Aerial Apparatus Operations (2024)

Course Plan

Course Details

Certification: Aerial Apparatus Driver/Operator (2024)

CTS Guide: Fire Apparatus Driver/Operator (2024)

Description: This course provides the knowledge and skills needed to operate and perform preventive maintenance on an aerial apparatus. Topics include routine testing, inspections, and servicing functions on systems and components unique to an aerial apparatus; maneuvering, positioning, and stabilizing an aerial apparatus; maneuvering, positioning, and lowering the aerial ladder; and deploying and operating an elevated master stream.

Designed For: Personnel who drive and operate a fire department aerial apparatus

Course Prerequisites: OSFM certified Fire Fighter 1 or certified Fire Fighter 2 tenured path (Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level. Performing in an "acting" capacity does not fulfill this requirement.)

FADO 1A: Fire Apparatus Driver/Operator (2017 or newer)

FADO 1B: Pumping Apparatus Operations (2017 or newer)

One of the following driver's licenses: Class C fire fighter endorsed, Commercial A, or Commercial B

Experience driving an aerial apparatus (recommended)

Standard: Complete all skills, activities, and tests

Complete the summative test with a minimum score of 80%

Hours (Total): 40 hours (20 lecture / 19 application / 1 testing)

Maximum Class Size: 30

Instructor Level: SFT Aerial Apparatus Driver/Operator Registered Instructor

Instructor/Student Ratio: 1:30 (lecture) / 1:6 (application)

Restrictions: All instructors counted toward student ratios, including application components, must be SFT Aerial Apparatus Driver/Operator Registered Instructors

Sufficient fire apparatus and space to accommodate classroom and skills training

SFT Designation: CFSTES

Table of Contents

Required Resources

Instructor Resources

To teach this course, instructors need:

- One of the following textbooks
  - *Fire Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply* (Jones & Bartlett, current edition)
  - *Pumping and Aerial Apparatus Driver/Operator Handbook* (IFSTA, current edition)
- Maintenance and inspection forms
- Manufacturer's specifications and requirements

Online Instructor Resources

The following instructor resources are available online at https://osfm.fire.ca.gov/what-we-do/state-fire-training/professional-certifications:

- Aerial Apparatus Operations required activities
  - Activity 3-1: Maneuver and Position an Aerial Apparatus
  - Activity 3-2: Stabilize an Aerial Apparatus
  - Activity 3-3: Maneuver and Position an Aerial Ladder from Each Control Station
  - Activity 3-4: Lower an Aerial Ladder Using the Emergency Operation System
  - Activity 3-5: Deploy and Operate Using an Elevated Master Stream

Student Resources

To participate in this course, students need:

- Textbook selected by the instructor
- Personal protective equipment (minimum = long pants, wildland jacket, gloves, helmet, footwear with toe protection)

Facilities, Equipment, and Personnel

The following facilities, equipment, or personnel are required to deliver this course:

- Standard learning environment or facility
  - Writing board or paper conference pads
  - Markers, erasers
  - Computer or tablet with presentation or other viewing software
  - Amplification devices
  - Projector and screen
- Sufficient aerial apparatus to accommodate the number of students in the class
  - If the aerial apparatus includes a tiller, the tiller position must be operated by a Skills Coach who has already completed FADO 1C (Aerial) and 1D (Tiller), not a student in this course

    - Recommend at least 30 minutes of drive time per student across Topics 3-1 through 3-5
- Facility and/or location with space sufficient to accommodate maneuvering the apparatus and deploying the aerial, stabilizing the apparatus and transferring power, maneuvering, stabilizing, and lowering the aerial device, deploy and operate an elevated master stream
- Pressurized water source
- Tools and equipment for inspection and testing
- Personal protective equipment (students)

