



Fire Prevention Administration (2024)

Course Plan

Course Details

Certification: Fire Inspector

CTS Guide: Fire Inspector Certification Training Standard Guide (2024)

Description: This course provides students with a basic knowledge of the administrative requirements related to the roles and responsibilities of a Fire Inspector including administration; processing permit and plan review applications; investigating complaints; modifying codes, standards, and ordinances; inspection services; and legal proceedings.

Designed For: Personnel preparing to pursue Fire Inspector certification or anyone who performs the duties of an inspector within their agency

Prerequisites: Any one of the following options:

- First Responder Inspector 1A, 1B, 1C, and 1D (2024)
- Fire Inspector 1A, 1B, 1C, and 1D (2014 or newer)
- Five (5) years' experience as fire inspector in a California fire agency

Standard: Complete all activities and formative tests.

Complete all summative tests with a minimum score of 80%.

Hours (Total): 20 hours

(12 lecture / 6 application / 2 testing)

Maximum Class Size: 30

Instructor Level: SFT Fire Inspector Registered Instructor

Instructor/Student Ratio: 1:30

Restrictions: None

SFT Designation: CFSTES

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Required Resources

Instructor Resources

To teach this course, instructors need:

- One of the following textbooks (including Instructor Resource kit)
 - *Fire Inspection and Code Enforcement* (IFSTA, 9th edition, 2023)
 - or
 - *Fire Inspector: Principles and Practice* (Jones & Bartlett, revised enhanced 1st edition, 2016)
- California Building Code (International Code Council, current edition)
- California Code of Regulations (CCR) Title 19 (Office of Administrative Law, current edition)
- California Fire Code (International Code Council, current edition)

Online Instructor Resources

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

- Activity 4-1: Complaint Resolution
- Activity 5-1: Modifications to Jurisdictional Codes, Standards, and Ordinances

Student Resources

To participate in this course, students need:

- Required textbook chosen by the instructor
- California Fire Code (International Code Council, current edition)
- Access to a computer and printer

Facilities, Equipment, and Personnel

Facilities

The following facilities are required to deliver this course:

- Standard learning environment or facility, which may include:
 - Writing board or paper easel chart
 - Markers, erasers
 - Amplification devices
 - Projector and screen
 - Laptop or tablet with presentation or other viewing software
 - Internet access with appropriate broadband capabilities

Time Table

Segment	Lecture	Application	Unit Total
Unit 1: Introduction			
Topic 1-1: Orientation and Administration	0.50	0.00	
Topic 1-2: Fire Inspector Certification Process	0.50	0.00	
Topic 1-3: Definition of Duties	0.50	0.00	
Unit 1 Totals	1.50	0.00	1.50
Unit 2: Administration			
Topic 2-1: Applying Applicable Codes, Standards, and Ordinances	1.00	0.00	
Unit 2 Totals	1.00	0.00	1.00
Unit 3: Processing Permit & Plan Review Applications			
Topic 3-1: Processing Permit Applications	0.50	0.00	
Topic 3-2: Enforcing Permit Regulations	0.50	0.00	
Topic 3-3: Processing a Plan Review Application	0.50	0.50	
Unit 3 Totals	1.50	0.50	2.00
Unit 4: Investigating Complaints			
Topic 4-1: Investigating Complaints	1.00	0.50	
Unit 4 Totals	1.00	0.50	1.50
Unit 5: Modification of Codes and Standards			
Topic 5-1: Explaining Modifications to Codes, Standards, and Ordinances	1.50	1.00	
Unit 5 Totals	1.50	1.00	2.50
Unit 6: Inspection Services and Legal Proceedings			
Topic 6-1: Understanding Legal Proceedings	1.50	1.00	
Topic 6-2: Completing Inspection Reports	1.50	1.50	
Topic 6-3: Initiating Legal Action Related to a Fire Code Violation	1.00	0.50	
Topic 6-4: Recommending Inspection Services Policies and Procedures	1.50	1.00	
Unit 6 Totals	5.50	4.00	9.50
Formative Assessments			
Determined by AHJ or educational institution	0.00	0.00	0.00
Summative Assessment			
Determined by AHJ or educational institution	0.00	2.00	2.00
Course Totals	12.00	8.00	20.00

