

# National Fire Protection Association - 1021

## NFPA Fire Officer 2014 Guide

*The following information contains excerpts from NFPA 1021. The DPSST Fire Certification Program has provided an overview for the applicant to use in conjunction with the application process. This document was approved by the NFPA Fire Officer Task Force.*

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Updated 1/2015

# NFPA Fire Officer Guide

The NFPA Fire Officer Task Force created the following examples of current courses that meet requirements for the NFPA 1021 Fire Officer standard. These are **not** the only way to satisfy the requirements.

Alternative course material can be evaluated as an equivalency, however is not guaranteed to be approved. This must be accomplished through course curriculum and course outlines for the requested course comparison. It is the responsibility of the applicant to provide their certification information to the Department of Public Safety Standards and Training Fire Certification Section for review. All information must first be approved through the applicant's Training Officer or Fire Chief of their respective department.

**NOTE TO APPLICANT:** There are two ways the applicant can meet the requirements for NFPA Fire Officer certification:

1. DPSST approved courses with a passing grade and/or college courses with a passing grade of a C or better or;  
\*(see Appendix A for application completion examples)\*
2. Nationally recognized curriculum (examples, but not limited to: Maryland Fire and Rescue Institute (MFRI), Jones and Bartlett, Texas A&M Engineering Extension Service (TEEX), and International Fire Service Training Association (IFSTA)).  
\*(see Appendix B for application completion examples)\*

*You cannot combine college courses with the national curriculum; this was a decision of the 2009 Fire Officer Task Force.*

## **TRANSCRIPT INFORMATION:**

1. Placement tests will **not** be accepted as an equivalent to any course requirements.
2. Transcripts that document transfer credits as a "Transfer" or "T" grade will **not** be accepted. Applicants must provide transcripts from the transferring college with a passing grade of a C or better.

# **Oregon Administrative Rule**

**259-009-0062**

(2) The following standards for fire service personnel are adopted by reference:

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(i) The provisions of the NFPA Standard 1021, 2014 Edition, entitled "Standards for Fire Officer Professional Qualifications," are adopted subject to the following definitions and modifications:

(A) 4.1 General. For certification as NFPA Fire Officer I, the candidate must be certified at NFPA 1001 Fire Fighter II, and NFPA 1041 Fire Instructor I, as defined by the Department, and meet the job performance requirements defined in Sections 4.1 through 4.7 of the Standard.

(i) All applicants for certification must complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer I.

(ii) The evaluation or task book must be approved by the Agency Head or Training Officer before an applicant can qualify for certification.

(B) 5.1 General. For certification as NFPA Fire Officer II, the candidate must be certified as NFPA Fire Officer I, as defined by the Department, and meet the job performance requirements defined in Section 5.1 through 5.7 of the Standard.

(i) All applicants for certification must complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer II.

(ii) The evaluation or task book must be approved ~~off~~ by the Agency Head or Training Officer, before an applicant can qualify for certification.

(C) 6.1 General. For certification as NFPA Fire Officer III, the candidate must be certified as a NFPA Fire Officer II, and meet the job performance requirements defined in Sections 6.1 through 6.7 of the Standard.

(i) All applicants for certification must complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer III.

(ii) The evaluation or task book must be approved by the Agency Head or Training Officer before an applicant can qualify for certification.

(D) 7.1 General. For certification as NFPA Fire Officer IV the candidate must be certified as NFPA Fire Officer III, as defined by the Department, and meet the job performance requirements in Sections 7.1 through 7.7 of the Standard.

(i) All applicants for certification must complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer IV.

(ii) The evaluation or task book must be approved by the Agency Head or Training Officer, before an applicant can qualify for certification.

# **NFPA Fire Officer I Requirements**

## **NFPA Requirements**

### **4.1 General Requirements (Per NFPA)**

- Certified as an NFPA Fire Fighter II
- Certified as an NFPA Fire Instructor I
- Applicant must meet the job performance requirements defined in Sections 4.2 through 4.7 of the NFPA 1021 standard.

