



Firefighter Certification Renewal

Revised to 2007-2012

April 14, 2008

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Executive Summary

In developing the next phase in the renewal process, the members of the Certification Council concentrated on how Ontario Fire Service candidates for certification renewal could document ongoing training and demonstrate competence to current Ontario Fire Services Standards (2007-2012). In their deliberations, members tried to be sensitive to the needs of the fire service – time and cost efficiency – while maintaining the credibility of the certification program.

This process has been developed for those firefighters that have already completed their first renewal and for those currently working on their renewal, as required, is designed for application to other roles within the fire service for whom certification may be developed.

The process for finalization of the certification renewal model includes consultation with selected departments/practitioners within the Ontario Fire Service and approval from the:

- Certification Council
- Professional Standards Setting Body
- OFM and OAFCA partnership, through the Planning Committee

General Information about Certification

Authority¹

The Office of the Fire Marshal certifies firefighters to the Ontario Fire Service Firefighter Standards based on criteria developed by the Certification Council, and approved by the Office of the Fire Marshal and the Ontario Association of Fire Chiefs.

The Fire Protection and Prevention Act, 1997 (FPPA), in Part III, clause 9 (2) (d) provides authority to the Fire Marshal for the training and evaluation of firefighters.

Purpose of Certification

Certification formally acknowledges that a firefighter in Ontario meets the recognized job performance standards and educational/training 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 fulfilled the requirements of certification.

¹ Office of the Fire Marshal of Ontario, *Firefighter Certification Program*, May 1998, page 6

Certification Requirements

Certification is based on the candidate's ability to:

- a) Meet established educational/training qualifications
- b) Provide proof of current employment in a fire department in Ontario
- c) Meet job experience requirements
- d) Demonstrate competencies to standards

General Information about Certification Renewal

There are many different factors that contribute to a firefighter's development, and each adds a different, but equally important element to the developmental process.

Training and education are critical to the certification process. In renewal, there is an emphasis on maintaining currency and developing new learning.

A candidate's practical experience was also a key component of the certification process and it continues to be an important factor throughout the individual's professional career.

Renewal, therefore, is a process whereby the Ontario Fire Service practitioner demonstrates on-going maintenance and enhancements of competency.

Renewal is required every five years. Firefighter renewal takes effect upon successful completing the initial firefighter certification.

Purpose of Certification Renewal

The purpose of certification renewal is the same as the purpose of certification.

Certification renewal formally acknowledges that a firefighter in Ontario meets the recognized Ontario Fire Services job performance standards and educational/training requirements as approved by the Office of the Fire Marshal and agreed to by the Ontario Association of Fire Chiefs.

Certification Renewal Criteria

1. Certification renewal is based on approved, current Ontario Fire Services Standards.
2. Candidates shall assume responsibility for their certification and initiate renewal.
3. Accountability to support the candidate to achieve certification renewal requirements
4. The renewal process shall include appropriate considerations to accommodate the diverse needs of practitioners.
5. The renewal process shall be adaptive to the changing nature of the profession.

Certification Renewal Requirements

Certification renewal is based on a candidate's ability to:

- Demonstrate continuous employment as a firefighter in a fire department in Ontario
- Provide documentation of yearly ongoing training
- Provide proof of demonstrated competence to the current standard

Continuous Employment

A candidate must provide proof of continuous employment as a firefighter in a fire department in Ontario. Continuous is defined by government Human Resources, as having a break in employment of not greater than 13 weeks.

The fire chief (or designate) signs the application for renewal (see Appendices A and B) to provide proof of continuous employment.

Career Firefighters

To maintain consistency with the certification process, which requires 5,000 hours *on duty* in three years, career firefighters are required to provide proof of 8,300 hours *on duty* as an emergency responder within the five years from certification to renewal.

On-Going Training and Education

The purpose of training provided by the fire department is to ensure that firefighters can safely perform to the level of response provided in their municipality.

The stated hours of training represent the minimum required for certification renewal. In addition, Fire Chiefs are required to meet their responsibility under the Occupational Health and Safety Act to provide training.