Time Table Key

1. The Time Table documents the amount of time estimated to deliver the content included in the course plan.
2. Time is documented using the quarter system: 15 min. = .25 / 30 min. = .50 / 45 min. = .75 / 60 min. = 1.0.
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
 - Required student resources
 - Class participation requirements

Discussion Questions

1. Determined by instructor

Application

1. Determined by instructor

Topic 1-2: Fire Inspector Certification Process

Terminal Learning Objective

At the end of this topic a student will be able to identify the requirements for Fire Inspector certification and describe the certification task book and testing process.

Enabling Learning Objectives

1. Identify the levels of certification in the Fire Inspector certification track
 - First Responder Inspector
 - Fire Inspector
2. Identify other Fire Prevention certification tracks
 - Fire Plans Examiner
 - Fire Marshal
3. Identify the prerequisites for Fire Inspector certification
 - OSFM Fire Inspector 1 (2014) **or** First Responder Inspector (2024) certification
4. Identify the course work required for Fire Inspector certification
 - Fire Inspector 2A: Fire Prevention Administration (2014 or newer)
 - Fire Inspector 2B: Fire and Life Safety Requirements (2014 or newer)
 - Fire Inspector 2C: Fire and Life Safety Systems and Equipment Inspections (2014 or newer)
 - Fire Inspector 2D: Hazardous Materials, Operations, and Processes (2014 or newer)
 - Statutes and Regulations (SFT – Completed within the last 10 years)
 - Fire and Life Safety Educator 1A: Fire and Life Safety Educator 1
5. Identify the exam requirements for Fire Inspector certification
 - None
6. Identify the task book requirements for Fire Inspector certification
 - Fire Inspector Certification Task Book (2024)
7. Identify the experience requirements for Fire Inspector certification
 - Has a minimum of three (3) years' full-time paid experience or six (6) years' volunteer or part-time paid experience in a recognized California fire agency as a Fire Inspector or Prevention Officer
8. Identify the position requirements for Fire Inspector 1 certification
 - None
9. Identify the supporting documentation requirements for Fire Inspector certification
 - International Code Council Fire Code Inspector 1 certification
10. Describe the certification task book process
11. Describe the certification testing process
 - Not applicable
 - All formative and summative testing is completed in individual courses

Discussion Questions

1. Determined by instructor

Application

1. Determined by instructor

Topic 1-3: Definition of Duties

Terminal Learning Objective

At the end of this topic, a student given NFPA 1030 and applicable codes, standards, and ordinances, will be able to identify the administrative, legal, field inspection, and plan review duties of a Fire Inspector in accordance with national, state, and local standards.

Enabling Learning Objectives

1. Identify the administrative duties of a Fire Inspector including conducting research, interpreting codes, implementing policy, testifying at legal proceedings, and facilitating training
2. Identify the legal duties of a Fire Inspector including participating in various legal proceedings, such as enforcement of the adopted codes and standards of the AHJ, handling various complaints, and initiating legal action where necessary
3. Identify the field inspection duties of a Fire Inspector including conducting fire and life safety inspections that include enforcement actions, and analyses of new and existing structures and properties for construction, occupancy, fire protection, and exposures
4. Identify the plans review duties of a Fire Inspector including field verification of shop drawings, plans, and construction documents to ensure that they meet the intent of applicable codes and standards for fire and life safety
5. Describe how ethics and core values impact the Fire Inspector's job performance and work environment

Discussion Questions

1. What jurisdictional organizations require inspectors to conduct inspections?
2. What ethics-related situations have you encountered as a fire inspector?

Application

1. Determined by instructor

CTS Guide Reference: CTS 1-1

Unit 2: Administration

Topic 2-1: Applying Applicable Codes, Standards, and Ordinances

Terminal Learning Objective

At the end of this topic a student, given the findings of a completed inspection; codes, standards, and ordinances; and AHJ policies, will be able to apply applicable codes, standards, and ordinances so that the applicable codes, standards, ordinances, and policies are identified, and compliance is determined.

