



New Hampshire Department of Safety
Division of Fire Standards and Training and Emergency Medical Services
33 Hazen Drive, Concord, NH 03305 1-800-371-4503 or 603-223-4200 FAX: 603-271-1091

FIRE STANDARDS AND TRAINING COMMISSION

CURRICULUM DEVELOPMENT AND APPROVAL GUIDE

Fire Inspector II NFPA 1031

Approved by the New Hampshire Fire Standards and Training Commission

Commission Approval

Date: _____

INTRODUCTION:

One of the tasks the New Hampshire Fire Standards and Training Commission is responsible for, is the approval curricula for firefighters throughout the state to be trained in. 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. Once appointed, the Visiting Committee shall be charged with choosing a pre-packaged (“canned”) program. The committee may alter the program slightly to meet the needs of the Commission and the Division. However, the altered curriculum must continue to meet the appropriate NFPA referenced standard, and must continue to resemble the original, pre-packaged program.
- II. Once a Commission Representative has been appointed and the Division shall assign a uniform staff member to represent the Division on said committee. It shall be the responsibility of the Division Staff Representative to lead and assist the Visiting Committee in choosing or developing the curricula to be taught.
- III. With help of 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 committee to choose instructors or design quizzes and exams. However, members of the visiting committee are required to assist in locally validating question banks which will be utilized in creating the certification exams.
- IV. Once a curriculum package is selected an all necessary documentation is completed, it shall present 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 hold 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, if applicable, from ProBoard, the final curriculum and public comments shall be brought forward to the full Commission for final approval.
- VI. That shall be a program review and report back to the full Commission after the completion of a minimum of two deliveries or a period of one year after the approval.

Curriculum Information Sheet

Name of Certification:
(including NFPA Standard)

Fire Inspector II
NFPA Standards #: 1031 Edition Date: 2014 Next Edition: 2021

Type of Certificate:

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

Curriculum Committee Approval

Approved by the Commission _____ Date: 9/5/2018

Proboard/Certification requirements:

Question bank validation: Yes
Number of exam questions: 100
Job Sheets updated and formatted: _____
NFPA Matrix: _____

*Please attached all job sheets
and NFPA matrix*

Reference Material for Students:
Include edition numbers

Fire Inspector: Principles and Practice, Revised 1st Edition (Jones and Bartlett)
NFPA Fire Inspector I Student Manual
NFPA 1 - Uniform Fire Code Handbook
NFPA 101 - Life Safety Code Handbook

Class Size:

Min: 12 Max: 24 **Number of Hours:** 32

Module Breakdown:

Standards and Codes	Hours: <u>2</u>
Construction Types & Occupancies	Hours: <u>3</u>
Fire Behavior & Hazard Recognition	Hours: <u>3</u>
Performance Based Codes	Hours: <u>4</u>
Construction Documents	Hours: <u>2</u>
Code Modification Process	Hours: <u>2</u>
Electrical & HVAC Hazards	Hours: <u>4</u>
Fire Alarm Acceptance Testing	Hours: <u>2</u>
Fire Protection Systems	Hours: <u>2</u>
Storage & Housekeeping Practices	Hours: <u>2</u>
Site Plans & Access/Egress	Hours: <u>2</u>
Permit Process & Plans Review	Hours: <u>2</u>
Complaints	Hours: <u>2</u>

Prerequisites:

Fire Inspector I

Requirements for Testing:

Successful completion of all course requirements

What type of factor determines successful completion:

