

Utah Fire Service Certification System

FIRE OFFICER II



CERTIFICATION STANDARD

January 2011
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INTRODUCTION

The Fire Company Officer II Certification program is intended for those who are currently serving as company officers or who are seeking the skills in preparation to become officers. As a candidate participating in this program, you are involved in breaking new ground in certification and program development. The methods of training, testing and certifying are innovative and will carry us into the next century. By participating in this program you will be on the leading edge of the new wave of certification.

The fire service in Utah, through a state certification program, can meet the needs of current and future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of Utah.

The purpose of this program is to develop effective company level officers. Success can be measured by the participant's own growth, effectiveness in working with others and better management of fire ground operations. These are all areas that are covered in course work and satisfy the standard. An individual's development is a personal area and is measured primarily within oneself. The outward manifestation of growth is a more effective and confident leader.

This program is designed to meet the minimum requirements of the National Fire Protection Association (NFPA) Standard 1021, *Fire Officer Professional Qualifications*, Chapter 5, Fire Officer II requirements, 2009 Edition, as verified and adopted by the Utah Fire Service Certification Council (UFSCC). With completion of this program you will meet and exceed the standard in several areas.

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The UFSCC believes that by participating in the certification program firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

In Memoriam, September 11, 2001

We pay tribute to the 343 members of FDNY who gave their lives to save civilian victims on September 11, 2001, at the World Trade Center. They are true American heroes in death, but they were also American heroes in life. We will keep them in our memory and in our hearts. They are the embodiment of courage, bravery, and dedication. May they rest in peace.

CERTIFICATION REQUIREMENTS

Entrance Requirements

In order to certify within the Utah Fire Officer II program, firefighters must fulfill the following requirements:

- 1- Complete entrance requirements.
- 2- Meet pre-requisites as established by the UFSCC,
 - Certified Fire Officer I.
 - Certified in at least two (2) of the following areas: ADO-Aerial, Haz/Mat Technician, Inspector I, Fire Investigator, Instructor II, Technical Rescue.
 - Successful completion of the Fire Officer II course.
 - Successful completion of NIMS ICS 300
- 3- Set up and maintain department records for Fire Officer II.
- 4- Train on the required written and practical objectives for Fire Officer II.
- 5- Pass a department "In House" practical skills examination.
- 6- Pass a written examination administered by the Certification Council.
- 7- Successfully complete a Fire Officer II leadership project.
- 8- Have experience of five (5) years with an Emergency Response Agency.
- 9- Request initial Fire Officer II certification.
- 10- Request recertification.

Physical Fitness Requirements

The UFSCC acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001 standard on *Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the UFSCC. The Council will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of entrance requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, **the Utah Fire Service Certification Council strongly recommends careful evaluation before altering or excluding any existing entrance requirements.**

The requirements listed in NFPA 1001, Chapter 4 are:

- 1- Meet the minimum educational requirements established by the Authority Having Jurisdiction.
- 2- The Utah Fire Service Certification Council Policy 11.3 requires that a candidate must be 18 years of age to be certified.
- 3- Meet the medical requirements of NFPA 1582, Standard on *Medical Requirements for Firefighters*.
- 4- Physical fitness requirements for entry-level personnel shall be developed and validated by the Authority Having Jurisdiction. Physical fitness requirements shall be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

*Department Training
Officers*

For departments to enroll in the certification process, it is necessary that the department assign training officers. It is recommended that the department assign at least two personnel as training officers to coordinate and provide certification training.

Department training officers shall be state certified at the level they are teaching. For this level of certification, this would require that those involved in the training should be Fire Officer II certified with the UFSCC as a minimum. In addition, the Certification Council strongly recommends that training officers be state certified at the **Instructor I** level.

Department training officers will be responsible for certification training. Their primary responsibilities will be to teach, evaluate, and in-house test department personnel on the manipulative skill and evolution requirements for each level of certification training.

Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at 801-863-7700 or 1-888-548-7816 for assistance in setting up and monitoring certification training.

Remember, participation in the certification process is **VOLUNTARY**. Once you have enrolled, you can withdraw if desired.

DEPARTMENT TRAINING

To obtain Fire Officer II certification, candidates must satisfy several pre-requisite requirements. The following are the recommended courses that will satisfy these pre-requisite requirements.

