

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Acceptance of National Certifications - Instructor & Investigator

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|--|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | <input type="checkbox"/> Statutes Revision | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Policy Proposal. | <input type="checkbox"/> Policy Revision | |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Signature: *Dwight E. Walker* Date: 12/18/19

Dean Approval: *[Signature]* Date: 12/18/19

APCC Action: Approved Denied Returned Tabled
Signature of Vice President for Academic and Student Affairs, Chair: *Dorinda Sherman* Date: 1-17-2020

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled
Signature of Faculty Senate President: *[Signature]* Date: 1/21/2020

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action: Approved Denied Returned Tabled
Signature: *[Signature]* Date: 01/22/2020

Comments: _____

Distribution By:

Signature: _____ Date: _____

President retains original **ACADEMIC POLICY/PROPOSAL ROUTING FORM**

President's Office Distributes Copies To:

- | | |
|--|------------|
| Faculty Senate—President | Date _____ |
| Academic Policies & Curriculum Committee—Chair/VPASA | Date _____ |
| Chief of Staff/Legal Counsel | Date _____ |

Acceptance of National Certification for Fire Service Instructor and Fire Investigator for course credit

Purpose of this Proposal

The purpose of this policy proposal is to provide credit for national certifications for **Fire and Emergency Services Instructor** and **Fire Investigator** earned by individuals applying to, or enrolled in, the BA-FESA program.

Many institutions within the state of Georgia, as well as outside of the state, offer credit hours for certifications that have been earned by fire and emergency services personnel in the course of their job assignments. At the present time, East Georgia State College does not provide this opportunity. In order to remain competitive with other institutions, and to recognize the hard work accomplished by these individuals, we must offer appropriate credit for national certifications that meet the same objectives of our FESA courses.

We are formally requesting that credit be allowed as outlined in this proposal for Fire Service Instructor and Fire Investigator NPQ or IFSAC (explained below) national certifications.

Justification

The fire service profession in the United States uses professional standards to certify individuals in particular areas of expertise. Examples of these areas include Instructor, Investigator, Firefighter, and Fire Officer, to name a few. The purpose of these national standards is to certify that a Fire Investigator in Georgia meets the same job performance requirements as a Fire Investigator in Ohio or New Jersey. These professional standards are outlined in various consensus documents developed and adopted by the National Fire Protection Association. Each state has its own certification and testing entity for these professional certifications, which is accredited by at least one of two sources: Proboard International Accreditation for Fire Service Organizations (NPQ) or the International Fire Service Accreditation Congress (IFSAC). Georgia, for example, is a state that is accredited by Proboard and provides testing for National Professional Qualifications (NPQ) certifications through the Georgia Firefighters Standards and Training Council.

Many individuals within the fire and emergency service organizations achieve the certifications for Fire Investigator and Fire Service Instructor. These certification tests

are based upon national consensus standards prepared by the National Fire Protection Association. NFPA 1041 is the Standard for fire and Emergency Services Instructor Professional Qualifications and NFPA 1033 is the Standard for Professional Qualifications for Fire Investigator. Presently these certifications are offered through the Georgia Fire Academy (GFA) and Georgia Firefighters Standards and Training Council (GFSTC). GFA provides the face to face courses that meet the requirements of the standard that must be successfully completed before the candidate takes the national exam through GFSTC.

Alternatively, these courses may be taken at a technical college or other institution offering fire science / fire administration programs. In this situation, the curriculum must meet the applicable standard, and testing is performed under the auspices of the GFSTC (in Georgia).

It is the proposal of the EGSC FESA director that EGSC create a policy whereby credit hours are given for Fire Service Instructor and Fire Investigator national certifications to be applied toward the pursuit of a Bachelor of Arts degree in Fire and Emergency Services Administration.