Attach sample schedule of proposed training program: Yes _____ No _____ X _____

Attach roster of all visiting committee members

Yes _____ No X _____

Public Hearing Dates Daytime: _____

Evening: _____

60 day comment period window _____

Please attach all public comment material to this document

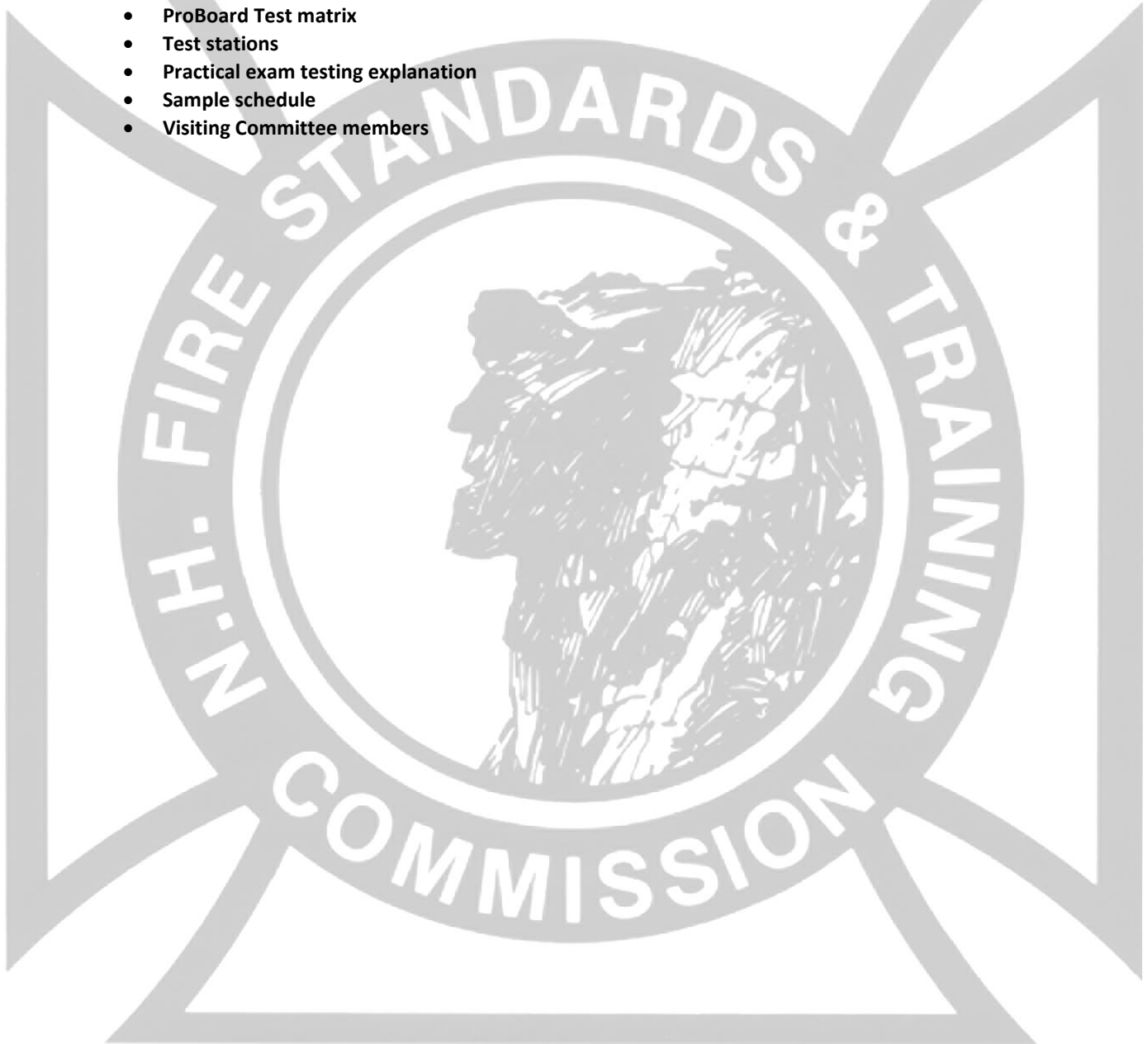
Preliminary Commission

Approval _____

Date: _____

Please attach the following:

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



New Hampshire Fire Standards & Training Commission - Pilot Program Checklist

PROGRAM:

- Has met curriculum approval flow chart
- Is NEW in its entirety
- Is a certification class /description of written and practical sheets
- Meets NFPA Standards
- Is an update of an existing class
- Is a non-certification class
- No applicable standards available
- Pre-Requisites
- Terminal performance objectives/competency profiles

STUDENTS:

- Maximum # _____ Minimum # _____
- Student/Instructor Ratio _____:
- Enough to run class? too few-cost prohibitive _____
too few for practical evolutions _____

INSTRUCTORS:

- Enough to run class _____ y/n _____
- Need to do curriculum review
- Need to do complete Train the Trainer

CURRICULUM:

- Readily available
- Purchased, ordered, and available in time
- Developed curriculum, editing, and reprinting available in time
- General content of each subject area
- Required number of hours

EQUIPMENT:

- All tools, equipment, apparatus, and props are presently available
- Additional tools, equipment, apparatus, and props are needed

LOCATION:

- Deliverable at NHFA only
- Deliverable at NHFA and in the field
- Deliverable in the field only
- Location requirements: _____

EVALUATIONS:

Students:

- Briefed in importance of evaluations
- Set up by modules
- Set up by class days
- Other: _____