Timetable

Segment	Lecture	Application	Unit Total
Unit 1: Introduction			
Topic 1-1: Orientation and Administration	0.5	0.0	
Topic 1-2: Aerial Apparatus Driver/Operator Certification	0.5	0.0	
Unit 1 Totals	**1.0**	**0.0**	**1.0**
Unit 2: Preventative Maintenance			
Topic 2-1: Perform Visual and Operation Checks	6.0	1.0	
Unit 2 Totals	**6.0**	**1.0**	**7.0**
Unit 3: Operations			
Topic 3-1: Maneuver and Position an Aerial Apparatus	4.0	*	
Topic 3-2: Stabilize an Aerial Apparatus	1.5	*	
Topic 3-3: Maneuver and Position an Aerial Device from Each Control Station	3.5	*	
Topic 3-4: Lower an Aerial Device Using the Emergency Operating System	2.0	*	
Topic 3-5: Deploy and Operate an Elevated Master Stream	2.0	*	
Unit 3 Totals	**13.0**	**18.0**	**31.0**
Summative Assessment			
Determined by AHJ or educational institution	**0.0**	**1.0**	**1.0**
Skills Practice (Lab / Sets and Reps)			
Determined by AHJ or educational institution	**0.0**	**0.0**	**0.0**
Course Totals	**20.0**	**20.0**	**40.0**

* Individual application time determined by instructor for a total of 18 hours for Unit 3. Recommend at least 30 minutes of drive time per student across Topics 3-1 through 3-5.

Timetable Key

1. The Timetable documents the amount of time required to deliver the content included in the course plan.

2. Time is documented using the quarter system:
   - 15 min. = 0.25 hours
   - 30 min. = 0.50 hours
   - 45 min. = 0.75 hours
   - 60 min. = 1.00 hours

3. The Course Totals do not reflect time for lunch (1 hour) or breaks (10 minutes per each 50 minutes of instruction or assessment). It is the instructor's responsibility to add this time based on the course delivery schedule.

4. Application (activities, skills exercises, and formative testing) time will vary depending on the number of students enrolled. The Application time documented is based on the maximum class size identified in the Course Details section.

5. Summative Assessments are determined and scheduled by the authority having jurisdiction. These are not the written or psychomotor State Fire Training certification exams. These are in-class assessments to evaluate student progress and calculate course grades.

Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective

At the end of this topic a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, skills exercises, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives

1. Identify facility requirements
    - Restroom locations
    - Food locations
    - Smoking locations
    - Emergency procedures
2. Identify classroom requirements
    - Start and end times
    - Breaks
    - Electronic device policies
    - Special needs and accommodations
    - Other requirements as applicable
3. Review course syllabus
    - Course objectives
    - Calendar of events
    - Course requirements
    - Student evaluation process
    - Assignments
    - Activities and skills exercises
    - Required student resources
    - Class participation requirements

Discussion Questions

1. Determined by instructor

Application

1. Determined by instructor

Instructor Notes

1. None

Topic 1-2: Aerial Apparatus Driver/Operator Certification

Terminal Learning Objective

At the end of this topic a student will be able to identify the requirements for Fire Apparatus Driver/Operator – Aerial Apparatus certification and be able to describe the certification task book and examination process.

Enabling Learning Objectives

1. Identify different levels of certification in the Fire Apparatus Driver/Operator certification track
   - Pumping Apparatus
   - Aerial Apparatus
   - Tillered Apparatus
   - Wildland Fire Apparatus
   - Water Tender
2. Identify the prerequisites for certification
   - One of the following:
     - OSFM Fire Fighter 1 certification **or**
     - Appointment to the rank of Officer (Lieutenant or higher) or CAL FIRE rank of Fire Apparatus Engineer (Performing in an "acting" capacity does not fulfill this requirement.) **and**
   - Valid Class C Firefighter Endorsed **or** Commercial A **or** Commercial B driver's license (per California Vehicle Code, Section 12804.11)
3. Identify the courses required for certification
   - FADO 1A: Fire Apparatus Driver/Operator (2017 or newer)
   - FADO 1B: Pumping Apparatus Operations (2017 or newer)
   - FADO 1C: Aerial Apparatus Operations (2017 or newer)
4. Identify the exams required for certification
   - No exams outside of class formative and summative testing
5. Identify the task book requirements for certification
   - Pumping Apparatus Certification Task Book (2024)
   - Aerial Apparatus Certification Task Book (2024)
6. Identify the experience requirements for certification (both required)
   - A minimum of one year full-time paid or two years' volunteer or part-time paid experience in a recognized California fire agency with the primary responsibility as a Pumping Apparatus Driver/Operator **and**
   - A minimum of one year full-time paid or two years' volunteer or part-time paid experience in a recognized California fire agency with the primary responsibility as a driver/operator on the apparatus for which the candidate seeks certification
7. Identify the position requirements for certification
   - The position requirement is met when the applicant fulfills the role of the specific duties as defined by the fire chief
8. Describe the certification task book process
9. Describe the certification testing process

