



OREGON OFFICE OF STATE FIRE MARSHAL

OREGON FIRE MARSHALS ASSOCIATION

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Introduction

In 2003, the Governors Fire Service Policy Council investigated complaints brought forward by the building industries related to inconsistent application of the fire code. After the investigation, the council agreed that inconsistent application of the fire code is a statewide problem.

These findings emphasized the need for development of training programs and scope of practice competencies for fire service personnel responsible for enforcing the state or locally adopted fire code. The Oregon Office of State Fire Marshal (OSFM) and the Oregon Fire Marshals Association (OFMA) established a committee to develop the Fire and Life Safety Competency Recognition standards.

The Fire and Life Safety Competency Recognition standards identify the scope of practice, training, and technical certification, and experience required to administer and enforce the fire code in Oregon.

Oregon Administrative Rule (OAR)

In July of 2008, the OSFM completed a revision to Oregon Administrative Rule [Chapter 837, Division 039](#) Administration of Fire Prevention Programs. This revision establishes a standardization of certification and training requirements for fire officials responsible for administration and enforcement of the fire code.

The rule revision identifies four levels of competency recognition standards and uses a phased in approach to meet compliance: Company Inspector, January 1, 2009; Fire and Life Safety (FLS) Specialist 1, July 2010; FLS Specialist 2, January 1, 2011; and Fire Marshal, July 1, 2011.

Oregon fire departments determine the level of code enforcement services that they can provide to their communities. Based on this analysis, the next step is to ensure that all code enforcement personnel meet the training and technical certifications for their scope of practice. The information contained within this document should help you to determine the appropriate level of competency recognition for your fire code enforcement personnel.

Measuring Competency:

The competency recognition and education program focuses on fire and life safety training, technical certifications, and experience to ensure competent fire code enforcement in Oregon.

- ❖ The educational trainings are designed to ensure that all fire officials responsible for enforcing the fire code have the same core level of understanding and knowledge.
- ❖ The technical certifications include International Code Council (ICC) certifications. State certification through the Department of Public Safety Standards and Training's (DPSST) Fire Inspector Task Books, which are based on the National Fire Protection Association's (NFPA) 1031 Standards for Fire Inspectors. And Oregon specific trainings (through OSFM).
- ❖ Experience is the final element in professional development. While education provides the knowledge, experience provides the skills necessary to do the work. Experience in the recognition program is represented through completion of the DPSST's NFPA Fire Inspector Task Books and on the job training.

Competent fire code enforcement requires:

- ❖ **Training**
- ❖ **Technical Certifications**
- ❖ **Experience**



Recognition Levels:

The Fire and Life Safety Competency Recognition levels are designed to build upon each other. Each level of recognition is provided below with a high-level description of the scope of practice associated with the recognition level. The Fire and Life Safety Competency Recognition program currently has four levels of recognition: Additionally, fire officials who have obtained recognition level two,



three, or four and have their ICC Fire Plans Examiner certification will receive a ICC Fire Plan Review endorsement on their competency recognition certificate.

Scope of Practice

The Fire and Life Safety Competency Recognition program identifies four levels of recognition. Each level of recognition has a particular scope of practice identifying the general code enforcement duties associated with that scope of work.

Level 1: Company Inspector



A Company Inspector conducts basic inspections using a checklist inspection form in one and two story Business Group B and Mercantile Group M occupancies with no high-piled or rack storage. Company inspectors will have a high level understanding of their legal authority to conduct inspections, common fire code violations associated with Business Group B and Mercantile Group M occupancies, and the necessary steps involved in conducting a systematic inspection.

Level 2: FLS Specialist I



A Fire and Life Safety Specialist I inspects structures to ensure compliance with applicable codes, perform common complaint based inspections, identify and apply corrective action to abate code violations, apply the codes to simple/moderate processes and associated equipment and operations, assist staff and the public in code interpretation and application, prepare written documents and process permits, participate in other legal enforcement remedies, and provide court testimony.

