



# **UTAH FIRE SERVICE CERTIFICATION COUNCIL**

## **Utah Fire and Rescue Academy**

### **UTAH FIRE SERVICE CERTIFICATION COUNCIL ACCREDITATION SELF STUDY**

### **Accredited Firefighter Academy Training Program UFSCC SELF STUDY**

Reviewed, Modified and Adopted by  
Utah Fire Service Certification Council  
July 2024

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# **Self-Study For Accredited Firefighter Academy Training Programs**

**Utah Fire Service Certification Council Training and Education Requirements expand on the requirements identified in [Utah Administrative Code Rule R710-16-6](#), Rules Pursuant to Fire Service Certification and Non-affiliated Training Organizations.**

This rule establishes the Fire Service Certification Council as a subset of the Utah Fire Prevention Board and establishes standards for those agencies conducting an Accredited Firefighter Academy (AFA) training program. This rule is intended to assist the AFA training programs to document compliance with adopted standards for non-affiliated firefighting students wishing to receive Utah certifications. It is to be filled out electronically, printed and submitted along with support documentation at least 60 days prior to a site visit.

**Forward an electronic copy of the *Accreditation Membership Application*, and *Accreditation Self-Study Document*, with supporting documents to: [jchamberlain@uvu.edu](mailto:jchamberlain@uvu.edu)**

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## **INTRODUCTION**

The Utah Fire Service Certification Council (UFSCC) and the Utah Fire & Rescue Academy (UFRA) requires all applicants for accreditation or re-accreditation to conduct a self-study review of their training program processes by responding, in writing, to each criterion listed in this document. The *Accreditation Self-Study Document* is designed to assist the applicant to identify how their program meets or exceeds the requirements of the UFSCC criteria. Compliance with these items is mandatory to qualify for accreditation and reaccreditation.

## **INSTRUCTIONS**

Criteria sections are printed in **BOLD** type. Under each section, compliance with individual criterion may be shown through different methods, for instance, a policy might be printed in a policy manual or published on a website. Listed under each criterion are statements and questions. The applicant must respond to each statement and question as part of the *Self-Study* process. Accreditation is based on compliance and quality of an applicant's training program as shown by the self-study and the provision of supporting documentation and on-site verification during a site visit by evaluators designated by the UFSCC.

- Each criterion includes a **BASIS OF JUDGEMENT** which defines the expectation for proof of compliance with the criterion.
- Under each **BASIS OF JUDGEMENT**, a space is provided to describe the documents and/or provision the program uses to meet the criterion. In this area, the program should use live links to electronic documents, whenever those are available.
- Demonstration of “published and publicly available documents” may include information on a public website or in a publication such as policy and procedure manual, college catalogues etc., which are available to all students, employees, and members of the public.

# Self-Study Worksheet Criteria for the Accredited Firefighter Academy Training Program

The Utah Fire Service Certification Council has adopted the following criteria to further define the intent of the Utah Administrative Code Rule R710-16-6. Rules pursuant to Fire Service Certification and Accredited Firefighter Academy (AFA) Training Programs.

The process for AFA participants is divided into two parts. First, the training program must demonstrate that they can satisfactorily meet the training and certification requirements and national standards as adopted. Second, they must receive approval for each level of certification issued. Certification levels offered through the AFA training program are HazMat Awareness, HazMat Operations, Firefighter I / II, Rope Rescue Awareness, Rope Rescue Operations, Common Passenger Vehicle Awareness, Common Passenger Vehicle Operations and Wildland I / II (Wildland does not come with a red card)

This document is designed to be used by the UFSCC site team to ensure that all items, established by the Utah Fire Service Certification Council, are being met. Documentation for each item must be provided to the site team either with a self-study or at the time of the site visit.