It is the responsibility of the Fire Chief or designee to approve training and ensure that it is:

- Regular throughout the five year period
- Scheduled and formalized with planned learning outcomes, delivery method and evaluation of learning
- Linked to General Performance Objective in the current Standards
- Meeting fire department or individual assessed needs
- Done in accordance with legislation and recommended guidelines and policies, including Ministry of Labour (Section 21 Guidelines), Occupational Health and Safety Act and WHMIS.
- Carried out in a safe manner ensuring that a written safety plan and policy are in place, especially when teaching skills and in live-fire training.
- Delivered by instructors that are qualified and who have technical expertise beyond the level they are teaching
- Documented in fire department and individual training records

For Firefighters

For firefighters, a minimum of 265 hours of training is required within the five years from certification to renewal (53 hours per year.)

For Career Firefighters

To maintain consistency with the certification process, career firefighters are required to demonstrate a minimum of 650 hours of training within the five years from certification to renewal (130 hours per year.)

The breakdown is as follows:

Revised Ontario Fire Services Firefighter Standards Reference	Firefighter Minimum <u>Training</u> Requirement (over 5 years)	Career Firefighter Minimum <u>Training</u> Requirement (over 5 years)
<u>Training on:</u>		
01. Performs Fire Ground Operations		
02. Performs Rescue Operations		
03. Performs Hazardous Materials and Chemical, Biological, Radiological and Nuclear Operations		
04. Provides Emergency Patient Care		
05. Performs Firefighter Safety Practices		
06. Operation and Maintains Apparatus		
07. Maintains Fire Equipment		
08. Participates in Fire Safety Inspections		
09. Performs Public Education and Public Relations Activities		
10. Performs Communication Duties		
11. Develops Pre-Incident Plans		
12. Performs Administrative Duties		
13. Demonstrates a Commitment to Personal and Professional Development		
Total hours of training	265 hours	650 hours

Comprehensive documentation of this training must be maintained by the fire department. The candidate should also track ongoing training and education (see Appendix D.)

The fire chief (or designate) and training officer sign the application for renewal attesting that the fire department training program meets the needs of the department and municipality.

A representative of the OFM Certification Office may audit the fire department records.

Job-related Activities and Ongoing Training and Education

The renewal process is based on a system that recognizes and gives credit for the varied training, continuing education and job-related activities of company officers across the province, making certification renewal accessible and achievable.

Training programs should be instructed by in-house qualified trainers or by bona fide outside training providers.

Comprehensive documentation of training/continuing education must be maintained by the candidate during the five-year renewal period and by the fire department at the time of application for certification renewal. (See the log that is provided.) The fire chief or his/her designate must review this documentation and attest to its accuracy by signing the application for renewal.

A representative of the OFM Certification Office may audit the fire department records.

Competence to the Current Standard

For certification renewal competence to the current standard shall be based on the general performance objectives outlined in the *Ontario Firefighter Standards (2007-2012)*. Candidates shall demonstrate their ability to perform the requirements of the skills performance objectives for each general performance objective, preferably on-the-job but in a simulated situation, if necessary (see Appendix C.) The fire department shall determine how the competencies are documented.

To ensure continued credibility of the certification process and program, the application for renewal requires the signatures of the candidate, fire chief (or designate) and training officer.



This information is gathered to correctly identify candidates for certification renewal and to evaluate the certification program. Information is being collected solely for the purpose listed above in accordance with the Freedom of Information and Protection of Privacy Act.

Last name			Given names			Rank		
Address: (street number and name)						(apartment/unit number)		
(city)		(province)		(postal code)		Telephone no. (include area code)		Fax no. (include area code)
Employer (use the four/six digit local code)			Address: (street number and name)					
						(apartment/unit number)		
(city)		(province)		(postal code)		Telephone no. (include area code)		Fax no. (include area code)

