

Department of Public Safety Standards and Training



Fire Certification Program Professional Standards Informational Guide

DPSST Mission

To promote excellence in public safety through the development of professional standards and the delivery of quality training.

Vision

The Department of Public Safety Standards and Training (DPSST) implements minimum standards established by the Board on Public Safety Standards and Training for recruitment and training of city, county and state police, corrections officers, parole and probation officers, fire service personnel, emergency telecommunicators and private security providers. DPSST conducts public safety training throughout Oregon and at the central academy in Salem; certifies qualified officers at various levels from basic through executive; certifies qualified instructors; and inspects and accredits training programs throughout the state based on standards established by the Public Safety Standards and Training Board.

As We Work Together to Achieve Our Mission, We Value:

Integrity - Following the highest ethical standards in our working relationships, practices and decisions.

Excellence - Dedicated to the highest quality, both in our individual actions and as an organization.

Customer Service - Working proactively to meet the needs of our constituents, stakeholders, and one another.

Respect - Regarding others with honor and valuing their varied roles, contributions, and viewpoints.

Accountability - Understanding that we are responsible to constituents, stakeholders, and one another both in our everyday work and in pursuing our mission.

Communication - Speaking and listening openly, honestly and consistently to further our mission and build trust into our relationships.

Employee Development - Committed to developing as a well-trained, competent and reliable workforce that:

- ◆ Abides by the organization's values
- ◆ Is empowered for personal and professional growth
- ◆ Is recognized for service to constituents, stakeholders, and one another

The History of the Organization

The Department's origin was a 1961 advisory committee responsible for recommending standards for city and county police. In 1968, the Police Standards Act granted authority to mandate minimum standards for the selection and training of law enforcement officers and officially created the Board on Public Standards and Training (BPST). To fund the operations of the BPST, in 1971, the Oregon Legislature created the Criminal Fines and Assessment Account (CFAA), which is an assessment on criminal and traffic fines. The BPST was renamed the Board on Public Safety Standards and Training (BPSST) in 1991 after the addition of numerous state and local public safety disciplines to include corrections officers, telecommunicators, emergency medical dispatchers, and public safety officers for special government districts. With the abolishment of the Fire Standards Accreditation Board in 1993, the fire service was added to the BPSST family. In 1995, the Private Security and Private Investigators licensing Board joined BPSST in an industry-initiated effort to enhance professionalism among member-businesses and employees who provide services in the state of Oregon. As a result of the tremendous growth in the number of public safety providers and the community expectations for officers with greater skills and professionalism, the Department of Public Safety Standards and Training (DPSST) was created in 1997.

Throughout all the additions, the revenue base has remained outside the General Fund, with all revenue coming from "other funds". Criminal and traffic fines and assessments remain the sole funding source for the criminal justice programs. The fire service training and certification is funded through the Fire Insurance Premium Tax. Telecommunicator training is funded through the 9-1-1 Excise Tax and private security is completely supported by self-generated fees.

Today, DPSST is a full, cabinet-level state agency reporting to the Governor. The Governor appoints a Director for the agency who is a cabinet member and directly responsible for overseeing and managing all aspects of the agency's operations.

The Governor also appoints a 26-member Board on Public Safety Standards and Training (BPSST) that represents the broad constituencies DPSST serves. The Chair of the Board on Public Safety Standards and Training is Darren Bucich. The Vice-Chair is DaNeshia Barrett.

The Board sets the minimum standards for physical, emotional, intellectual, and moral fitness to serve as a public safety provider in Oregon. In addition, the Board sets reasonable minimum training standards for all levels of professional development from basic training to executive leadership. The Board advises the Director, the Governor and the Legislature of the needs of Oregon's public safety community.

By statute, the composition of the BPSST is made up of the following members:

Federal Bureau of Investigation
Oregon Association Chiefs of Police (2)
Association of Public Safety Communications Officials
Oregon Department of Corrections (2)
Oregon Department of State Police
Oregon District Attorneys Association
Oregon Fire Chiefs Association
Oregon Fire District Directors Association
League of Oregon Cities
Oregon State Fire Fighters Council
Oregon State Sheriffs Association (2)
Oregon Volunteer Fire Fighters Association
Chief, Portland Fire & Rescue
Chief, Portland Police Bureau
Private Security Industry (2)
Oregon State Fire Marshal
Non-Management Law Enforcement (2)
Non-Management Parole & Probation
Public Members (3)

The Department and the Board receive support from policy committees for corrections, parole and probation, fire services, law enforcement, private security, and telecommunications. The policy committees serve as the initial and primary providers of constituent input in the Board's decision-making responsibilities. The policy committees are the communication link between the Department, Board and local public safety constituents and their various representative associations.

