



NFPA Fire Officer DPSST Applicant Guide to Certification

This guide is provided to the Oregon fire service as an overview for overview on applying for the DPSST certification of NFPA 1021: Standard for Professional Qualifications for Fire Officers.

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Task Force Overview

On January 7, 2021 the NFPA Fire Officer Task Force convened virtually at the direction of the Fire Policy Committee (FPC) to review and discuss the National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications, 2020 Edition. Previously, the Oregon Administrative Rule (OAR) for fire related to NFPA Fire Officer referred to the 2014 Edition of the NFPA standard. It was the intent of the Task Force to evaluate the currently adopted standard and compare it against the 2020 Edition of NFPA 1021. As a result of their work, the Task Force established the importance of the Oregon fire service maintaining the most current standards available from NFPA and made the recommendation to adopt the 2020 Edition of NFPA 1021 into OAR.

The Task Force made the determination to adopt the 1021 Edition of NFPA 1021 into OAR after a thorough and thoughtful discussion. Discussion included recognition of general revisions and clean-up within the body of the new Edition along with added Community Risk Reduction and leadership pieces to each level of NFPA Fire Officer. Additionally, there are several new informational annexes within the standard designed to assist instructors with their understanding of the components and their lesson development. Ultimately, the Task Force did not identify changes that would have a negative impact on the Oregon fire service or their ability to obtain DPSST certifications.





NOTES TO APPLICANT

Those interested in applying for NFPA Fire Officer levels of certification should review the following:

- Applicants using courses from a transcript to fulfill training requirements must receive a passing grade of C- or above
- Once an applicant uses a class to fulfill a training requirement, that class cannot be used again in higher levels of Fire Officer. For example, if an applicant uses a 300 level Eastern Oregon University class for the NFPA Fire Officer 1: Human Resources requirement, that course cannot be used again for NFPA Fire Officer II, III, or IV.
- NFPA Fire Officer I 4.5 requires both Inspection and Investigation elements. NFPA Fire Officer 5.5 requires Investigation. An applicant may use the Investigation course utilized in 4.5 again for 5.5 as long as it is a course that covers all of the elements in 5.5. This is the only section which courses can be repeated in 5.5 for Investigation.
- Requests to combine college courses with the national curriculum will be determined on a case by case basis with agreement between the Training Officer of the Authority Having Jurisdiction and DPSST.
- The 2020 Edition of NFPA Fire Officer II 5.3 has added a Community Risk Reduction component. A college level State and Local Government course can still be used for this component but does not cover the Community Risk Reduction additions in the standard. This can be obtained by adding a requirement of related courses such as the National Fire Academy's (NFA) W0635 Best Practices in Community Risk Reduction or W0636 Building Organizational Support.

TASK BOOK INFORMATION

The Task Force determined it is best suited for the NFPA Fire Officer levels to remain at one evaluator check box for each job performance requirement. A fire service agency can always add boxes to a Task Book if they would like an additional series of evaluators to assess an applicant.

Also, in aligning with the recent trend in recognizing the importance of the Training Officer's duty to evaluate the signers of Task Books, an additional signing page has been added to the beginning of the Task Book. This page is designed for signers who initial tasks within the Task Book, to write their name, certification level related to Fire Officer, and full signature at the beginning of the Task Book so that final Task Book evaluators are aware of everyone who signs the Task Book before submittal of an application for certification to DPSST. This page is designed for a fire service agency only and should be kept on file without having to submit it to DPSST. This page has been included in the draft proposed Task Books. The addition of this page makes the other evaluator page in previous NFPA Fire Officer Task Books redundant, therefore it has been removed. The final evaluation of a Chief/Training Officer remains on front page.



NFPA FIRE OFFICER COURSE OPTIONS

The NFPA Fire Officer Task Force created the following examples of current courses that meet the 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 for review. All information must first be approved through the applicant's Fire Chief or Training Officer of their respective fire service agency.

