

New Certification Program Information

Arizona Center for Fire Service Excellence

Programs available for State Certification:

Firefighter I & II

Fire Instructor I

Fire Instructor II

Fire Inspector I: programs run through AFMA, testing conducted by AzCFSE

Fire & Life Safety Educator (Pub Ed): programs run through AFBEA

This list of Programs offered is up for consideration by the Curriculum Review Committee and will probably be expanded in the future. If you would like to make a request to the Curriculum Review Committee to add another program offering to the list contact AzCFSE for more information.

Workshops for State Certificates of Completion: All training programs done in the state other than those listed above will receive State Certificates of Completion. **See document titled “New Workshop Information” for a list of workshops available for Certificates of Completion and for information on requesting and running a workshop.**

IMPORTANT: All programs for state Certification or Certificates of Completion must be requested by an AzCFSE Adjunct Instructor authorized to conduct that type of training. To become an Adjunct Instructor submit an “Authorized Instructor Application”. An Adjunct Instructor must be present during all training sessions conducted as part of the program.

All forms and documents referenced in the document can be found on our website:

www.azfiretraining.org

Training Contact #'s:

Jeff Johnston: 623-333-6502

Melina Joya: 623-333-6501

Where to submit documents:

Email: jeff.johnston@azcfse.org or melina.joya@azcfse.org

Fax: 623-333-0600, Attn: Jeff Johnston or Melina Joya

Mailing address: Arizona Center for Fire Service Excellence

Attn: Jeff Johnston, or Melina Joya

P.O. Box 132

Avondale, AZ 85323

Steps to Request and Administer a Program for State Certification:

Step 1: An Adjunct Instructor (see above) must submit a "New Program Application & Test Request Form".

*****New Program Applications must be submitted a minimum of thirty (30) days prior to the start of the program,**

*****Certification Testing must be scheduled at least thirty (30) days ahead of the requested test date. Requested test dates are subject to state proctor availability and are not guaranteed. Testing is not conducted on state holiday weekends or within two weeks prior to or after Fire School in September.**

*****A final roster, with certification testing fees must be received in our office at least two (2) weeks prior to your requested test date.**

Step 2: Submit a "Program Facilities Verification Form"

Step 3: Submit a syllabus & lesson plan which contains the following information

- a) **Lesson topics** and associated text book chapters covered by date.
- b) **A breakdown of cognitive and manipulative hours** clearly showing how many hours are planned for each topic by date.
- c) **General information:** Program title, location, and description, and name of lead instructor(s) for the program.
- d) **Dates:** the start and end-date for training.
- e) **Location:** classroom locations.
- f) **Requirements:** required text books and equipment, grading scale, attendance requirements, other requirements and prerequisites for the program.

Step 4: (Fire Fighter Programs only): submit the "Required Classroom Hours" form which references the textbook and edition being used by the program. This form will be cross-referenced with the lesson plan and the number of hours listed here must match those in the lesson plan.

Please note all additional requirements for Fire Fighter Programs listed at the bottom of the "Required Classroom Hours" form (i.e. Live Burn consistent with NFPA 1001, EMT requirement, BBP, CPR, and Hazmat).

Step 5: Receive Approval from AzCFSE to conduct your program for state certifications. **Allow 2 – 4 weeks for review and approval of your New Program request.** If your submittal is missing any required information we will contact you.

Step 6 (Fire Fighter Programs only): Within 2 weeks of the start of your program you must submit an **initial roster** showing the names, EIN's, email addresses and department information (for ERMA account verification purposes) for all students. You should not submit payment at that time.

Step 7 (for all programs): At least 2 weeks prior to your first requested state testing date you must **submit a final roster** showing the names, EIN's, email addresses and department information (needed for ERMA account verification purposes) for all students who are eligible to test and for whom a payment has been submitted. See **"ERMA/STARS Instructions for Students"** on our website for information on getting an EIN. Money order(s) or departmental check(s) should be made out to: **AzCFSE.** This will allow each student to test for state certification up to three (3) times within one year of completion of the program. A record of student's program completion (and eligibility to test) will only be kept for those students whose payment has been received. No records will be kept for students who have not met all requirements to test or for whom a payment has not been submitted. In the event that a student has not met all program requirements to test for state certification a refund for that student may be requested by contacting AzCFSE in writing.

Requirement for Skill Test Evaluators: you must include the names and EIN's of all skill evaluators. Qualified Fire Fighter I & II Evaluators will be defined as:

1. Skill Evaluators must possess Certification as an NFPA 1001 Fire Fighter II
2. Skill Evaluators must possess **one of the following** instructional credentials:
 - a. NFPA 1041 Fire Instructor
 - b. NFA Educational Methodology
 - c. EDU 250
 - d. M410
 - e. Current valid Arizona Community College Instructor credential
 - f. Evidence of completion of four (4) semester units of upper division credit in educational materials, methods and curriculum development.
3. Skill Evaluators must have actively instructed, co-instructed, or participated in the practical skills instruction of a Fire Fighter I & II Program in the State of Arizona within the past twelve (12) months.
4. ******NOTE: Program Skill Evaluators do NOT need to be Adjunct Instructors as defined by AzCFSE.**