

# New Workshop Information

## Certificates of Completion

Arizona Center for Fire Service Excellence

**See the bottom of this document for a list of training workshops that may be conducted for state certificates of completion:**

**This list is not all inclusive.** The list of workshops offered is up for consideration by the Curriculum Review Committee and will probably be modified and expanded in the future. If you would like to make a request to the Curriculum Review Committee to add another workshop offering to the list contact AzCFSE for more information.

**IMPORTANT: All training workshops must be requested by an AzCFSE Adjunct Instructor authorized for that particular type of training if AzCFSE certificates are being requested.** In order to be an Adjunct Instructor, a person must submit an "[Adjunct Instructor Application](#)", and submit all documents requested in the application. An Adjunct Instructor must be present during all training sessions conducted as part of the workshop.

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

[www.azcfse.org](http://www.azcfse.org)

or

[www.azfiretraining.org](http://www.azfiretraining.org)

**Where to submit documents:**

**Email:** [jeff.johnston@azcfse.org](mailto:jeff.johnston@azcfse.org) or [melina.joya@azcfse.org](mailto:melina.joya@azcfse.org)

**Fax:** 602-333-0600, 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

**Training Phone #'s:**

Jeff Johnston: 623-333-6502

Melina Joya: 623-333-6501

## Steps to Request and Administer a Training Workshop for State Certificates of Completion:

**Step 1: An approved Adjunct Instructor (see above) must submit a “New Workshop Request Form”.**

**\*\*\*New workshop requests must be submitted a minimum of thirty (30) days prior to the start of the workshop**

**Step 2: Submit a “Program Facilities Verification Form”**

**Step 3: Submit a syllabus which contains the following information**

- a) **General information:** Title of the workshop, location, description, and name of lead instructor(s) for the training.
- b) **Dates:** the start and end-date for training.
- c) **Location:** classroom locations.
- d) **Requirements:** required text books and equipment, grading scale, attendance requirements, other requirements and prerequisites for the program.

**Step 4: Receive approval from AzCFSE to conduct the workshop for state certificates. Allow 2 – 4 weeks for review and approval of the New Workshop request.** If your submittal is missing any required information we will contact you.

**Step 5: At the conclusion of the workshop submit a final roster** showing the names, EIN’s, email addresses and department information (needed for ERMA account verification purposes) for all students who have successfully completed the training, and for whom a payment has been submitted. See “**ERMA/STARS Instructions for Students**” on our website for information on getting an EIN. Money orders, cashier’s checks or departmental checks should be made out to: **AzCFSE**. A record of student’s workshop completion will only be kept for those students whose payment has been received. No records will be kept for students who have not met all workshop requirements (as demonstrated by inclusion on the final roster) or for whom a payment has not been submitted.

### Training Workshops that may be conducted for Certificates of Completion\*:

Workshop Title	Notes
Aerial Apparatus	
Basic Incident Command System (ICS) (I-200)	NFA
Confined Space Rescue I	TRT
Confined Space Rescue II	TRT
Courage To Be Safe	NFA

Hazmat 1st Responder- Ops Workshop	
Health Safety Officer (HSO)	NFA
ICS 300	NFA
ICS 400	NFA
Incident Command System (ICS)	NFA
Incident Safety Officer (ISO)	NFA
Juvenile Firesetter Intervention Specialist I	run through AFBEA
Juvenile Firesetter Intervention Specialist II	run through AFBEA
Leadership I	NFA
Leadership II	NFA
Leadership III	NFA
Preparation for Initial Company Operations (PICO) F458	NFA
Rope Rescue I	TRT
Rope Rescue II	TRT
Rope Rescue III	TRT
Swift Water Rescue	TRT
Technical Rescue Technician	TRT
Trench Rescue	TRT

\*Note: classes only offered at Fire School are not included on this list