Level 3: FLS Specialist II



A Fire and Life Safety Specialist II performs the duties of a Specialist I plus conducts complex complaint based inspections, identify and apply corrective action to abate code violations, apply the codes to complex processes and associated equipment and opera-

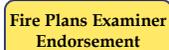
tions, recommend modifications to fire codes, initiate legal enforcement actions, provide testimony in court, recommend revisions to division policies, and assist and instruct lower-level inspectors. Additional responsibilities include the ability to perform plan review to the extent occupancies can be classified, occupant loads can be computed, protection systems plans can be reviewed, and verifies compliant egress elements and construction types.

Level 4: Fire Marshal



Performs duties of a Fire and Life Safety Specialist II plus conducts and oversees inspections of highly complex facilities and operations, evaluate alternate methods of protection and compliance, evaluate emergency planning and procedures, and has a strong knowledge of installation and testing of fire protection systems. In addition a fire marshal must have experience in management and budget development, division policy, recommend code updates, coordinate programs and services related to fire prevention, establish staff development and mentoring programs, design records management systems, understand legal authority, processes, and limits of code enforcement.

ICC Fire Plans Examiner Endorsement



Fire and Life Safety personnel who have obtained their ICC Fire Plans Examiner certification in addition to their ICC Fire Inspector II certification will receive an ICC Fire Plans Examiner Endorsement on their recognition certificate.

Competency Recognition Requirements

Company Inspector: (level I)

- ❖ Successfully complete the OSFM's Company Inspection training program.
- ❖ Candidates must receive a test score of 70 percent on each module or greater to obtain competency recognition.
- ❖ Upon completion of the course students will be awarded a Company Inspector Competency recognition certificate. No further certification is required.



Fire and Life Safety Specialist I, Specialist II, and Fire Marshal (level 2–4)

The Fire and Life Safety Competency Recognition requirements for Level 2: Fire and Life Safety Specialist I, Level 3: Fire and Life Safety Specialist II, and Level 4: Fire Marshal are comprised of training and certification requirements related to scope of practice. Level 2 –4 are required to take all core and certification requirements listed below:

Oregon Core Curriculum Requirements for level 2 - 4

- ❖ Fire and Life Safety Awareness I (online or classroom)
- ❖ Fire and Life Safety Awareness II¹ (online or classroom)
- ❖ Oregon Basic Building Code² (online)
- ❖ Oregon Basic Mechanical Code³ (online)
- ❖ Current Oregon Fire Code Amendment (online or classroom, renewal required within one year following every current code cycle change—see pg. 7)



National and International Certification Requirements:

Level 2: Fire and Life Safety Specialist I

- ❖ DPSST's NFPA Fire Inspector 1 task book (renewal every 2 years per DPSST)
- ❖ ICC Fire Inspector I or II certification (renewal every 3 years)

Level 3: Fire and Life Safety Specialist II

- ❖ DPSST's NFPA Fire Inspector 2 task book (renewal every 2 years per DPSST)
- ❖ ICC Fire Inspector II certification task book (renewal every 3 years)

Level 4: Fire Marshal

- ❖ DPSST's NFPA Fire Inspector 3 task book (renewal every 2 years per DPSST)
- ❖ ICC Fire Inspector II certification (renewal every 3 years)

¹ Equivalency includes current ICC Fire Plans Examiner certification.

² Equivalency includes current ICC Building Plans Examiner plus Oregon Inspector Certificate (OIC), or current ICC Fire Plans Examiner plus OIC, or successful completion of building code course from an accredited college plus OIC.

³ Equivalency includes ICC Commercial Mechanical Inspector plus Oregon Inspector Certificate, or successful completion of an International Mechanical Code course from an accredited college plus OIC.

How does the recognition process work?

Candidates who are interested in pursuing Fire and Life Safety Competency Recognition for Fire and Life Safety Specialist I, Fire and Life Safety Specialist II, or Fire Marshal through the OSFM should first identify the recognition level that meets their scope of practice. If candidates do not meet the requirements, for example they do not currently hold DPSST certifications they should first pursue the certification through DPSST prior to applying for recognition. After candidates determine the best fit for their training, technical certification and experience, they must complete the Oregon Fire and Life Safety Competency Recognition Application.

