

**Virginia Department of Fire Programs  
FIREFIGHTER II, NFPA 1001-13  
COURSE ADMINISTRATIVE GUIDELINES**

**Virginia Department of Fire Programs  
Firefighter II Program**



**N.F.P.A. 1001-13**

**Virginia Department of Fire Programs**  
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**COURSE ADMINISTRATIVE GUIDELINES**  
**Firefighter II Course Overview**

1. The Virginia Department of Fire Programs' Firefighter II training program consists of combined classroom instruction and practical evolutions of **57 hrs.**
2. The Virginia Department of Fire Programs Firefighter II training program educates students through classroom instruction as well as hands on practical evolutions. The classroom instruction and props are designed to prepare the firefighter for basic engine company and truck company operations.
3. To ensure firefighter students meet the Virginia Department of Fire Programs, National Fire Protection Association's 1001-13, "Standards for Fire Fighter Professional Qualifications", and the National Board on Fire Service Professional Qualifications, students must successfully complete a written test administered by VDFP. Students must receive a minimum score of **70%** on the written examination.

**A. Course Curriculum**

- 1) For the purposes of VDFP NFPA 1001-13 the following are materials are acceptable
  - (a) IFSTA Essentials of Fire Fighting, 6<sup>th</sup> Edition
  - (b) Jones and Bartlett Fundamentals of Fire Fighter Skills 3<sup>rd</sup> Edition

**PRE-COURSE REQUIREMENTS**

**Prerequisites:** Students must be at least 16 years of age and have completed or enrolled in Firefighter I in order to enroll in the Firefighter II course. Junior Firefighters must comply with all Junior Firefighters pre-requisites as defined by Department of Labor and Industry (DOLI) standards.

**Equipment Required:** Full turnout gear and SCBA

**Hours:**

**57 – Traditional Classroom Delivery**

**40 – Blended Learning Delivery**

**Standard/Regulation:** NFPA 1001-13

**Curriculum Text:** For the purposes of VDFP NFPA 1001-13 the following are acceptable:

- a. IFSTA Essentials of Fire Fighting, 6<sup>th</sup> Edition
- b. Jones and Bartlett Fundamentals of Fire Fighter Skills, 3<sup>rd</sup> Edition

**Note:** This course is Pro Board certified. To be issued a certificate the student must have a current CPR card and Hazardous Materials Operations certificate. Any questions regarding Firefighter I and II trainer qualifications, Firefighter I and II curriculum, Firefighter I and II Student performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Firefighter I & II Certification Program's Manager. Consult the "Operations and Training Guidelines" (Current Edition) for names, addresses, and contact numbers for Division Offices.

# Virginia Department of Fire Programs

## FIREFIGHTER II, NFPA 1001-13

### COURSE ADMINISTRATIVE GUIDELINES

#### I. Terminology:

- A. Firefighter II Student:** *A registered student in the Virginia Department of Fire Programs' Firefighter II certification program who meets all pre-course requirements and is currently in the process of completing the following:*  
*Successful completion of hours of classroom and skills instruction;*  
*Successful completion of the final written examination.*
- B. Firefighter II Trainer:** *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Firefighter II, NFPA 1001-13: Standard for Fire Fighter Professional Qualification and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Lead Instructors Status (also known as Class Coordinator):** *A Fire Instructor II with Firefighter I/II Train-The-Trainer that has demonstrated organizational and management skills within the training field.*
- D. Firefighter II Evaluator/Monitor:** *A qualified Firefighter II Trainer (Instructor II, III, or IV) is responsible for the quality assurance component (evaluation) of instructional cadre delivering the Firefighter II program.*
- E. Program Manager:** *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Firefighter II certification program.*
- F. Firefighter II Certification Course:** *A Virginia Department of Fire Programs' certification training program designed to meet the, NFPA 1001-13: Standard for Fire Fighter Professional Qualifications, Level II, and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or recognized by International Fire Service Accreditation Congress(IFSAC).*
- G. Curriculum:** For the purposes of VDFP and NFPA 1001-13 the following texts are acceptable:
- a. IFSTA Essentials of Fire Fighting, 6<sup>th</sup> Edition
  - b. Jones and Bartlett Fundamentals of Fire Fighter Skills, 3<sup>rd</sup> Edition

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

**Firefighter I/II Trainer Qualifications and Requirements:**

**A. Qualifications:**

1. Currently certified Fire Fighter I, II or III.  
Currently Certified VDFP Hazardous Materials Operations (Virginia Program) or VDEM Hazardous Materials Technician or VDEM Hazardous Materials Specialist  
Currently Certified Instructor I, II, III or IV  
Approval from Instructor's VDFP Division Chief.