1. Fire Officer I Certification.

Requirements for this certification can be obtained by completing the Fire Officer I course that is available from the Utah Fire & Rescue Academy or Utah Valley University and examination requirements as set forth by UFSCC.

2. Certified in two (2) additional areas.

Certified in at least two (2) of the following areas: ADO-Aerial, Haz/Mat Technician, Inspector I, Fire Investigator, Instructor II, Technical Rescue. Requirements for these certifications can be obtained by completing the courses that are available from the Utah Fire & Rescue Academy or Utah Valley University and examination requirements as set forth by UFSCC.

3. Successful completion of NIMS ICS 300

4. Completion of the Fire Officer II course that meets the requirements as defined in NFPA 1021, (2009 edition) 5.2.1(a)(b), 5.2.2(a)(b), and 5.4.1(a)(b).

The position of Fire Officer II is one that requires a high level of skill and knowledge. The training that is given to and received by fire officer candidates should be of the highest quality and degree. All training received must meet the requirements of NFPA 1021; Chapters 5 (2009 edition) and the skills as approved by the UFSCC contained within the Utah standard. All training must be documented and recorded on a training record (Appendix A). All testing for Fire Officer II will be conducted following the policies and procedures of the UFSCC.

Participants in the Utah Fire Officer II program must successfully complete one of the following training courses and requirements to qualify to take the state examination.

- 1- **Fire Officer II** course as taught by the Utah Valley University/Utah Fire & Rescue Academy.
- 2- **Department Based Training** – Departments can create their own Fire Officer II course which meets the requirements as outlined in NFPA 1021 Chapter 5 (2009 edition). A training record as given in this standard must be completed for each person involved in the department based training.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

Written Objectives

The written objectives for Fire Officer II is covered in the following text book:

- **Jones and Bartlett, Fire Officer, Principles and Practices, 2nd Edition**

This text book is available from various fire service bookstores. A current list of text book sources is available by calling the certification office at 1-888-548-7816.

Manipulative Objectives

Each participant **must** be trained and evaluated in the performance of **all** manipulative skills. Each of the manipulative skill and objectives shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** - Each manipulative skill objective must be completed within the allotted time.
- **Safely** - Each manipulative skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each manipulative skill objective is performed in accordance with the Utah standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS manipulative skill objectives.

Department Training Records

Each participant shall have a current training record on file with the department which indicates that he/she has trained on all manipulative skill objectives. Training records must have the date and Instructors original signature and/or initials for each line. Departments may set up their own training records or use the one provided in Appendix A. In addition to the training record, all assignments completed during the course should be maintained with each training record.

Department "In House" Manipulative Skills Examination

At the completion of the manipulative skills training, or course, the department is required to hold an "in-house" skills examination for the level being trained. This is a comprehensive "in house" skill test conducted by the department training officers or course instructor. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination.

Proctor instructions for the examination are in Appendix C. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the in-house exam. It is recommended that participants be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

*Fire Officer II Leadership
Project*

If manipulative skill weaknesses are evident, the department shall conduct additional training and hold a new department "in-house" manipulative skills examination. Department training records must show that all participants have successfully passed the "in-house" examination.

The purpose of the leadership project is to provide the Fire Officer II candidate the opportunity to demonstrate his/her leadership skills. This is accomplished by completing a project impacting his/her agency. During the project the candidate will gain knowledge of the budget process, command and policy making process and provide a method that promotes positive change within an agency.

Detailed guidelines for completing the leadership project are found in Appendix B of this standard. The following is a summary of the leadership project guidelines:

- 1- Complete a project proposal outlining the purpose of the project, proposed budget, planning requirements, and a time frame to complete the project. This proposal must be submitted electronically and error free. See appendix B
- 2- Obtain approval for project from Chief/Administrator of the agency.
- 3- Submit the project proposal to the Certification Council Fire Officer II project evaluator for approval.
- 4- Complete the project as outlined. Monitor the project and note any changes from the original proposal.
- 5- Complete the final project report for evaluation.
- 6- Obtain verification from Chief/Administrator that the project has been completed and accepted by the agency.
- 7- Present the final project in a 20 (+/- 2 minute) presentation to a panel of evaluators assigned by the Certification Council.