The BPSST/DPSST Fire Policy Committee meets on a quarterly basis and is made up of representatives from various Oregon fire service organizations including:

Oregon Department of Forestry
Oregon Fire Chiefs Association
Oregon Fire District Directors Association
Oregon Fire Instructors Association
Oregon Fire Marshals Association
Oregon Office of State Fire Marshal
Oregon State Fire Fighters Council
Oregon Volunteer Firefighters Association
Chief, Portland Fire & Rescue
Community College & Higher Education Fire Service Programs
Non-Management Firefighters
Public Member

Authority and Decision Making

The 1997 Legislature created the Department of Public Safety Standards and Training as a full state agency. There is a close working relationship between the Board and the Department in order to provide the best quality of criminal justice and fire services. Decision making responsibilities and authorities of the Department and the Board are outlined in ORS 181.630, 181.635 and 181.640 as follows:

Department	Board
Recommend reasonable minimum standards of physical, emotional, intellectual and moral fitness for police officers, certified reserve officers, corrections officers, youth corrections officers, parole and probation officers and fire service professionals.	Set the reasonable minimum standards and approve administrative rules for implementation.
Recommend reasonable minimum training for all levels of professional development, basic through executive, including but not limited to courses or subjects for instruction and qualifications for public safety personnel and certified reserve officers that are consistent with legislatively approved funding.	Set the reasonable minimum training standards.
Consult with the Board and establish, by administrative rule, a procedure or procedures to be used by law enforcement units, public or private safety agencies or the Oregon Youth Authority to determine whether a police officer, a certified reserve officer, a fire service professional, a corrections officer, a youth corrections officer, a parole and probation officer, a telecommunicator or an emergency medical dispatcher meets minimum standards or has minimum training.	Consult with the Department on the establishment of these administrative rules.
Certify police officers, reserve officers, fire service professionals, corrections officers, parole and probation officers, telecommunicators and emergency medical dispatchers as being qualified.	Approve administrative rules for the Department to use for certification.
Deny applications and to deny or revoke certifications as provided in ORS 181.661 to ORS 181.664. Grant extensions, waivers, exceptions.	By administrative rule may waive any physical requirement.
Inspect the standards and training for police officers, certified reserve officers, corrections officers, parole and probation officers, fire service professionals, telecommunicators and emergency medical dispatchers.	
Contract, procure property; accept gifts or grants of services or property; furnish law enforcement units and private safety agencies' information on applicants for appointment as police officers, certified reserve officers, fire service professionals, corrections officers, parole and probation officers, telecommunicators or emergency medical dispatchers.	

Department	Board
Consult with the Board, and at the request of a law enforcement unit or public safety agency, conduct surveys or aid cities and counties to conduct surveys through qualified public or private agencies and assist in the implementation of any recommendations resulting from such surveys.	Consult with the Department in carrying out this activity.
Consult with the Board, and at the request of law enforcement units or public safety agencies, conduct studies and make recommendations concerning means by which requesting units can coordinate or combine their resources.	Consult with the Department in carrying out this activity.
Consult with the Board and stimulate research by public and private agencies to improve police, fire service, corrections and adult parole and probation administration and law enforcement.	Consult with the Department in carrying out this activity.
Consult with the Board and provide grants from available resources to law enforcement units, public safety agencies, special districts, cities and counties.	Consult with the Department in carrying out this activity.
Consult with the Board and provide optional training programs for persons who operate lockups.	Consult with the Department in carrying out this activity.
Consult with the Board and provide optional training programs for public safety personnel and their support staffs.	Consult with the Department in carrying out this activity.
Consult with the Board and enter into agreements with federal, state or other governmental agencies to provide training or other services in exchange for receiving training, fees or services of generally equivalent value.	Consult with the Department in carrying out this activity and establishing policy.
Consult with the Board, and at the request of a law enforcement unit or public safety agency employing police officers, certified reserve officers, fire service professionals, corrections officers or parole or probation officers, grant an officer or fire service professional a multi-discipline certification consistent with the minimum requirements adopted or approved by the Board.	Consult with the Department in carrying out this activity and establishing policy. Adopt minimum requirements for multi-discipline certifications.
The Director, with approval of the Governor and after consultation with the Board, shall organize and reorganize the Department as necessary to conduct the work of the Department.	Provide advice in organization and reorganization.
The Director appoints all subordinate officers and employees of the Department and prescribes their functions, subject to state personnel relations laws.	

Welcome to Fire Certification

Welcome to the DPSST Fire Certification Program. We encourage you to contact us with any questions you may have. It is our goal to support you by providing our fire service professionals with the tools needed to be successful in your fire service career.

Introduction to the Fire Certification Program

Fire service training in Oregon is provided to ensure the communities and their citizens enjoy the protection of a well-trained force of fire service professionals. The fire fighter training and certification program's major goal is to establish an educational level that should be reached by those actively engaged in the fire fighting profession.

In 1973 the Oregon fire service through the Oregon Legislative Assembly established the Fire Service Accreditation Board (FSAB). The purpose of FSAB was very clear - to create uniform standards and procedures for the accreditation of fire service professionals and their training courses. In 1993, FSAB and the State Fire Training program were transferred from the Office of State Fire Marshal to the Board on Public Safety Standards and Training in Monmouth, Oregon. In 1997, the name of the Board was changed to the Department of Public Safety Standards and Training (DPSST).

Under Oregon Revised Statute 181, the legislature directs the Board on Public Safety Standards and Training (BPSST) to establish minimum standards for career and volunteer fire service professionals. These standards are voluntary in nature. Certification is based on successful completion of both classroom and practical "hands-on" training and examination.

Advice and counsel in developing these standards for fire service training and certification is provided by the BPSST/DPSST Fire Policy Committee (FPC).



The following are the most commonly asked questions we receive:

What is the Purpose of Achieving Fire Service Professional Certifications?