**B. Requirements:**

**For Certified Instructors without a current Firefighter I/II Train-the-Trainer**

1. Successful completion of the current **Online Instructor I Orientation** training program. Must be completed prior to attending Fire Fighter I/II TTT 1001-13.
  - a. *The Firefighter I/II Trainer is responsible for forwarding the completion certificate to the appropriate Division Chief for entry into FSTRS.*
2. At the Firefighter I/II Trainer level:
  - a. *Successful completion of the **NFPA 1001-13 Firefighter I/II "Train-The-Trainer"** program, to include administrative, practical and live fire evolution training. (Classroom Delivery)*
  - b. *Successful completion of the **Firefighter I/II TTT Homework Assignment**. This is to be completed and submitted within 30 days after receipt of approval from the VDFP Division Chief.*
  - c. *Successful Completion of **16 hours of instructional shadowing** with a minimum of 8-hours of classroom instruction and 8-hours of practical instruction. This will be completed within twelve months of attending the Firefighter I/II TTT, in an approved Firefighter I or II program under the supervision of an approved instructor. The instructor will be approved by the VDFP Division Chief. Documentation of the instructional shadowing will be submitted to the VDFP Division Office in which the TTT was taken. The Division Chief will review and approve or deny the documentation.*

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

3. Completion of the current **VDFP NFPA 1403 Awareness** training.
  - a. The Firefighter I/II Trainer *is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (if this program is taken online)*. Must be completed prior to attending Fire Fighter I/II TTT 1001-13.
  
4. Successful completion of the **MVP Ethical Decision Making**
  - a. The Firefighter I/II Trainer *is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online)*. Must be completed prior to attending Fire Fighter I/II TTT 1001-13.
  
5. Successful completion of the **VDFP Agency Overview**
  - a. *The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online)*. Must be completed prior to attending Fire Fighter I/II TTT 1001-13.

**For Certified Instructors with the Firefighter I/II NFPA 1001 – 08 Train-the-Trainer**

*The following must be completed prior to delivering the Fire Fighter I/II 1001-13.*

1. At the Firefighter I/II Trainer level:
  - a. *Successful completion of the NFPA 1001-13 Firefighter I/II “Train-The-Trainer” program, to include practical and live fire evolution training (Classroom Delivery)*.
  
2. Completion of the current **VDFP NFPA 1403 Awareness** training.
  - a. *The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (if this program is taken online)*.
  
3. Successful completion of the **MVP Ethical Decision Making**
  - a. *The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online)*.
  
4. Successful completion of the **VDFP Agency Overview**
  - a. *The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online)*.

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

**C. Maintaining Firefighter I/II Trainer Status:**

1. To maintain Firefighter I/II Trainer Status, instructors shall complete the following:
  - a. Conduct, assist, and/or monitor a total of 4 hours of classroom, 4 hours of practical related to classroom delivery and 8 hours of live fire practical training in an approved Firefighter I or II Certification training program within a 24 month period.
  - b. Firefighter I/II Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their Division Chief and successfully complete another Firefighter I/II “Train-The-Trainer”.
2. Quality Assurance
  - a. The Division Chief assigned to Program Management of the Firefighter Certification programs will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs delivery system.
  - b. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
  - c. When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.)
  - d. When an evaluation and/or assessment is required by the program Administrative Guidelines or VDFP “OPERATION AND TRAINING GUIDELINES”, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.
    - I.** Respective Division Chiefs may/may not be notified of evaluations/assessments.
    - II.** Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.
    - III.** Instructor Evaluators will be trained by a representative of the Instructor Review Committee and approved by the Instructor Certification Program’s Manager.
  - e. The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

**III. Student Qualifications and Requirements**

**A. Pre-Course Qualifications and Requirements for Firefighter II Students**

1. Students that are 18 years of age or older
  - a. Member of a recognized fire department which provides insurance requirements or provide documentation of insurance
  - b. Complete set of personal protective equipment in acceptable condition and in compliance with NFPA Standards. Personal Protective Equipment includes helmet, coat, pants, hood, boots, suspenders, structural firefighting gloves, and self contained breathing apparatus (SCBA) and spare bottle.
  
