

Fire and Life Safety Educator (NFPA Fire and Life Safety Educator I, II, III)

Certification Task Book (2015)



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 and Life Safety Educator Certification Training Standards Guide (2015) which is based on NFPA 1035: Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications (2015).

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Published by: State Fire Training

Cover photo courtesy of Caryn Petty, State Fire Training, CAL FIRE.

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

With the exception of the Fire Fighter and Emergency Vehicle Technician (EVT) 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 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 as long as 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. All State Fire Training issued updates to an initiated task book are 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 books 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 they have 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 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 they have 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 items 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

State Fire Training confirms that there are no prerequisites for initiating this certification task book.

Education

The candidate has completed the following course(s).

- 1A: Fire and Life Safety Educator 1 or Community Risk Educator
- 1B: Fire and Life Safety Educator 2
- 1C: Fire and Life Safety Educator 3

Include documentation to verify course completion 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: _____
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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 *italics*.

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 initiates the task book.

Fire and Life Safety Educator 1

Education and Implementation

1. Select instructional materials, given a subject, learning objectives, the intended audience, and related resources, so that the materials are specific to the audience and activity objectives and are congruent with nationally standardized campaign themes and messages reflecting current best practices. (NFPA 1035) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

2. Practice safety during fire and life safety education activities, given a lesson plan and a list of equipment, so that fire and life safety activities are conducted without injury to educator or participants. (NFPA 1035) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

3. Present a lesson, given a lesson plan with multiple presentation methods, evaluation instruments, time allotment, settings, and identified audience, so that the lesson plan is followed and the objectives are met. (NFPA 1035) (CTS 3-3)

Evaluator Signature: _____ Date Verified: _____

4. Adapt a lesson plan, given the lesson content and information on the audience, so that the material presented meets the needs of the audience. (NFPA 1035) (CTS 3-4)

Evaluator Signature: _____ Date Verified: _____

5. Notify the public, given a scheduled event, so that the location, date, time, topic, and sponsoring agency are conveyed. (NFPA 1035) (CTS 3-5)

Evaluator Signature: _____ Date Verified: _____

6. Disseminate educational information, given information and/or materials, a specified audience, and a time frame, so that the information reaches the audience within the specified time (NFPA 1035) (CTS 3-6)

Evaluator Signature: _____ Date Verified: _____

7. Disseminate information through applicable electronic forms of communications, including social media, given an incident, a situation, or event information, organizational policies, and methods and time frame for releasing that information, so that the information is on time and accurate. (NFPA 1035) (CTS 3-7)

Evaluator Signature: _____ Date Verified: _____

Administration

8. Document fire and life safety educational activities, given specific forms or formats, so that all activities are recorded and each component of the form or format is completed with the correct information. (NFPA 1035) (CTS 1-2)

Evaluator Signature: _____ Date Verified: _____

9. Prepare activity reports, given specific forms or formats and information on activities, so that all components of the forms or formats are completed with the correct information. (NFPA 1035) (CTS 1-3)

Evaluator Signature: _____ Date Verified: _____

10. Maintain a work schedule, given a list of events, activity requests, pre-activity requirements, and time allotments, so that all activities are scheduled and completed without conflict. (NFPA 1035) (CTS 1-4)

Evaluator Signature: _____ Date Verified: _____

11. Identify community resources, services, and organizations, given a current list of resources, organizations, and identified need(s), so that the public is referred to the applicable resource(s). (NFPA 1035) (CTS 1-5)

Evaluator Signature: _____ Date Verified: _____

Planning and Development

12. Identify partners to address current fire and life safety issues, given current fire and life safety issues, community resources, services, and organizations, so that information and resources are shared. (NFPA 1035) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

Evaluation

13. Administer an evaluation instrument, given the appropriate evaluation instrument and testing policies and procedures, so that lesson outcomes are measured. (NFPA 1035) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

14. Score an evaluation instrument, given the scoring procedures and grading scale, so that lesson outcomes are known. (NFPA 1035) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

Fire and Life Safety Educator 2

Education and Implementation

15. Develop informational material, given an identified fire or life safety objective and characteristics of the target audience, so that the information provided is accurate, relevant to the objective, and specific to the characteristics and needs of the target audience. (NFPA 1035) (CTS 7-1)