CERTIFICATION EXAMINATIONS

Written Examinations

After completing all of the necessary requirements, the Chief/Administrator can request testing for the candidate using the "Request for Examination" form in Appendix D. The candidate will then have three attempts to pass the written examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days** prior to the examination date. The entire examination process must be completed within one year of the first written exam date.

The written examination is a randomly generated **100-question** test covering the written objectives of the Fire Officer II NFPA 1021 standard (2009 edition). A minimum score of **70%** is required to pass the certification exam. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Three attempts are given to pass the exam. If a participant fails the written examination three times, they have failed the certification process and must wait **1 year** from the date of the last failed exam before re-entering testing. Exam results are forwarded to the Chief/Administrator within 30 days following the receipt of the completed examination.

If participants are receiving this training as delivered by the Utah Fire & Rescue Academy, the written certification examination will be administered at the conclusion of the Fire Officer II course.

If fire departments have developed their own Fire Officer II course, they will need to submit a request for this examination following the policies and procedures of the UFSCC.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

Q- Line item accounting is a form of:

- a- bargaining
- b- complaint resolution
- c- budgetary control**
- d- an employee accountability system

Q- From which management theory did quality circles evolve?

- a- Theory Z**
- b- Theory Y
- c- The Hygiene Theory
- d- The Leadership continuum

Manipulative Skills "Spot Check" Examination

The manipulative skills portion of the Fire Officer II program will be administered after the candidate has completed all pre-requisites, Fire Officer II course with a completed training record and the leadership project. The certification office, prior to testing, will verify that all requirements have been met.

The manipulative skill examination for the Fire Officer II program will be measured by the following means:

1- Receipt of final project report. See appendix B

2- Presentation guidelines.

The project presentation will be **20 (+/- 2) minutes** to a panel of evaluators assigned by the Certification Council. Criteria for =

passing the presentation will be the same guidelines as used during Instructor I presentations. The presentation will be a summary of the final project report which will include; original proposed project, budget statement, research methods used, resources use, benefits from completed project, and project outcomes. See appendix B

FIRE OFFICER II CERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The Chief/Administrator may apply to the Utah Fire Service Certification Council for certification for those participants who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the "Request for Certification" form provided in Appendix D. The names are then checked against the official state records to ensure that each individual listed has met all requirements.

Those applicants who have met the requirements are issued a wallet card and certificate. These are sent to the Chief/Administrator for disbursement. There is no cost for testing/certification if the candidate passes their written examination on the first attempt. A \$40 testing/certification fee will be assessed if the candidate passes their written exam on the 2nd attempt, and a \$60 fee will be assessed if the candidate passes their written exam on the 3rd attempt. This fee schedule is applicable as of July 1, 2013.

***The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$40.00 per level.**

Re-certification

Certification at Fire Officer II Level is valid for a three-year (3)-period. Each certified Fire Officer II may renew certification by having the Chief/Administrator of the Participating Agency submit an "Application for Certification/Re-certification" provided in Appendix D. There is a re-certification fee of \$ 5.00 per person that should accompany the application.

Each certified Fire Officer II shall participate in at least 36 hours of structured class and manipulative training per year. A total of 108 hours of training are required during the previous certification period.

*For more information on Utah
Firefighter Certification contact
the:*

**Utah Fire Service Certification Council
Utah Fire & Rescue Academy
3131 Mike Jense Parkway
Provo, UT 84601
1-888-548-7816
www.uvu.edu/ufra**

FIRE OFFICER II **CERTIFICATION** **CHECKLIST**

ENTRANCE REQUIREMENTS:

- Each participant has met requirements listed in NFPA 1001, Chapter 2 or those established by the Authority Having Jurisdiction.

DEPARTMENT TRAINING RECORDS:

- Each participant has a training record on file with the department that shows:

- 1- A learning experience in each manipulative skill objective.
- 2- Dates of training.
- 3- Initials of instructors.

DEPARTMENT "IN HOUSE" MANIPULATIVE SKILLS EXAMINATION:

- Each participant has successfully completed an "In House" manipulative skills examination.
- Results of exam are documented in department training records.

