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**Date:** January 7, 2022

**To:** Statewide Training and Education Advisory Committee  
State Board of Fire Services

**From:** Caryn Petty, Deputy State Fire Marshal III (Specialist)

**SUBJECT/AGENDA ACTION ITEM:**

Registered Instructor Orientation (RIO) and Certification Examination Evaluator Training (CEET)  
Maximum Class Size Alignment

**Recommended Actions:**

Approval of Maximum Class Size Alignment for RIO and CEET

**Background Information:**

State Fire Training (SFT) manages the Instructor and Evaluator Registration processes. To align with SFT business practices and course delivery, it is proposed that the identified maximum class size be amended to reflect SFT course delivery, registration processes, and business practices.

**Analysis/Summary of Issue:**

Prospective SFT instructors and evaluators are required to complete a series of instructor training courses including Registered Instructor Orientation (RIO) and/or Certification Examination Evaluator Training (CEET). To meet the needs of stakeholders, SFT previously evaluated the course delivery methodology to condense the course material to provide a single-day delivery of the two classes. This was in effort to provide applicable students ease of access to the necessary courses.

In their current format, RIO has a maximum allowable student count of 30, while CEET allows for 60 students. During the single-day delivery, many of the students attend both courses which has resulted in individual variance requests to accommodate the students in compliance with CCR Title 19. To ease the course scheduling and delivery processes, SFT is seeking to amend the two courses' maximum class size to 50 students, respectively.