compatibility during use. Beards are not permitted. Registrations will be accepted based on firefighters nearest to completion of their first year of appointment. All others based on registration receipt date. Enrollment fee includes book and materials. Students must be prepared to attend night sessions as required.

Texts: *Essentials of Fire Fighting*, IFSTA, 4th Ed.
Essential of Fire Fighting Workbook, IFSTA, 4th Ed.
Recognizing and Identifying Hazardous Materials, NFA, 2nd Ed.
Initial Response to Hazardous Materials Incidents, NFA
Incident Command System, I-200, OFA

Class Schedule: Class schedule issued at registration.

Enrollment Fee: \$ 650

Class Size: 12 - max

CERTIFIED FIRE INSTRUCTOR
COURSE NUMBER 17.2831

This 40-hour class is designed for those who wish to become a Certified Public Safety Services’s Fire Instructor. Applicants will be certified by the Division of EMS, Department of Public Safety.

Course Content: Speech writing; adult learning; writing lesson plans; and testing; Students will prepare and deliver a speech, give demonstrations, and teach from their own prepared lesson plan; To ensure that the course content is adequately covered, students can expect evening projects.

Eligibility: To be eligible for certification, you must have been certified as a firefighter for at least five (5) years; Prior to registration and acceptance, the student must successfully complete a firefighter knowledge examination with a score of 80% or higher.

Graduation Requirements: Students are required to attend all sessions of the course and must pass all written examinations; Complete 18 hours of student teaching, including 9 hours observation and 9 hours of student teaching; Pass a fire instructor training program course examination with a score of 70% or higher. Attend a fire instructor orientation session as directed by the Department of Public Safety.

Special Note: Enrollment fee includes book and materials.

Texts: *Fire Service Instructor*, IFSTA, 5th Ed.

Class Schedule: Class schedule issued at registration.

Enrollment Fee: \$ 112

Class Size: Maximum 12

**CERTIFIED FIRE SAFETY INSPECTOR
COURSE NUMBER 17.2805**

This 72-hour course is designed to meet the certification requirements for Fire Safety Inspectors prescribed in H.B. 590, and the training and educational standards for Fire Safety Inspector 1, NFPA 1031 (Fire Inspector Professional Qualifications). Students will complete classroom and practical exercises in basic fire safety inspection procedures and responsibilities.

Prerequisite: Open only to fire department personnel, with the State of Ohio, who have a minimum of a Volunteer Firefighter certification and 4 hours of Hazardous Materials Awareness training. Students who are not chief officers must have documented approval from their fire chief on departmental letterhead. This letter must accompany the application form.

Graduation Requirements: Students are required to attend all sessions of the course and must pass all written examinations with a minimum score of 80%.

Special Note: Enrollment fee includes books and materials.

Texts: *Fire Inspection and Code Enforcement*, IFSTA, 6th Ed.
Ohio Fire Code, current edition.
Ohio Building Code, current edition.

Class Schedule: Class schedule issued at registration.

Enrollment Fee: \$ 370

Class Size: 10 - max

**IN-SERVICE FIRE TRAINING
COURSE NUMBER 17.281X**

Fire departments may file their reports for annual in-service training and education for their personnel. This training should meet the certification requirements for Firefighters as established under NFPA 1001 (Firefighter Professional Qualifications). Only classroom and practical exercises completed under the direct supervision of a Certified Fire Instructor may be included in the hours.

Prerequisite: Firefighters must hold current State of Ohio firefighter certification.