- Not applicable

Discussion Questions

1. Determined by instructor

Application

1. Determined by instructor

Instructor Notes

1. None

Unit 2: Preventative Maintenance

Topic 2-1: Performing and Documenting Visual and Operation Checks

Terminal Learning Objective

At the end of this topic a student, given an aerial apparatus, tools and equipment, maintenance and inspection forms, manufacturer specifications and requirements, and AHJ policies and procedures, will be able to perform and document visual and operation tests, inspections, and servicing functions specified in the following list (cable systems (if applicable), aerial device hydraulic systems, slides and rollers, stabilizing systems, aerial device safety systems, breathing air systems, communication systems) in addition to those specified in 11.2.1 of NFPA 1010 (2024) so that the operational readiness of the aerial apparatus is verified.

Enabling Learning Objectives

1. Identify manufacturer specifications and requirements
2. Identify AHJ policies and procedures
    - Frequency
    - Standard
    - Documentation requirements
3. Identify vehicle systems and components
    - Battery(ies)
    - Braking system
    - Coolant system
    - Electrical system
    - Fuel
    - Hydraulic fluids
    - Oil
    - Tires
    - Steering system
    - Belts
    - Tools, appliances, and equipment
    - Built-in safety features
4. Describe systems and components unique to an aerial apparatus
    - Aerial electrical systems
    - Aerial hydraulic systems
    - Emergency power unit (EPU)
    - Aerial safety systems
    - Aerial ladder
    - Aerial waterway
    - 5th-wheel connection (if applicable)
    - Breathing air systems
    - Cable systems (if applicable)
    - Communication systems

- Slides and rollers
- Stabilizing systems

5. Operate tools and equipment
6. Inspect aerial apparatus and components
7. Recognize system problems and out-of-service criteria
8. Correct any deficiency noted according to policies and procedures and/or manufacturer specifications and requirements

Discussion Questions

1. How often should you perform maintenance and inspections on an aerial apparatus?
2. What maintenance and inspection operations are performed on an aerial:
   - Ladder system?
   - Waterway?
   - Stabilizing jacks?
3. What issues will take an aerial device out of service?
4. How often is your aerial ladder recertified? By whom?

Application

1. Given an aerial apparatus and inspection forms, divide students into small groups, have each group perform an aerial apparatus inspection and present their findings.

Instructor Notes

1. ELO 4: If you are using a single-chassis, non-tillered apparatus, skip the 5th-wheel connection.
2. Bring materials for the Application.

CTS Guide Reference: 7-1

Unit 3: Operations

Topic 3-1: Maneuvering and Positioning an Aerial Apparatus

Terminal Learning Objective

At the end of this topic a student, given an aerial apparatus, an incident location, a situation description, and an assignment will be able to maneuver and position an aerial apparatus so that the apparatus is positioned for correct aerial device deployment.

Enabling Learning Objectives

1. Describe uses of an aerial device
2. Identify aerial apparatus capabilities and limitations
   - Reach
   - Tip load
   - Angle of inclination
   - Angle from chassis axis
3. Describe the effects of topography, ground, and weather conditions on deployment
4. Describe aerial apparatus placement options for:
   - Roof access
   - Rescue
   - High point
   - Water tower
   - Ventilation
5. Identify communication needs between aerial driver/operator and crew
6. Determine load limit of the aerial device
   - Read and understand an aerial ladder load chart
7. Determine a correct position for the apparatus
8. Maneuver the apparatus into the correct position
9. Avoid obstacles to operations

Discussion Questions

1. What considerations go into stabilizer deployment?
2. How should an aerial apparatus be placed at a/an _____ incident? (ELO 4)
3. What are the minimum and maximum degree of slope allowable to maintain full aerial capabilities?
4. Can you operate below grade? If yes, how far?

Application

1. Activity 3-1: Maneuver and Position an Aerial Apparatus

Instructor Notes

1. None

CTS Guide Reference: 8-1

Topic 3-2: Stabilizing an Aerial Apparatus

Terminal Learning Objective

At the end of this topic a student, given a positioned aerial apparatus and manufacturer's specifications and requirements, will be able to stabilize an aerial apparatus so that power can be transferred to the aerial hydraulic system and the aerial can be deployed.