Certification formally acknowledges that a fire service professional in Oregon meets the recognized job performance standards and educational/training requirements as established by the Board on Public Safety Standards and Training.

How Are Fire Certification Standards Updated?

To ensure standards are maintained and updated, DPSST facilitates a task force which is made up of subject-matter experts who assist in the review and update of a specific standard. DPSST strives for diversity on each task force. Representatives should include small, medium and large fire agencies; career, volunteer and combination agencies; line fire fighters, company officers, and chief officers. This process allows the fire service to have direct input into the standards that effect their industry. DPSST establishes the process for the task force to follow, however, it is the task force that provides input and direction from the ground up to both the FPC and DPSST. All standard changes require DPSST to hold public hearings so public comment can be received on the proposed changes. Both the FPC and the Board must approve any BPSST/DPSST standard that has an impact on fire service training or certification, before it can be adopted as formal.

Is Achieving DPSST Fire Certification Certificates Mandatory?

No. DPSST standards for fire service professionals are voluntary in nature.

Is There a Fee for Certification?

Yes. Oregon Administrative Rule (OAR) now requires fingerprinting for the purpose of DPSST certification. This is a ONE TIME REQUIREMENT/FEE per applicant. Oregon State Police (OSP) and the Federal Bureau of Investigation (FBI) require a \$406.25 processing fee for each fingerprint card.

Are There Incentives for Fire Service Professionals to Pursue Certification?

There are a number of benefits to achieving fire service professional certification:

- ◆ Certification recognizes fire fighters as professionals with specialized skills and a reputation for providing quality service.
- ◆ Certification provides fire fighters with opportunities to evaluate and document their performance, and to compare their skills to each competency in regards to the overall standard.
- ◆ Certification acknowledges a fire service professionals commitment to ongoing training and life-long learning.
- ◆ Certification provides a concrete training path to follow.
- ◆ Highly motivated people will continue to be attracted to the fire service because of the certification program.

How Do I Apply for Certification?

All applications for certification can be found on the fire certification website at: <https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Applications-TaskBooks-Guides.aspx>. If you have questions pertaining to a specific standard please contact the fire certification staff at DPSST. Contact information for fire certification staff can be found on the fire certification webpage and the following information found within this guide will walk you through each form and process the Fire Certification Program has to offer. We look forward to working with you and wish you great success in your fire service career!

PAF


The first step to becoming affiliated with an Oregon Fire Service Agency is to complete and submit a Personnel/Agency Form (PAF).

According to Oregon Administrative Rule (OAR) 259-009-0010, PAF's are submitted by the Agency Head/Fire Chief, Training Officer or an Authorized Signer for the purpose of adding, removing and updating a fire service professionals DPSST record. All applicable sections must be completed and for new individuals, the Date of Birth section is mandatory.

The PAF is also used to update agency information such as address, phone number, email address, fire chief, training officer, and authorized signer.

A PAF must be submitted to DPSST within thirty (30) business days of employment. It is designed to maintain a current and accurate agency roster at all times. The PAF must be signed by an Agency Head/Fire Chief, Training Officer or an Authorized Signer.

The PAF is available on our website at:
<https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Personnel-Information.aspx>

PAF		Department of Public Safety Standards and Training			
Agency Use Only		4100 Kumbiway Hwy SE Salem, OR 97317 Phone: 503-378-2100 Fax: 503-378-4600			
DPSST Fire Service #		PERSONNEL / AGENCY FORM (Revised 3/2015)			
Date					
By					
Fire Service Agency Name					
1. PERSONNEL					
Name: Last	First	Middle Initial	Sex	Date of Birth	Social Security # DPSST Fire #
2. PERSONNEL ACTIVITY					
New Employee <input type="checkbox"/>	Resigned <input type="checkbox"/>	Retired <input type="checkbox"/>	Deceased <input type="checkbox"/>		
Date:	Date:	Date:	Date:		
Background Investigation Completed Yes <input type="checkbox"/> No <input type="checkbox"/>				Discharged - Performance	
				Date:	
Leave of Absence <input type="checkbox"/>	Lay Off <input type="checkbox"/>	Failed Probation <input type="checkbox"/>	Discharged - Behavior		
Date:	Date:	Date:	Date:		
Other or Name Change <input type="checkbox"/> Date: Explanation:					
3. FIRE SERVICE AGENCY CHANGES ONLY					
Agency Mailing Address		City		Zip	
Agency Phone		Fax	Email		
Chief		Chief Contact Phone		Cell	
Effective Date	Fax	Email			
Training Officer		T.O. Contact Phone		Cell	
Effective Date	Fax	Email			
Authorized Signer		Contact Phone		Cell	
Effective Date	Fax	Email			
Remove a Chief, Training Officer, or Authorized Signer: Effective Date:					
As an authorized signer I have reviewed this form for completeness and accuracy. I understand that falsification of information on this document is subject to penalty under ORS 163.063, ORS 163.064, ORS 163.065 and is cause to deny or revoke DPSST certification. OAR 259-009-0010 requires the agencies to submit this information to DPSST within thirty (30) business days after employment or change in employment status. If this form is not filled out completely, it will be returned unprocessed.					
Signature: (Signature of Agency Head or Designee)		Printed Name:		Date:	

E-1 Form

There are two options for a fire service agency to affiliate a fire service professional to DPSST: the E-1 and the PAF. The E-1 Form can be used to affiliate a new firefighter to your department if you will require this individual to apply for DPSST fire certifications in the future. This means that the fingerprint process can be completed at the time of submitting an E-1 Form instead of waiting until submission of an Application for Certification. When DPSST receives an E-1, DPSST staff will verify that the applicant meets the minimum standards for certification as defined in OAR 259-009-0059 by conducting DPSST's fingerprint-based criminal history check. Any criminal convictions discovered during this check will be handled in accordance with the rules for revocation and denial found in OAR 259-009-0120 through 259-009-0130.