Course Numbers:	Firefighter 1-A	17.2816
	Firefighter 1-B	17.2817
	Firefighter 1-C	17.2819
	Firefighter 1&2	17.2811

Special Note: Submit Opening Report on July 1 of each training year. On June 30, submit a summary report signed by the department's certified fire instructor, indicating the following:

Firefighter name
Social security number
Total in-service hours (fire)

Enrollment Fee: \$ NA

Class Size:

North Central Fire Chiefs' Association, Inc.
FIREFIGHTER CERTIFICATION COURSES

1. ADMISSION REQUIREMENTS

The prospective student must:

- Be at least 18 years of age.
- Be not be attending high school
- Provide a copy of current Ohio driver's license.
- Has not been convicted of, pled guilty to, had a judicial finding of guilt for any of the following:
 - a. fraud or material deception in applying for, or obtaining a certificate.
 - b. a felony
 - c. a misdemeanor involving moral turpitude
 - d. a violation of any federal, state, county or municipal narcotics law
 - e. any act committed in another state, that, if committed in Ohio, would constitute a violation set forth in this section.
- Has not been adjudicated mentally incompetent by a court of law
- At the time of admission, is not under indictment for a felony or misdemeanor involving moral turpitude.
- Does not currently engage in the illegal use of controlled substances, alcohol or other habit forming drugs or chemical substances to an extent that it impairs the ability to perform the duties of a fire fighter or fire safety inspector.

2. PRE-REQUIREMENTS FOR ADVANCED COURSES:

In addition to the above requirements, the student meets the following admission requirements:

Volunteer Firefighter:	Hazmat awareness/operations or concurrent with course.
Firefighter 1 Transition:	Completion of Volunteer Firefighter course.
Firefighter 1:	None
Firefighter 2 Transition:	Completion of Firefighter 1 course
Firefighter 2:	None
Fire safety inspector:	1. Applicant must be employed by one of the

following:

- a. Office of State Fire Marshal;
- b. A firefighting agency
- c. Private fire company that provides fire protection

- 2. Applicant must submit a letter of recommendation from employer.
- 3. Applicant must hold a current firefighter certificate.

Fire Instructor:

- 1. Applicant has not less than 5 years work experience as Firefighter or Fire Safety Inspector, including 3 years immediately prior to course.
- 2. Successful completion of knowledge examination.

3. DISCRIMINATION POLICY

North Central Fire Chiefs' Association, Inc. is committed to offering all its students the opportunity to pursue academic excellence. The Association seeks to encourage an atmosphere in which all persons have an equal opportunity for participation in this pursuit, whether this be in group settings or in close relationships between individual students and faculty. The Association, further, condemns covert or overt acts which interfere with these expressed goals. Therefore, any form of intimidation, abuse or harassment based on race, ethnic origin, creed, gender or sexual preference is contrary to the ideals of the Association.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the U.S. Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when [1] submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, [2] submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or [3] such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The Association recognizes sexual harassment as a malicious form of unlawful discrimination, and

condemns its practice. It is the policy of the Association to take positive and prompt action to eliminate any evidence of sexual harassment in the work place. Consequently, faculty or students who act contrary to this policy shall be subject to disciplinary action. Students and faculty are encouraged to report harassment whenever it occurs, so it can be promptly eliminated from the classroom environment.

4. COURSE GRADES

The marking and credit system used by the Association will be followed. In order to continue in the Firefighter certification program, a student must earn a grade of "C" or better.

In order for a student to achieve the grades established, he/she must achieve as follows:

- A - Superior quality; maintain a grade in the course of 100-93%.
- B - High quality; maintain a grade in the course of 92-86%.
- C - Average; maintain a grade in the course of 85-80%.
- D - Below average; 79-70%.
- F - Failing; 69% and below.

Students must maintain a 70% average in the course. If their average falls below 70%, they are advised to seek tutorial counsel or consider withdrawing from the program.

The State Certification examination is administered at the end of the course exam. Students must have successfully completed the course to be eligible to take the State Certification examination.

Practical laboratory:

Performance is graded on a Satisfactory/Unsatisfactory basis. A practical laboratory grade of SATISFACTORY is required in each evaluation area. The criteria used for this grading includes: attendance, appearance, attitude and skill performance.

5. CRITERIA FOR COURSE COMPLETION

Volunteer Firefighter: Students are required to attend all sessions of the course and must pass all written exams (minimum 70%) and all practical examinations

(satisfactory).