Oregon Fire and Life Safety Competency Recognition Application

The Oregon Fire and Life Safety Competency Recognition Application is divided into three sections: applicant information, recognition levels, and certificates and specialized training. Applicants should complete the application and include a copy of their certificates. If using college courses to meet the basic elements of building and mechanical codes class requirement, applicants must attach a copy of their unofficial college transcript showing the successful completion of the course.

The application is online at <https://www.oregon.gov/osp/programs/sfm/Pages/Competency-Certification.aspx>, then select the Recognition Application. The fillable Adobe Portable Document Format (PDF) can be completed using your computer.

Submit completed application
by regular mail:

Office of State Fire Marshal
Fire Life Safety Division
Attn: Shari Barrett
3565 Trelstad Ave SE
Salem OR 97317

or email: osfm.firelifesafety@osp.oregon.gov

Please be sure to include:

- completed and signed application
- pdf copies of appropriate certificates
- college transcript (if applicable)
- brief letter (if challenging requirement)

Fire and Life Safety Competency Recognition Application Clear Form

Applicant Information

Name: _____ Title: _____ Fire Agency: _____ DPSST Fire #: _____
 Job Title: _____
 Address: _____
 Day Phone: _____ Other Phone: _____ Cell: _____ Email: _____ (Work) _____ (Home) _____

Applying for the Following Recognition Levels

Click to Select Your Level of Recognition:

Certificates and Specialized Training

List any required certificates or specialized training:

| 1 | Description | Issuing Agency | State | Number | Issue Date |
|---|--|------------------------------|-------|--------|------------|
| 1 | Fire and Life Safety Awareness I Certificate | Office of State Fire Marshal | OR | N/A | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of evaluating your recognition status, whether made by me or by others at my request, will result in rejection of my application, or revocation of my recognition status. If discovered after recognition has been approved, I certify that all statements contained herein are true and complete whether made by me or others at my request.

Signature (must be signed in ink) _____ Date: _____

Reminder: Don not forget to include a photocopy of the required certificates and specialized training for the level of recognition that you are applying for:

FLSA I Certificate If challenging a requirement, a brief letter explaining requirement being challenged and why

FLSA II or ICC Fire Plans Review Certificate

DPSST/NFPA Fire Inspector Certificate (I, II or III)

ICC Inspector I or II Certificate

OFC Amend. Class Certificate of Attendance

Basic element of building and mechanical code class certificate or college transcript

Mail your completed application and supporting documentation to:
 Office of State Fire Marshal
 Attn: Shari Barrett
 4700 Portland Road NE
 Salem, Oregon 97306-1700

Application Process

Once the application and supporting documents are received at the OSFM, the agency has sixty days to process the application. During the application review process, there are three application statuses: approved, denied, or pended for additional information. Applicants will receive a letter from the OSFM notifying them of their application status.