It is important to note that, under existing Articulation Agreements with the Technical Colleges in Georgia that offer Fire Science Technology curricula, we accept these two courses upon transfer. Students are given course credit in the Guided Electives category for both of these courses. If, however, a student has taken this course at another institution, perhaps out of state, we are not able to award the same credit. Additionally, if a student has taken this course at the Georgia Fire Academy and achieved the national certification, we have not been able to give them the appropriate course credit.

These credit hours will be awarded in the form of course credit under the Guided Electives section of the Bachelor of Arts graduation plan. Each certification will receive three (3) hours of course credit in this category. This will allow for an equitable award of course credit for our FESA students.

Documentation to be Requested

In order to receive the credit hours as outlined above, the student would need to provide a copy of the certificate from National Professional Qualifications (NPQ) or the International Fire Service Accreditation Congress (IFSAC) for Fire Service Instructor and/or Fire Investigator. A certificate of course completion will not be sufficient. The exception to this would be if the course appears on the student's transcript from an institution with whom we have an articulation agreement.

Conclusion

In order to remain competitive with similar fire and emergency services degree programs in this state and outside, East Georgia State College needs to recognize the value of national certifications. While not all training classes are acceptable for transfer credit, those that have a rigorous curriculum, evaluation, and testing criteria that meet a national standard should be considered. This will enable us to offer credit to our applicants that have worked hard for these achievements and enable them to continue on their pathway to a degree.

Course Details

« [Catalog \(/student/classes/catalog\)](/student/classes/catalog)

Fire Instructor I

Course Hours: 40.0 Hours

Course Description

This program addresses the job performance requirements of the National Fire Protection Agency, 1041 Standard for Fire Service Instructor Qualifications, Instructor 1. The course prepares the program participants for planning instruction, using a variety of methods, teaching diverse learners, and evaluating course outcomes. The course also provides guidelines for addressing the critical issues of safety and the legal issues of training, and it provides opportunities to participate in application activities.

Prerequisites

Personnel must be trained to the level of basic firefighter as specified in Title 25 of OCGA.

Special Notes

Students will receive an assignment 30 days prior to the first day of class in an email from the course coordinator. Each student must complete the pre-course work in the form of a note taking guide prior to reporting to class. Failure to complete and bring the note taking guide by the start of class will result in a failure for the class. This is an individual assignment and will be checked. Copies of other students work is prohibited. It is the student responsibility to ensure the most current email address is on the student profile on the GPSTC system.

Students should have a working knowledge of computers and A/V equipment commonly used in making presentations. The student will need a IFSTA Fire and Emergency Services Instructor, 8th edition, a USB flash drive, and laptop computer if possible. The text book will be required to complete the assignments.

The final exam and presentation will be administered through Georgia Firefighter Standards and Training. Each student must know their Georgia Firefighter Standards and Training ID number or they will not be allowed to test. Upon successful completion of this course, students will be awarded National Professional qualifications Instructor I credentials.

Dress code for this class is either departmental uniform or business attire while in class. Jeans and t shirts will not be acceptable attire.

Search:

Start Date	End Date	Location (Hover for more information)	Time	Course Number	Status
01/13/2020	01/17/2020	GPSTC, FORSYTH	08:00 a.m. to 05:00 p.m.	FFAA20007	REGISTER (REGISTER? COURSENUMBER=FFAA20007)
02/24/2020	02/28/2020	GPSTC, FORSYTH	08:00 a.m. to 05:00 p.m.	FFAA20054	REGISTER (REGISTER? COURSENUMBER=FFAA20054)
03/16/2020	03/20/2020	GPSTC, FORSYTH	08:00 a.m. to 05:00 p.m.	FFAA20079	REGISTER (REGISTER? COURSENUMBER=FFAA20079)
04/20/2020	04/24/2020	GPSTC, FORSYTH	08:00 a.m. to 05:00 p.m.	TBA	COMING SOON (REGISTER? EVENTID=114279)

Course Details

« [Catalog \(/student/classes/catalog\)](/student/classes/catalog)

Fire Instructor II

Course Hours: 48.0 Hours

Course Description

This course is designed to teach fire service personnel on how to develop training for their agency. Topics range from lesson plan development, development of learning objectives, test development, and evaluation of training. During the course, each student will write an original lesson plan on an approved topic and present the topic to the class. This course will meet and exceed the requirements for National Professional Qualifications Fire Instructor 1041, Instructor II.