Background Investigations

Considering the nature of the fire service profession and the exposure to vulnerable people, the Fire Policy Committee (FPC) and the Board on Public Safety Standards and Training (Board) recognized the need to conduct thorough background checks on any applicant wishing to become a career or volunteer fire service professional. At the request of the Board, a multi-disciplined workgroup comprised of law enforcement and fire service professionals was assembled to review the standards regarding background checks of individuals applying for employment or affiliation with a public safety agency.

The workgroup developed a list of questions that they believed, at a minimum, should be asked of all public safety officer applicants prior to being employed or utilized as a public safety professional to ensure that the individual is of good character. The FPC and Board reviewed this standard as proposed. The standard was open for public comment on December 1 – 23, 2014 and was enacted on December 29, 2014.

The purpose of the background investigation requirement is to ensure that public safety agencies are cognizant of the personal histories of the individuals that are being allowed access to their agencies and the members of their communities. This standard is designed to serve as a reference for agencies only. The only requirement of OAR 259-009-0015 is that the categories specified are covered. The breadth and depth of the investigation is completely at the discretion of each individual agency. Please refer to OAR 259-009-0015 for further information.

Additional information can be found in Fire Certification's Background Investigations - FAQ on our website at: <https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Background-Check-Information.aspx>.



District Liaison Officer Program

The District Liaison Officer (DLO) program was developed in 1974 by the Fire Standards and Accreditation Board (FSAB). It was the Board's intention to improve communication between Oregon fire service professionals with the intent of bringing effective communication and support to the various geographic areas of the state.

The Board understood the problems existing in the fire service throughout the state and determined a specialized group of "liaisons" were necessary to offer support and assistance. The Board created a policy to select DLO's to serve as a focal point in each administrative district to facilitate communications and to coordinate the distribution of resources between local organizations and the Board. As the program evolved, DLO's were strategically placed throughout Oregon to ensure all districts were covered. In doing so, this provided Oregon fire service better access to support and guidance.

Today, DLO's are available to attend local training association meetings and to consult with fire chiefs, training officers, and community college officials when required. They may assist with task performance evaluation testing and conduct, on behalf of DPSST, Agency Accreditation Reviews (R-1). The Agency Accreditation Review determines what levels of certification and training you can provide in-house without seeking outside instructors. The DLO's strive to remain current in fire certification practices to provide the most up-to-date information available from DPSST.

DLO's are appointed to serve for a period of three calendar years. Today, DPSST has 23 DLO's throughout the state. Each DLO serves voluntarily and deserves credit for his/her dedication and selfless efforts. Their contributions are valuable to the work of the Board and play a significant role in the success of the Fire Certification Program.



Agency Accreditation Form (R-1)

The Agency Accreditation Form serves an important purpose within the structure of an organization. The primary benefit is the ability to teach DPSST approved training courses within an agency. The R-1 was designed as a tool for District Liaison Officers (DLO's) to use when working with a fire service agency (fire department) to enter into an Agency Accreditation Agreement with DPSST. It also confirms an internal instructor pool to teach specific classes in-house without seeking external support from outside certified instructors.

To become an accredited fire department you must have a few basic requirements in place. First, you must have a training program that is under the direction of a designated training officer and be able to demonstrate the organizational structure of the agency and program. Second, the agency is required to have at least one (1) certified NFPA Fire Instructor I. It is not required, but strongly recommended, that there also be one (1) certified NFPA Fire Fighter I. Third, it is mandatory that the agency has a pumper that conforms to NFPA 1901.

The fire agency Chief or Training Officer will make contact with the DLO to set up an accreditation review. The agency's training plan, schedule, documentation, practices and materials will be reviewed. The DLO will complete the accreditation application (R-1) during the review process. Upon completion of the review of the fire agency, the accreditation application will be submitted to the Fire Certification Program at DPSST. If there are questions on the review, DPSST will contact both the fire agency and DLO to discuss the issues. Once the agreement is approved and finalized, the agency will receive copies for signature and their records. Fire Certification Staff will send the agency a certificate validating a successful agency agreement which affirms your partnership with DPSST.

The R-1 is available on our website at:

<https://www.oregon.gov/dpsst/FirePrograms/Pages/Program-District-Liaison-Officer-Program.aspx>



F-9F

The F-9F is the DPSST Fire Instructor Application. DPSST certifies instructors deemed qualified to teach appropriate certified training courses/classes. In order to apply, one must meet the minimum requirements which are established by DPSST in the areas of education, training and experience. Instructors who are applying must be certified or trained in the subject area they are requesting to teach. The applicant also must be certified as an NFPA Fire Instructor I or higher. It is highly recommended that applications be submitted to DPSST thirty (30) days prior to the date of teaching. Fire Certification makes every effort to process all applications received in a timely manner. However, in some instances, they are denied.