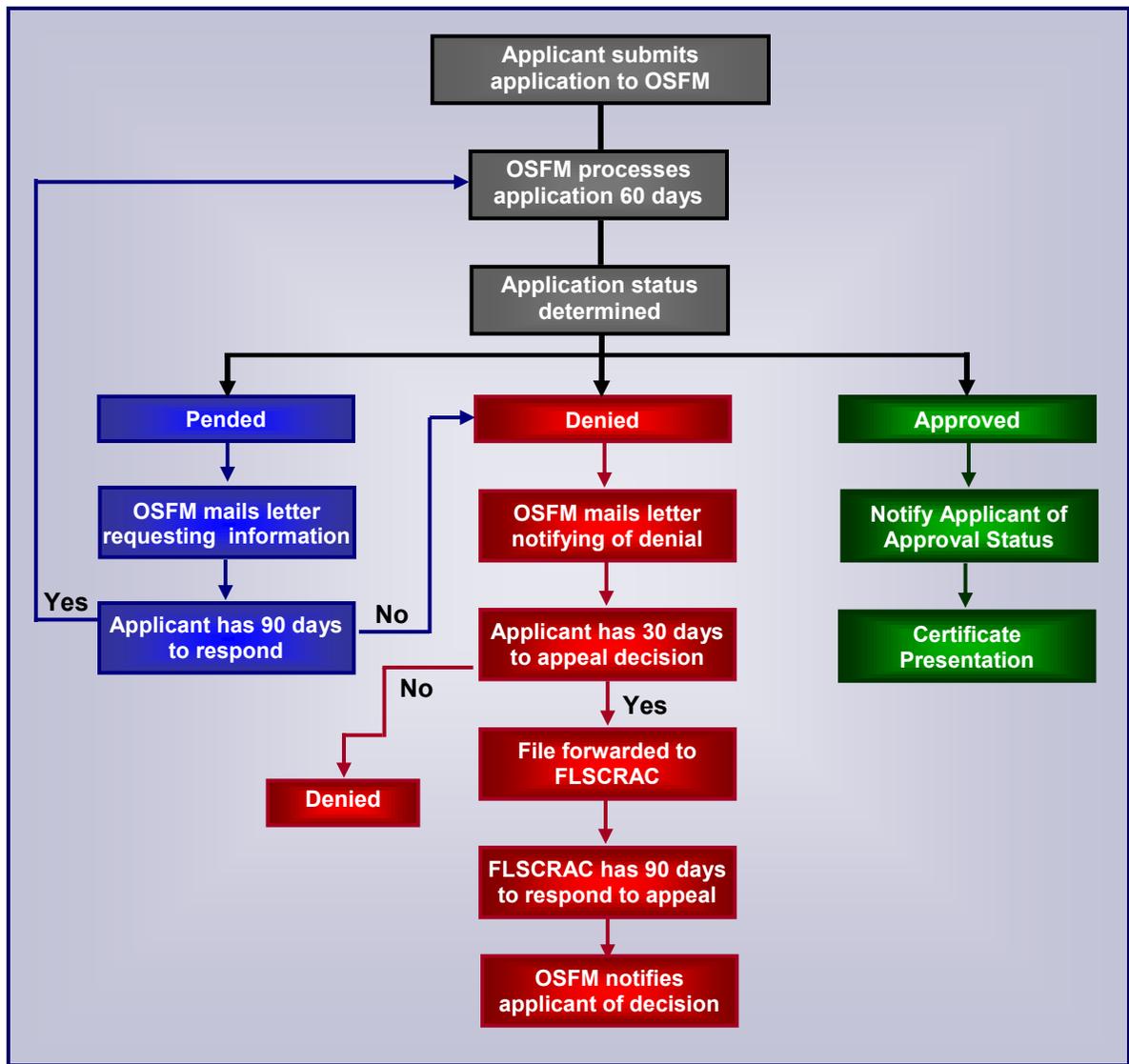
- ❖ **Application Approved.** When applications are approved the OSFM will issue a letter notifying the applicants of their approval status. The recognition certificate will be issued on the date the application was approved. The certificate will be presented to the successful candidate by the OSFM.
- ❖ **Application Pended.** When applications are pended for additional information the applicants will have

Application Process Continued

ninety days to respond to the request for additional information. If the applicant does not respond within the allocated time frame, the application will be moved from a pended status to a denied status. Once an applicant has been moved to a denied status they will need to reapply.

- ❖ **Application Denied.** When applications are denied the OSFM will issue a letter notifying the applicants of their denied status and the reason for the denial. Applicants have the right to appeal this decision.

Applicants that want to appeal a denial decision, are required to mail a letter to the OSFM within 30 days of receiving the denial letter. The request to appeal will be forwarded to the Fire and Life Safety Competency Recognition Advisory Committee (FLSCRAC). The FLSCRAC has 90 days from the date the OSFM received the appeal letter to determine the application status. The decision made by the FLSCRAC is final.