2. At least 16 years of age on the first day of class.
  - a. This is to meet DOLI requirements
  - b. Those students who are between 16-18 years old on the first day of class must bring a signed parental permission form with them to continue the course. An original copy of the VDFP parental consent form will be kept on file in the appropriate Division Office.
  - c. Member of a recognized fire department which provides insurance requirements.
  - d. Ordinance in place recognizing minors as firefighters.
  - e. Complete set of personal protective equipment in acceptable condition and in compliance with NFPA Standards. Personal Protective Equipment includes helmet, coat, pants, hood, boots, suspenders, structural firefighting gloves, and self contained breathing apparatus (SCBA) and spare bottle.

**B. Course Completion Requirements for Firefighter II Students**

1. Firefighter II students are required to attend **100%** of classroom and skill sessions to meet all of the standards set forth in the National Fire Protection Association's 1001-13 Standards, "Standards for Fire Fighter Professional Qualifications."
  - a. Missed classes or skill sessions must be made up prior to the date of the live burn day or written test.
  - b. Not more than 10% of the class may be made up with a current FF I/II trainer or blended learning. The 10% is identified as the hours as designated in the VDFP curriculum. A VDFP "Training Validation Form" shall be completed and included with the course paperwork for each class made up. Blended Learning Certificates must be attached with the Training Validation.

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

2. The student must successfully complete and provide copies for the FEMA/DHS ICS IS -100, IS-200 and IS-700 prior to completion of the course.
3. The student must successfully complete and be certified in a Hazardous Materials Operations training program which meets or exceeds one or more of the following:

*Virginia Department of Fire Programs training in Hazardous Materials Operations  
National Board of Fire Service Professional Qualifications (NBFSPQ) for Hazardous  
Materials Operations (to include Virginia Specific Requirements.)  
International Fire Service Accreditation Congress (IFSAC) for Hazardous Materials  
Operations (to include Virginia Specific Requirements.)*

**- OR -**

*Virginia Department of Emergency Management as a Hazardous Materials  
Technician **-OR-** Specialist*

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

**IV. Course Curriculum and Delivery**

**A. Course Curriculum: Traditional Delivery**

**1. (ISFTA) Traditional Delivery Classroom instruction and Skill sessions 57 hours**

Chapter	Topics	Classroom	Code	Practical	Code
1	Orientation (C/R)	4	2AA		
3	Fire Department Communications (C/R) Skill Sheet 3-II-1 (P/R)	2	2AC	2	4AC
4	Building Construction (C/R)	4	2AD		
10	Scene Lighting, Rescue Tools, Vehicle Extrication, and Technical Rescue (C/R) Skill Sheets 10-II-1 to 10-II-11 (P/R)	3	2AJ	6	4AJ
15	Fire Hose (C/R) Skill Sheet 15-II-1 (P/R)	4	2AO	2	4AO
16	Fire Streams (C/R) Skill Sheets 16-II-1 to 16-II-2 (P/R)	3	2AP	3	4AP
17	Fire Control (C/R) Skill Sheets 17-II-1 to 17-II-2 (P/R)	3	2AQ	3	4AQ
19	Fire Origin and Cause Determination (C/R) Skill Sheet 19-II-1 (P/R)	2	2AS	1	4AS
20	Fire Protection Systems (C/R)	3	2AT		
21	Fire and Life Safety Initiatives (C/R) Skill Sheets 21-II-1 to SS 21-II-4 (P/R)	2	2AU	2	4AU
	Structure Fire Evaluation (P/R)			8	UV2
	IS-100	8	IS1		
	IS-200	8	IS2		
	IS-700	4	NI1		
	Certification Written Examination (C/R)	2	UX2		
	Certification Practical Examination (P/R)			3	UY2
	Complete Course				UZ2