ADDITIONAL TRAINING /PREREQUISITE REQUIREMENTS:

- Each participant is state certified through the UFSCC at the Fire Officer I level.
- Each participant is certified in two (2) additional areas.
- Each participant has successfully completed a NIMS ICS 300 course.
- Each participant has successfully completed a Fire Officer II course.
- Each participant has experience of five (5) years with an Emergency Response Agency.

CERTIFICATION EXAMINATIONS:

- Each participant has passed the UFSCC written examination.
- Each participant has passed the UFSCC manipulative skill "Spot Check" examination administered by an approved Certification Tester.
- Each participant has passed the report and presentation requirements.

FIRE OFFICER II - CERTIFICATION:

- The Chief/Administrator shall request certification for participants using the "Request for Certification" form. See appendix D

FIRE OFFICER II MANIPULATIVE SKILL OBJECTIVES

HUMAN RESOURCE MANAGEMENT

- 1. Initiate actions to maximize member performance and/or to correct unacceptable performance so that member and/or unit performance improves or the issue is referred to the next level of supervision.**

REFERENCE: NFPA 1021, 2009 Edition, 5.2.1(B), 5.2.2(B), 5.2.3(B)

CONDITION: Given a situation involving a member of a unit, human resource policies and procedures and appropriate forms for documentation.

COMPETENCE:

- Review departmental and human resource policy and procedures regarding employee-counseling process.
- Select appropriate setting.
- Remain calm and professional during the interview process.
- Communicate to the firefighter the reason for the interview.
- Discuss the issue or problem with firefighter and allow him/her to comment.
- Communicate to the firefighter expected behavior or performance based on department policy or job description.
- Develop a plan of action to correct behavior or performance following human resource and departmental policies and procedures.
- Document, on appropriate forms, actions taken by the firefighter and officer conducting the interview.

TIME: 20:00 Minutes

- 2. Evaluate the job performance of assigned members so each member's performance is evaluated accurately and reported according to human resource policies and procedures.**

REFERENCE: NFPA 1021, 2009 Edition, 5.2.2(A)(B), 5.2.3(B)

CONDITION: Given personnel records and evaluation forms.

COMPETENCE:

- Review department/human resource policy and procedures regarding employee evaluation process.
- Select appropriate setting.
- Remain calm and professional during the evaluative process.
- Communicate to the firefighter the reason for the interview.
- Review previous evaluations.
- Communicate to the firefighter expected behavior and performance standards based on job description.
- Develop a plan of action to improve behavior and/or performance.
- Document, on appropriate forms, actions taken by the firefighter and officer conducting the evaluation.

TIME: 20:00 Minutes

ADMINISTRATION

3. Identify the problem and develop a policy or procedure to resolve the problem.

REFERENCE: NFPA 1021, 2009 Edition, 5.4.1(A)(B), 5.4.6(B)

CONDITION: Given a policy or procedure in need of change, department policies and procedures for changing a policy.

COMPETENCE:

- Review policy in question.
- Identify areas within policy needing improvement or updating.
- Gather information from other sources applicable to the policy.
- Following department policy, draft new policy.
- Submit new recommended policy to supervisor or per department policy.

TIME: 30:00 Minutes

4. Develop a project or divisional budget so that capital, operating, and personnel costs are determined and justified.

REFERENCE: NFPA 1021, 2009 Edition, 5.4.2(B), 5.4.3(B)

CONDITION: Given a need and budget form.

COMPETENCE:

- Determine which category budget request should come from (operating or capital).
- Determine limits on request if applicable.
- Gather previous budget information of similar requests if available.
- Identify and plan programs needs.
- Create budget request on appropriate forms.
- Submit budget request to appropriate supervisor.

TIME: 20:00 Minutes

5. Prepare a news release so that the information is accurate and formatted correctly.

REFERENCE: NFPA 1021, 2009 Edition, 5.4.4(A)(B)

CONDITION: Given an event or topic, department forms.

COMPETENCE:

- Develop a heading:
 - Subject.
 - Date.
 - Contact person.
 - Release Date.
- Develop the body:
 - Include who, what, when, where and why.
 - Short, concise, easy to read no more than two pages.
 - Double-spaced.
 - Free of grammar and spelling errors.