If rejected, the applicant will be notified in writing and advised of the reason. If approved, the applicant will receive a letter of confirmation, a Notice of Course Completion (NOCC) and N official DPSST student roster for their master records. Instructor certification must be renewed by the applicant every five (5) years or when there is a change to the standard. As an instructor, a person is responsible for ensuring the student rosters are filled out completely. The student rosters must be submitted to DPSST within thirty (30) calendar days of course completion, otherwise, DPSST may de-certify the courses.

You can download the F-9F from our website at:

<https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Fire-Instructor-and-Course-Information.aspx>

Instructor Guide



Fire Instructor Guide Expectations, Roles, and Responsibilities

The Fire Instructor Guide is a tool for instructors which outlines expectations, roles and responsibilities for all fire service instructors. Instructors are responsible for ensuring the student rosters are accurately completed. Student rosters must indicate whether each student has passed, failed, or is incomplete. Students must use their birth name on the rosters, enter their fire numbers, and identify their agencies without abbreviations. Instructors must submit a FINAL course roster within 30 days of course completion to DPSST. In addition, the instructor must sign and date the roster thus attesting to its accuracy. **NOTE: Rosters that are not submitted or are submitted with errors impact fire service professionals (fire fighters) by preventing them from applying for and obtaining certifications.**

The Instructor Guide is available on our website at:

<https://www.oregon.gov/dpsst/FirePrograms/FireForms/FireInstructorGuide.pdf>

Student Rosters

Certified Instructors submit student rosters to DPSST within 30 days of course completion to ensure students receive credit for successful completion of the course attended. Student rosters also allow records to be obtained in the future, either by the student or a fire agency. For course verification, DPSST uses this information for fire service professionals that are applying for levels of certification. When an instructor is certified to teach a course, they will receive an official DPSST student roster. Each individual roster is for the specified instructors use only and specified course number. Photocopying this document is permissible. Recreations of this document will be denied.

Course Title: NFPA Fire Fighter I - Academy		FIRE Department of Public Safety Standards & Training Student Roster (revised 3/2012) <small>Photocopying this document is permissible. Recreations of this document will be denied.</small>	
Certified Course #: 11F016		Hours: 78.50	
Date: _____		Course Expiration: 12/31/2016	
Location: (City, Town or Community) _____			
Page _____ of _____			
Pass, Fail or Incomplete	FULL NAME (Please Print Clearly: First MI Last)	DPSST Fire Service #	Agency/Organization (Do Not Abbreviate)
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	1		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	2		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	3		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	4		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	5		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	6		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	7		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	8		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	9		
<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> Inc	10		

F-20


The F-20 is to be completed when an applicant is seeking the approval of curriculum. DPSST only certifies “content courses”, which means the curriculum being submitted must meet the intent of the adopted standard(s) within the fire certification system. This also means the students must demonstrate acquired knowledge, skills, or ability within the course being offered. Agencies, organizations, or individuals requesting course certification at the content level must submit an Application for Certification of Course (F-20), accompanied by clearly defined NFPA standards for job performance requirements, curriculum, detailed lesson plans, test questions or evaluation criteria, and evidence of instructor certification as provided in OAR 259-009-0080.

Curriculum submitted to DPSST becomes the property of DPSST. DPSST will retain it within our files as reference. No other agencies will have access to this curriculum, nor will DPSST share it with anyone. Once the course is certified, it remains certified for unlimited delivery for five years unless there is a significant change in the course content, number of hours or instructor(s), or unless it is de-certified by DPSST. Whenever a course is deemed inadequate, DPSST has the authority to de-certify a course. The course may be re-certified when DPSST has been presented proof that the deficiencies have been corrected.

All courses will expire on December 31st of the fifth year after the initial approval date. Agencies, organizations, or individuals will request re-certification to continue a course for each additional five (5) years. This is accomplished by completing the F-20 and resubmitting to DPSST for approval.

The F-20 application and guide are available on our website at:
<https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Fire-Instructor-and-Course-Information.aspx>



DPSST Use Only		OREGON DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		4190 Aumsville Hwy SE Salem, Oregon 97317			
Date: _____		Phone: 503-378-2100 Fax: 503-378-4600			
By: _____		F-20: Application for Certification of a Course (Revised 05/2013)			
Course #: _____		SUBMIT AT LEAST 30 DAYS PRIOR TO START OF CLASS WITH COMPLETE DOCUMENTATION			
<input type="checkbox"/> New Course -or- <input type="checkbox"/> Recertification of Previous Course Number:		_____			
<input type="checkbox"/> On Going Class -or- <input type="checkbox"/> One time class and Date of Class:		_____			
Course Title (Limit of 30 spaces for computer entry)		Total Hours _____			
Sponsoring Agency _____					
Contract Person _____		Title/Rank _____			
Agency _____		Primary Phone _____		Secondary Phone _____	
Street Address _____		Fax _____			
City _____		State _____		Zip _____	
		Email (optional) _____			
ATTACH to this Application:					
1) Curriculum including Lesson Plans. (PowerPoint presentations are not considered curriculum.)					
2) Clearly-defined Learning Objectives, Lesson Outline, Lesson Summary, Lesson Title or Topic and Evaluation criteria.					
3) Indicate below which DPSST Fire Standards/Competencies this class meets.					
4) An F-9F: Application to Instruct a Course for each instructor who will be instructing this course.					
Instructor Names: (Use additional paper if needed.)					
_____ _____ _____					
Fire Standards/Competencies: (Please identify the NFPA or Oregon Standards that are applicable to this request. Use additional paper if needed)					
_____ _____ _____					
<small>Alert: Courses are certified by DPSST under the provisions of OAR 259-009-0080, available at http://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Fire-Instructor-and-Course-Information.aspx. The information contained in this application and attachments are true and correct to the best of my knowledge. I understand that a false or misleading statement on this document is subject to penalty under ORS 162.035, et al, and ORS 162.305 and may be cause to deny or revoke a fire service professional certification.</small>					
Signature of Applicant _____		Printed Name _____		Date _____	