Firefighter 1 Transition: Students are required to attend all sessions of the course and must pass all written exams (minimum 70%) and all practical examinations (satisfactory).

Firefighter 1: Students are required to attend all sessions of the course, complete all evolutions, and must pass all written exams (minimum 70%) and practical examinations (satisfactory).

Firefighter 2 Transition: Students are required to attend all sessions of the course and must pass all written exams (minimum 70%) and all practical examinations (satisfactory).

Firefighter 2: Students are required to attend all sessions of the course, complete all evolutions, and must pass all written exams (minimum 70%) and practical examinations (satisfactory).

Fire Instructor: Students must attend all scheduled classes and pass a written final examination (minimum score of 75%). Student must also pass a final 20-minute teaching assignment.

Fire Safety Inspector: Students are required to attend all scheduled classes and pass written examinations with a minimum score of 80%.

State Certification

Following satisfactory completion of the course and testing, a Certificate of Completion will be forwarded to the State office. A copy of the Certificate will be given to the student, who is eligible to immediately begin work in their area of certification. The state office will forward an official firefighter certification directly to the student in approximately 2-3 weeks.

Lecture and Practical Policies

1. Students must attend all scheduled classes and work sessions.
2. Students must be on time for classes and work sessions.
3. Short breaks are provided during classes at the discretion of the instructor. Students should return to class promptly after the break.

4. The instructor may dismiss a student from class who exhibits disruptive behavior. This will be counted as an absence.
5. Smoking and eating is not permitted in the classroom.
6. Any student suspected of cheating during an examination will be dismissed from the class and no credit will be given for the exam.
7. Personal protective clothing and equipment for firefighter training shall comply with the rules adopted in Ohio Administrative Code, Chapter 4121-1-21-02.
8. Automotive fire apparatus shall comply with the rules adopted in the Ohio Administrative Code, Chapter 4121-1-21-04.
9. All passengers shall be required to be seated and use seat belts while the fire apparatus is in motion, except during hose loading.
10. Ground ladders used in a fire training program shall comply with the rules adopted in the Ohio Administrative Code, Chapter 4121-1-21-05.
11. Fire hose, couplings, and nozzles used in a fire training program shall comply with rules adopted in Ohio Administrative Code, Chapter 4121-1-21-06.

Deficiency Notification and Counseling

Students will receive a Deficiency Notification for:

1. consistent tardiness.
2. absenteeism over 3 hours.
3. grade percentage below 70% .
4. second failure of a practical skill.

The instructor will counsel the student when the deficiency is given, and outline suggestions for improvement. The student will acknowledge receipt of the Deficiency Notification by his/her signature on the form. A copy of the Deficiency Notification will be given to the student and to the Program Director.

Attendance Policy

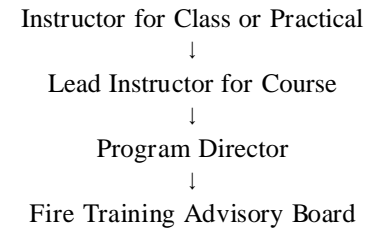
A student who misses any portion of the class and/or practical of a course without prior approval of the lead instructor is subject to dismissal from the program.

Students must contact the instructor concerning content missed during an absence and arrange for make-up of the material in a method acceptable to the instructor. If an absence results in missing an examination, the student must complete the exam

at a time acceptable for the instructor. If an absence results in missing a practical evolution, the student is required to make up the practical work in conjunction with other students, or will be required to attend a make-up session during the next scheduled course. *Course completion will not be attained until all practical sessions are completed.*

Lines of Communication

In the Fire Training Program, there is a distinct line of communication the student is expected to use when attempting to solve problems, offer suggestions, initiate complaints, get questions answered, etc. This line of communication begins with the student's course instructor, and proceeds as follows until the situation is resolved or the question is answered:



Students are expected to follow this line of communication. If it is determined that a student has contacted a person higher on the line of communication without following the chain of command, the student will be sent back to talk to the appropriate person before their requests, comments, etc., will be considered.

