



Certification Renewal

Training officers are responsible to maintain their certification and initiate renewal. The procedures for certification renewal will be developed, utilizing the following guiding principles:

- Continuous employment as a training officer in a municipal fire department in Ontario
- Documented ongoing training and education
- Proof of demonstrated competence to the current standard



Simulations Guide

The purpose of this document, which was released in November 1999, is to provide Ontario Fire Service personnel who are responsible for the training and/or evaluation of firefighters, with guidelines for the creation of safe, effective, standardized, simulated exercises.

This document complements and relates specifically to:

- The practical skills tests of the *Ontario Firefighter Curriculum*
- The Ontario Certification Program *Job Experience Requirement Performance Checklists*; completion of these documents is necessary to meet the job experience requirement that consists of demonstrating on-the-job skills.
- Office of the Fire Marshal/Ontario Fire College courses with a practical component, for example, *Fire Cause Determination, Company Officer Diploma Program, Ontario Fire College Volunteer Firefighting Modules and Pumper Operations*

The Guide is posted on and available for downloading from our web site: <http://www.ofm.gov.on.ca>

For further information or if you are unable to access our web site, please contact the OFM Certification Office at: 416-325-3142.



Fee for Certification

There is no fee for certification and certification renewal, at this time.



Certification Council Members

Members are representative of the Ontario Fire Service. For a list of current members, consult the OFM or OAFc web sites.



For Further Information

Note: There are seven brochures on The Professionalization Process for the Ontario Fire Service – Ontario Professional Standards Setting Body, Endorsement, Pre-Service Firefighter Education and Training Program, Ontario Firefighter Certification Program, Ontario Fire Prevention Officer Certification Program, Ontario Company Officer Certification Program, and Ontario Training Officer Certification Program.

Regarding certification programs, please contact the OFM Certification Office at:

..... 416-325-3142

Regarding PSSB, please contact the PSSB Secretary at the OAFc, 335 Bayly Street West, Suite 206, Ajax, ON L1S 6M2

..... 1-800-774-6651

Regarding endorsement, please contact the Endorsement Review Board Office at:

..... 1-800-774-6651

For current information, visit the following web sites:

OFM..... <http://www.ofm.gov.on.ca>

OAFc..... <http://www.OAFc.on.ca>

OAFTO..... <http://www.firetraining.ca>

OMFPOA <http://www.omfpoa.com>

Ministry of Community Safety
and Correctional Services
Office of the Fire Marshal
Certification Office
Place Nouveau Building
7th Floor 5775 Yonge Street
North York, Ontario
M2M 4J1
Ph: (416) 325-3142

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Ontario Training Officer Certification Program

The Professionalization Process for the Ontario Fire Service

- Authority
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PROGRESS**





Authority

The Office of the Ontario Fire Marshal certifies Ontario training officers to the Ontario Training Officer Standards. The *Fire Protection and Prevention Act, 1997 (FPPA)*, clause 9 (2) (d) provides authority to the Office of the Fire Marshal for training and evaluation of firefighters.



History

In 1988, 'Paradigm for Progress,' a Task Force Report to the Ontario Association of Fire Chiefs, recommended that the Professional Standards Setting Body (PSSB) be created with the mandate to develop a training, educational and certification system for the Ontario Fire Service. The PSSB, under the auspices of the Ontario Association of Fire Chiefs (O AFC) and the Office of the Fire Marshal (OFM), has developed and published nine Ontario Fire Services Standards.



The Professionalization Process

- Job Performance Standards
- Certification
- Endorsement Review Board
- Educational/Training Career Plan



Professional Standards Setting Body

The PSSB is a partnership between the O AFC and the OFM, and includes membership from all major fire service stakeholders.