Enabling Learning Objectives

1. Describe aerial apparatus hydraulic stabilizing systems
2. Identify manufacturer's specifications and requirements for stabilization
   - A-frame
   - H configuration
   - Torque box
3. Identify stabilization requirements
   - Manufacturer specifications and requirements
4. Identify reasons for short jacking and its limitations
5. Describe the effects of topography and ground conditions on stabilization
6. Transfer power from the aerial apparatus engine to the hydraulic system
7. Operate aerial apparatus stabilization devices

Discussion Questions

1. What factors should you consider when placing your stabilizers?
2. What is short jacking? When is it used?
3. Where do you place your chock blocks?
4. Do you need to raise the tires off the ground for proper stabilization?

Application

1. Activity 3-2: Stabilize an Aerial Apparatus

Instructor Notes

1. None

CTS Guide Reference: 8-2

Topic 3-3: Maneuvering and Positioning an Aerial Ladder from Each Control Station

Terminal Learning Objective

At the end of this topic a student, given a stabilized aerial apparatus, an incident location, a situation description, and an assignment, will be able to maneuver and position the aerial ladder from each control station (if applicable) so that the ladder is positioned to accomplish the assignment.

Enabling Learning Objectives

1. Describe aerial ladder hydraulic systems
2. Describe hydraulic pressure relief systems
3. Identify gauges and controls
4. Describe cable systems
5. Describe communications systems
6. Describe electrical systems
7. Describe emergency power unit (EPU) systems
8. Explain locking systems
    - Cable dog locks
    - Holding valves
9. Describe platform stabilization
10. Describe manual rotation and lowering systems
11. Describe aerial safety systems
12. Describe system overrides and the hazards of using overrides
13. Describe safe operational limitations of the given aerial
14. Describe aerial safety procedures
15. Describe operations near electrical hazards and overhead obstructions
16. Raise, rotate, extend, align rungs, and position to a specified location and lock
17. Lock, unlock, retract, rotate, lower, and bed the aerial

Discussion Questions

1. What is your jurisdiction's policy for operating near power lines?
2. How do you decrease ladder fatigue and damage when operating the aerial?
3. What hazards are associated with a supported aerial?
4. What happens if you operate multiple levers at the same time?
5. What is the closed or retracted measurement of your aerial?
6. What ladder position offers the most stability? Why?
7. If there is a hydraulic failure, what holds the ladder in position?
8. Under what type of conditions would you use your overrides? What hazards and/or liability does that create?

Application

1. Activity 3-3: Maneuver and Position an Aerial Ladder from Each Control Station

Instructor Notes

1. None

CTS Guide Reference: CTS 8-3

Topic 3-4: Lowering an Aerial Ladder Using the Emergency Operating System

Terminal Learning Objective

At the end of this topic a student, given a deployed aerial device, will be able to lower an aerial ladder using the emergency operating system so that the ladder is lowered to its bedded position.

Enabling Learning Objectives

1. Describe emergency power units (EPU)
    - Gauges and controls
    - Capabilities
    - Limitations
    - Aerial hydraulic systems
    - Stabilizing systems
2. Describe how to operate manual rotation and lowering systems
    - Identify controls
    - Activate EPU
    - Operate manual hydraulic levers
    - Engage override power unit
3. Describe safety procedures specific to the aerial
4. Rotate and position to center
5. Unlock, retract, rotate, lower, and bed the aerial using the emergency operating system

Discussion Questions

1. What is an EPU? Where is it? What is its maximum running time?
2. Who manages the emergency power unit?
3. What the operating limitations of an aerial ladder?

Application

1. Activity 3-4: Lower an Aerial Ladder Device Using the Emergency Operating System

Instructor Notes

1. None

CTS Guide Reference: CTS 8-4

Topic 3-5: Deploying and Operating an Elevated Master Stream

Terminal Learning Objective

At the end of this topic a student, given a stabilized aerial, a pumping apparatus, a pressurized water source, a master stream device, and a desired flow, will be able to deploy and operate an elevated master stream so the stream is effective and the aerial and master stream device are operated correctly.