OREGON FIRE AND LIFE SAFETY COMPETENCY RECOGNITION

Re-certification—Renewal Process

In order to maintain your Competency Recognition status you must maintain:

- ❖ ICC certificate—(through ICC) - Fire Inspector I or II, every 3 years.
- ❖ NFPA certificate (through DPSST) - Fire Inspector I, II, or III, every 2 years.
- ❖ Current Oregon Fire Code Amendment class (through OSFM) - a current class must be completed within the first year following every code cycle change. Online and class-room versions are available.

| Level of Competency Recognition | Specialist I | Specialist II | Fire Marshal |
|--|---|--|--|
| To stay current with your competency recognition level you must take the listed requirements. In addition, the Oregon Fire Code Amendments class must be complete within 12 months following the effective date of the current state fire code. | Current ICC Fire Inspector I or II | Current ICC Fire Inspector II | Current ICC Fire Inspector II |
| | Current NFPA Fire Inspector I | Current NFPA Fire Inspector II | Current NFPA Fire Inspector III |
| | Current Oregon Fire Code Amendments class | Current Oregon Fire Code Amendment class | Current Oregon Fire Code Amendment class |

The Office of State Fire Marshal office (OSFM) tracks your Competency Recognition courses and certifications, thus, Competency Recognition recipients do NOT need to send OSFM certification updates. **OSFM will contact you a year following the code cycle change if you are not current on any of the above classes/certifications.**

To view your Competency Recognition status:

**Note: ICC and DPSST certifications must remain active or OSFM Competency Recognition will lapse.*

You may view your certification status:

OSFM: (this information is currently being updated and will be added to the website when complete).

Please submit request to osfm.firelifesafety@osp.oregon.gov

ICC: <https://www.iccsafe.org/search-for-certified-professionals/>

DPSST: http://dpsstnet.state.or.us/PublicInquiry_Fire/smsgoperson.aspx

The [Oregon Administrative Rule Chapter 837, Division 039, Administration of Fire Prevention Programs 837-039-0016 Certification and Training Requirements for Conducting Fire Code Enforcement](#) establishes a standardization of certification and training requirements for fire officials responsible for administration and enforcement of the fire code. Current Inspectors must be in compliance. Newly hired or promoted inspectors have one year to complete the required certifications and training.

If you are providing fire inspections without the appropriate State Competency Recognition status, you could be held personally liable.

**If you would like a copy of your Competency Recognition transcript contact:
shari.barrett@osp.oregon.gov or call 503-934-8256.**

Glossary

Oregon Fire Code Amendment class

As explained in Oregon Administrative Rule 837-039-0016 this class is a high-level training of the changes from the from the current version of the International Fire Code and current version of the Oregon amendments. *This class is required within the first year of every code cycle change in order to maintain competency recognition for Specialist I & II and Fire Marshal. An online version is available through iLearnOregon at <https://ilearn.oregon.gov>*

Oregon Basic Building Code

The basic building code training provides an understanding of building codes that are not in the fire code, but are referenced in the fire code. Class requirements can be met by completing the online class through iLearn at <https://ilearn.oregon.gov>. *Equivalencies include holding an ICC Building Plans Examiner certification or Fire Plans Examiner plus the Oregon Inspector Certificate (effective 2013), or a building code class from an accredited college plus Oregon Inspector Certificate.*

Oregon Basic Mechanical Code

The basic mechanical code training provides a comprehensive understanding of mechanical exhaust systems as they relate to the Oregon Fire Code. This course is available online through iLearnOregon at <https://ilearn.oregon.gov>. *Equivalencies include holding an ICC Commercial Mechanical Inspector plus the Oregon Inspector Certificate (effective 2013), Or a mechanical code class from an accredited college plus Oregon Inspector Certificate.*