Enabling Learning Objectives

1. Describe fire behavior
2. Describe fire department access
3. Describe water supply
4. Describe flame spread
5. Identify smoke development ratings of contents
6. Identify interior finishes
7. Identify building construction elements
8. Identify life safety systems
9. Identify decorations and decorative materials
10. Identify furnishings
11. Describe safe housekeeping practices
12. Observe
13. Communicate
14. Apply codes, standards, and ordinances
15. Recognize hazardous conditions
16. Apply decision-making skills

Discussion Questions

1. How might interior finishes affect flame spread?
2. How does fire behavior impact codes and standards?

Application

1. Determined by instructor

Instructor Notes

1. None

CTS Guide Reference: CTS 2-1

Unit 3: Processing Applications

Topic 3-1: Processing a Permit Application

Terminal Learning Objective

At the end of this topic a student, given a specific request, will be able to process a permit application so that the application is evaluated, and a permit is issued or denied in accordance with the applicable codes, standards, ordinances, and AHJ policies and procedures.

Enabling Learning Objectives

1. Describe the permit application process
 - Assessing fees or charges
 - Tracking documentation
 - Verifying application is complete
 - Verifying license and worker's compensation information
2. Describe components of a permit application
3. Identify applicable permit application codes, standards, and ordinances and policies and procedures of the AHJ
4. Apply applicable codes standards, ordinances, and AHJ policies and procedures to the permit application process

Discussion Questions

1. What are the types of permits issued within your AHJ?
2. What are the essential components of a permit application?
3. How is a permit application relevant to an inspection?

Application

1. Determined by instructor

Instructor Notes

1. None

CTS Guide Reference: CTS 2-3

Topic 3-2: Enforcing Permit Regulations

Terminal Learning Objective

At the end of this topic a student, given a permit application or report of a violation and applicable codes, standards, ordinances, and AHJ policies, will be able to enforce permit regulations so that enforcement actions are taken in accordance with the applicable codes, standards, ordinances, and AHJ policies and the violation is corrected.

Enabling Learning Objectives

1. Describe legal authority for permit issuance and revocation
 - Operational
2. Describe how to enforce permit regulations, including:
 - Inspecting the permit site
 - Comparing permit scope to site conditions
 - Identifying and documenting deficiencies
 - Notifying responsible parties
 - Identifying deficiency resolution options
 - Verifying compliance
 - Issuing stop work notice
 - Revoking permit
3. Identify applicable permit enforcement codes, standards, and ordinances adopted by the AHJ
4. Apply applicable permit enforcement codes, standards, and ordinances adopted by the AHJ
5. Make decisions about permit violations and communicate as necessary to enforce permit regulations
6. Communicate
7. Explain consequences of improper enforcement

Discussion Questions

1. What are an inspector's responsibilities when enforcing a permit?
2. What factors should be considered when issuing a stop work notice?
3. What is your AHJ notification procedure for stop work notice?

Application

1. Determined by instructor

Instructor Notes

1. None

CTS Guide Reference: CTS 2-4

Topic 3-3: Processing a Plan Review Application

Terminal Learning Objective

At the end of this topic a student, given a specific submittal, will be able to process a plan review application so that the application is evaluated and processed in accordance with the applicable codes, standards, ordinances, and AHJ policies.

Enabling Learning Objectives

1. Define the intent of a plan review application
 - To ensure that building plans meet the requirements of building codes, zoning ordinances, and other relevant statutes for fire safety, life safety, and construction standards
2. Describe the plan review application process
 - Assessing fees or charges
 - Tracking documentation
 - Verifying application is complete
 - Verifying that all documents are included
 - Plan Views
 - Manufacturers installation instructions
 - Cut sheets
 - Listings and approvals
 - Rejecting plan review application
3. Describe AHJ codes, standards, ordinances, policies, and procedures
4. Communicate orally, in writing, and electronically in a manner approved by the AHJ on matters related to code, standard, and ordinance requirements and AHJ policies and procedures

Discussion Questions

1. What are the different types of plan views?
2. What purpose do cut sheets serve?

Application

1. Given a plan review application accompanied by an incomplete set of plans and documents, have students draft a letter informing the applicant of the jurisdictional code requirements, policies, and procedures.