### **4.2 Human Resource Management**

“This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and nonemergency work periods, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- Managing Fire Service Personnel or;
- National Fire Academy (NFA) Leadership I, II and III or;
- National Fire Academy (NFA) Fire Service Supervision (Q318) or;
- College, Fire Science Program - Fire Officer program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

### **4.3 Community and Government Relations**

“This duty involves dealing with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- Public Relations, Information and Education or;
- North West Coordinating Group (NWCG) PIO course or;
- State certified NFPA Public Information Officer or;
- College, Fire Science - Fire Officer program or;
- National Fire Academy (NFA) Leading Community Fire Prevention (R823)
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

#### **4.4 Administration**

“This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

##### **(Course Options)**

- Fire Department Budgets or;
- Fire Fighter Law or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

#### **4.5 Inspection and Investigation**

“This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

##### **(Course Options)**

- State approved Fire Inspection course or;
- State Certified Fire Inspector or;
- Uniform Fire Codes or;
- International Fire Codes or;
- College Level Course Work, Fire Science/Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

#### **4.6 Emergency Service Delivery**

“This duty involves supervising emergency operations, conducting pre-incident planning, and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

##### **(Course Options)**

- Major Emergency Strategy and Tactics or;
- National Fire Academy (NFA) Managing Company Tactical Operations (MCTO);
- MCTO - Preparation, MCTO - Decision Making **and** MCTO -Tactics or;
- National Fire Academy (NFA) Command Control of Incident Operations or;
- Building Construction Ordinary **and** Fire Resistive or;

- College, Fire Science - Fire Officer program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

#### **4.7 Health and Safety**

“This duty involves integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- National Fire Academy (NFA) Incident Safety Officer or;
- Fire Fighter Safety and Survival or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

**\*Completion of the task book is required**

# Appendix A

*Application for certification example for DPSST and/or college course requirements options:*

NFPA FIRE OFFICER I		TRAINING COMPLETED	DATE
4.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
4.2	Human Resource Management	NFA Leadership I, II and III	05/2012
4.3	Community & Government Relations	Public Relations, Information and Education	09/2013
4.4	Administration	Fire Department Budgets	12/2011
4.5	Inspection & Investigation	DPSST Certified NFPA Fire Investigator	01/2014
4.6	Emergency Service Delivery	MCTO: Preparation, Decision Making and Tactics	06/2014
4.7	Health & Safety	Incident Safety Officer	04/2010

- Is Applicant certified as NFPA Fire Fighter II? ☒ Yes ☐ No
- Is Applicant certified as NFPA Fire Instructor I? ☒ Yes ☐ No
- Has Applicant completed the NFPA Fire Officer I Task Book? ☒ Yes ☐ No  
OR—The date Applicant completed the Task Performance Evaluation: \_\_\_\_\_

# Appendix B

*Application for certification example for nationally recognized curriculum course requirements options:*

NFPA FIRE OFFICER I		TRAINING COMPLETED	DATE
4.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
4.2	Human Resource Management	Nationally recognized curriculum	12/31/2012
4.3	Community & Government Relations	Nationally recognized curriculum	12/31/2011
4.4	Administration	Nationally recognized curriculum	12/31/2011
4.5	Inspection & Investigation	Nationally recognized curriculum	12/31/2013
4.6	Emergency Service Delivery	Nationally recognized curriculum	12/31/2014
4.7	Health & Safety	Nationally recognized curriculum	12/31/2013

- Is Applicant certified as NFPA Fire Fighter II? ☒ Yes ☐ No
- Is Applicant certified as NFPA Fire Instructor I? ☒ Yes ☐ No
- Has Applicant completed the NFPA Fire Officer I Task Book? ☐ Yes ☒ No  
OR—The date Applicant completed the Task Performance Evaluation: 1/2015

# **NFPA Fire Officer II Requirements**

## **NFPA Requirements**

### **5.1 General Requirements**

- Certified as a NFPA Fire Officer I
- Applicant must meet the job performance requirements defined in Sections 5.2 through 5.7 of the standard.

### **5.2 Human Resource Management**

“This duty involves evaluating member performance, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- National Fire Academy (NFA) Increasing Team Effectiveness or;
- Fire Management Practices or;
- National Fire Academy (NFA) Fire Service Supervision (Q318) or
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

### **5.3 Community and Government Relations**

“This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- State and Local Government (PS 203) or;
- Community and Government Relations or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum



## **5.4 Administration**

“This duty involves preparing a project or divisional budget, news releases, and policy changes according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- Planning Fire Protection or;
- National Fire Academy (NFA) Executive Planning or;
- Metro Fire Officer Academy II or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **5.5 Inspection and Investigation**

“This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- State Certified Fire Investigation Course or;
- State Certified NFPA Fire Investigator or;
- National Fire Academy (NFA) Fire Investigation course or;
- National Fire Academy (NFA) Arson Detection for the First Responder or;
- National Fire Academy (NFA) Fire Cause Determination for Company Officers (N0811) or;
- Basic Fire Investigation - Level 100 and 200 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **5.6 Emergency Service Delivery**