TIME: 20:00 Minutes

6. Prepare a concise report for transmittal to a supervisor.

REFERENCE: NFPA 1021, 2009 Edition, 5.4.5(A)(B), 5.6.3(B)

CONDITION: Given fire department records and specific request for details such as trends, variances, or identify fire service demands.

COMPETENCE:

- Identify area of information being requested.
- Gather information for subject area for report from: department records, community sources, and other sources as needed.
- Review material and identify any trends or changes.
- Create concise report.
- Submit to supervisor.

TIME: 60:00 Minutes

INSPECTION AND INVESTIGATION

7. Determine the point of origin and preliminary cause of a fire to determine if arson is suspected.

REFERENCE: NFPA 1021, 2009 Edition, 5.5.1(B)

CONDITION: Given a fire scene, photographs, diagrams and pertinent data and or sketches.

COMPETENCE:

- Locate point of origin.
- Review interviews notes from firefighters, bystanders, occupant and/or owner.
- Determine cause of fire; accidental, natural, or incendiary.
- Complete documentation of fire scene.
- Complete reports with clarity and factuality.
- Contact fire investigator if required.
- Secure fire scene as required to maintain control for legal purposes.

TIME: 30:00 Minutes

EMERGENCY SERVICE DELIVERY

8. Produce operational plans so that required resources, their assignments, and safety considerations for successful control of the incident are identified.

REFERENCE: NFPA 1021, 2009 Edition, 5.6.1

CONDITION: Given an emergency requiring multi-unit operations, appropriate forms, and department policies and procedures.

COMPETENCE:

- Determine type of emergency.
- Determine incident priority (Life safety, Incident stabilization, Property conservation).
- Determine fire flow.
- Conduct size-up of incident.
- Establish command.
- Determine strategy (offensive, defensive)
- Declare operational mode (investigation, fast-action, command).
- Communicate incident plan to company members.
- Supervise company members during completion of action plan.
- Maintain personnel accountability.

TIME: 10:00 Minutes

9. Develop and conduct a post-incident analysis so that all required critical elements are identified and communicated.

REFERENCE: NFPA 1021, 2009 Edition, 5.6.2(B)

CONDITION: Given a multi-unit incident, departmental forms, policies for post-incident debriefings.

COMPETENCE:

- Elements of command used during incident reviewed and discussed.
- Factors reviewed and discussed.
- Protective systems involved reviewed and discussed.
- Observations during incident reviewed and discussed.
- Department response to incident reviewed and discussed.
- Areas of deficiency identified, reviewed and documented.
- Recommendations documented and forwarded to next level of authority.

TIME: 10:00 Minutes

SAFETY

- 10. Analyze a member's accident, injury or health exposure history so that a report is prepared for a supervisor and includes actions taken and recommendations given.**

REFERENCE: NFPA 1021, 2009 Edition, 5.7.1(B)

CONDITION: Given a situation involving a unit member, department policies and procedures, and appropriate forms.

COMPETENCE:

- Review department policies for type of incident.
- Review initial accident report.
- Conduct interviews as necessary to determine the following:
 - Identify the behavior or condition that caused the accident.
 - Identify the circumstances involved.
 - Determine root cause for the accident.
- Identify previously unrecognized hazards.
- Complete report forms with recommended actions to correct hazard or behavior.

TIME: 30:00 Minutes

**APPENDIX - A
TRAINING RECORD**

**UTAH FIRE SERVICE CERTIFICATION SYSTEM
FIRE OFFICER II**

NFPA 1021, 2009 Edition

**FIRE OFFICER II
TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM**

NAME: _____ **DEPARTMENT:** _____

Training Records must have the date and instructor's original signature and/or initials for each line.

SECTION	TRAINING RECORD		IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL-DEMONSTRATE
	DATE	INST	DATE	INST	PASS	
						1. Initiate actions to maximize member performance and/or to correct unacceptable performance
						2. Evaluate the job performance of assigned members.
						3. Develop a policy or procedure.
						4. Develop a project or divisional budget.
						5. Prepare a news release.
						6. Prepare a concise report for transmittal to a supervisor.
						7. Determine point of origin and preliminary cause of a fire
						8. Produce an operational plan
						9. Develop and conduct a post-incident analysis.
						10. Analyze a member's accident, injury or health exposure history.
OFFICER II PROJECT			N/A	N/A	N/A	11. Candidate received orientation on the Officer II project requirements.