Instructor Notes

1. None

CTS Guide Reference: CTS 2-5

Unit 4: Investigating Complaints

Topic 4-1: Investigating Complaints

Terminal Learning Objective

At the end of this topic a student, given a reported situation or condition, will be able to investigate complaints so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved or referred in accordance with the applicable codes, standards, ordinances, and AHJ policies.

Enabling Learning Objectives

1. Describe methods and procedures to record, validate, and resolve complaints
 - Documenting complaint
 - Reviewing related past files
 - Researching complaint topic
 - Conducting a field inspection
 - Recognizing the problem
 - Documenting findings
 - Identifying options for resolution
 - Referring to appropriate level or other agencies when necessary
2. Identify applicable AHJ codes, standards, ordinances, and policies
3. Identify common complaints
 - Unpermitted construction
 - Change of use or occupancy
 - Electrical hazards
 - Fire safety violations
 - Blocked exits
 - Incorrect smoke alarm placement
 - Property maintenance issues (junk, debris, overgrown vegetation, etc.)
4. Describe how external pressures impact complaint investigation and resolution
 - Elected officials
 - Community members
 - Jurisdictional boundaries
5. Interpret codes and standards as they apply to complaint resolution
6. Recognize problems during the investigation of a complaint
7. Refer complaints to other agencies when required

Discussion Questions

1. How might external pressure affect complaint investigation?
2. What other resources (e.g., stakeholders, agencies, departments, etc.) might you need to involve in complaint resolution?
3. What steps do you take to investigate a complaint in your AHJ?

Application

1. Activity 4-1: Complaint Resolution

Instructor Notes

1. At this professional level, complaint resolution depends heavily on the technical evaluation of the complaint and the selection of possible corrective actions. More than one solution might be available.

CTS Guide Reference: CTS 2-6

Unit 5: Modifying Codes and Standards

Topic 5-1: Explaining Modifications to Codes, Standards, and Ordinances

Terminal Learning Objective

At the end of this topic a student, given a fire or life safety issue, will be able to explain the modifications process to the adopted codes, standards, and ordinances of the AHJ so that the proposed modifications address the problem, need, or deficiency.

Enabling Learning Objectives

1. Describe state statutes or local ordinances establishing or empowering the AHJ to adopt, enforce, and modify codes, standards, and ordinances
 - Health and Safety Code (Section 13143, 17921(b), 17958.7, 18938)
 - California Administrative Code
2. Describe the legal instruments establishing or adopting codes and standards
3. Describe the development and adoption process for fire and life safety legislation or regulations
 - Publication of model code used in California by ICC
 - Review and modification by state agencies
 - Adoption by State Building Standards Commission
 - Review and modification by local agencies (during 180-day waiting period)
 - Adoption by local agency
4. Recognize problems with adopted codes, standards, and ordinances
5. Collect information and develop alternative solutions
6. Identify cost/risk benefits of modifying codes, standards, and ordinances

Discussion Questions

1. Which state statutes give local agencies the authority to modify codes?
2. What fiscal impact might code modification have on a community?

Application

1. Activity 5-1: Modifications to Jurisdictional Codes, Standards, and Ordinances

Instructor Notes

1. None

CTS Guide Reference: CTS 2-7

Unit 6: Inspection Services and Legal Proceedings

Topic 6-1: Understanding Legal Proceedings

Terminal Learning Objective

At the end of this topic a student, given the findings of a field inspection or a complaint and consultation with legal counsel, will be able to understand legal proceedings so that all information is presented in a factual manner.

Enabling Learning Objectives

1. Identify legal requirements pertaining to rules of evidence
2. Identify enforcement measures consistent with AHJ
3. Create a notice and order
 - Citation
 - Elements
 - Direction
 - Appeal
4. Identify types of legal proceedings applicable to this topic
 - Local appeals
 - Appeals to the State Fire Marshal
 - Appeals to Building Standards Commission
 - Inspection warrants
5. Identify the appeals process
6. Maintain a professional demeanor
7. Communicate
8. Listen
9. Differentiate facts from opinions

Discussion Questions

1. Why is it important that fire inspectors understand legal proceedings?
2. What are the potential consequences for failing to comply with state regulations and local ordinances?