Evaluator Signature: _____ Date Verified: _____

16. Develop a lesson plan and a course evaluation mechanism, given a topic, audience characteristics, and an agency-specific standard lesson plan format, so that the lesson plan and course evaluation mechanism addresses JPRs or learning objectives for the topic; includes learning objectives, a lesson outline, course materials, instructional aids; and meets the needs of the target audience. (OSFM) (CTS 7-2)

Evaluator Signature: _____ Date Verified: _____

17. Modify an existing lesson plan, given a topic, audience characteristic, and lesson plan, so that the lesson plan addresses the JPRs or learning objectives for the topic and includes learning objectives, the lesson outline, course materials, instructional aids, and an evaluation plan. (OSFM) (CTS 7-3)

Evaluator Signature: _____ Date Verified: _____

18. Develop and modify educational materials, given a lesson plan and a specified audience, so that the materials support the lesson plan, are specific to the audience, and are congruent with nationally standardized campaign themes and messages reflecting current best practices. (NFPA 1035) (CTS 7-4)

Evaluator Signature: _____ Date Verified: _____

Administration

19. Prepare a written budget proposal for a specific program or activity, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed, and the budget identifies all program needs. (NFPA 1035) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

Planning and Development

20. Establish fire and life safety education priorities within a program, given relevant local loss and injury data, so that local fire and life safety education activities address identified risk priorities. (NFPA 1035) (CTS 6-1)

Evaluator Signature: _____ Date Verified: _____

21. Facilitate a fire and life safety collaborative partnership within the organization and with external partners, given information about the organizations in the partnership, the goals of the partnership, organizational guidelines, attendance at community meetings, and participation at community events, so that mutually beneficial relationships are established and fire and life safety education objectives for the partnership are achieved. (NFPA 1035) (CTS 6-2)

Evaluator Signature: _____ Date Verified: _____

22. Prepare a request for resources from an external organization, given an external agency or department and external agency or department policies on requesting resources and a description of the resources needed, so that the request identifies needed resources and conforms to department and external agency policies and the requirements of the resource provider. (NFPA 1035) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

Evaluation

23. Develop an evaluation strategy, given educational goals and objectives and evaluation instrument(s), so that the program outcomes are measured. (NFPA 1035) (CTS 8-1)

Evaluator Signature: _____ Date Verified: _____

24. Design an evaluation instrument, given educational program goals and objectives and an evaluation strategy, so that the evaluation instrument measures the program outcome. (NFPA 1035) (CTS 8-2)

Evaluator Signature: _____ Date Verified: _____

25. Implement an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that educational program outcomes are measured. (NFPA 1035) (CTS 8-3)

Evaluator Signature: _____ Date Verified: _____

Fire and Life Safety Educator 3

Administration

26. Project program budget income/expenditures, given program needs, past expenditures, current materials, personnel cost, and guidelines, so that projections are within accepted guidelines and program needs are addressed in the projected income/expenditures. (NFPA 1035) (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

27. Develop a fire and life safety education division budget, given schedules, budgetary guidelines, program needs, and delivery expense projections so that capital operating and personnel costs are determined and justified. (NFPA 1035) (CTS 9-1)

Evaluator Signature: _____ Date Verified: _____

28. Develop a public policy recommendation for management, given a fire or injury issue and policy development guidelines, so that justification for the policy is provided, the issue is explained, the policy identifies solutions, and the impact or benefit and/or economic incentive from adopting the policy is stated. (NFPA 1035) (CTS 5-3)

Evaluator Signature: _____ Date Verified: _____

29. Evaluate subordinate performance, given written performance criteria, organizational policies on performance evaluations, and evaluation forms, so that the employee is evaluated objectively, feedback is provided to the employee, and the evaluation is completed according to organizational policy and procedures. (NFPA 1035) (CTS 5-4)

Evaluator Signature: _____ Date Verified: _____

30. Formulate alternate systems of program development and delivery, given interagency networks, funding sources, and volunteer recruitment, so that the fire and life safety strategy is sustained in the community through nontraditional approaches. (NFPA 1035) (CTS 9-2)

Evaluator Signature: _____ Date Verified: _____

Planning and Development

31. Develop a comprehensive organizational fire and life safety education strategy, given a systematic planning process and relevant information, so that program goals, design, resources, implementation, and evaluation methods are included. (NFPA 1035) (CTS 10-1)