APPENDIX - B
LEADERSHIP PROJECT

Fire Officer II Leadership Project Guidelines and Process

As outlined in the Fire Officer II certification standard, the purpose of the leadership project is to provide the Fire Officer II candidate the opportunity to:

- 1- Demonstrate his/her leadership skills in completing a project for his/her agency,
- 2- Gain knowledge of the budget process of his/her agency,
- 3- Gain knowledge of his/her agency's command and policy process,
- 4- Provide a method that promotes positive change within an agency.

LEADERSHIP PROJECT PROCESS

Once a candidate has completed all of the pre-requisites, he/she is eligible to complete the leadership project. By completing the proposal form, a candidate will develop a portfolio that will contain all of the necessary material for a successful project.

All worksheets and forms must be submitted in the following formats: electronically, and error free.

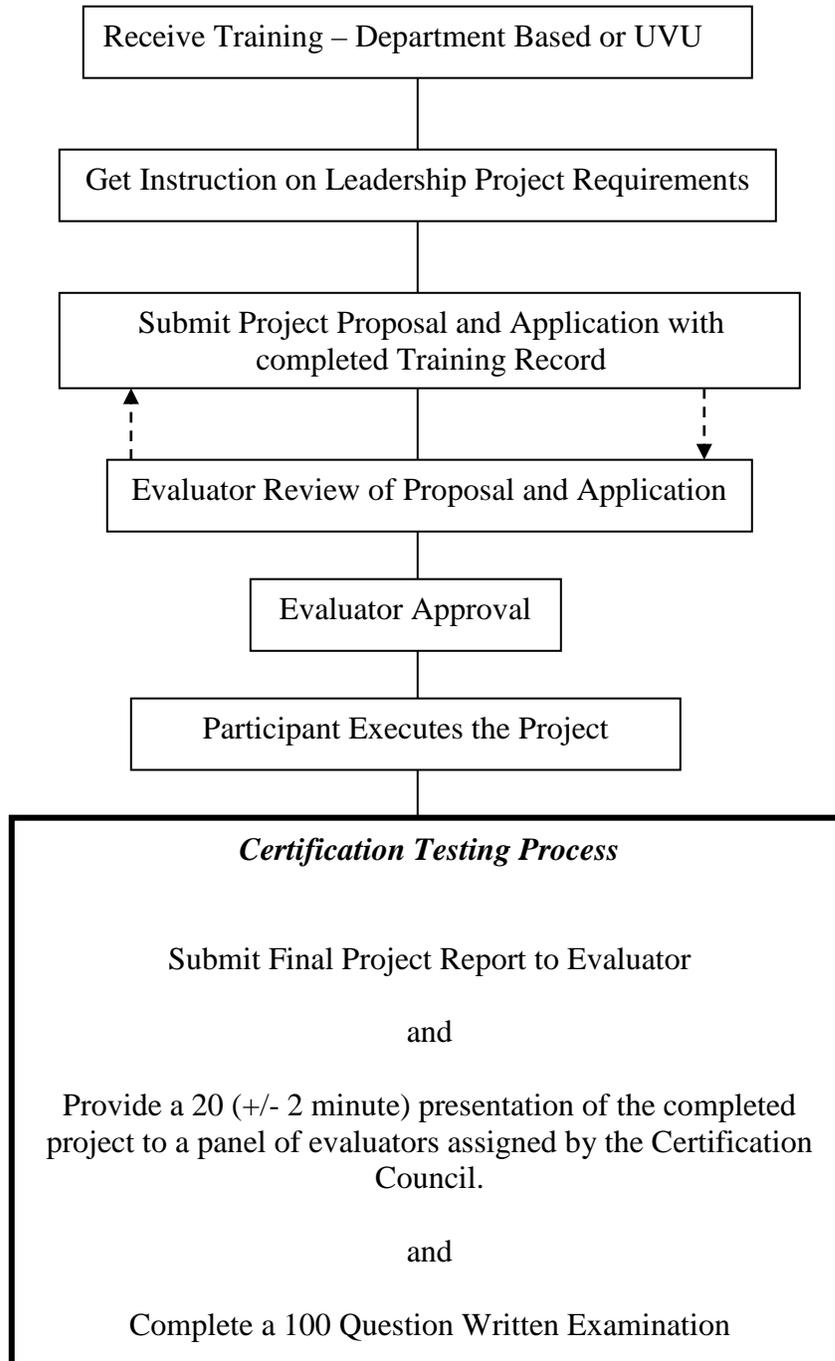
<http://www.uvu.edu/ufra/certification/standards.html>