Prerequisites

NPQ Fire Instructor I

Who Should Attend

Personnel who develop training for their agency. Personnel who are lead live fire instructors.

Special Notes

Because this course is a blended course, students will receive an online assignment 45 days prior to the first day of class. Each student must complete the eight hours of online training prior to reporting to the first day of class on campus. The online platform will allow each student to print a certificate of completion that is turned in on the first day of class. Failure to complete the online material or to bring the certificate of completion to class will result in a failure for the class.

Students will need to bring personal protective clothing to class with them. A self-contained breathing apparatus is not required.

Students will be required to bring a laptop computer to class with Microsoft Office 2007 or newer software. Students will be required to develop an original presentation within powerpoint and should be proficient in this program. Some assistance will be made available, however, this course will not contain a class on PowerPoint

The final exam and presentation will be administered through Georgia Firefighter Standards and Training. Each student must know their Georgia Firefighter Standards and Training ID number or they will not be allowed to test. Upon successful completion of this course, students will be awarded National Professional qualifications Instructor II credentials. However, this class does not meet Peace Officer Standards and Training requirements for Instructor Training.

Dress code for this class is either departmental uniform or business attire while in class. There is one outside practical in which personal protective clothing will be worn. Nomex uniforms or clothing all natural fibers shall be worn under the personal protective clothing.

Search:

Start Date	End Date	Location (Hover for more information)	Time	Course Number	Status
01/27/2020	01/31/2020	GPSTC, FORSYTH	08:00 a.m. to 05:00 p.m.	FFAA20021	REGISTER (REGISTER? COURSENUMBER=FFAA20021)
03/09/2020	03/13/2020	GPSTC, FORSYTH	08:00 a.m. to 05:00 p.m.	FFAA20065	REGISTER (REGISTER? COURSENUMBER=FFAA20065)

Course Details

« [Catalog \(/student/classes/catalog\)](/student/classes/catalog)

Fire Investigator - Module 1

Course Hours: 80.0 Hours

Course Description

This course provides comprehensive, in-depth knowledge and resources to candidates who are charged with the responsibility of investigating and analyzing fire and explosion incidents and rendering opinions as to the origin, cause, or prevention of fire incidents and the damage and injuries from such incidents.

This course is Module 1 of 2 required for certification as a Fire Investigator.

Completion of this module only does not certify candidates to conduct fire investigations at any level.

Prerequisites

Minimum Requirements:

- 1) Candidates shall be at least age 18 (NFPA 1033, 1.3.1)
- 2) Candidates shall have a high school diploma or equivalent (NFPA 1033, 1.3.2)
- 3) Candidates shall be an employee of the sponsoring agency and have a minimum of 6 months experience in the field.

Candidates must submit at the time of registration:

- 1) Letter of recommendation from the chief, department head, or approved designee stating the candidate will be responsible for conducting fire investigations.
- 2) Current certification as a State of Georgia Peace Officer OR current certification as a Firefighter I (State of Georgia or NPQ)