Applications for Certification

In order to successfully apply for certification within the DPSST system, the applicant must first be of the legal age of 18 and must be affiliated with an Oregon Fire Service Agency (fire department). A fire service professional once affiliated, may apply for certification by satisfactorily completing the requirements outlined within the application for certification. The applicant must also complete the required training by participating in a fire service agency training program accredited by DPSST, through a course certified by DPSST, or by evaluation of experience as specified in OAR 259-009-0063. Task performance evaluations and/or task books are also required to be completed prior to applying for certification in the respective areas.

The Oregon fire service has over seventy (70) levels of certification an applicant can apply for, therefore, it is critical when applying for certification that the applicant attaches all appropriate information to the application and fills the application out completely in order to ensure successful processing. If the application is rejected, the agency will receive an F-12A form from DPSST explaining why the application was denied and offering support and direction.

Applications for certification can be downloaded from our website at:

<https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Applications-TaskBooks-Guides.aspx>



Fingerprinting

Current statute and administrative rule prohibits fire service professionals who have been convicted of certain crimes from holding NFPA or Oregon-specific fire service certifications in the state. (Please refer to OAR 259-009-0120 for a complete list of mandatory and discretionary crimes.) This prohibition applies to Oregon convictions as well as convictions in another state of a crime that, if committed in this state, would constitute a disqualifying crime. In order to ensure that applicants for fire service certification have not been convicted of disqualifying crimes, DPSST must conduct a state and national criminal background check.

It was recognized by DPSST, the Fire Policy Committee (FPC) and the Board on Public Safety Standards and Training (Board) that rule language relating to minimum standards for fire service certifications did not allow DPSST to ensure that an applicant for certification had not been convicted of a disqualifying crime outside of the state of Oregon. (While it is possible to do a computerized check of Oregon criminal history, fingerprints are required to request a nationwide (FBI) criminal background check.) The FPC and Board reviewed this standard and recommended an update to remedy this oversight. The OAR has been updated to require any applicant for fire service certification who has never been fingerprinted for the purposes of certification, be fingerprinted. Fire service professionals who have been previously fingerprinted for certification purposes are not required to be re-printed unless they are identified as a multi-source offender (those who have committed a crime in a state other than Oregon) in the Oregon LEDS system. Refer to OAR 259-009-0059 for additional information.

Additional information can be found in Fire Certification's Fingerprinting – FAQ on our website at: <https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Fingerprint-Requirement-Information.aspx>



Reinstatement Form

The Reinstatement Form is a simplified application for the reinstatement of lapsed certifications without going through the complete application process. It is designed to be used to “reinstate” any lapsed certifications meeting the current criteria during the period of time in-between the two-year maintenance re-certification process.

How Do I Complete the Form?

Upon completion of the appropriate testing or evaluation, the fire service agency, on behalf of the fire service professional whose certification has lapsed, marks the appropriate box(es) to reinstate lapsed levels of certification and submits the form to DPSST.

The Reinstatement Form is available on our website at
[https://www.oregon.gov/dpsst/FirePrograms/FireForms/ReinstatementFormJANUARY2019\(1\).pdf](https://www.oregon.gov/dpsst/FirePrograms/FireForms/ReinstatementFormJANUARY2019(1).pdf)

Department of Public Safety Standards and Training Fire Standards and Certification 4190 Annville Hwy SE Salem, OR 97317 Phone: 503-378-2100 Fax: 503-378-4600	Fire Certification Reinstatement Form Application for Reinstatement of Lapsed Certification (Revised 01/2016)	DPSST Office Use Only Effective Date: _____ Date: _____ Reviewer Initials: _____
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Name: _____ <div style="text-align: center; font-size: small;">Last First MI</div>	DPSST Fire #: _____
Applicant's Fire Agency: _____	Date of Birth: _____