Yes/No Column for  
UFSCC Use Only

<b>Program Administration</b>		
<p>1. Training programs shall have in place a published and publicly available mission statement. Evidence relating to this criterion would typically be contained in the entity's documentation i.e. Policy and Procedures Manual, Brochure, Catalog, Pamphlets, Website, etc. <u>BASIS OF JUDGEMENT</u>: A published and publicly available document stating the programs mission statement. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>2. Training programs shall have a signed agreement/contract with a Utah Fire Department(s), University or Technical College that ensures sufficient equipment, and facilities will be provided to meet the training requirements of the course being taught. i.e. Hazardous Materials Awareness, Hazardous Materials Operations and Firefighter I/II course. <u>BASIS OF JUDGEMENT</u>: Demonstrate compliance. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>3. Training programs shall provide the UFSCC standards to all students in the program. Standards can be found at: <a href="#">Utah Fire and Rescue Academy Certification Page</a>   <a href="#">Utah Fire and Rescue Academy</a>   <a href="#">Utah Valley University (uvu.edu)</a> <u>BASIS OF JUDGEMENT</u>: Demonstrate compliance. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>4. Training programs shall establish policies and procedures to ensure that no individual, entity, or interest group exercise undue or inappropriate influence over the training system.</p> <p><b>BASIS OF JUDGEMENT:</b> The program should have the ability to operate independently of undue or inappropriate political or economic influences either within or outside the organization that sponsors the program’s activity.</p> <p>Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>5. Training programs shall make all certification testing and certifying services available to all personnel meeting published prerequisites, without regard to race, sex, or ethnic origin. Note: Candidates must be eighteen (18) years of age <b>prior</b> to any testing or to the issuing of certification by the Certification Council.</p> <p><b>BASIS OF JUDGEMENT:</b> Provide a published and publicly available policy addressing this criterion.</p> <p>Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>6. Training programs shall utilize the UFSCC Examination Request (written/skills or online) forms when scheduling state certification exams. <a href="#">Certification Forms   Utah Fire and Rescue Academy   Utah Valley University (uvu.edu)</a></p> <p><b>BASIS OF JUDGEMENT:</b> Provide a published and publicly available policy addressing this criterion. Demonstrate compliance with this policy.</p> <p>Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>7. Training programs shall establish and publish the prerequisites required to enter the Accredited Firefighter Academy Training Program.</p> <p><b>BASIS OF JUDGEMENT:</b> Provide a published and publicly available document addressing this criterion.</p> <p>Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>8. Training programs shall have an “Authorization to Release Information” form on file with the certification office if the training program requests information on a student.</p> <p><a href="https://www.uvu.edu/ufra/docs/certification/cert_forms/information_release_form_4_april.pdf">https://www.uvu.edu/ufra/docs/certification/cert_forms/information_release_form_4_april.pdf</a></p> <p><b>BASIS OF JUDGEMENT:</b> Provide a published and publicly available policy addressing this criterion. Demonstrate compliance with this policy.</p> <p>Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>9. Training programs shall ensure that their program complies with applicable non-governmental and governmental mandates, such as the</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>Utah State 1403 standard, or the UFSCC 1403 Standard on Live Fire Training Evolutions and NIOSH Respiratory Protection etc.  <u>BASIS OF JUDGEMENT</u>: The training program should address, at a minimum, any occurrences of noncompliance and keep records regarding actions to maintain compliance. Provide a published and publicly available policy addressing this criterion.  Link:  Comments:</p>		
<p>10. Training programs shall have enough instructors to implement program objectives, as specified in the Emphasis Supplement.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion with student-instructor ratios for various activities.  <u>BASIS OF JUDGEMENT</u>: Provide proof of state certification or specialized qualifications for Instructors on the following minimum levels: FF2 and HMO.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>11. Instructor duties and responsibilities shall be defined.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>12. Instructor training, and certifications shall be defined and verified by the training program.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document and/or policy addressing this criterion. Demonstrate compliance with this policy.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>13. Training programs shall have enough staff to implement program objectives. Training program support services should include administration staff to handle preparation and processing of materials, correspondence, and records. If none are provided, the program administrator is responsible for such duties.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>14. Staff duties and responsibilities shall be defined.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>15. Training programs shall have a documented formal system for selecting instructors.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published or publicly available process and/or policy documenting the selection process.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>16. A formal system of instructor training and orientation shall be documented.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion. Demonstrate compliance with this policy.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>17. In-service programs for instructors shall be held regularly to promote individual and professional development and program improvement.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>18. There shall be a documented system for instructor performance evaluation.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion. Demonstrate compliance with this policy.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>19. Training programs administrator and course coordinator shall make appropriate recommendations for modification to facilities, when needed.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide documentation of recommendations and response.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>20. Training program administrator and course coordinator shall have the authority, responsibility, and privileges necessary to manage the program to ensure the attainment of program goals.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>21. Training programs shall have a current and accurate job description of the program administrator and course coordinator.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.</p> <p>Link:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>



