



# Fire Officer 4 (2020) Implementation Plan

Issued: November 2024

## OVERVIEW

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the updated Fire Officer 4 (2020) curriculum requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

The Fire Officer 4 (2020) curriculum is presented as a Certification Fire Service Training and Education System (CFSTES) series. SFT updated the certification training standard (CTS) guide, course plans, and certification task book based on the current National Fire Protection Association (NFPA) standard, NFPA 1021: Standard for Fire Officer Professional Qualifications (2020).

## IMPLEMENTATION

Candidates entering the SFT system should enroll in the 2020 Fire Officer 4 courses and comply with the most current Fire Officer 4 requirements.

New Curriculum	Hours
Fire Officer 4A: Human Resource Management (2020)	54 hours
Fire Officer 4B: Community Leadership and Strategic Planning (2020)	54 hours
Fire Officer 4C: Emergency Services Management (2020)	54 hours

**Fire Officer 4 (2020) Curriculum..... January 1, 2025**

**Retirement of Executive Chief Fire Officer (2014) Curriculum ..... December 31, 2025**

Effective December 31, 2025, SFT will retire Executive Chief Fire Officer (2014). On January 1, 2026, SFT will remove the curriculum from the SFT course catalog, and it will no longer be available.

Candidates pursuing Executive Chief Fire Officer certification using the 2014 task book must complete and submit their Executive Chief Fire Officer Certification Task Book (2014) postmarked on or before December 31, 2026.

Candidates who do not meet this deadline will be required to meet the Fire Officer 4 (2020) certification requirements using the Fire Officer 4 (2020) Certification Task Book.

## INSTRUCTOR REQUIREMENTS

### **Instructor Registration..... January 1, 2025**

Instructors for the Fire Officer 4 (2020) curriculum must meet the SFT requirements for Registered Instructor. Instructors must have appropriate education and practical experience relating to the specific course content.

### **Existing Registered Instructors**

SFT will authorize existing Executive Chief Fire Officer (2014) Registered Instructors who meet the following requirements to teach Fire Officer 4 (2020). SFT will update the SFT User Portal.

- Complete the required education to teach the 2020 curriculum (see table below)
- Review and sign the virtual SFT Officer Series Update web form by December 31, 2026

<b>Fire Officer 4 (2020) Course</b>	<b>Education Requirements to Teach 2020 Course</b>
Fire Officer 4A: Human Resource Management	<ul style="list-style-type: none"><li>• ECFO 4A: Human Resource Management for the Executive Chief Fire Officer <b>and</b></li><li>• ECFO 4E: Health and Safety for the Executive Chief Fire Officer</li></ul>
Fire Officer 4B: Community Leadership and Strategic Planning	<ul style="list-style-type: none"><li>• ECFO 4B: Community and Government Relations for the Executive Chief Fire Officer <b>and</b></li><li>• ECFO 4C: Administration for the Executive Chief Fire Officer</li></ul>
Fire Officer 4C: Emergency Services Management	<ul style="list-style-type: none"><li>• ECFO 4D: Emergency Services Delivery for the Executive Chief Fire Officer</li></ul>

### **In Process Instructor Candidates ..... December 31, 2025**

Candidates actively pursuing Executive Chief Fire Officer (2014) instructor registration must submit all documentation postmarked on or before December 31, 2025. Anyone who applies to teach Fire Officer 4 (2020) on or after January 1, 2026, will be required to meet the Fire Officer 4 (2020) requirements.

### **New Instructor Registration**

New instructor candidates shall meet the following requirements:

<b>Category</b>	<b>Requirement</b>
<b>Instructor Registration</b>	Be an OSFM Registered Instructor
<b>OSFM Certification</b>	Executive Chief Fire Officer (2014) <b>or</b> Fire Officer 4 (2020)

<b>Education</b>	<ul style="list-style-type: none"><li>• Fire Officer 4A: Human Resource Management (2020) <b>or</b> ECFO 4A (2014) <b>and</b> ECFO 4E (2014)</li><li>• Fire Officer 4B: Community Leadership and Strategic Planning (2020) <b>or</b> ECFO 4B (2014) <b>and</b> ECFO 4C (2014)</li><li>• Fire Officer 4C: Emergency Services Delivery (2020) <b>or</b> ECFO 4D (2014)</li><li>• I-400: Advanced Incident Command System for Command and General Staff-Complex Incidents (classroom delivery only) (CalEMA/Cal OES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, or SFT)</li><li>• Fire Service Labor/Management Relations (SFT)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• A minimum of three years' full-time paid or six years' volunteer or part-time paid experience working as a Fire Officer 4<sup>1</sup> in a recognized California fire agency (all courses)</li><li>• Specific expertise in:<ul style="list-style-type: none"><li>○ Human resource management and health and safety (FO4A)</li><li>○ Community and government relations and administration (FO4B)</li><li>○ Emergency services management (FO4C)</li></ul></li></ul>
<b>Chief's Letter</b>	Provide a letter signed by their fire chief <sup>2</sup> or authorized designee that verifies qualification to deliver Fire Officer 4 curriculum.
<b>Application</b>	Submit an SFT Instructor Registration Application
<b>Fee</b>	Pay the registration fee

## POTENTIAL AGENCY IMPACTS

Fire agencies desiring to use the Fire Officer 4 (2020) curriculum as a requirement for their recruitment/promotion activities need to review the Fire Officer 4 (2020) curriculum requirements to be sure that all agency training needs are met. After review, fire agencies should update their job specifications and recruitment documentation to reflect these new courses and certification requirements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges, and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee / program sponsor, as appropriate. ARTPs should review the new Fire Officer 4 (2020) curriculum and discuss potential impacts with their advisory committees.

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<sup>1</sup> SFT defines a Fire Officer 4 as a Division Chief, Assistant Chief, Deputy Chief, or Fire Chief.

<sup>2</sup> If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.