



VIRGINIA DEPARTMENT OF FIRE PROGRAMS
CREW LEADER
COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. Crew Leader Candidate** - *A registered student in the Virginia Department of Fire Programs' Crew Leader program who meets all pre-course requirements and is currently in the process of completing the 32-hour program Crew Leader Program.*
- B. Crew Leader Instructor** - *A qualified instructor meeting the Virginia Department of Fire Programs requirements to conduct the 32-hour Crew Leader Training Program.*
- C. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage Crew Leader Training Program.*
- D. Crew Leader Attendance Course** - *A Virginia Department of Fire Programs' attendance training program designed to provide a training opportunity to those members that have completed Firefighter II training but have not yet been able to attend the Fire Officer I program and provide basic training for the individuals that might find themselves in the "Officers" seat of the apparatus*

II. Crew Leader Instructor Qualifications and Requirements:

- A. Be currently certified to teach in the Virginia Department of Fire Programs "Officer Track".**
- B. To become a Crew Leader Instructor; Pre-Course Qualifications are:**
 - 1. 1 year experience at the *Company Officer* level with primary responsibility as a supervisor, a certified *Instructor II, with Officer I*, or validated and approved by the appropriate Division Chief.
 - 2. Documented experience as an accomplished instructor/officer 1 or higher, supported by a letter of reference from the candidate's VDFP Division Chief.
 - 3. *Be NIMS Compliant by Completing IS 700 / IS 800 / IS 100 / IS 200 or equivalent*
- C. Course Completion Requirements (Recognition as a VDFP "Crew Leader Trainer" or higher):**
 - 1. New **Crew Leader** trainers - Successful completion of a Crew Leader "Train-the-Trainer" program.

D. Maintaining Crew Leader Trainer Status

1. **Crew Leader** Trainers shall maintain their “*Officer Track*” Certification training.

E. Quality Assurance

1. The Division Chief assigned to Program Management of the Officer Certification programs will be responsible for ensuring the quality of instructional cadre within the Virginia Department of Fire Programs delivery system.
2. 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.
 - a. *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.)*
 - b. *When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure (5% of all programs), selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.*
 1. *Respective Division Chiefs may/may not be notified of evaluations/assessments.*
 2. *Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
 3. *Instructor Evaluators will be trained by a representative of the Officer Review Committee and approved by the Officer Certification Program’s Manager.*
 - c. *The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

III. Crew Leader Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Crew Leader Candidates

1. Current completion of the first 3 modules of the Fire Attack series or Fire Fighter 1 certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)
National Board on Fire Service Professional Qualification (NBFSPQ)
International Fire Service Accreditation Congress (IFSAC)

- AND -

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Awareness training certificate which meets or exceeds one or more of the following:

- a. *Virginia Department of Fire Programs training in Hazardous Materials Awareness*

National Board of Fire Service Professional Qualification (NBFSPQ) for Hazardous Materials Awareness

International Association of Firefighters (IAFF) Hazardous Materials Awareness

International Fire Service Accreditation Congress (IFSAC) for Hazardous Materials Awareness

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

AND

Be NIMS Compliant by Completing IS 700 / IS 800 / IS 100 / IS 200 or equivalent

B. Course Completion Requirements for Crew Leader Candidates

1. Crew Leader Candidates are required to attend 100% of classroom sessions, as required by VDFP guidelines.
 - a. *As stated in the VDFP Operations and Training Manual, missed instruction is limited to no more than 10% of the program and must be taken in sequence.*

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction shall be comprised of 32 hours of instruction presented in 4 modules.

B. Course Delivery & Student Load/Registration

1. Class size is not to exceed 24 students. Minimum class size is eight (8) students.
2. At the discretion of the Division Chief subject matter experts can be used in lieu of, but under the supervision of a Crew Leader Instructor.

V. Course Completion Requirements

A. Crew Leader Attendance Course Completion Requirements

1. Crew Leader Instructors are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of class. (as stated in the **VDFP Operation and Training Manual**):

Course Request/Completion Form - 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 and online.)

