



New Hampshire Department of Safety
Division of Fire Standards and Training and Emergency Medical Services
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FIRE STANDARDS AND TRAINING COMMISSION

CURRICULUM DEVELOPMENT AND APPROVAL GUIDE

INSERT PROGRAM NAME HERE
NFPA STANDARD

Approved by the New Hampshire Fire Standards and Training Commission

Commission Approval

Date:

INTRODUCTION:

The New Hampshire Fire Standards and Training Commission is responsible for the approval of certification curricula for firefighters throughout the state. To accomplish this portion of their mission, the Commission establishes a Visiting Committee who is charged with recommending new curricula, or updating existing certification programs, to present to the Commission for approval and adoption.

SCOPE:

This procedure shall apply to all Visiting Committees appointed by the Fire Standards and Training Commission.

PROCEDURE:

- I. The establishment of the Visiting Committee shall follow the approved policy from the Commission.
- II. Once appointed, the Visiting Committee shall be charged with providing valuable input of the current needs facing the New Hampshire emergency services responders. They shall work closely with the Division to provide this input and feedback on the proposed curriculum.
- III. With input from the Visiting Committee, the Division shall be responsible for formulating module lesson plans, presentation outlines, and job performance requirements and be consistent with Fire Part 402.03. It is not the responsibility of the Visiting Committee to choose instructors or design quizzes and exams.
- IV. Once a curriculum package is selected and all necessary documentation is completed, the Committee shall present to the Curriculum Committee for approval. If the Curriculum Committee approved the proposal it shall then be brought forward to the full Commission for a preliminary approval. Once a preliminary approval has been granted, two public hearings (one in the day and one in the evening) shall be held in conjunction with a 60 day written comment period. All pertinent documentation shall be posted on the Division's website and notification of the comment period shall be distributed. Additionally, if ProBoard approval is required, it shall be done simultaneously with the public comment period.
- V. Upon completion of the public comment period and approval from ProBoard, if applicable, the final curriculum and public comments shall be brought forward to the full Commission for final approval.
- VI. Upon completion of two deliveries of the curriculum or after a period of one year, which ever happens first, the Division shall provide the Commission an evaluation of the curriculum and any suggested curriculum modifications needed.

MEETING GUIDELINES:

- I. All Visiting Committee meetings shall be posted in advance on the Division's website along with the other meetings of the Commission. Along with posting each meeting, notification shall be sent to any person that expressed interest in being a member of the committee who was not selected.
- II. A quorum on each Visiting Committee shall be established as a simple majority of the seated members. It is the intent to have an in-person quorum at each meeting, however in coordination with the Commission's representative the use of conferencing calling and/or video conferencing may be utilized.
- III. In the event a quorum is not possible, the Commission representative shall make the determination whether to hold the meeting or postpone it.
- IV. Upon the conclusion of each meeting, minutes shall be posted to the Division's website
- V. All final recommendations shall be voted on by a quorum of the Visiting Committee.

Curriculum Information Sheet

Name of Certification:
(including NFPA Standard)

NFPA Standards #: _____ Edition Date: _____ Next Edition: _____

Type of Certificate:

NH Certification: _____ Pro-Board Certified _____
Certificate of Attendance: _____

**Curriculum Committee
Approval**

_____ **Date:** _____

**ProBoard/Certification
requirements:**

*Please attach all job sheets
and NFPA matrix*

Number of exam questions: _____
Job Sheets updated and formatted: _____
NFPA Matrix: _____
Method of Delivery: Classroom / Hybrid / Online

Reference Material for Students:
Include edition numbers

Class Size:

Min:

Max:

Number of Hours:

Module Breakdown:

Hours: _____
Hours: _____
Hours: _____
Hours: _____

Prerequisites:

Requirements for Testing:

**What type of factor determines
successful completion:**

Attach sample schedule of proposed training program:

Yes _____ No _____

Attach roster appointed Visiting Committee members

Yes _____ No _____

**Preliminary Commission
Approval**

_____ **Date:** _____

Public Hearing Dates

Daytime:

Evening:

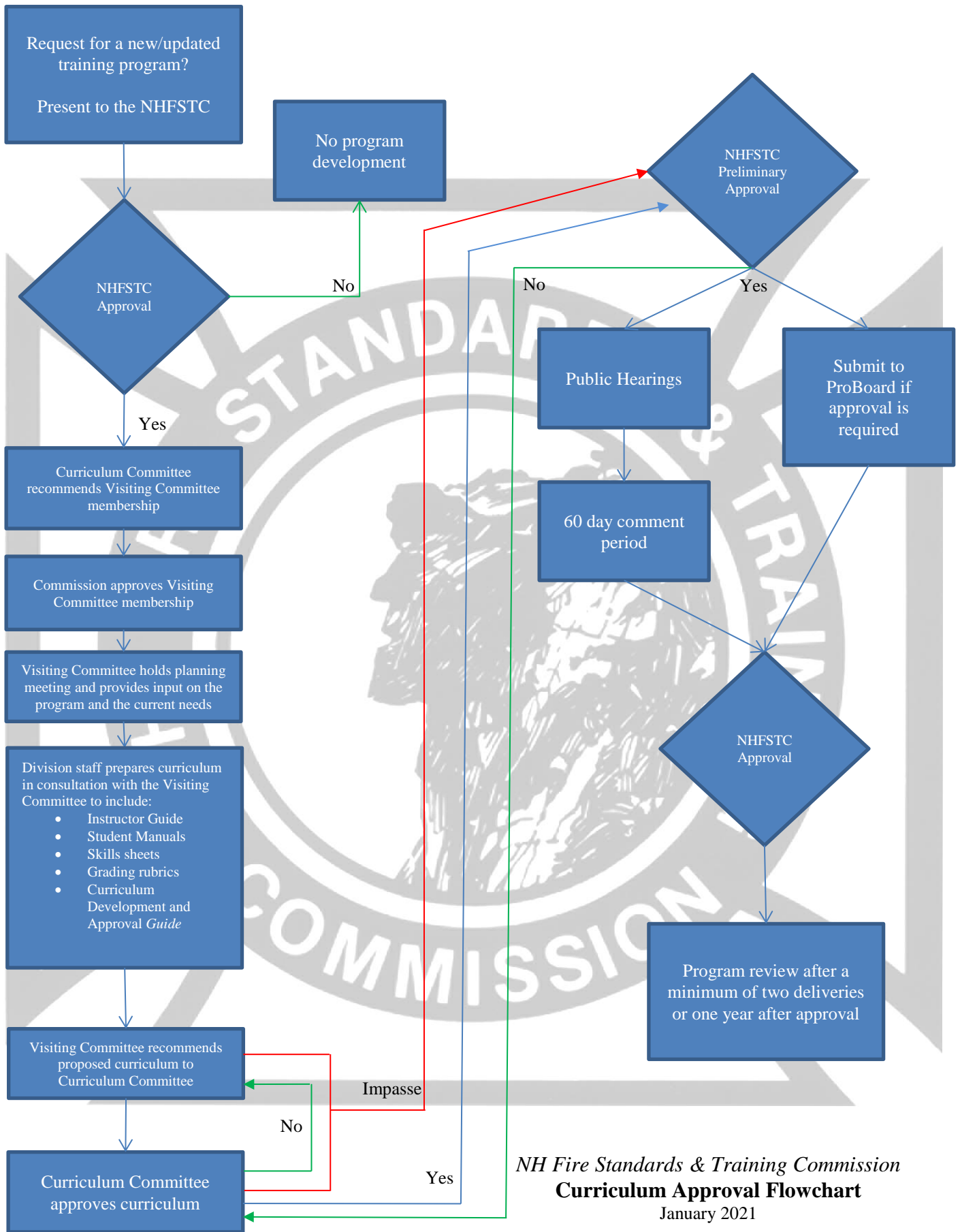
60 day comment period window

Please attach all public comment material to this document

Please attach the following:

- ProBoard Test matrix
- Test stations
- Practical exam testing explanation
- Sample schedule
- Visiting Committee members roster





NH Fire Standards & Training Commission
Curriculum Approval Flowchart
 January 2021