**The locality orientation, the final written state certification examination, along with final practical evaluations is NOT included in the 57 hours of instructional training.**

# Virginia Department of Fire Programs

## FIREFIGHTER II, NFPA 1001-13

### COURSE ADMINISTRATIVE GUIDELINES

2. (Jones and Bartlett) Traditional Delivery  
 Traditional Classroom instruction and Skill sessions **57** hours

Chapter	Topics	Classroom	Code	Practical	Code
1	Orientation (C/R)	4	2BA		
4	Fire Service Communications (C/R) Skill Sheet 4-3 (P/R)	1.5	2BD	.5	4BD
5	Incident Command (C/R) Skill Sheet 5-2 (P/R)	2	2BE	2	4BH
9	Fire Fighter Tools and Equipment (C/R)	2	2BI		
15	Ventilation (C/R)	2	2BO		
16	Water Supply (C/R) Skill Sheets 16-13 to 16-14 (P/R)	2	2BP	2	4BP
17	Fire Attack and Foam (C/R) Skill Sheets 17-17 to 17-19 (P/R)	2	2BQ	3	4BQ
19	Salvage and Overhaul (C/R)	3	2BS		
22	Fire Suppression (C/R) Skill Sheet 22-1, 22-12 (P/R)	2	2BV	2	4BV
23	Pre-incident Planning (C/R)	2	2BB		
26	Vehicle Rescue and Extrication (C/R) Skill Sheets 26-3 to 26-10 (P/R)	2	2BX	6	4BX
27	Assisting Special Rescue Teams (C/R)	2	2BC		
36	Fire Prevention and Public Education (C/R) Skill Sheet 36-4 (P/R)	2	2BF	1	4BF
37	Fire Detection, Protection and Suppression Systems (C/R)	2	2BY		
38	Fire Cause Determination (C/R)	2	2BZ		
	Structure Fire Evaluation (P/R)			8	UB4
	IS-100	8	IS1		
	IS-200	8	IS2		
	IS-700	4	NI1		
	Certification Written Examination (C/R)	2	UX4		
	Certification Practical Examination (P/R)			3	UY4
	Complete Course				UB2

**The locality orientation, the final written state certification examination, along with final practical evaluations is NOT included in the 57 hours of instructional training.**

# Virginia Department of Fire Programs

## FIREFIGHTER II, NFPA 1001-13

### COURSE ADMINISTRATIVE GUIDELINES

#### B. Course Curriculum: Blended Learning Delivery

##### 1.(ISFTA) Blended Learning Delivery Classroom instruction and Skill sessions **40** hours

Chapter	Topics	Blended Learning	Classroom/ Classroom Review	Code	Practical	Code
1	Orientation (C/R)		4	2AA		
3	Fire Department Communications (C/R) Skill Sheet 3-II-1 (P/R)	X	1	2AC	2	4AC
4	Building Construction (C/R)	X	1	2AD		
10	Scene Lighting, Rescue Tools, Vehicle Extrication, and Technical Rescue (C/R) Skill Sheets 10-II-1 to 10-II-11 (P/R)	X	1	2AJ	6	4AJ
15	Fire Hose (C/R) Skill Sheet 15-II-1 (P/R)	X	1	2AO	2	4AO
16	Fire Streams (C/R) Skill Sheets 16-II-1 to 16-II-2 (P/R)	X	1	2AP	3	4AP
17	Fire Control (C/R) Skill Sheets 17-II-1 to 17-II-2 (P/R)	X	1	2AQ	3	4AQ
19	Fire Origin and Cause Determination (C/R) Skill Sheet 19-II-1 (P/R)	X	1	2AS	1	4AS
20	Fire Protection Systems (C/R)	X	1	2AT		
21	Fire and Life Safety Initiatives (C/R) Skill Sheets 21-II-1 to SS 21-II-4 (P/R)	X	1	2AU	2	4AU
	Structure Fire Evaluation (P/R)				8	UV2
	IS-100		8	IS1		
	IS-200		8	IS2		
	IS-700		4	NI1		
	Certification Written Examination (C/R)		2	UX2		
	Certification Practical Examination (P/R)				3	UY2
	Complete Course Fire Fighter II					UZ2

**The locality orientation, the final written state certification examination, along with final practical evaluations is NOT included in the 40 hours of instructional training.**