6.7. DISCIPLINARY PROCEDURES: GROUNDS FOR DISMISSAL

Disciplinary action, if necessary, will relate to the severity and frequency of the behavior which violates the standards of conduct. The use of disciplinary action is never an end in itself; its sole purpose is to play a positive role in the correction or elimination of behaviors that do not conform to the required rules or standards approved by the faculty, program director and advisory committee. This disciplinary guide shall serve as the criteria for judging student conduct.

The Rules of Conduct are divided into two groups. Group I offenses result in one of three (3) actions: 1) narrative report; 2) deficiency report; and/or 3) dismissal from program. Group II offenses may result in bypassing one or more steps in the disciplinary process due to the seriousness of the infringement. The final decision

for dismissal shall be made by the faculty, Program Director and Advisory Board of the program. If sponsored by a local fire agency, the students' fire chief or supervisor will also be notified of the disciplinary action.

The rules listed below are not all-inclusive, and shall be considered as guides for similar occurrences.

Group I Offenses.

- Failure to maintain a 70% GPA at the mid-term exam,
- Act of insubordination toward supervisor or instructor, including manner, speech, gesture, or disruptive behavior in class or on the sponsor's premises.
- Failure to follow instructions.
- Failure to meet/maintain performance standards within reasonable length of time.
- Sleeping during practical or class time.
- Leaving assigned class or practical area without instructor's authorization.
- Excessive absenteeism (over 10% of course length).
- Tardiness: reporting for class late, leaving early, or returning late from breaks without an excuse.
- Failure to complete given assignments within specified time limits.
- Parking in restricted areas or those areas interfering with emergency, safety, security, or fire personnel.
- Smoking anywhere other than in designated areas.
- Loitering in or around work areas before or after practical hours; unauthorized presence in an unassigned department or area.
- Failure to adhere to the dress code.

Group II Offenses. May result in accelerated discipline up to and including dismissal, depending on the severity of the infringement.

- Failure to pass state certification exam after three attempts.
- Cheating during a quiz or examination, written or practical.
- Failure to maintain an 70% GPA prior to the final exam,
- Disorderly conduct, such as fighting, creating a disturbance, horseplay, use of profane or obscene language, or annoying others while in class or in practical areas.
- Disclosure of any confidential information concerning any personnel without first obtaining authority to do so.

- Stealing, misappropriation, damaging, destroying, or defacing property of the practical agency, or its employees, deliberately or through negligence.
- Intoxication, use or possession of intoxicating beverages while at class or sponsor's premises.
- Illegal use or possession of drugs, or abusive use of prescribed drugs.
- Mistreatment of visitors, employees or another student.
- Threatening or intimidating any person by word, deed or both.
- Possessing a firearm or other deadly weapon on class or sponsor's premises.
- Falsifying education application, medical history, records, schedule, or practical hour performance.
- Making statements of accusations of a vicious, malicious, or false nature concerning any personnel, visitor, or member of the fire department team, including faculty and other students.

8. APPEALS

Students have the right to appeal disciplinary decisions in all cases. To appeal a decision, the student must file a written petition with the Program Director within two (2) working days after notice that disciplinary action will be implemented. An appeal hearing will be conducted by the three (3) members of the Advisory Committee, consisting of one (1) instructor, one (1) fire chief, and one (1) Firefighters' Association representative.

9. 10. STUDENT WITHDRAWALS AND FEE REFUNDS

Course withdrawal procedure includes notification of the course instructor and Program Director, briefly indicating one's reason for withdrawing. Notice of intent to withdraw must be received in writing before the end of the course.

Students who fail to return to class and have not notified the course instructor or Program Director of their intent to withdraw will be automatically dismissed and their course fees forfeited.

All students who withdraw from a course will be charged tuition, fees and books. Tuition refunds include:

Up to 48 hours before the course start date: 100%

Within 48 hours prior to start of course:

No refund

5. Nomex or PBI Hood

11. STUDENT HEALTH CARE SERVICES

There are no student health care services available for any Fire Training courses. Students with local fire agency affiliations should check with their supervisors to assure health and/or medical coverage.