Oregon Company Inspector

The Company Inspection training provides a broad framework for fire personnel who have little or no experience in conducting fire inspections. The course is designed to provide a high level understanding of the legal authority to conduct inspections associated with business and mercantile occupancies, and the various steps involved in the inspection process. The primary audience is firefighting company personnel who have responsibility for conducting fire and life safety inspections. After successful completion of the course, no further state requirements are necessary. This course may be available through your local fire department or Deputy State Fire Marshal. Check iLearn for available classes at <https://iLearn.oregon.gov>

Fire and Life Safety Awareness I

The Fire and Life Safety Awareness I training is provided online or by the OSFM Deputy Fire Marshals and provides a foundational understanding about Oregon's laws and Attorney General Opinions related to power and duties of the State Fire Marshal (SFM) and assistants to the SFM, inspection procedures, due process, and investigation of fires. Additionally, fire and life safety concerns associated with assembly occupancies. Log into iLearn to view the online course or register for a class at <https://ilearn.oregon.gov>

Fire end Life Safety Awareness II

The Fire and Life Safety Awareness II training is provided online or by the OSFM Deputy State Fire Marshal's and provides a foundational understanding about the general provisions of fire department access, water supplies and fire flows as established in the Oregon Fire Code (OFC) and NFPA 1142 Standards on Water Supplies for Rural and Suburban Fire Fighting. Log onto iLearn to register for a class at <https://ilearn.oregon.gov>. *Equivalency includes ICC Fire Plans Examiner.*

ICC Fire Inspector I and II Certification

The International Code Council (ICC) offers a professional certification for Fire Inspector I and II certification. To obtain certification, you must pass a timed ICC examination based on the

Glossary cont.

the International Fire Code. The Inspector I examination is a 2 hour open book exam, comprised of 60 multiple choice questions. The Inspector II examination is a 2 hour open book exam, comprised of 50 multiple choice question. The examinations test knowledge in five areas: general inspection administration, general provisions for fire safety, occupancies, regulated materials and processes. To find out additional information visit ICC's website at <http://www.iccsafe.org>.

DPSST's NFPA Fire Inspector I, II, and III Certification

The Oregon Department of Public Safety Standards and Training (DPSST) offers a state certification that demonstrates that the individual has the requisite knowledge and skills to perform at the scope of practice identified in NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner. There are three ways to obtain certification through DPSST, if you have an NFPA fire inspector certification issued by International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) you receive reciprocity, you can challenge the certification process through DPSST based on previous experience and training, or you can complete a DPSST's NFPA Task Book. To find out additional information visit DPSST's <http://www.oregon.gov/DPSST/>

ICC Fire Plans Examiner

The International Code Council offers a professional certification that demonstrates that the individual has the knowledge required to perform fire plan reviews. The Fire Plans Examiner certification tests knowledge in five areas: administration, occupancies, hazardous materials, fire protection, and egress and safety. OAR 837-039-0011 requires that fire officials that want to provide full plan review input to the building official, must obtain this certification and their ICC Fire Inspector II certification. OSFM offers a Fire Plans Review class every year. Check with your local Deputy State Fire Marshal <https://www.oregon.gov/osp/programs/sfm/Pages/Deputy-State-Fire-Marshals.aspx>

iLearnOregon

Members of the fire service, along with other outside agencies have access to iLearnOregon. OSFM's online learning management system and can be used to enroll in OSFM's classroom and online courses. If you have taken a course with OSFM since 1995, you have an account in iLearn and your transcripts have been migrated. If you think you have an account contact Shari Barrett for your log in ID and password at 503-934-8256. To create a new account go to <https://iLearn.Oregon.gov>.

Frequently Asked Questions

Q₁ I am currently certified by IFSAC as a NFPA Fire Inspector I, but do not have my DPSST certificate. Since both of these certifications are based on NFPA 1031 will you accept my IFSAC certification?

A No. The Fire and Life Safety Competency Recognition Advisory Committee determined that the only certifications that will be accepted for Inspector I, II and III competencies based on NFPA 1031 are those certificates issued by the DPSST. You will first need to apply for the Inspector I certificate through DPSST then apply to OSFM for recognition.