Daily Attendance Sheet - for each day of attendance, with columns for the students printed name, student's signature, and Crew Leader Instructor's Initials. (This form is available from the Program Manager upon request and online.)

Standard Roll Call Form - Maintained and completed by the Crew Leader Instructor. This form must identify each day of scheduled training, to include the Chapter(s) # covered, and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet **WILL NOT RECEIVE CREDIT** on the Standard Roll Call Form for that day's attendance. (This form is available from the Program Manager upon request and online.)

Data Forms - If no pre-registration, appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), and

Course Critique Form -

VDFP Course Critique forms are to be completed by Crew Leader Candidates critiquing the Crew Leader Instructor/Course performance. Forms are to be distributed to all candidates on the first day of the course. Crew Leader Instructor are to instruct candidates to use the forms throughout the training program and submit them on the last day of the course.

B. Crew Leader Candidate Course Completion Requirements

1. 100% attendance of **32**-hours of classroom instruction as stipulated by the Virginia Department of Fire Programs **Operation and Training Manual**.
2. Successful completion of **all** class room activities.
3. When all conditions of attendance have been met by the Crew Leader Candidate, VDFP will issue a certificate of attendance and enter the new Crew Leader attendance in the VDFP Fire Service Training Record System (FSTRS).

VI. Material Requirements

A. Crew Leader Instructor Materials

1. VDFP Approved Course Administration Guidelines
2. VDFP Crew Leader Instructor Guide & CD-ROM
3. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office
4. IFSTA “Fire and Emergency Services Company Officer” textbook, 4th Edition

B. Crew Leader Candidate Materials

1. VDFP Crew Leader Student Package
2. Recommended for study: IFSTA “Fire and Emergency Services Company Officer ” 4th Edition

VIII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Program's Crew Leader training program consists of 32 hours of classroom instruction.
2. This is an attendance class only, no tests are required and no certification credit will be awarded.
3. This program does **not** replace the NFPA 1021 officer training programs and the student will **not** be given credit toward the currently approved Officer 1 program.
4. This program assists the firefighter with preparation for their role as a crew leader.

B. Schedule

1. The Virginia Department of Fire Programs must approve all schedules prior to delivery. The Crew Leader course has been designed to allow maximum scheduling flexibility to meet the varied schedule of the candidates. The Officer Review Committee suggests the program be delivered in a manner that covers, at minimum,

Module I

Session 1 (4 Hours)

Interpersonal Communications, Situational Leadership

Session 2 (4 Hours)

Coaching, Decision-Making

Module II

Session 3 (4 Hours)

Discipline and Delegating, Mentoring

Session 4 (4 Hours)

Ethics

Pride & Ownership Video

Module III

Session 5 (4 Hours)

Preparation and Readiness

Session 6 (4 Hours)

Building Construction, Roof Collapse, & Built-in Fire Protection Systems

Module IV

Session 7 (4 Hours)

Incident Response Scenarios

Session 8 (4 Hours)

Safety & Case Studies

X. Course Completion Requirements

A. Documentation / Course Completion

1. The following forms and documents are required within 10 workings days following the final day of the Crew Leader training Program, by the Lead Crew Leader Instructor:

Training Request/Completion Form (Section “B” completed)
Daily Attendance Sheet for each day of training Program, listing the chapters covered
Course Roster/Attendance Record (Maintained & completed by the lead instructor)
Registration, Personal Data, forms
Training “Make-Up” Forms (if applicable, **not to exceed 10% of total scheduled training**)
Pre-printed Crew Leader roll call form.
Course Critique Form (From each Crew Leader Candidate)
Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Crew Leader Instructor qualifications, Crew Leader curriculum, Crew Leader Candidate performance requirements, or the guidelines used to conduct the Attendance program should be forwarded to each VDFP Division Chief or the Crew Leader Program’s Manager. Consult the VDFP’s Instructor Manual (Current Edition) for names, addresses, and contact numbers for division offices.