- 3) An NCIC/GCIC criminal history dated within the last 12 months prior to registration verifying the candidate does not have a criminal history.
- 4) Certificate showing successful completion of: CFI Trainer - Scientific Method for Fire and Explosion Investigations
(https://www.cfitrainer.net/Training_Programs/The_Scientific_Method_for_Fire_and_Explosion_Investigation.aspx)
- 5) Certificate showing successful completion of: CFI Trainer - Understanding Fire Through Candle Experiments
(https://www.cfitrainer.net/Training_Programs/Understanding_Fire_Through_the_Candle_Experiments.aspx)
- 6) Certificate showing successful completion of: CFI Trainer - Fire Investigator Scene Safety
(https://www.cfitrainer.net/Training_Programs/Fire_Investigator_Scene_Safety.aspx)
- 7) Certificate showing successful completion of: CFI Trainer - Documenting the Event
(https://www.cfitrainer.net/Training_Programs/Documenting_the_Event.aspx)
- 8) Certificate showing successful completion of: CFI Trainer - Ethics and the Fire Investigator
(https://www.cfitrainer.net/Training_Programs/Ethics_and_the_Fire_Investigator.aspx)
- 9) Certificate showing successful completion of: CFI Trainer - NFPA 1033 and Your Career
(https://www.cfitrainer.net/Training_Programs/NFPA1033_and_Your_Career.aspx)
- 10) Certificate showing successful completion of: CFI Trainer - The Practical Application of the Relationship Between NFPA 1033 and NFPA 921
(https://www.cfitrainer.net/Training_Programs/The_Practical_Application_of_the_Relationship.aspx)
- 11) Certificate showing successful completion of: CFI Trainer - Writing the Initial Origin and Cause Report
(https://www.cfitrainer.net/Training_Programs/Writing_the_Initial_Origin_and_Cause_Report.aspx)

The 11 required documents must be submitted via email to arson@gpstc.org at the time of registration. Candidates who do not submit the required documents at the time of registration will be disqualified due not meeting prerequisites.

Who Should Attend

Candidates who are charged with the responsibility of investigating and analyzing fire and explosion incidents and rendering opinions as to the origin, cause, or prevention of fire incidents and the damage and injuries from such incidents.

Course Details

[« Catalog \(/student/classes/catalog\)](#)

Fire Investigator - Module 2

Course Hours: 80.0 Hours

Course Description

This course provides comprehensive, in-depth knowledge and resources to candidates who are charged with the responsibility of investigating and analyzing fire and explosion incidents and rendering opinions as to the origin, cause, or prevention of fire incidents and the damage and injuries from such incidents.

This course is Module 2 of 2 required for certification as a Fire Investigator. Module 1 must be successfully completed prior to registration and attendance of Module 2.

Successful completion of this course will result in the candidate receiving ProBoard (NPQ) and State of Georgia certification as a Fire Investigator (Georgia Firefighter Standards and Training Council) and Arson Investigator (State of Georgia Peace Officer Standards and Training Council).

Prerequisites

Minimum Requirements:

- 1) Successful completion of Georgia Public Safety Training Center - Georgia Fire Academy Fire Investigator - Module 1 course after January 1, 2020. Candidates who completed "Arson 1" prior to December 31, 2018 must attend Fire Investigator - Module 1 prior to attending Fire Investigator - Module 2.
- 2) Successful completion of the Georgia Public Safety Training Center - Georgia Fire Academy Fire Investigator Apprenticeship Taskbook, documenting 10 fire investigations, 5 of which must be structure fires, under the supervision of a certified (IAAI-CFI, NAFI-CFEI, NPQ, or State of Georgia) Fire Investigator. Candidates must complete the taskbook and associated fire investigations within 24 months of successfully completing Fire Investigator - Module 1. Candidates must bring the completed taskbook to class on Day 1 to be allowed to sit for the written entrance exam.
- 3) Candidates must pass a written entrance exam with a minimum score of 70% on the first day of class.

Candidates must submit at the time of registration:

- 1) Letter from the chief, department head, or designee stating the candidate has successfully completed the Fire Investigator - Module 1 course after January 1, 2019, and has successfully completed the Georgia Public Safety Training Center - Georgia Fire Academy Fire Investigator Apprenticeship Taskbook.
- 2) An NCIC/GCIC criminal history dated within the last 12 months prior to registration verifying the candidate does not have a criminal history.
- 3) Georgia Public Safety Training Center Fire Investigator - Module 1 course certificate.

These 3 documents must be submitted via email to arson@gpstc.org at the time of registration. Candidates who do not submit these documents at the time of registration will be disqualified due to not meeting the prerequisites.

Who Should Attend