Confirm completion of the following criteria for certification renewal

➤ Continuous employment in a fire department in Ontario (a break in employment of not greater than 13 weeks)							<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Revised Ontario Fire Services Firefighter Standards Reference		Firefighter Minimum Training Requirement (over 5 years)		Demonstrated Competence to the Standards		Comments				
01.	Perform fire ground operations			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
02.	Perform rescue operations			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
03.	Perform hazardous materials operations (to the awareness level)			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
04.	Perform emergency patient care			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
05.	Perform firefighter safety practices			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
06.	Operate and maintain fire apparatus			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
07.	Maintain fire equipment			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
08.	Participate in fire safety inspections			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
09.	Perform public education and public relations activities			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
10.	Perform communication duties			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
11.	Develop pre-incident plans			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
12.	Perform administrative duties			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
13.	Maintain professional currency			<input type="checkbox"/> Yes	<input type="checkbox"/> No					
➤ Completed required Hours of Training							<input type="checkbox"/> Yes		<input type="checkbox"/> No	
NOTES:										

I certify that the foregoing statements are true. I am aware that if any of the foregoing statements are willfully false, certification may be denied, revoked or suspended.

_____ Signature of individual						_____ Date					
_____ Signature of training officer						_____ Date					
_____ Signature of fire chief or designate (mandatory)						_____ Date					

Note: The Certification Office will notify you within thirty (30) working days of receipt of your Application for Certification Renewal if certification has been granted or has been denied, with the reason.

For Office Use Only:

Date received		Registration number	
Documentation checked by secretary of Certification Office		Date forwarded to Council Chairperson	
Certificate number		Date forwarded to Fire Marshal	
Date mailed		Not granted: date notification sent	



This information is gathered to correctly identify candidates for certification renewal and to evaluate the certification program. Information is being collected solely for the purpose listed above in accordance with the Freedom of Information and Protection of Privacy Act.

Form with fields for Last name, Given names, Rank, Address, Telephone no., Fax no., Employer, and Address.

Confirm completion of the following criteria for certification renewal

Criteria checklist with checkboxes for Yes/No: Continuous employment in a fire department in Ontario, Has served 8,300 hours on duty as an emergency responder.

Table with 4 columns: Revised Ontario Fire Services Firefighter Standards Reference, Firefighter Minimum Training Requirement (over 5 years), Demonstrated Competence to the Standards, Comments. Includes 13 numbered rows of standards and a 'Completed required Hours of Training' row.

NOTES:

I certify that the foregoing statements are true. I am aware that if any of the foregoing statements are willfully false, certification may be denied, revoked or suspended.

Signature lines for individual, training officer, and fire chief or designate, each with a corresponding Date field.

Note: The Certification Office will notify you within thirty (30) working days of receipt of your Application for Certification Renewal if certification has been granted or has been denied, with the reason.

For Office Use Only:

Table for office use with fields: Date received, Registration number, Documentation checked by secretary of Certification Office, Date forwarded to Council Chairperson, Date forwarded to Fire Marshal, Certificate number, Date mailed, Not granted: date notification sent.

FM CERT RENEW 02 (10/07)

Return completed form to: Chairperson, Certification Council, Academic Standards & Evaluation Section, Office of the Fire Marshal, 5775 Yonge Street, 7th Floor, North York, Ontario, M2M 4J1

Fire Log

Standard Reference Number	JPC Reference Number	Date	Type of Incident	Description (Address, Fire Report Number)	Firefighter Actions Taken	Team Actions Taken	Captain Observing	Capt's Intls.
01	01.01	Jan. 1/01	Small fire	407 Howser Street, Somewhere, garage fire, 1 child casualty, Fire Report #7	Donned breathing apparatus Advanced hose into garage Carried out firefighting Administered first aid	Carried out search and rescue	Jane Doe	<i>JD</i>

Sample

Educational/Training Record

Course/Workshop/Seminar Name	GPO Number	Date Started	Date Completed	Total Hours	Results	Included: Course Description/Learning Outcomes/Copy of Certificate
Ontario Police College – Critical Incident Stress Seminar	O8.16	Mar. 22/02	Mar. 23/02	13	Learned to identify the warning signs of CIS, mitigate the results, identify and contact community resources	Course brochure
Ontario Fire College – Fire Cause Determination	07.01	Dec. 21/01	Dec. 23/01	23	Wrote exam and received a Certificate of Achievement	Copy of course description and learning outcomes Copy of certificate
Sample						

**Office of the Fire Marshal
Certification Unit
7th Floor 5775 Yonge Street
North York, Ontario
M2M 4J1**

Phone: 416-325-3142

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

Sample