The mandate of the Professional Standards Setting Body is to:

- Support the professionalization process for the Ontario Fire Service
- Set performance standards for all levels within the Ontario Fire Service
- Operationalize the standards process model contained in the O AFC Task Force Report 'Paradigm for Progress'
- Identify changes and emerging issues in society and communities that impact fire and emergency services
- Meet on a regular basis to deliberate issues and take appropriate actions to develop, maintain, implement and promote fire service performance standards

- Ensure coordination of the policies, goals and activities of the PSSB, PSSB Planning Committee, Endorsement Review Board and Certification Council to advance the professionalization of the Ontario Fire Service
- Support and encourage internal and external partnerships through the PSSB Planning Committee



Standardized Curricula

The endorsed *Pre-Service Firefighter Education and Training Program*, developed by the O AFC and OFM, is being delivered by community colleges across the province in partnership with fire departments.

The endorsed, standardized *Ontario Firefighter Curriculum* has been developed by the OFM and OFC. The Certificate of Achievement is the academic requirement for the *Ontario Firefighter Certification Program*.

Successful completion of the *Fire Prevention Officer Diploma Program*, developed by the OFM and delivered by the OFC, meets the academic requirement for the *Ontario Fire Prevention Officer Certification Program*.

The *Company Officer Diploma Program* was developed by the OFM and is delivered by the Ontario Fire College. Candidates who successfully complete the program meet the academic requirement for company officer certification through the regular route.



Certification Council

In 1996, the Certification Council held its first meeting. The Council includes membership from fire service stakeholders, OFM personnel and independent persons appointed by the Fire Marshal. For a list of current members, consult the OFM web site, or training officer certification, questions and answers.

The mandate of the Certification Council is to develop and recommend policies and procedures required for an ongoing, voluntary certification program.



Purpose of Certification

Certification formally acknowledges that an experienced training officer in Ontario meets the recognized job performance standards, and educational/training and job experience requirements as approved by the Office of the Fire Marshal and agreed to by the Ontario Association of Fire Chiefs.

Certification is not a means of determining who shall participate in the practice or profession of firefighting and its related activities. A lack of certification is only an indication that the individual has not applied for or completed the requirements of certification.



Term of Certification

The initial training officer certificate is valid for five (5) years from the date of issuance and subsequent renewals.



Benefits of Certification

There are a number of benefits to training officer certification:

- Certification recognizes training officers with specialized skills and an ability to provide quality, competent service
- Certification provides training officers with opportunities to evaluate and document their performance, and compare their skills to each competency and the overall standard
- Certification acknowledges a training officer's commitment to ongoing training and life-long learning
- Certification provides a concrete training path to follow
- Certification will support the credibility of training officers in the completion of their regular and special activities, such as dealing with litigation
- Highly motivated people will continue to be attracted to the fire service because of the certification program



Certification Requirements

Certification is a voluntary process and is based on a candidate's ability to:

- Meet established educational/training qualifications
- Provide proof of current employment as a training officer in a municipal fire department in Ontario
- Meet job experience requirements
- Demonstrate competence to standards



Certification Through the Regular Route

Training officers, employed after June 1, 2005 when the *Ontario Training Officer Certification Program* was introduced, are eligible to certify through the regular route.

To meet the academic requirement, a candidate is required to successfully complete a community college Certificate in Adult Education plus required OFM courses, which focus on the application of adult education skills within the fire service context. Successful applicants will be awarded an Ontario Fire College Training Officer Diploma.

Training officers may be eligible for advanced standing towards the academic requirements for certification, based on courses or programs they completed in the past. On-the-job experience may also qualify toward advanced standing. Determinations of how much, if any, advanced standing to grant will be made by both the community colleges and the Ontario Fire College.



'Window of Opportunity' June 1, 2005 - June 1, 2008

Candidates employed as training officers in a municipal fire department in Ontario as of May 31, 2005 when the *Training Officer Certification Program* was introduced are required to meet the following academic requirement:

- OFM Trainer Facilitator Course
- CO 101 Legislation/Standards or equivalent
- CO 201 Leadership and Communication Theory or equivalent
- CO 202 Practical Communications and Supervision or equivalent
- OFC Applied Program Administration and Management or equivalent
- OFC Applied Course Delivery or equivalent