



## Utah Fire and Rescue Academy –Inspector I Administrative Issues (Chapter 1, Slide 1-1 & 1-2)

1. Certification Testing should be arranged by the Program Manager or his/her department representative. Date should be set already – is everyone aware of it?

For Certification Students or Academic Students – Academic students: explain that the certification test will be their final exam and quizzes will count toward a letter grade.

2. **Administrative Handouts:** (Slide 1-2)
  - 1) *Title Page Example:* For all assignments, stapled in upper left corner – no exceptions – don't create your own style.
  - 2) *Grading Template:* Explains the expectations of the assignments.
  - 3) *Memo Example:* Gives the student a memo example to follow.
  - 4) *Inspector I Certification Standards:* Have the student give their training record to the lead instructor.
  - 5) *Course Syllabus:* Make sure the student is aware of some important dates.
3. All documents saved in \*.rtf (rich text format) – this allows it to be opened by email, Word or WordPerfect.
4. You **MUST** have email access to continue in this class – generate an email list. Assignments will be either hard copied or emailed to the lead instructor on completion. At least one assignment will need to be emailed to the instructor as a minimum.
5. Time management is an essential. They will need to manage their time well in order to read and complete assignments.
6. **Lead instructor: make sure you gather the training records for each student from the standard and keep these so that you can record completion dates for the students.**
7. **Give students the email address to hand in assignments – usually the lead instructor's email unless other arrangements have been made.** There should be only one instructor who grades the papers for consistency sake. Papers will be sent back until they are correct to receive a passing score(sign off the In-House Comprehensive Test on the students training record.
8. **Reading:** You should have read chapters 1- 4 before the first day of class. (for the 8 hour block) or chapters 1 & 2 (for the 4 hour block)
9. **Explain that this class is going to require work and effort on their part to be successful –** An Inspector is an important position, getting there is a journey, not a walk in the park.

10. **Explain to the students that Hazardous Materials Awareness is a prerequisite for Inspector I Certification.** (If needed direct students to the Haz-Mat Awareness online training on the UFRA website).
11. Make the Students aware that the class is oriented towards Firefighters. That Chapters 3 (Fire Behavior) 8 (Water Supply) and 14 (Hazardous Materials: Descriptions and Identification) in IFSTA Fire Inspections and Code Enforcement (7<sup>th</sup> edition) will be covered quickly. That it is highly recommended that students review these chapters.