Evaluator Signature: _____ Date Verified: _____

32. Create a fire and life safety education coalition, given a working knowledge of multijurisdictional organizations and agencies, a list of fire and injury priorities, and policies for interagency partnerships, so that targeted fires and/or injuries are mitigated. (NFPA 1035) (CTS 10-2)

Evaluator Signature: _____ Date Verified: _____

33. Project future fire and life safety needs, given current and emerging trends and issues, so that proactive planning is accomplished within the organizational mission. (NFPA 1035) (CTS 10-3)

Evaluator Signature: _____ Date Verified: _____

34. Develop a marketing plan, given community risk issues and identified fire and life safety education goals, so that an awareness of the importance of fire and life safety is created within the community. (NFPA 1035) (CTS 10-5)

Evaluator Signature: _____ Date Verified: _____

Education and Implementation

35. Interpret data and information, given output from a data/information management system, so that the data and information provide an adequate basis of knowledge to conduct risk analysis. (OSFM) (CTS 11-1)

Evaluator Signature: _____ Date Verified: _____

36. Design a fire and life safety education program, given a comprehensive educational strategy, a target audience, and its characteristics, so that the goals of a given strategy are addressed. (NFPA 1035) (CTS 7-5)

Evaluator Signature: _____ Date Verified: _____

37. Revise an educational program, given results of an evaluation process and program objectives, so that the program is modified and objectives are achieved. (NFPA 1035) (CTS 7-6)

Evaluator Signature: _____ Date Verified: _____

38. Create educational messages, given an identified community risk(s), so that the messages are accurate, are specific to the audience, and are congruent with nationally standardized campaign themes and messages reflecting best practices. (NFPA 1035) (CTS 11-3)

Evaluator Signature: _____ Date Verified: _____

39. Establish administrative policies for the fire and life safety education program, given an organizational mission and federal, tribal, state, provincial, and local regulations, so that program policies are stated and support the organizational mission. (NFPA 1035) (CTS 11-2)

Evaluator Signature: _____ Date Verified: _____

40. Create a training program for fire and life safety educators, given identified JPRs and training program goals, so that the educators are able to carry out the JPRs and the training program goals are achieved. (NFPA 1035) (CTS 11-4)

Evaluator Signature: _____ Date Verified: _____

41. Create an awareness campaign within the organization, given identified fire and life safety education goals and policies, so that all members are informed of their roles within the organization's fire and life safety education strategy. (NFPA 1035) (CTS 11-5)

Evaluator Signature: _____ Date Verified: _____

42. Create a comprehensive fire and life safety education report(s) for policy makers, given relevant information, so that educational strategies, goals, objectives, activities, impact, budgets, and outcomes are described. (NFPA 1035) (CTS 11-6)

Evaluator Signature: _____ Date Verified: _____

Evaluation

43. Implement evaluation methods, given the community's fire and life safety programs, so that the effectiveness of the programs can be determined. (NFPA 1035) (CTS 12-1)

Evaluator Signature: _____ Date Verified: _____

44. Evaluate the quantitative and qualitative educational program aspects, given the community risk reduction program(s), so that benchmarks are recorded, customer satisfaction and educational gain are measured, and behavior change is tracked. (NFPA 1035) (CTS 12-2)

Evaluator Signature: _____ Date Verified: _____

Completion Requirements

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

Education

The candidate has completed the following course(s).

- One of the following:
 - Fire Inspector 1A: Duties and Administration
 - Company Officer 2C: Fire Inspections and Investigation
 - Three college-level units in Introduction to Fire Technology
- One of the following:
 - Public Information and Warning (FEMA EL0105)
 - Public Information Officer – Basic (FEMA G290 or L0105)
 - Introduction to Incident Information (NWCG S-203)
- One of the following:
 - Youth Firesetting Prevention and Intervention (NFA-F0633 and NFA-F0634)
 - Youth Firesetting Prevention and Intervention (NFA-R0629)

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

Experience

The candidate meets the following experience requirements.

- One of the following, performing fire and life safety education within a recognized fire agency in California:
 - Three years' full-time paid experience, or
 - Six years' volunteer or part-time paid experience (two months' part-time paid or volunteer = one month full-time paid), or
 - A combination of full-time paid and part-time paid or volunteer experience equal to three years' full-time paid

Agency	Experience	Start Date	End Date

Position

State Fire Training confirms that there are no position 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 Approval 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 documentation 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 documentation may be cause for rejection.

Signature: _____ Date: _____