****Please check the appropriate box(es) to reinstate lapsed levels of certification and submit to DPSST.****

<input type="checkbox"/> NFPA Airport Fire Fighter <input type="checkbox"/> NFPA Driver <input type="checkbox"/> NFPA Pumper Operator <input type="checkbox"/> NFPA Aerial Operator <input type="checkbox"/> NFPA Tiller Operator <input type="checkbox"/> NFPA Wildland Fire Operator <input type="checkbox"/> NFPA Aircraft Rescue and Firefighting Operator <input type="checkbox"/> NFPA Mobile Water Supply Operator <input type="checkbox"/> NFPA Fire Apparatus Driver/Operator <input type="checkbox"/> NFPA Apparatus Equipped with Fire Pump <input type="checkbox"/> NFPA Apparatus Equipped with an Aerial Device <input type="checkbox"/> NFPA Apparatus Equipped with a Tiller <input type="checkbox"/> NFPA Wildland Fire Apparatus <input type="checkbox"/> NFPA Aircraft Rescue & Fire-Fighting Apparatus <input type="checkbox"/> NFPA Mobile Water Supply Apparatus <input type="checkbox"/> NFPA Fire Fighter I <input type="checkbox"/> NFPA Fire Fighter II <input type="checkbox"/> Fire Ground Leader <input type="checkbox"/> NFPA Fire Inspector I <input type="checkbox"/> NFPA Fire Inspector II <input type="checkbox"/> NFPA Fire Inspector III <input type="checkbox"/> NFPA Fire Instructor I <input type="checkbox"/> NFPA Fire Instructor II <input type="checkbox"/> NFPA Fire Instructor III <input type="checkbox"/> NFPA Fire Investigator <input type="checkbox"/> NFPA Fire Officer I <input type="checkbox"/> NFPA Fire Officer II <input type="checkbox"/> NFPA Fire Officer III <input type="checkbox"/> NFPA Fire Officer IV	<input type="checkbox"/> HazMat First Responder Operations <input type="checkbox"/> HazMat Technician HazMat Specialty Areas: <input type="checkbox"/> Clandestine Laboratories <input type="checkbox"/> Transportation Emergencies <input type="checkbox"/> Pesticides & Farm Chemicals <input type="checkbox"/> Chemistry/Toxicology Basics <input type="checkbox"/> On-Scene Incident Commander <input type="checkbox"/> NFPA Operations Level Responder <input type="checkbox"/> NFPA Hazardous Materials Incident Commander <input type="checkbox"/> NFPA Hazardous Materials Technician Specialty Areas: <input type="checkbox"/> NFPA Tank Car Specialty <input type="checkbox"/> NFPA Cargo Tank Specialty <input type="checkbox"/> NFPA Intermodal Tank Specialty <input type="checkbox"/> NFPA Marine Tank Vessel Specialty <input type="checkbox"/> NFPA Hazardous Materials Safety Officer <input type="checkbox"/> NFPA Juvenile Firesetter Intervention Specialist I <input type="checkbox"/> NFPA Juvenile Firesetter Intervention Specialist II <input type="checkbox"/> NFPA Marine Fire Fighting for Land Based Fire Fighters I <input type="checkbox"/> NFPA Marine Fire Fighting for Land Based Fire Fighters II <input type="checkbox"/> Maritime Basic Awareness <input type="checkbox"/> Maritime Deck Hand <input type="checkbox"/> Maritime Boat Operator <input type="checkbox"/> Maritime Rescue Boat Operator <input type="checkbox"/> Maritime Fire Boat Operator <input type="checkbox"/> NFPA Public Fire and Life Safety Educator I <input type="checkbox"/> NFPA Public Fire and Life Safety Educator II <input type="checkbox"/> NFPA Public Fire and Life Safety Educator III <input type="checkbox"/> NFPA Public Information Officer
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(CONTINUED ON NEXT PAGE)

Fire Certification Program Reinstatement Form

Maintenance Re-Certification

The purpose of maintenance re-certification is a directive from the Fire Policy Committee, which formed a sub-committee in 2003 to address a number of certification concerns. The maintenance requirements were a bi-product of that committee and were recommended by the Oregon fire service to have DPSST implement and facilitate this process. DPSST is mandated by OAR 259-009-0065 to carry out this function.

This is a way for agencies to recognize that proficiency is maintained by either frequently using the skills (service delivery), demonstrating proficiency through some type of evaluation or assessment (task performance), or through continuing education.

A maintenance re-certification packet will be mailed to each agency every even year (2014, 2016, etc.) and verification that maintenance requirements have been completed must be submitted, via the Maintenance Re-Certification Form, to DPSST by December 31st of every even year. Please see our website for frequently asked questions.

Maintenance re-certification is critical in maintaining high-functioning knowledge, skills, and abilities to meet job performance requirements.




Agency Merger and Name Change Form

The Agency Merger and Name Change Form is not a commonly used form because it has a very specific use. This form is **only** used for the purposes of either changing an agency name or merging multiple agencies together.

It is the responsibility of the agency head to submit this document to DPSST prior to the name change or agency merger. When merging multiple agencies together, each agency participating in the merger is responsible to complete and submit this form to DPSST. DPSST recommends this action is taken thirty (30) days prior to the change. If changing your fire agency name, please complete the form and submit it to DPSST. We also request you send official letterhead reflecting the change in name for our records.

DPSST strives to provide the highest customer service to our constituents, therefore DPSST relies on each agency to keep their records current within our process.