NFPA FIRE OFFICER I REQUIREMENTS AND COURSE OPTIONS

- Applicant must meet the job performance requirements defined in Sections 4.2 through 4.7 of NFPA 1021 by successfully completing relevant courses.
- Certified as an NFPA Fire Fighter II
- Certified as an NFPA Fire Instructor I
- Task Book and/or Task Performance Evaluation

4.2 HUMAN RESOURCES

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.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

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 prevention, and fire prevention education programs, according to the following job performance requirements.*

- National Wildfire Coordinating Group (NWCG) S-203, Introduction to Incident Information
- State certified NFPA Public Information Officer
- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies



NFPA FIRE OFFICER COURSE OPTIONS CONTINUED

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.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

4.5 INSPECTION AND INVESTIGATION

This duty involves conducting inspections to identify hazards and address violations, conducting pre-incident plans, performing a fire investigation to determine area of origin and preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.*

This component contains elements of both inspection and investigation. NFPA Fire Officer 5.5 requires Investigation only. This is the only section which courses can be repeated in 5.5 for Investigation.

- State certified NFPA Fire Inspector AND an approved Investigation class
- DPSST-approved NFPA Fire Inspector course AND an approved Investigation class
- OSFM 17F114 NFPA Fire Inspector AND an approved Investigation class
- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

4.6 EMERGENCY SERVICE DELIVERY

This duty involves supervising emergency operations and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

4.7 HEALTH AND SAFETY

This duty involves integrating health and safety plans, policies, procedures, and standards into daily activities as well as the emergency scene, including determining appropriate levels of personal protective equipment to ensure a work environment that is in



NFPA FIRE OFFICER COURSE OPTIONS CONTINUED

accordance with health and safety plans for all assigned members, according to the following job performance requirements.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

NFPA FIRE OFFICER II REQUIREMENTS AND COURSE OPTIONS

- Applicant must meet the job performance requirements defined in Sections 5.2 through 5.7 of NFPA 1021 by successfully completing relevant courses.
- Certified as an NFPA Fire Officer I
- Task Book and/or Task Performance Evaluation

5.2 HUMAN RESOURCE MANAGEMENT

This duty involves evaluating member performance, according to the following job performance requirements.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

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 prevention, and fire prevention education programs, according to the following job performance requirements.*

- State and Local Government AND NFA F0635 Best Practices in Community Risk Reduction OR NFA F0636 Building Organizational Support for Community Risk Reduction
- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

5.4 ADMINISTRATION

This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)



NFPA FIRE OFFICER COURSE OPTIONS CONTINUED

- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

5.5 INSPECTION AND INVESTIGATION

This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.*

This component contains investigation elements, while NFPA Fire Officer I has both investigation AND investigation. An investigation course used to cover the investigation components in NFPA Fire Officer I may be repeated for this level. This is the only instance that a class can be repeated for the various levels of NFPA Fire Officer certifications.

- State certified NFPA Fire Investigator
- DPSST-certified Fire Investigation course
- Oregon State Fire Marshal (OSFM) 16F001 Basic Fire Investigation-Level 100 AND 16F002 Basic Fire Investigation - Level 200
- OSFM 20F39 Fire Origin and Cause Investigator
- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

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.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.
- DPSST-approved NFPA Fire Officer Academies

5.7 HEALTH AND SAFETY

This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job requirements.*

- Applicable College Fire Science Programs (COMING SOON: Oregon community college fire science programs course options for NFPA Fire Officer I and II)
- Applicable courses through the National Fire Academy (NFA). COMING SOON: NFA course options that can be used to fulfill various components of each NFPA Fire Officer level.