Comments:		
<p>22. Training program administrators and course coordinators shall be provided with the time for program operation, supervision, evaluation, and revision.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing time criteria for operation, supervision, evaluation, and revision.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>23. Training program administrators and course coordinators shall establish and maintain secure record keeping systems to ensure adequate student and program information for instructors and staff.  <u>BASIS OF JUDGEMENT</u>: Provide and follow a written policy that complies with jurisdictional record-keeping requirements.  <u>BASIS OF JUDGEMENT</u>: Develop and implement a process that notifies current and recent past students of their certification expiration dates.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>24. Training programs shall have a policy and procedure, consistent with requirements of statute or regulation and recognized standards, shall exist to manage emergency situations arising during program activities.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion. Demonstrate compliance with this policy.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>25. Instructors and staff shall be trained and prepared to manage in-class emergency situations arising in the hands-on facility and at other training sites. Documentation of such training shall be maintained.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion. Demonstrate compliance with this policy with appropriate records.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>26. A first aid kit for in-class emergencies shall be readily accessible and functional for minor injuries. Instructors, staff, and students shall be made aware of the location of kit(s).  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>27. Students and instructors shall be trained to recognize and mitigate safety hazards and conditions that could cause injury and in emergency procedures arising from in-class situations at the hands-on facility and other training sites.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p><u>BASIS OF JUDGEMENT</u>: Documentation of training should be included in syllabus.  Link:  Comments:</p>		
<p>28. Students shall sign an “Acknowledgement of Condition” form to advise them of dangers associated with psychomotor skill development activities and physical demands, which will be placed upon them.  <u>BASIS OF JUDGEMENT</u>: Provide published and publicly available documents addressing this criterion. Demonstrate compliance with this policy. A sample that has been approved by the Attorney General’s Office can be obtained from the Utah Fire &amp; Rescue Academy.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>29. Training programs shall provide instructors with liability coverage for events occurring in the educational setting.  <u>BASIS OF JUDGEMENT</u>: Provide a certificate of insurance, addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>30. Training programs shall provide opportunities and directions for students to acquire insurance coverage for personal injury or property damage occurring because of training and educational experiences.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>31. Course evaluations shall include evaluation of the facilities and evaluation of instruction.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>32. Training programs must have an ongoing overall program outcomes assessment process with measured and documented results.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>33. Training programs must demonstrate that outcome assessments are being applied to the further development and improvement of the training program.</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>

<p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion. Demonstrate compliance with this procedure. Link: Comments:</p>		
<p>34. There shall be mechanisms for ongoing curriculum evaluation, revision, and implementation. <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion. Demonstrate compliance with this policy. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>35. Training programs shall maintain statistics of student completion rates. <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>36. Training programs shall maintain records of students receiving state certification. <u>BASIS OF JUDGEMENT</u>: Provide published and publicly available documentation addressing this criterion. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>37. Training programs shall conduct surveys of employability of students and retain the results. <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion and show results. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>38. Training programs shall publish and enforce Instructor, Staff and Student Codes of Conduct covering the following:</p> <ul style="list-style-type: none"> <li>- Fair practices; non-discrimination; equal opportunity policies; ethics and standards of behavior on campus and in class; cheating; plagiarism; theft of intellectual property; chain of command; substance abuse; tardiness and absences; personal grooming and hygiene; uniforms; respect.</li> <li>- All codes of conduct shall reflect the requirements of applicable laws and regulations.</li> <li>- Student behavior shall have detailed procedures which assure timely and just consideration and disposition of complaints.</li> <li>- Disciplinary actions arising from violations shall be documented.</li> </ul> <p><u>BASIS OF JUDGEMENT</u>: Provide published and publicly available policies and documents addressing this criterion. Link:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Comments:		
<p>39. There shall be published policies to protect the following:  - Instructors, Staff and Students  These policies shall provide avenues for appeal of decisions pertaining to status and rights to due process. Explain from the beginning to end your internal appeal process for instructors, staff, and students.  <u>BASIS OF JUDGEMENT</u>: Provide published and publicly available policies and procedures addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>40. Records shall be kept that accurately reflect the accomplishments of students in the program. Training programs shall follow the UFSCC policies and procedures regarding certification. <a href="http://uvu.edu">STATE OF UTAH (uvu.edu)</a>  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion. Demonstrate compliance with this policy.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>41. Access to employment records for faculty and staff shall be in accordance with applicable laws or regulations.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available written policy that complies with jurisdictional record-keeping requirements.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>42. Training programs shall provide proof of security systems and practices that prohibit compromising testing instruments and the evaluation process.  <u>BASIS OF JUDGEMENT</u>: The site team shall review and witness proof of security systems, including:  A. Restrictions limiting personnel access to the question sets, computer system, printed tests, etc.  B. Secure storage of test development materials and computer disks.  C. Disposal/security of old exam development materials, disks, etc.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>43. Training programs shall maintain a process of periodic peer evaluation of instructors to assess teaching skills, currency of skills, knowledge levels and state certification status.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>44. Training programs shall have a policy establishing corrective actions for any instructor who fails to abide by the program's testing or teaching procedures.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Yes/No Column For  
UFSCC Use Only