12. STUDENT ATTIRE

Instructors have been encouraged to establish a dress code for students attending the fire training courses. We believe that it is each individual's responsibility to use good judgement in selecting attire that projects a professional image, yet is appropriate for both climate differences and classroom activities.

Recommended classroom attire:

- | | |
|----------|--|
| Males: | Dress denims (jeans) or slacks, shirts with collars, or departmental work clothes. |
| Females: | Dress denims (jeans) or slacks and blouse, or departmental work clothes. |

Shorts, cutoffs, ragged clothes, etc. are NOT permitted in class or during evolutions.

13. PROTECTIVE CLOTHING REQUIREMENTS:

Due to the nature of the occupation and the environment students are exposed to during training, safety is essential. The instructor staff is very aware of this. In order to ensure that the student is protected during firefighting situations, the faculty requires the student to report with the following equipment, which must meet the respective minimum acceptable standards for equipment (OAC 4121:1-21 Fire Fighting):

1. Coat and pants, with liner and moisture barrier (NFPA 1971 - 1986 Edition)
2. Boots (NFPA 1974 - 1987 Edition)
3. Gloves (NFPA 1973 - 1983 Edition)
4. Helmet (NFPA 1972 - 1985 Edition)

14. FIRE EXAMINATIONS/CERTIFICATION

Final certifying examinations for each course will be administered following the rules promulgated by the Division of EMS, Rule 4765-11-03(A 14), Fire Test Administration. Exam candidates should arrive early on the date of the exam to check in with the exam proctor. Exams will start promptly at the designated time. Late arrivals will not be admitted into the exam. Candidates must bring the following items to the exam site: Photo identification (driver's license), pen, and two #2 pencils.

You will not be permitted to test if you do not have these required items.

Upon successful completion of the final exam (grade of 70% or higher), the candidate will be issued a Certificate of Completion. This certificate enables the candidate to begin work duties at the discretion of their respective employer. A state certification card will be issued within 30-60 days after the exam.

Each candidate is permitted three (3) attempts to complete the final exam. If the candidate is unsuccessful after three attempts, the candidate must retake the entire course including practical tests prior to any further testing.

15. ALTERNATIVE FIRE TESTING (ORAL EXAMS)

A student in a chartered fire training program who is eligible to take the state final written examination may file a request with the Division of EMS for reasonable accommodations. Any student of a chartered training program with a documented disability, as defined in American with Disabilities (ADA), may qualify for reasonable accommodations.

Documentation for disability will consider:

1. A statement from the Program Director documenting the accommodations granted to the student during the program and his/her eligibility to take the exam.
2. A statement from the student requesting the type of accommodations

needed.

3. A letter from the student's physician or a licensed professional healthcare provider who has diagnosed or treated the student, or a certified vocational evaluator.

16. POLICY REGARDING STUDENTS OPERATING AS A MEMBER OF A RESPONSE CREW DURING CLASS TIME.

Students attending fire training courses shall not be scheduled as members of a regular response crew. In the event of an extreme emergency or an emergency incident requiring the use of additional personnel, the course instructor may release those students required for control of the emergency. Students who are excused from class are required to either make arrangements with the instructor for a make-up session or they will be charged with an absence from the course. (See absence policy)

17. POLICY REGARDING LIVE FIRE TRAINING

All live fire training sessions conducted during Volunteer Firefighter, Firefighter 1, or Firefighter 2 courses shall follow the guidelines as set forth in the National Fire Protection Association, Standard 1403, *Live Fire Training Evolutions in Structures*, 1992 Edition. All live fire training evolutions performed in acquired structures shall also be conducted in accordance with the requirements of the Ohio Environmental Protection Agency (OEPA) and the sponsoring fire agency shall be responsible to secure the appropriate live burn permits from same.