NFPA FIRE OFFICER COURSE OPTIONS CONTINUED

- DPSST-approved NFPA Fire Officer Academies

NFPA FIRE OFFICER III REQUIREMENTS AND COURSE OPTIONS

- Applicant must meet the job performance requirements defined in Sections 6.2 through 6.8 of NFPA 1021 by successfully completing relevant courses.
- Certified as an NFPA Fire Officer II
- Task Book and/or Task Performance Evaluation

6.2 HUMAN RESOURCE MANAGEMENT

This duty involves establishing procedures for hiring, assigning, maintaining AHJ-approved continuing education requirements, promoting, and encouraging professional development of members, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 313 Personnel Management for Fire & Emergency Services & FSA 319 Political & Legal Foundations of Fire Protection
- Eastern Oregon University Past: FSA 313 & FSA 319
- DPSST-approved NFPA Fire Officer Academies

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.*

- Eastern Oregon University Current: FSA 326 Fire Prevention Organization & Management & FSA 331 Community Risk Reduction for Fire & Emergency Services
- Eastern Oregon University Past: FSA 311
- DPSST-approved NFPA Fire Officer Academies

6.4 ADMINISTRATION

This duty involves preparing a divisional or departmental budget, developing a budget management system, developing grant applications, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 317 Fiscal Management in Fire Protection
- FSA 326 Fire Prevention Organization & Management
- Eastern Oregon University Past: FSA 315 & FSA 317 & FSA 319
- DPSST-approved NFPA Fire Officer Academies

6.5 INSPECTION AND INVESTIGATION

This duty involves evaluating inspection programs of the AHJ to determine effectiveness and developing public safety plans, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 309 Fire Investigation & Analysis
- Eastern Oregon University Past: same



NFPA FIRE OFFICER COURSE OPTIONS CONTINUED

- DPSST-approved NFPA Fire Officer Academies

6.6 EMERGENCY SERVICE DELIVERY

This duty involves managing multiagency planning, deployment, and operations, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 305 Fire & Emergency Services Administration
- Eastern Oregon University Past: FSA 307
- DPSST-approved NFPA Fire Officer Academies

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.*

- Eastern Oregon University Current: FSA 331 Community Risk Reduction for Fire & Emergency Services & FSA 336 Managerial Issues in Hazardous Materials
- Eastern Oregon University Past: FSA 311
- DPSST-approved NFPA Fire Officer Academies

6.8 EMERGENCY MANAGEMENT

This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan and the roles of local, state/provincial, and national emergency management agencies.*

- Eastern Oregon University Current: FSA 341 Disaster Planning and Control
- Eastern Oregon University Past: same
- DPSST-approved NFPA Fire Officer Academies

NFPA FIRE OFFICER IV REQUIREMENTS AND COURSE OPTIONS

- Applicant must meet the job performance requirements defined in Sections 7.2 through 7.7 of NFPA 1021 by successfully completing relevant courses.
- Certified as an NFPA Fire Officer III
- Task Book and/or Task Performance Evaluation

7.2 HUMAN RESOURCE MANAGEMENT

This duty involves administering job performance requirements and evaluating and improving the department, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 419 Advanced Legal Aspects of Fire Protection & BA 462 Leaders and Leadership & FSA 405 Fire Service Ethics
- Eastern Oregon University Past: SSc 407 Management Information Systems
- DPSST-approved NFPA Fire Officer Academies



NFPA FIRE OFFICER COURSE OPTIONS CONTINUED

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.*

- Eastern Oregon University Current: FSA 419 Advanced Legal Aspects of Fire Protection & FSA 415 Local Government Administration & Community Politics & FSA 423 Labor Management Relations
- Eastern Oregon University Past: SSc 407 Labor Management Relations & FSA 419 & PSY 445
- DPSST-approved NFPA Fire Officer Academies

7.4 ADMINISTRATION

This duty involves long-range planning and fiscal projections, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 415 Local Government Administration & Community Politics & FSA 419 Advanced Legal Aspects of Fire Protection & FSA 345 Multiculturalism in Emergency Services
- Eastern Oregon University Past: SSc 407 Local Government Administration / Community Politics & FSA 419
- DPSST-approved NFPA Fire Officer Academies

7.5 INSPECTION AND INVESTIGATION

No additional job performance requirements at this level.