The Agency Merger and Name Change Form is available on our website at:
<https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Personnel-Information.aspx>

DPSST Office Use Only Agency Name: _____ Date: _____ By: _____	Department of Public Safety Standards and Training 4190 Aumsville Hwy SE Salem, OR 97317 Phone: 503-378-2100 Fax: 503-378-4600 Agency Merger/Name Change Form (Revised 05/2013)	
Current Agency Information:		
Agency Name: _____		Phone: _____
Agency Mailing Address: _____		City: _____ Zip: _____
Fire Chief: _____		Training Officer: _____
New Information - Each Agency affected will need to fill out an individual form. (Please check one of the following): <input type="checkbox"/> Change of Agency Name -OR- <input type="checkbox"/> Merger of Agencies		
Agency Name: _____		Agency Phone: _____ Agency Fax: _____
Agency Mailing Address: _____		City: _____ Zip: _____
Agency Physical Address: _____		City: _____ Zip: _____
Effective Date: _____	OSFM Agency Number: _____	Additional Information: _____
Please Attach Official Letterhead To This Document Reflecting Any Changes Made.		
Fire Chief: _____		Primary Phone: _____ Secondary Phone: _____
Email: _____		Fax Number: _____
Designated Training Officer: _____		Primary Phone: _____ Secondary Phone: _____
Email: _____		Fax Number: _____
IMPORTANT NOTE: On the next page please list any other training officers and/or authorized signers for your agency. Any that are not listed will be removed as signers for your agency.		

Revocation & Denial

It is the responsibility of the Board to set the standards for the Oregon fire service to follow and for DPSST to uphold them. In doing so, it is DPSST's responsibility to ensure the highest level of professionalism and discipline at all times. It is DPSST's expectation that the Revocation and Denial Standards will be upheld at all times unless the Board determines that neither the safety of the public nor the respect of the profession is compromised. This standard was originally created by a task force of peers, who wanted to ensure the professionalism of a fire service professional was preserved and maintained at the highest level. In doing so, OAR 259-009-0070 was created to support this action. Many years later, after a lengthy discussion by the FPC members at their meeting in August 2014, DPSST was directed to form a workgroup comprised of FPC members to review OAR 259-009-0070 to determine if updates would be appropriate. The Denial and Revocation Advisory Workgroup met several times to develop changes to OAR 259-009-0070 that are easier to understand while still capturing the commitment to professionalize the fire service industry in Oregon. Their proposed changes updated the core values, discharge for cause definitions, and DPSST's processes for discretionary convictions and would be adopted into permanent rule on January 1, 2016.

Here is how the process works: If a fire service professional is applying for certification by submitting an application to DPSST for approval, a criminal background check through the Law Enforcement Data System (LEDS) will be run on the applicant. Depending on the findings of the report, it can go in several directions. If no activity is reported, DPSST will process the application for certification. If the LEDS report indicates criminal activity, further evaluation will take place. A review will be conducted to determine if the criminal record should preclude the applicant from holding a state issued certification. In some situations the case(s) can be closed administratively, while in other instances, the case(s) will go before the Fire Policy Committee for review, discussion and recommendation of action as whether to revoke or deny the levels of certification. It then moves forward to the Board for a final assessment and vote. ***DPSST highly recommends you review this administrative rule in detail and become familiar with it.***

Oregon Administrative Rule Link

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=98>

Oregon Revised Statutes Link

https://www.oregonlegislature.gov/bills_laws/pages/ors.aspx
Reference ORS 181.610 to 181.712

List of Certifications

- ◆ NFPA 1003 Airport Fire Fighter ~ 1 Level of Certification
- ◆ NFPA 1002 Fire Apparatus Driver/Operator ~ 7 Levels of Certification
- ◆ NFPA 1001 Fire Fighter ~ 2 Levels of Certification
- ◆ Fire Ground Leader ~ 1 Level of Certification
- ◆ NFPA 1031 Fire Inspector ~ 3 Levels of Certification
- ◆ NFPA 1041 Fire & Emergency Services Instructor ~ 5 Levels of Certification
- ◆ NFPA 1033 Fire Investigator ~ 1 Level of Certification
- ◆ NFPA 1021 Fire Officer ~ 4 Levels of Certification
- ◆ NFPA 1072 Hazardous Materials/WMD ~ 5 Levels of Certification
- ◆ NFPA 1035 Youth Firesetter Intervention Specialist
~ 2 Levels of Certification
- ◆ NFPA 1005 Marine Fire Fighting for Land Based Fire Fighters
~ 2 Levels of Certification
- ◆ Maritime Fire Service Operator ~ 5 Levels of Certification
- ◆ NFPA 1035 Fire and Life Safety Educator and NFPA Public Information Officer
~ 4 Levels of Certification
- ◆ NFPA 1006 Technical Rescuer ~ 13 Levels of Certification
- ◆ Urban Search and Rescue ~ 4 Levels of Certification
- ◆ Wildland Fire Operations Positions ~ 10 Levels of Certification

*Check our website for a current listing.

Fire Associations

Oregon State Fire Fighters Council

<http://www.osffc.org>

Oregon Fire Chiefs Association

<http://www.ofca.org>

Oregon Fire Instructors Association

<http://www.ofia.net>

Oregon Volunteer Fire Fighters Association

<http://ovfa.org>

Oregon Fire Marshals Association

<http://www.ofma.net>

Oregon Office of the State Fire Marshal

<https://www.oregon.gov/osp/programs/sfm/Pages/default.aspx>



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Vacant, Contact Staff**Salem Region**

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Mike Bozeman, Fire Training Coordinator**Eastern District**

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Vacant, Contact Staff**Southwest District**

Counties: Coos, Douglas, Curry, Josephine, Jackson



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