A What is the cost associated with attending the FLSA training(s)?

Q₂ Classes offered by your local Deputy State Fire Marshal within your community are free of charge. If you attend a training offered through an association as part of a training seminar then the cost is determined by the association, not the OSFM.

Frequently Asked Questions cont.

Q₃ Are there any qualifications on the recognition document that cannot be challenged?

A Yes. You must have the required DPSST certification and ICC certification.

Q₄ I recently applied and was awarded the Specialist II recognition certificate. Since that time I have received my DPSST Fire Inspector III certificate and would like to apply for the Fire Marshal recognition certificate. Do I need to complete an additional application and resend all of the photocopied materials previously submitted?

A You will need to complete a new application. However, the OSFM will only need to have supporting documentation for DPSST Inspector III. The remaining supporting documentation, for example ICC Inspector II is already on file.

Q₅ The recognition document states that I need a current Oregon Fire Code or amendment class. I have been a member of the Oregon Fire Code Committee for the previous two years, but have not attended one of the code amendment trainings. Based on my committee participation will this meet the requirements of an Oregon Fire Code or amendment class?

A Yes. The recognition document states that you must attend a current Oregon Fire Code or Amendment class and by actively participating as a committee member it meets this requirement. When you submit your application, include a brief letter stating that you are challenging this requirement because you are currently participate as a member of the Oregon Fire Code Committee.

Q₆ I have not attended the Fire and Life Safety Awareness (FLSA) II training. How can I attend an upcoming training?

A You have several of options. 1). Contact your local Deputy State Fire Marshal to request a training in your community if one is not already scheduled. 2) Attend one of the FLSA trainings offered through OFMA. 3). Log onto [iLearnOregon](#) and enroll in the online course. Contact Shari Barrett at 503-934-8256 if you need assistance with iLearn.

Q₇ Can I challenge the Basic Mechanical Code training requirement or do I have to complete the computer based training?

A The Competency Recognition Advisory committee determined that there are three equivalencies that will meet this requirement: 1). If you have your ICC Commercial Mechanical Inspector certificate plus the Oregon Inspector Certificate or 2). Successful completion from an accredited college course on International Mechanical Code plus the OIC. Must submit proof of either of these 3). Provide a letter with describing your experience with proof of trainings attended which will be revised by the committee, if they approve it you must pass an online test with 80% accuracy or greater.

Q₈ I am a fire inspector from another state (just moved to OR) or I just got promoted into being a fire inspector, how long do I have to get the Competency Recognition status

A One year

Q₉ What do have to do to keep my Competency Recognition certificate current or renew?

A See page 7

Conclusion

The challenges of today's fire service requires that fire professionals responsible for the administration and enforcement of the fire code must meet the competencies identified for their scope of practice. Only by working together to identify and develop educational opportunities and competencies can consistent application of the state fire code be achieved throughout Oregon.

If you have questions related to the Fire and Life Safety Competency Recognition and Education programs, please contact Shari Barrett with the Fire and Life Safety Division at shari.barrett@osp.oregon.gov or call 503-934-8256.

Resources

Office of Oregon State Fire Marshal (OSFM):

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

OSFM Competency Recognition Program:

<https://www.oregon.gov/osp/programs/sfm/Pages/Competency-Certification.aspx>

iLearnOregon — To view and enroll in OSFM courses:

<https://ilearn.oregon.gov>

DPSST Fire Certification Task Books — NFPA Fire Inspector & Fire

Investigator: <https://www.oregon.gov/dpsst/FC/pages/TaskBooks.aspx>

International Code Council:

<http://www.iccsafe.org/Pages/default.aspx>

Oregon Fire Marshal Association:

<http://www.ofma.net/>

Oregon Revised Statute 476 — State Fire Marshal Protection from Fire

Generally: https://www.oregonlegislature.gov/bills_laws/ors/ors476.html

Oregon Administrative Rule Division 39 — Administration of Fire Prevention Programs:

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=97>