7.6 EMERGENCY SERVICES DELIVERY

This duty involves developing plans for major disasters, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 421 Master Planning for Emergency Services & FSA 339 Analytical Approaches to Public Fire Protection & FSA 340 Fire Dynamics or FSA 440 Fire Protection Structures & Systems Design
- Eastern Oregon University Past: FSA 421 Master Planning for Emergency Services
- DPSST-approved NFPA Fire Officer Academies

7.7 HEALTH AND SAFETY

This duty involves administering a comprehensive risk management program, according to the following job performance requirements.*

- Eastern Oregon University Current: FSA 415 Local Government Administration & Community Politics & FSA 419 Advanced Legal Aspects of Fire Protection & FSA 413 Fire Related Human Behavior
- Eastern Oregon University Past: SSc 407 Local Government Administration / Community Politics & PSY 445
- DPSST-approved NFPA Fire Officer Academies

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OREGON ADMINISTRATIVE RULE

259-009-0005

DEFINITIONS

(47) “NFPA Fire Officer I” means a fire officer, at the supervisory level, who has met the job performance requirements defined in NFPA 1021 sections 4.1 through 4.7.

(48) “NFPA Fire Officer II” means a fire officer, at the supervisory/managerial level, who has met the job performance requirements defined in NFPA 1021 sections 5.1 through 5.7.

(49) “NFPA Fire Officer III” means a fire officer, at the managerial/administrative level, who has met the job performance requirements defined in NFPA 1021 sections 6.1 through 6.8.

(50) “NFPA Fire Officer IV” means a fire officer, at the administrative level, who has met the job performance requirements defined in NFPA 1021 sections 7.1 through 7.7.

259-009-0062

FIRE SERVICE PROFESSIONAL CERTIFICATION

(i) The provisions of the NFPA Standard 1021, 2020 Edition, entitled “Standards for Fire Officer Professional Qualifications,” are adopted.

(A) For certification as NFPA Fire Officer I, the candidate must:

(i) Be certified as NFPA Fire Fighter II;

(ii) Be certified as NFPA Fire and Emergency Services Instructor I;

(iii) Meet the job performance requirements defined in Sections 4.1 through 4.7 of the NFPA 1021 Standard; and

(iv) Complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer I. The evaluation or task book must be approved by the Agency Head or Training Officer.

(B) For certification as NFPA Fire Officer II, the candidate must:

(i) Be certified as NFPA Fire Officer I;

(ii) Meet the job performance requirements defined in Sections 5.1 through 5.7 of the NFPA 1021 Standard; and

(iii) Complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer II. The evaluation or task book must be approved by the Agency Head or Training Officer.

(C) For certification as NFPA Fire Officer III, the candidate must:

(i) Be certified as NFPA Fire Officer II;

OREGON ADMINISTRATIVE RULE CONTINUED

(ii) Meet the job performance requirements defined in Sections 6.1 through 6.8 of the NFPA 1021 Standard; and

(iii) Complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer III. The evaluation or task book must be approved by the Agency Head or Training Officer.

(D) For certification as NFPA Fire Officer IV, the candidate must:

(i) Be certified as NFPA Fire Officer III;

(ii) Meet the job performance requirements defined in Sections 7.1 through 7.7 of the NFPA 1021 Standard; and

(iii) Complete a task performance evaluation or a Department-approved task book for NFPA Fire Officer IV. The evaluation or task book must be approved by the Agency Head or Training Officer.

259-009-0065

MAINTENANCE

(a) Operations Track. The Operations certification track requires a minimum of 60 hours completed annually and includes the following certifications:

NFPA Fire Officer I;

NFPA Fire Officer II;

(c) Prevention/Public Education/Administration Track. The Prevention/Public Education/Administration certification track requires a minimum of 12 hours completed annually and includes the following certifications:

NFPA Fire Officer III;

NFPA Fire Officer IV;