

Officer Development Program

In the interest of improving leadership-training opportunities in fire and rescue service, the Officer Development program is undergoing exciting changes that are detailed in the Certification Manual. New certifications for Rescue Officer are under development and the course delivery procedures and instructor qualification processes will be similar. A new certification for Fire Officer IV/NC Executive Emergency Officer is proposed with a direct delivery class presented by OSFM including a research project. Direct Delivery options for the first three Fire Officer levels will also be available through approved delivery agencies starting in September 2009. Instructors qualified according to the standards set forth below will deliver these courses.

FIRE OFFICER

Instructor Qualification for Fire Officer I, II, III and IV follows a detailed process of evaluation of points for education and experience. This qualifies the candidate to sit for a job knowledge exam at one of our Regional Testing sites. Official documentation of the entire process and operation of the Officer Ad Hoc Committee is available in the [Officer Instructor Qualification Application](#) packet. An [alternative certification path](#) is available for allied professionals who through their current professional status would be an asset to the Officer instructional program. City/County Managers, Consultants, Elected Officials, Accountants, College Professors and other related professionals may apply to be considered as instructional staff without needing to take an exam.

Prerequisites

Five years as a certified General Level II Instructor. Certification at the Officer Level above what they are seeking to teach. In order to sit for the qualification exam the candidate must have the required number of points for education and experience as determined by the Officer Ad Hoc Committee. (For Fire Officer IV see note in application packet)

Experience

Experience will be determined as outlined below for Fire and Rescue professionals. For allied professionals who through their current professional status would be an asset to the Officer program may apply to be considered as instructional staff. Their experience points will be evaluated according to the [Alternative Means](#) calculation below. Examples of these types of professional status include City/County Managers, Consultants, Elected Officials, Accountants, College Professors, and other related areas.

Company Officer Years of Experience Documentation

Number of years as a company officer _____ x factor= _____

	Factor
0-50 person department-	1.25
51-100 person department-	1.50
100-250 person department-	1.75
250 and higher person department-	2.00

Company officer will be defined as a person who has supervisory responsibility over a unit or section. Responsibilities include supervising, leading, directing, scheduling and other similar duties at a company level.

Number of years as a Battalion or Shift Chief _____ x factor = _____

	Factor
0-50 person department-	2.25
51-100 person department-	2.50
100-250 person department-	2.75
250 and higher person department-	3.00

Battalion or Shift Chief will be defined as a person who has supervisory responsibility over multiple resources on a shift or specialized area of assignment. Responsibilities include supervising, leading, directing, scheduling multiple companies, teams, training, or special operations.

Number of years as a chief officer _____ x factor = _____

	Factor
0-50 person department-	3.25
51-100 person department-	3.50
100-250 person department-	3.75
250 and higher person department-	4.00

Chief Officer will be defined as a person who has supervisory responsibility over the entire department or major divisions or sections within the department. Responsibilities include supervising, leading, directing, strategic planning, budgeting, and other similar activities.

Alternative Means:

Number of years as a allied professional _____ x factor = _____

	Factor
0-50 person agency-	3.25
51-100 person agency-	3.50
100-250 person agency-	3.75
250 and higher person agency-	4.00

Allied professionals shall be defined as those persons who lend themselves to the development of future leaders within the emergency services. The utilization of such professionals will strengthen the officer development process and provide deeper insight. Professionals of this nature can include but are not limited to city/county managers, human resource directors, professors, and consultants. These professionals will not be required to complete the examination for certification. Their education will be evaluated as described below. This application process is only to ensure that they are placed in the listing of instructors.

The Ad Hoc Committee will look at the attached job description and organizational chart showing his/her position to help make this determination. A minimum of 10 points from

the experience category is required for qualification for Officer I & II and 30 points for Officer III & IV. No one year of experience can be carried in more than one category.

Education

This section will consist of degree credit. The highest level of formal education must be noted on the application. Points for education vary from 10 points for a high school graduate, GED or certificate equivalency to 50 points for a doctoral degree in a field related to Officer Development.

EDUCATION POINTS TOWARDS OFFICER INSTRUCTOR QUALIFICATION		
<i>Degree</i>	<i>Points</i>	
	<i>Related</i>	<i>Unrelated</i>
High School	N/A	10 if no college
Associate Degree	20	15
Bachelor Degree	30	25
Master's Degree	40	35
Doctoral Degree	50	45

Related fields of study include the following:

- Allied Health,
- Bio-Technology
- Business
- Chemistry
- Communications
- Construction Trades
- Criminal Justice
- Fire Administration
- Fire Science
- Fire Engineering
- Fire Protection Technology
- Education
- Emergency Management
- Emergency Medical Services
- Engineering
- Healthcare Administration
- Human Resources
- Human Services
- Industrial Construction
- Industrial Safety
- Labor Relations
- Leadership and Management
- Management
- Medical Assistant
- Nursing
- Occupational Safety
- Organizational Studies
- Paramedic Technology/Science
- Public Administration
- Public Health
- Respiratory Management
- Risk Management

Procedure

- 1) Request or download the [application packet](#). Here is an [application to print](#) with just the pages that need to be filled out.
- 2) Read through the application packet and ensure a thorough understanding of the requirements.
- 3) Compile needed information for and put it in the required format as outlined in the application packet.
- 4) Submit the completed application packet to the Officer Ad Hoc committee for review and subsequent approval or denial (if denied a list of deficiencies will be included).
- 5) The Officer Ad Hoc Committee will determine the level of Officer Qualification eligibility the candidate has according to the points awarded by the documentation in the application packet.
- 6) Once notified by Fire and Rescue Commission staff as to what level the applicant is eligible to qualify at, they will then register for a job knowledge exam at a Regional Testing site (except for allied professionals qualifying under alternative means). Upon passing the test with a score of 70%, a letter of qualification will be issued and noted within the Fire and Rescue Commissions database.

Grievances will be handled in accordance with the guidelines set forth in the Application packet.

DIRECT DELIVERY COURSE PROCEDURES

Maintaining the quality of these programs is a great concern since the quality of leadership largely determines the quality of the fire service in general. To ensure quality, OSFM requires that any agency wishing to conduct a Fire Officer Program in which the workbook will be submitted and graded at the end of the course must notify OSFM within 90 days. There will be a link on the OSFM website for this purpose. Then OSFM will assign needed staff to ensure that the workbooks are reviewed in accordance to the Officer Ad Hoc Committee procedures. This notification will also act as a means to help insure that all programs are conducted in a consistent manner with those in other parts of the state.

PowerPoint presentations, Lesson Plans, Workbooks, and other necessary resources to conduct the training will be distributed to qualified instructors. Only those resources for the levels that an individual is qualified to deliver will be available to them.

Only those programs that are conducted by NC Fire and Rescue Commission qualified instructors will be eligible to have the workbook reviewed and feedback given during the program. Initial Instructor qualification for this program will take place between March 1, 2009 and September 1, 2009.