



INFORMATION BULLETIN

Instructor Trainee Task Books

Issued: October 2022

OVERVIEW

State Fire Training (SFT) requires the completion of an Instructor Trainee Task Book as part of the process to become a Primary Registered Instructor to teach specific Fire Service Training and Education Program (FSTEP) courses. This Information Bulletin provides clarification on the requirements of an Instructor Trainee Task Book and the number of instructor trainees that may be signed during one course.

EVALUATORS

An Evaluator for an Instructor Task Book is the Primary or Senior Instructor assigned on the Request for Course Scheduling that verifies that the Instructor Trainee can satisfactorily execute a Job Performance Requirement (JPR). The Instructor Trainee shall not serve as an Assistant Instructor during the same course. The 2022 SFT Procedures Manual update (regulatory text) has been modified to include verbiage regarding number of trainees that may be signed off during one course.

A Registered Primary Instructor evaluates the Instructor Trainees seeking Primary Instructor status and signs off on the Trainee Task Book.

1. A single Registered Primary Instructor shall sign for no more than two (2) Trainees per course code.
 - i. JPRs shall not be duplicated or overlap between Trainees.
 - ii. Exception:
 1. If approved in advance of the course by SFT, Registered Primary Instructors may sign Task Books for additional Trainees during a modular delivery.
2. Only those Registered Primary Instructors assigned to the approved course may sign a Trainee Task Book.

EFFECTIVE DATE

Instructor Task Books received on or after October 14, 2022, shall be in compliance with the requirements listed above.

CONTACT

For any questions regarding the submission of Instructor Task Books, contact Frank Vue, SFT Instructor Registrar at frank.vue@fire.ca.gov.