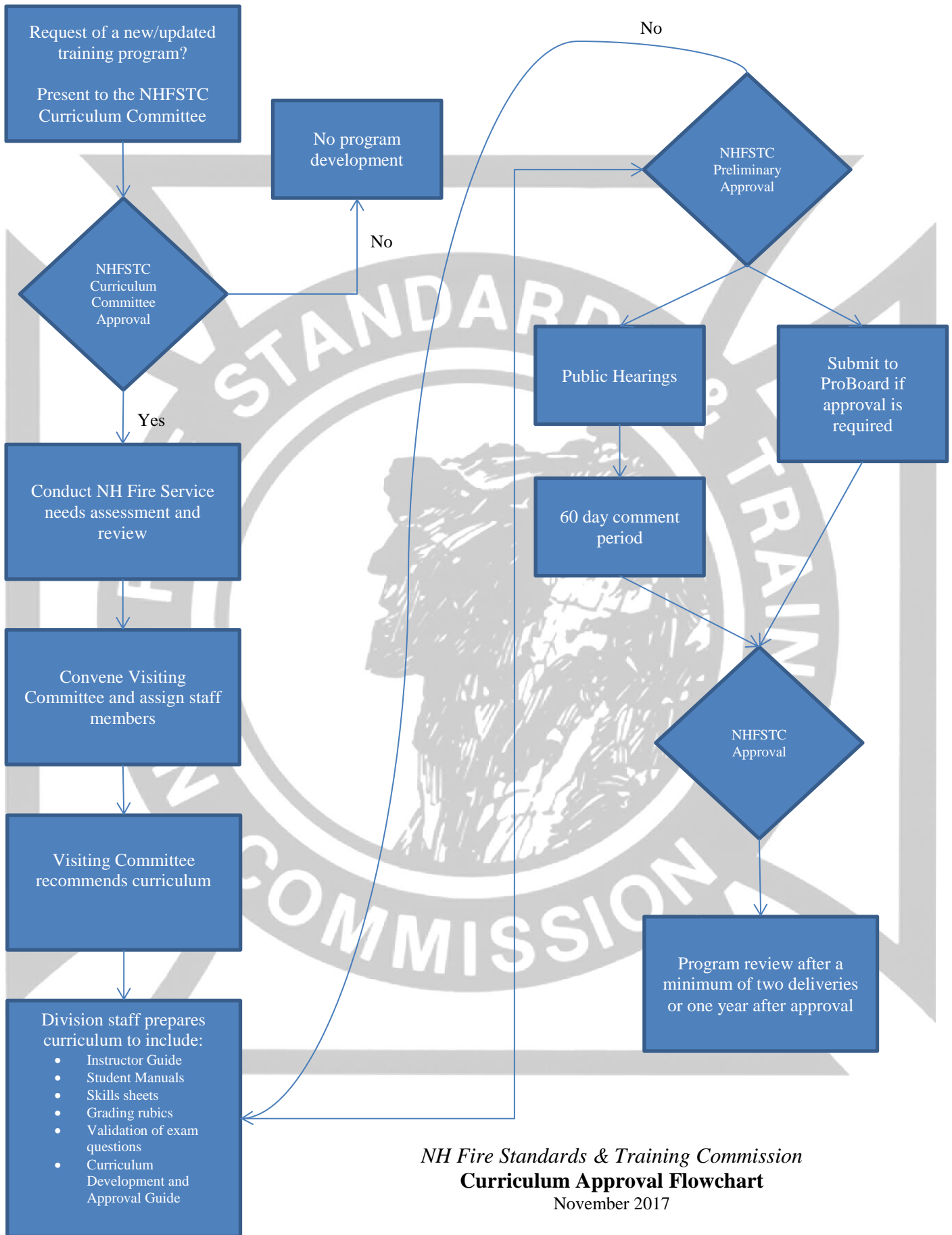
Instructors:

- Reviewed students evaluations
- Met to discuss concerns – round table
- 1st Pilot class reviewed before 2nd Pilot
- By Staff
- By Commission

- Written comments on back

NOTES:

EXPLAIN ALL PROBLEM AREAS



NH Fire Standards & Training Commission
Curriculum Approval Flowchart
 November 2017

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

VISITING COMMITTEE PROTOCOL

March 2002

1. Visiting Committees shall be approved by the Fire Standards & Training Commission.
2. Visiting Committees should have one member assigned from the Division who will oversee the visiting committee process shall serve at chair to schedule and preside over Committee meetings and is responsible for all documentation.
3. Visiting Committees should have one member assigned from the Fire Standards & Training Commission.
4. All Visiting Committee positions shall be advertised at large. All interested parties shall be included in the visiting committee. There shall be no interested parties excluded from providing input on the Committee
5. Visiting Committee shall invite public commentary.
6. Visiting Committees shall review curricula to assure it conforms with the applicable standards(s) When selecting ProBoard certified curriculums, the Visiting Committee shall pick a curriculum in which a national validated test bank is available.
7. Visiting Committees shall present a final recommendation to the Curriculum Review Committee of the Fire Standards & Training Commission.
8. Visiting Committees may be requested by the Curriculum Review Committee of the Fire Standards & Training Commission to hold public hearings as necessary.