# Virginia Department of Fire Programs

## FIREFIGHTER II, NFPA 1001-13

### COURSE ADMINISTRATIVE GUIDELINES

2. **(Jones & Bartlett)** Blended Learning Delivery  
 Blended Learning Delivery Classroom instruction and Skill sessions **40** hours

Chapter	Topics	Blended Learning	Classroom/ Classroom Review	Code	Practical	Code
1	Orientation (C/R)		4	2AA		
3	Fire Service Communications (C/R) Skill Sheet 4-3 (P/R)	X	.5	2BD	.5	4BD
5	Incident Command (C/R) Skill Sheet 5-2 (P/R)	X	1	2BE	2	4BH
9	Fire Fighter Tools and Equipment (C/R)	X	1	2BI		
15	Ventilation (C/R)	X	1	2BO		
16	Water Supply (C/R) Skill Sheets 16-13 to 16-14 (P/R)	X	1	2BP	2	4BP
17	Fire Attack and Foam (C/R) Skill Sheets 17-17 to 17-19 (P/R)	X	1	2BQ	3	4BQ
19	Salvage and Overhaul (C/R)	X	1	2BS		
22	Fire Suppression (C/R) Skill Sheet 22-1, 22-12 (P/R)	X	1	2BV	2	4BV
23	Pre-incident Planning (C/R)	X	.5	2BB		
26	Vehicle Rescue and Extrication (C/R) Skill Sheets 26-3 to 26-10 (P/R)	X	1	2BX	6	4BX
27	Assisting Special Rescue Teams (C/R)	X	.5	2BC		
36	Fire Prevention and Public Education (C/R) Skill Sheet 36-4 (P/R)	X	.5	2BF	1	4BF
37	Fire Detection, Protection and Suppression Systems (C/R)	X	.5	2BY		
38	Fire Cause Determination (C/R)	X	1	2BZ		
	Structure Fire Evaluation (P/R)				8	UV4
	IS-100		8	IS1		
	IS-200		8	IS2		
	IS-700		4	NI1		
	Certification Written Examination (C/R)		2	UX4		
	Certification Practical Examination (P/R)				3	UY4
	Complete Course					UB2

**The locality orientation, the final written state certification examination, along with final practical**  
 Administrative Guidelines – 2013 – Revised 2/25/2014

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**  
evaluations is NOT included in the 40 hours of instructional training.

**C. Course Delivery**

1. Course design is developed not to exceed 24 students.
2. Classroom instruction requires one (1) qualified instructor to deliver the training program. (The VDFP Firefighter I/II Review Committee recommended two (2) qualified instructors during a consecutive 8-hour block.)
3. Low and Moderate Risk Skill Sessions Instructor/Student ratio is: 1:6
  - a. See Operations and Training Guidelines Section IS4
4. High Risk Instructor/Student ratio is: 1:5
  - a. See Operations and Training Guidelines Section IS4
5. All instructor ratios will be maintained
  - a. See Operations and Training Guidelines Section IS5 for Live Fire Training

**V. Course Completion Requirements**

**A. Required paperwork for completion of a Firefighter II program**

1. Firefighter I/II Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of training. (As stated in the VDFP Instructor's Manual):

<b>Course Request/Completion Form-</b>	<i>completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request.)</i>
<b>Acknowledgment Form-</b>	<i>each student must have read or have had the form read to them and understands the components; age requirement, before testing and before certification course requirements, and signed by the student and lead instructor.</i>
<b>Daily Attendance Sheet -</b>	<i>for each day of attendance, with columns for the students printed name, student's signature, AM/PM Attendance, and Firefighter I Trainer's Initials.</i>
<b>Standard Roll Call Form -</b>	<i>maintained and completed by the Firefighter I Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. <u>Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Standard Roll Call Form for that day's attendance.</u></i>

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

**Orange Data Forms -**

*All submitted Registration and Personal Data (Orange Form) forms must be reviewed by Firefighter I Trainer for accuracy and completeness. Errors on Orange forms will be returned to the Firefighter I Trainer for correction. (Forms available from local Division Office) appropriately completed bubble forms.*