Application

1. Working in small groups, have students create a list of five examples of deficiencies.
2. Given written or visual scenarios, have students work in small groups to identify at least five examples of building code or fire code deficiencies.

Instructor Notes

1. None

CTS Guide Reference: CTS 3-1

Topic 6-2: Completing Inspection Reports

Terminal Learning Objective

At the end of this topic a student, given agency policy and procedures and observations from an assigned field inspection, will be able to complete inspection reports so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ.

Enabling Learning Objectives

1. Identify applicable codes, standards, ordinances, and policies adopted by the AHJ
2. Conduct a field inspection
3. Apply codes, standards, and ordinances
4. Communicate orally, in writing, and electronically in a manner approved by the AHJ

Discussion Questions

1. What are some essential components of an inspection report?
2. What are some common challenges in interpreting codes, standards, and ordinances?
3. What are the benefits and challenges of using an electronic inspection report?

Application

1. Determine by instructor

Instructor Notes

1. None

CTS Guide Reference: CTS 2-2

Topic 6-3: Initiating Legal Action Related to a Fire Code Violation

Terminal Learning Objective

At the end of this topic a student, given a description of a violation and a legal opinion, will be able to initiate legal action related to a fire code violation so that the action taken is in accordance with AHJ policies and due process of law is followed.

Enabling Learning Objectives

1. Describe legal procedure for fire code enforcement
 - Determine when legal action is required
 - Evaluate jurisdictional options related to legal action
 - Issue notice of legal action
 - Follow due process of the law
2. Apply legal procedure for fire code enforcement and authority, and limitations of police powers
 - Maintenance
 - Construction
 - Local ordinance
3. Describe authority and limitations of police powers
4. Prepare legal action in accordance with AHJ policies and procedures

Discussion Questions

1. When do the building official and fire official have joint authority for application?
2. When should an inspector initiate legal action against a business owner?
3. Who is your legal counsel within your department or district?

Application

1. Given the application of 6-1, choose an appropriate path for legal proceedings.

Instructor Notes

1. None

CTS Guide Reference: CTS 3-2

Topic 6-4: Recommending Inspection Services Policies and Procedures

Terminal Learning Objective

At the end of this topic a student, given management objectives, will be able to recommend policies and procedures for delivering inspection services so that inspections are conducted in accordance with AHJ policies.

Enabling Learning Objectives

1. Identify approved construction methods and materials related to fire safety
 - Passive or active fire protection systems which slow fire spread, contain smoke, and protect a building's structural integrity
2. Describe reasons to change a policy or procedure
 - Actual practices don't follow policy or procedure
 - Current policy or procedure creates another problem
 - Current policy or procedure is inefficient
 - Code changes
 - Current policy or procedure addresses a problem that no longer exists
 - No policy or procedure exists to address a specific topic
 - Policy or procedure is adopted into a higher-level code and no longer requires addressing at the local level
3. Describe AHJ code enforcement policies and procedures
 - Mandated inspection frequency
 - Follow-up visits
 - Timely response to complaints
4. Describe how to recommend policies and procedures for delivering inspection services, including:
 - Identify the reason or need for change
 - Conduct research to gather or create supporting documentation
 - Develop proposal
 - Draft proposed policy or procedural change
 - Meet with appropriate people for approval
 - Implement if approved
5. Evaluate sources of detailed and technical information relating to fire protection and life safety
6. Read, interpret, and verify construction plans and specifications
7. Educate stakeholders
8. Conduct research
9. Make decisions
10. Recognize problems
11. Resolve conflicts

Discussion Questions

1. What inspection-related policy or procedure would you change in your jurisdiction? Why?

Application

1. Given an existing policy and possible reasons for change, have students break into small groups and write a sample policy change with justification.

Instructor Notes

1. None

CTS Guide Reference: CTS 3-3

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 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.