Enabling Learning Objectives

1. Describe types of elevated master stream devices and waterways
2. Describe how to operate master stream devices
   - Manually
   - Remotely
3. Describe nozzle reaction
4. Describe range of operation
5. Describe waterway locking systems
6. Describe how to stow a ladder with a pre-plumbed waterway
   - Stow nozzle before bedding ladder
   - Retract ladder (nozzle open)
7. Identify communication needs between aerial driver/operator, pump driver/operator, and crew
8. Identify weight limitations
9. Describe a removeable/temporary ladder pipe master stream
   - Remove nozzle before bedding ladder
   - Manage and stow hose as ladder retracts
   - Manage valves or other appliances
10. Connect a water supply to a master stream device
11. Deploy a fixed water supply
12. Deploy and control an elevated nozzle manually or remotely

Discussion Questions

1. What is the maximum lateral movement of the stream?
2. What is the sequence to start and stop the flow of water from the nozzle?
3. What are your limitations with water tower operations?
4. Do you wear a ladder belt when operating at the tip of a master stream?
5. What are some friction loss considerations when flowing an aerial master stream?

Application

1. Activity 3-5: Deploy and Operate an Elevated Master Stream

Instructor Notes

1. None

CTS Guide Reference: 8-5

How to Read a Course Plan

A course plan identifies the details, logistics, resources, and training and education content for an individual course. Whenever possible, course content is directly tied to a national or state standard. SFT uses the course plan as the training and education standard for an individual course. Individuals at fire agencies, academies, and community colleges use course plans to obtain their institution's consent to offer course and provide credit for their completion. Instructors use course plans to develop syllabi and lesson plans for course delivery.

Course Details
The Course Details segment identifies the logistical information required for planning, scheduling, and delivering a course.

Required Resources
The Required Resources segment identifies the resources, equipment, facilities, and personnel required to deliver the course.

Unit
Each Unit represents a collection of aligned topics. Unit 1 is the same for all SFT courses. An instructor is not required to repeat Unit 1 when teaching multiple courses within a single instructional period or academy.

Topics
Each Topic documents a single Terminal Learning Objective and the instructional activities that support it.

Terminal Learning Objective
A Terminal Learning Objective (TLO) states the instructor's expectations of student performance at the end of a specific lesson or unit. Each TLO includes a task (what the student must be able to do), a condition (the setting and supplies needed), and a standard (how well or to whose specifications the task must be performed). TLOs target the performance required when students are evaluated, not what they will do as part of the course.

Enabling Learning Objectives
The Enabling Learning Objectives (ELO) specify a detailed sequence of student activities that make up the instructional content of a lesson plan. ELOs cover the cognitive, affective, and psychomotor skills students must master in order to complete the TLO.

Discussion Questions
The Discussion Questions are designed to guide students into a topic or to enhance their understanding of a topic. Instructors may add to or adjust the questions to suit their students.

Application
The Application segment documents experiences that enable students to apply lecture content through cognitive and psychomotor activities, skills exercises, and formative testing. Application experiences included in the course plan are required. Instructors may add additional application experiences to suit their student population if time permits.

Instructor Notes
The Instructor Notes segment documents suggestions and resources to enhance an instructor's ability to teach a specific topic.

CTS Guide Reference
The CTS Guide Reference segment documents the standard(s) from the corresponding Certification Training Standard Guide upon which each topic within the course is based. This segment is eliminated if the course is not based on a standard.

Skill Sheet
The Skill Sheet segment documents the skill sheet that tests the content contained within the topic. This segment is eliminated if the course does not have skill sheets.

Maneuver and Position an Aerial Apparatus

Activity 3-1

Format: Individual

Time Frame: Open (based on a total of 18 hours for skills practice and completion)

Description
This activity provides students with an opportunity to practice maneuvering and positioning an aerial apparatus for correct aerial deployment.

Standard of Completion
Maneuver and position an aerial apparatus, given an aerial apparatus, an incident location, a situation description, and an assignment, so that the apparatus is positioned for correct aerial device deployment. (NFPA 1010 (2024) / Paragraph 13.3.1)

Materials
- Aerial apparatus
- Facility and/or location with space sufficient to accommodate maneuvering the apparatus and deploying the aerial
- Tools and equipment
- PPE (including gloves and helmet)

Instructor Notes
- Demonstrate the skill for the students before they practice and complete each skill.

Stabilize an Aerial Apparatus

Activity 3-2

Format: Individual

Time Frame: Open (based on a total of 18 hours for skills practice and completion)

Description
This activity provides students with an opportunity to practice stabilizing an aerial apparatus and transferring power to the aerial hydraulic system to deploy the aerial.