“This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job requirements.” Refer to NFPA 1021, Edition 2014

### **(Course Options)**

- National Fire Academy (NFA) Command and Control for Target Hazards or;
- Major Emergency Strategy and Tactics or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **5.7 Health and Safety**

“This duty involves reviewing injury, accident, and health exposure, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- National Fire Academy (NFA) Health and Safety Officer or;
- OSHA Occupational Health and Safety or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

**\*Completion of the task book is required**

# Appendix A

*Application for certification example for DPSST and/or college course requirements options:*

NFPA FIRE OFFICER II		TRAINING COMPLETED	DATE
5.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
5.2	Human Resource Management	NFA Increasing Team Effectiveness	05/2012
5.3	Community & Government Relations	State and Local Government	09/2013
5.4	Administration	NFA Executive Planning	12/2011
5.5	Inspection & Investigation	Uniform Fire Codes	01/2014
5.6	Emergency Service Delivery	Major Emergency Strategy and Tactics	06/2014
5.7	Health & Safety	NFA Health and Safety Officer	04/2010

- Is Applicant certified as NFPA Fire Fighter II? ☒ Yes ☐ No
  - Is Applicant certified as NFPA Fire Instructor I? ☒ Yes ☐ No
  - Has Applicant completed the NFPA Fire Officer I Task Book? ☒ Yes ☐ No
- OR—The date Applicant completed the Task Performance Evaluation: \_\_\_\_\_

# Appendix B

*Application for certification example for nationally recognized curriculum course requirements options:*

NFPA FIRE OFFICER II		TRAINING COMPLETED	DATE
5.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
5.2	Human Resource Management	Nationally recognized curriculum	12/31/2012
5.3	Community & Government Relations	Nationally recognized curriculum	12/31/2011
5.4	Administration	Nationally recognized curriculum	12/31/2011
5.5	Inspection & Investigation	Nationally recognized curriculum	12/31/2013
5.6	Emergency Service Delivery	Nationally recognized curriculum	12/31/2014
5.7	Health & Safety	Nationally recognized curriculum	12/31/2013

- Is Applicant certified as NFPA Fire Fighter II? ☒ Yes ☐ No
  - Is Applicant certified as NFPA Fire Instructor I? ☒ Yes ☐ No
  - Has Applicant completed the NFPA Fire Officer I Task Book? ☐ Yes ☒ No
- OR—The date Applicant completed the Task Performance Evaluation: 1/2015

# **NFPA Fire Officer III Requirements**

## **NFPA Requirements**

### **6.1 General Requirements**

- Certified as a NFPA Fire Officer II
- Applicant must meet the job performance requirements defined in Sections 6.2 through 6.8 of the standard.

### **6.2 Human Resource Management**

“This duty involves establishing procedure for hiring, assigning, promoting, and encouraging professional development of members, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- FSA 313 & FSA 319 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

### **6.3 Community and Government Relations**

“This duty involves developing programs that improve and expand service and build partnerships with the public, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- FSA 311 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

### **6.4 Administration**

“This duty involves preparing a divisional or departmental budget, developing a budget management system, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- FSA 315 & FSA 317 & FSA 319 or;
- College, Fire Science - Fire Officer Program or;

- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **6.5 Inspection and Investigation**

“This duty involves evaluating inspections programs of the AHJ to determine effectiveness and developing public safety plans, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- FSA 309 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **6.6 Emergency Service Delivery**

“This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- FSA 307 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **6.7 Health and Safety**

“This duty involves developing, managing, and evaluating a departmental health and safety program, according to the following job performance requirements.

### **(Course Options)**

- FSA 311 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **6.8 Emergency Management**

“This duty involves policies, procedures, and program for the roles of the fire service in the community’s emergency management plane and the roles of local state/provincial, and national emergency management agencies.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- *FSA course number pending due to new curriculum development* or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

# Appendix A

*Application for certification example for DPSST and/or college course requirements options:*

NFPA FIRE OFFICER III		TRAINING COMPLETED	DATE
6.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
6.2	Human Resource Management	FSA 313 & FSA 319	05/2012
6.3	Community & Government Relations	FSA 311	09/2013
6.4	Administration	FSA 315 & FSA 317 & FSA 319	12/2011
6.5	Inspection & Investigation	FSA 309	01/2014
6.6	Emergency Service Delivery	FSA 307	06/2014
6.7	Health & Safety	FSA 311	04/2010
6.8	Emergency Management	<i>FSA course number pending due to new curriculum development</i>	04/2010