1. Complete the project proposal application outlining the purpose of the project, proposed budget, planning requirements, and a time frame to complete the project.
Projects should include any substantial project that will benefit an agency, fire service, the community and contribute to the growth of the Fire Officer II candidate.
2. Obtain approval for the project from Chief/Administrator of the agency.
3. Submit project proposal to the Certification Council Fire Officer II project evaluator, assigned by the certification office, for approval.
4. Complete the project as outlined within one (1) year from the approved date.
5. Complete the project report for evaluation.
 - a. Report should be submitted within one (1) year from the approved date.
 - b. Report should contain initial proposal,
 - c. Report should contain description of project from beginning to end in accordance with the original proposal.
 - d. Verification from the Chief/Administrator that the project has been completed and accepted or acknowledged by the agency.
6. Present leadership project to panel of evaluators assigned by the certification office for final evaluation within one (1) year from the approved date.

Upon completion of all certification requirements and approval from the agency, Fire Officer II may be requested and awarded.

UFRA Fire Officer II

Leadership Project Flowchart



UFRA Fire Officer II

Final Leadership Project Report Guidelines

I. Title Page

- a. Title of Project
- b. Name of Participant
- c. Agency Represented
- d. Date of Submittal

II. Introduction

- a. Describe and define the nature of the problem and help the reader clearly understand the reason that you have chosen this project.
- b. Describe the potential benefits that you hope to accomplish at the conclusion of the project.
- c. Discuss how your Fire Officer II Leadership Project met the four purposes of the project which are:
 - i. Demonstrate Leadership skills.
 - ii. Gain knowledge of the budgeting process.
 - iii. Gain knowledge of command and policy processes.
 - iv. Promote positive change within your organization.

III. Background and Significance

- a. Describe your organization.
- b. Discuss the past, present and possible future impact of the problem for which you have chosen this project to address.
- c. Describe the significance of the project for the Fire Service, your organization, and the community as a whole.

IV. Discussion

- a. Describe your project in detail.
- b. Analyze the project's budget requirements and the process of budgeting that pertained to your project.
- c. Describe the research requirements of the project. What was required to gather the information in order to make the right decisions for the project to be successful?
- d. Describe the resources that were required for the project keeping in mind people, equipment, supplies, policies and processes.
- e. Describe the benefits of your project keeping mind the four purposes and significance of the Fire Officer II Leadership Project.

V. Results

- a. Discuss whether the desired outcomes of the project were actually realized and what, if any, outcomes were not realized and why.
- b. Make recommendations for changes that might have made the project better and would assist your organization to improve upon your work.

VI. Summary

- a. Discuss conclusions drawn from your experience with the project.
- b. Summarize the benefits of your project.

APPENDIX – C
IN-HOUSE PROCTOR INSTRUCTORS

Proctor Instructions for “IN-HOUSE” Comprehensive Examination

As the training officers for your department you are authorized by the Certification Council to conduct the 100% skills test for this level of certification. You must be certified to the level that you are testing, i.e....If you're FF2 you can test both FF1 and 2, Awareness and Operations.

***PRIOR TO CONDUCTING THE TEST, REVIEW TRAINING RECORDS**

It is important that before doing this “IN-HOUSE” exam that the candidate has completed training in all areas for the level being tested.

***SAFETY OFFICER SELECTED AND BRIEFED**

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the Candidates from injury during the testing process.

By using the following instructions you will be able to evaluate the skills being tested and determine the candidate's readiness for the State “Spot Check” exam.

1 - Keep in mind that this is a TEST and there should be NO COACHING or TRAINING during the testing process. If a candidate fails to perform a skill that skill will count as a first attempt failure and they will be given a second attempt. If they fail a second attempt, time they need to be retrained on that skill and tested again. Only **qualified** candidates that have passed with **100%** should be allowed to take the state SPOT CHECK Exam.