Standard of Completion
Stabilize an aerial apparatus, given a positioned aerial apparatus and the manufacturer's specifications and requirements, so that power can be transferred to the aerial hydraulic system and the aerial can be deployed. (NFPA 1010 (2024) / Paragraph 13.3.2)

Materials
- Aerial apparatus
- Facility and/or location with space sufficient to accommodate stabilizing the apparatus and transferring power
- Tools and equipment
- PPE (including gloves and helmet)

Instructor Notes
- Demonstrate the skill for the students before they practice and complete each skill.

Maneuver and Position an Aerial Ladder from Each Control Station

Activity 3-3

Format: Individual

Time Frame: Open (based on a total of 18 hours for skills practice and completion)

Description
This activity provides students with an opportunity to practice maneuvering and positioning the aerial device from each control station (if applicable) to accomplish the assignment.

Standard of Completion
Maneuver and position the aerial device from each control station (if applicable), given a stabilized aerial apparatus, an incident location, a situation description, and an assignment, so that the aerial is positioned to accomplish the assignment. (NFPA 1010 (2024) / Paragraph 13.3.3)

Materials
- Aerial apparatus
- Facility and/or location with space sufficient to accommodate maneuvering and stabilizing the aerial device
- Qualified assistant (as needed)
- Tools and equipment
- PPE (including gloves and helmet)

Instructor Notes
- Demonstrate the skill for the students before they practice and complete each skill.

Lower an Aerial Ladder Using the Emergency Operating System

Activity 3-4

Format: Individual

Time Frame: Open (based on a total of 18 hours for skills practice and completion)

Description
This activity provides students with an opportunity to practice lowering an aerial to its bedded position using the emergency operating system.

Standard of Completion
Lower an aerial using the emergency operating system, given an aerial, so that the aerial is lowered to its bedded position. (NFPA 1010 (2024) / Paragraph 13.3.4)

Materials
- Aerial apparatus
- Facility and/or location with space sufficient to accommodate lowering the aerial device
- Tools and equipment
- PPE (including gloves and helmet)

Instructor Notes
- Demonstrate the skill for the students before they practice and complete each skill.

Deploy and Operate an Elevated Master Stream

Activity 3-5

Format: Individual

Time Frame: Open (based on a total of 18 hours for skills practice and completion)

Description
This activity provides students with an opportunity to practice deploying and operating an elevated master stream.

Standard of Completion
Deploy and operate an elevated master stream, given a stabilized aerial, a master stream device, and a desired flow, so that the stream is effective. (NFPA 1010 (2024) / Paragraph 13.3.5)

Materials
- Aerial and pumping apparatus
- Pressurized water source
- Facility and/or location with space sufficient to accommodate deploying and operating an elevated master stream
- Tools and equipment
- PPE (including gloves and helmet)

Instructor Notes
- Demonstrate the skill for the students before they practice and complete each skill.

Aerial Apparatus Driver/Operator

(NFPA 1010: Standard on Professional Qualifications for Firefighters)

Certification Task Book (2024)

California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Overview

Authority

This certification task book includes the certification training standards set forth in the Fire Apparatus Driver/Operator Certification Training Standards Guide (2024) which is based on NFPA 1010: Standard on Professional Qualifications for Firefighters (2024).

Published: Month Year
Published by: State Fire Training, PO Box 944246, Sacramento, CA 94244-2460
Cover photo courtesy of Name, Job Title, Organization.

Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

Assumptions

Except for the Fire Fighter 1 and 2 certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task book using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing certification.

Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
   - Please print or type.
2. Obtain their fire chief's signature as approval to open the task book.
   - A candidate may not obtain evaluation signatures prior to the fire chief's initiation approval date.

Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
   - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
   - See Submission and Review below.

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief* and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
    - Do not evaluate any job performance requirement (JPR) until after the candidate's fire chief initiates the task book.
    - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

* For certification task books that do not require fire chief initiation, academy instructors serve as or designate evaluators.

Fire Chief

The fire chief is the individual who initiates (when applicable) and then reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Initiation

The fire chief shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.

2. Verify that the candidate has met all **Initiation Requirements** prior to initiating the candidate's task book.
3. Open the candidate's task book by signing the **Fire Chief Approval** verification statement with a handwritten (not stamped) signature.
4. Designate qualified evaluators.

Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
   - Ensure that all **Job Performance Requirements** were evaluated after the initiation date.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
   - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- Payment

State Fire Training
Attn: Certification
PO Box 944246
Sacramento, CA 94244-2460

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Prerequisites

The candidate meets the following prerequisites.