- Is Applicant certified as NFPA Fire Officer II? ☒ Yes ☐ No
- Has Applicant completed the NFPA Fire Officer II Task Book? ☐ Yes ☒ No  
OR—The date Applicant completed the Task Performance Evaluation: 8/2014

# Appendix B

*Application for certification example for nationally recognized curriculum course requirements options:*

NFPA FIRE OFFICER III		TRAINING COMPLETED	DATE
6.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
6.2	Human Resource Management	Nationally recognized curriculum	12/31/2012
6.3	Community & Government Relations	Nationally recognized curriculum	12/31/2011
6.4	Administration	Nationally recognized curriculum	12/31/2011
6.5	Inspection & Investigation	Nationally recognized curriculum	12/31/2013
6.6	Emergency Service Delivery	Nationally recognized curriculum	12/31/2014
6.7	Health & Safety	Nationally recognized curriculum	12/31/2013
6.8	Emergency Management	Nationally recognized curriculum	04/2010

- Is Applicant certified as NFPA Fire Fighter II? ☒ Yes ☐ No
- Has Applicant completed the NFPA Fire Officer II Task Book? ☒ Yes ☐ No  
OR—The date Applicant completed the Task Performance Evaluation: \_\_\_\_\_

# **NFPA Fire Officer IV Requirements**

## **NFPA Requirements**

### **7.1 General Requirements**

- Certified as a NFPA Fire Officer III
- Applicant must meet the job performance requirements defined in Sections 7.2 through 7.7 of the standard.

### **7.2 Human Resource Management**

“This duty involves administrating job performance requirements and evaluating improving the department, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- SSc 407 Management Information Systems or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

### **7.3 Community and Government Relations**

“This duty involves projecting a positive image of the fire department to the community, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- SSc 407 Labor Management Relations & FSA 419 & PSY 445 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

### **7.4 Administration**

“This duty involves long-range planning and fiscal projections, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

#### **(Course Options)**

- SSc 407 Local Government Administration / Community Politics & FSA 419 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum



## **7.5 Inspection and Investigation**

“No additional job performance requirements at this level.” Refer to NFPA 1021, Edition 2014.

## **7.6 Emergency Service Delivery**

“This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- FSA 421 Master Planning for Emergency Services or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

## **7.7 Health and Safety**

“This duty involves administering a comprehensive risk management program, according to the following job performance requirements.” Refer to NFPA 1021, Edition 2014.

### **(Course Options)**

- SSc 407 Local Government Administration / Community Politics & PSY 445 or;
- College, Fire Science - Fire Officer Program or;
- DPSST approved NFPA Fire Officer Academies or;
- Nationally recognized curriculum

# Appendix A

*Application for certification example for DPSST and/or college course requirements options:*

NFPA FIRE OFFICER III		TRAINING COMPLETED	DATE
7.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
7.2	Human Resource Management	SSc 407 Management Information Systems	05/2012
7.3	Community & Government Relations	SSc 407 Labor Management Relations & FSA 419 & PSY 445	09/2013
7.4	Administration	SSc 407 Local Government Administration / Community Politics & FSA 419	12/2011
7.5	Inspection & Investigation	No additional job performance requirements at this level	01/2014
7.6	Emergency Service Delivery	FSA 421 Master Planning for Emergency Services	06/2014
7.7	Health & Safety	SSc 407 Local Government Administration / Community Politics & PSY 445	04/2010

- Is Applicant certified as NFPA Fire Officer III? ☒ Yes ☐ No
- Has Applicant completed the NFPA Fire Officer III Task Book? ☒ Yes ☐ No  
OR—The date Applicant completed the Task Performance Evaluation: \_\_\_\_\_

# Appendix B

*Application for certification example for nationally recognized curriculum course requirements options:*

NFPA FIRE OFFICER III		TRAINING COMPLETED	DATE
7.1	<i>General Requirements</i>	<i>Refer to Suggested Course Guide</i>	
7.2	Human Resource Management	Nationally recognized curriculum	12/31/2012
7.3	Community & Government Relations	Nationally recognized curriculum	12/31/2011
7.4	Administration	Nationally recognized curriculum	12/31/2011
7.5	Inspection & Investigation	Nationally recognized curriculum	12/31/2013
7.6	Emergency Service Delivery	Nationally recognized curriculum	12/31/2014
7.7	Health & Safety	Nationally recognized curriculum	12/31/2013

- Is Applicant certified as NFPA Fire Officer III? ☒ Yes ☐ No
- Has Applicant completed the NFPA Fire Officer I Task Book? ☐ Yes ☒ No  
OR—The date Applicant completed the Task Performance Evaluation: 1/2015