2 - Before beginning that testing process conduct a meeting with all candidates and review the testing process. Explain that this is a test and that the same process being used for the “In-House” will be used during the state exam.

3 - If possible, designate two separate areas for students testing. One area for those who are in the testing process and one area for those who have not yet begun the testing process. If separate areas are not available, make sure someone is in the room to ensure that students do not discuss the testing material. Make sure these areas have no training manuals, or other reference materials for students to look at while waiting testing.

4 - To evaluate a candidate's performance use the following as a guide:

- a. The skill is completed in the allotted time,
- b. Competence is shown by completing all performance criteria,
- c. Safety is shown while completing the skill.

5 - At each test station the Tester will read the Skill to be demonstrated, the Condition to be met and the Time limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing stations. Ask for any questions. As each skill is tested and completed, sign it off in the section provided on the candidates training record.

By conducting the “In-House” test in the manner, you will prepare your candidates to successfully pass the State “Spot Check” exam. This will also assure that training records are current and that only those who are truly prepared take the Certification Examination.

APPENDIX - D
CERTIFICATION FORMS

UFRA Fire Officer II
APPLICANTS INFORMATION ELECTRONIC FORM

The UFSCC will only accept applications in the following format: all applications must be electronically submitted and error free. You can find this form on our webpage at <http://www.uvu.edu/ufra/certification/standards.html>. Once you have completed this form, please email to Lhowes@uvu.edu. If you have any questions, please contact the certification office at 1-888-548-7816.

Applicants Name _____

Address: _____ City: _____ Zip: _____

Phone #: _____ Cell #: _____

DEPARTMENT INFORMATION -

Department Name: _____ Position: _____

Address: _____ City: _____ Zip: _____

Phone #: _____ FAX #: _____

PRE-REQUISITE REQUIREMENTS -

- | | <u>Yes</u> | |
|---|--------------------------|--------------------|
| Certified Fire Officer I | <input type="checkbox"/> | Issued Date: _____ |
| Completion of NIMS ICS 300 Course | <input type="checkbox"/> | Issued Date: _____ |
| Completion of Fire Officer II Course | <input type="checkbox"/> | Issued Date: _____ |
| Experience of 5 years with an
Emergency Response Agency: | <input type="checkbox"/> | Issued Date: _____ |

Specialty Requirements: To satisfy this pre-requisite the Fire Officer II candidate must be **certified** in any two (2) of the following specialty levels: ADO-Aerial, Haz/Mat Technician, Inspector I, Fire Investigator, Instructor II, Technical Rescue.

Specialty Level: _____

*Certification Issued date: _____

Specialty Level: _____

*Certification Issued date: _____

I acknowledge that the above information is correct and accurate. I have completed all of the certification requirements and have met the prerequisite requirements as outlined.

Candidates signature

Date

PROJECT DESCRIPTION -

Describe the project you plan to do (define the problem): **Remember all documents must be electronically submitted and error free.**

- Budget requirements for project – (\$1,000.00 minimum budget impact)
- Research requirements for project (alternative actions)
- Resource requirements for project
- Benefits (personal and departmental) of project
- Projected or desired outcomes of project (benefits of successful project)

In addition to the final report, the Fire Officer II candidate will give a 20 (+/- 2) minute presentation to a panel of evaluators assigned by the Certification Council. This final presentation will be used as the final evaluative tool for certification. The project will be evaluated on its own merits, completeness and how the presentation is given.

Prior to beginning this project the following approvals must be obtained. Meet with an agency representative for approval. It is strongly suggested that the representative be a person in authority who can approve budget requests, etc. Once agency approval has been given, submit an electronic application to the certification office.

APPROVALS -

Project Approved by Agency:

_____ / _____ Date: _____
Name (Print) Title

Approved by Certification Council:

_____ *Date: _____
Name (Print)

Projected date of completion: _____
(one (1) year from approval date)

* Once approved, the candidate has entered the certification process and has one (1) year to complete its requirements.

Department Name

Date

Please list the names of participants who will be taking the examination.

Applicant Name

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____

Please sign and return to:
Utah Fire Service Certification Council
C/O Utah Fire and Rescue Academy
3131 Mike Jense Parkway Provo UT 84601
Toll Free # 888-548-7816
Fax: 801-374-0681