- OSFM Fire Fighter 1 certification
  or
- Appointment to the rank of Officer (Lieutenant or higher) **or** CAL FIRE rank of Fire Apparatus Engineer waives this certification prerequisite. *Performing in an "acting" capacity does not fulfill this requirement.*

Rank	Appointment Date

- OSFM Pumping Apparatus Driver/Operator certification

- Valid Class C Firefighter Endorsed **or** Commercial A **or** Commercial B driver's license (per California Vehicle Code, Section 12804.11). *Submit a copy of the license.*

License or Permit	Granting Agency/Institution	License/Permit #	Expiration Date

Include documentation to verify prerequisite requirements when you submit your task book unless verification is already documented in your SFT User Portal.

Education

The candidate has completed the following course(s).

- FADO 1A: Fire Apparatus Driver/Operator (2017 or newer)
- FADO 1B: Pumping Apparatus Driver/Operator (2017 or newer)
- FADO 1C: Aerial Apparatus Operations (2017 or newer)

Include documentation to verify prerequisite requirements when you submit your task book unless verification is already documented in your SFT User Portal.

Fire Chief Approval

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection.

Signature: _____ Date: _____

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required.
Add additional signature pages as needed.

Name: ____________________
Job Title: ____________________
Organization: ____________________
Signature: ____________________

Name: ____________________
Job Title: ____________________
Organization: ____________________
Signature: ____________________

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Organization: ____________________
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Name: ____________________
Job Title: ____________________
Organization: ____________________
Signature: ____________________

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

When California requirements exceed or require revision to the NFPA standard, the corresponding Office of the State Fire Marshal-approved (OSFM) additions or revisions appear in gray highlight.

All JPRs must be completed within a California fire agency or State Fire Training Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's fire chief initiates the task book.

Aerial Apparatus

Preventative Maintenance

1. Perform and document the visual and operation checks on the systems and components specified in the following list (cable systems (if applicable), aerial device hydraulic systems, slides and rollers, stabilizing systems, aerial device safety systems, breathing air systems, communication systems) in addition to those specified in 11.2.1 of NFPA 1010 (2024), given an aerial apparatus, and policies and procedures of the jurisdiction, so that the operational readiness of the aerial apparatus is verified. (NFPA 13.2.1) (CTS 7-1)

   Evaluator Signature: _____ Date Verified: _____

Operations

2. Maneuver and position an aerial apparatus, given an aerial apparatus, an incident location, a situation description, and an assignment, so that the apparatus is positioned for correct aerial device deployment. (NFPA 13.3.1) (CTS 8-1)

   Evaluator Signature: _____ Date Verified: _____

3. Stabilize an aerial apparatus, given a positioned aerial apparatus and the manufacturer's specifications and requirements, so that power can be transferred to the aerial hydraulic system and the aerial can be deployed. (NFPA 13.3.2) (CTS 8-2)

   Evaluator Signature: _____ Date Verified: _____

4. Maneuver and position the aerial ladder from each control station (if applicable), given a stabilized aerial apparatus, an incident location, a situation description, and an assignment, so that the aerial ladder is positioned to accomplish the assignment. (NFPA 13.3.3) (CTS 8-3)

   Evaluator Signature: _____ Date Verified: _____

5. Lower an aerial ladder using the emergency operating system, given an aerial, so that the aerial ladder is lowered to its bedded position. (NFPA 13.3.4) (CTS 8-4)

   Evaluator Signature: _____ Date Verified: _____

6. Deploy and operate an elevated master stream, given a stabilized aerial, a master stream device, and a desired flow, so that the stream is effective. (NFPA 13.3.5) (CTS 8-5)

   Evaluator Signature: _____ Date Verified: _____

Completion Requirements

The following requirements must be completed prior to submitting this task book.

Experience

The candidate meets the following experience requirements.

- Have a minimum of one year full-time paid or two years' volunteer or part-time paid experience in a recognized California fire agency with the primary responsibility as a Pumping Apparatus Driver/Operator
- A minimum of one year full-time paid or two years' volunteer or part-time paid experience in a recognized California fire agency with the primary responsibility as an Aerial Apparatus Driver/Operator

Agency	Experience	Start Date	End Date

Position

The candidate meets the position qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the fire chief.

Supporting Documentation

State Fire Training confirms that there are no supporting documentation requirements for this job function certification.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Signature: _____ Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: _____ Date: _____