**Practical Skills  
Check Off Form -**

*Appropriate Practical Skills check off form for each student in the Firefighter I class must be completed including dates of each skill completed, pass/fail and Firefighter I Trainer signature. If a student fails any of the skills, trainer should note reason for failure.*

**Parental Consent Form-**

*all student candidates under the age of 18 years of age, must have completed and be signed by a parent/guardian by the first day of class. Any student under the age of 18 without the completed form will be dismissed and not receive credit. A new form must be completed for each VDFP Program – copies are not acceptable.*

**Introduction to Technical Rescue Module I, and  
Vehicle Rescue Awareness & Operations  
or Vehicle Rescue Level I -**

*all students requesting exemption from attendance in the Scene Lighting, Rescue Tools, Vehicle Rescue and Technical Rescue (IFSTA- Chapter 10) or the Vehicle Rescue and Extrication and Assisting Special Rescue Teams (Jones & Bartlett Chapters 26 and 27) FF II session for the Firefighter II program, must provide a copy of a current certification. This certification must be current through the end of the approved program to receive the Firefighter certification.*

**ICS for Fire/EMS -**

*all students requesting exemption from attendance in the Fire Communications Classroom portion (IFSTA- Chapter 3) or the Fire Service Communications and Incident Command Classroom portion (Jones & Bartlett Chapters 4 and 5) FF II session for the Firefighter II program, must provide a copy of a current certificate. This certificate must be current through the end of the approved program to receive the Firefighter certification.*

# Virginia Department of Fire Programs

## FIREFIGHTER II, NFPA 1001-13

### COURSE ADMINISTRATIVE GUIDELINES

#### **Personal Protective Equipment and Training Accountability Form -**

*all students will have a Personal Protective Equipment and Training Accountability Form completed prior to participating in any live fire training evolutions.*

#### **Course Evaluation Form -**

*VDFP Course Critique forms are to be completed by Firefighter I students critiquing the Firefighter I Trainer/Course performance. Firefighter I Trainers are to instruct students to use the forms throughout the training program and submit them on the last day of the course.*

#### **Additional NFPA 1403 requirements:**

- Completed VDFP Live Fire Evolution Checklist for each Live Burn Evolution, as completed by the NFPA 1403 Compliance Officer

#### **B. Student Requirements for Completion of the Firefighter II Course**

1. 100% attendance of classroom and practical sessions as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1001-13 "Standards for Firefighter Professional Qualifications;"
2. Successful completion of all required practical skills as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1001 "Standards for Firefighter Professional Qualifications;" 2013 edition.
3. Successful completion of the final written examination and practical testing.
  - a. Written exams are stored on a protected server in each VDFP division office and in locked cabinets with limited access.
  - b. Master copies and answer keys of all versions of written examinations (version A & B) shall be stored on a protected server and locked cabinets in each VDFP division office with limited access.
  - c. Test score reports of all candidates grades shall be kept in each school file located in the appropriate division office.
  - d. After the school paperwork has been processed by the appropriate division office, the written exams shall be submitted to the QA office located in Glen Allen, VA where test analysis will be performed.
  - e. Written exams are created at least twice a year, in January and July.
  - f. Old written exams are shredded as new versions are released.
4. Successful completion of an approved Hazardous Materials Operations Course (Virginia Program).

**Virginia Department of Fire Programs**  
**FIREFIGHTER II, NFPA 1001-13**  
**COURSE ADMINISTRATIVE GUIDELINES**

**C. VDFP Requirements for Completion of the Firefighter II Course**

1. When all conditions of certification have been met by the Firefighter II student, the VDFP will issue a certificate of certification, enter the new Firefighter II certification in the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, “Pro Board”) on a quarterly basis.

**VI. Material Requirements**

**A. Firefighter II Trainer Materials**

1. VDFP Approved Course Administration and Instruction Guide
2. Approved Instructor Curriculum package
3. Approved Curriculum” Textbook
4. Approved Curriculum” Study Guide, (Recommended)
5. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office
6. DVD Player, Computer, and LCD Projector

**B. Firefighter II Student Materials**

1. Approved Curriculum” Textbook
2. Approved Curriculum” Study Guide (Recommended)
3. VDFP Student Package for Firefighter I/II
4. Additional Materials Requested by Jurisdiction Hosting the course