<b>Facility, Structure, Teaching and Equipment Criteria</b>		
<p>1. Training programs shall provide facilities and equipment that ensures the health and safety of participants.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>2. Training programs shall provide documentation indicating that PPE, apparatus, and equipment meet or exceed applicable NFPA standards, or their equivalent, in effect at the time of manufacture.  <u>BASIS OF JUDGEMENT</u>: Provide a document verifying compliance i.e. equipment type, year it was manufactured, etc.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>3. There shall be a working arrangement between the training program and the facility being used for class activities.  <u>BASIS OF JUDGEMENT</u>: Provide a published or publicly available document and provide a written policy to demonstrate compliance with the criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>4. Training programs must have in place a Memorandum of Agreement with an approved NWCG member agency, if applicable.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>  NA <input type="checkbox"/>	No <input type="checkbox"/>  NA <input type="checkbox"/>
<p>5. Training programs must use instructors who are approved and authorized by NWCG (if applicable) as outlined in <a href="#">PMS901-1, Field Manager's Course Guide</a>.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>  NA <input type="checkbox"/>	No <input type="checkbox"/>  NA <input type="checkbox"/>

<p>6. A contingency plan shall be developed by the training program if the arrangement is terminated, or the facility becomes unavailable. Note: The training program must contact UFRA if the arrangement is terminated.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>7. The locations and times available for use of the facility shall be compatible with the instructional needs of the program.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available program scheduling procedure addressing this criterion. Demonstrate compliance with the criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>8. Adequate office space shall be provided for the program administrator and course coordinator.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available administrator’s evaluation document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>9. Adequate office space shall be provided for the instructors.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available administrator’s evaluation document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>10. An area for conducting private or confidential business shall be provided.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available administrator’s evaluation document addressing this criterion.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>11. Adequate equipment and supplies shall be available for the hands-on training to effectively achieve educational goals, as defined in the Emphasis Supplement.  <u>BASIS OF JUDGEMENT</u>: The administrator’s evaluation document should demonstrate compliance with this policy.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>12. There shall be adequate and proper space available for storage of equipment, supplies, fuels, and materials.  <u>BASIS OF JUDGEMENT</u>: The administrator’s evaluation document should demonstrate compliance with this policy.  Link:  Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>13. The program coordinator shall periodically assess the instructional facility, structure and equipment criteria as defined in the Emphasis Supplement.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion.  Link:  Comments: Here</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>14. There shall be adequate provision for updating equipment in response to changing practices and technology.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>15. Sufficient expendable materials shall be available to accomplish learning outcomes defined in program documents.  <u>BASIS OF JUDGEMENT</u>: The administrator's evaluation document should demonstrate compliance with this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>16. Facilities shall be properly maintained.  <u>BASIS OF JUDGEMENT</u>: The administrator's evaluation document should demonstrate compliance with the criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>17. Equipment shall be properly maintained.  <u>BASIS OF JUDGEMENT</u>: The administrator's evaluation document should demonstrate compliance with this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>18. Tutorial services shall be available to support students with special needs in accomplishing learning objectives.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>

Yes/No Column For  
UFSCC Use Only

<b>Program Curriculum</b>		
<p>1. The curriculum shall include a master course syllabus.  <u>BASIS OF JUDGEMENT</u>: Provide a master course syllabus document.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>

<p>2. Each master course document shall have a list of specific instructional objectives.  <u>BASIS OF JUDGEMENT</u>: Provide a master course document.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>3. Each master course document shall include an outline for instruction to achieve the goals and objectives.  <u>BASIS OF JUDGEMENT</u>: Provide a master course document.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>4. Evaluation procedures designed to assess student learning shall be identified on each master course document.  <u>BASIS OF JUDGEMENT</u>: Provide a master course document.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>5. The program length shall be documented.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>6. Content areas shall include those defined in the Emphasis Supplement (Admin, Curriculum, Outcome/Assessment, Facility, Structure, and Equipment).  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>7. Curriculum shall follow a logical sequence that is compatible with UFSCC testing as defined in the Emphasis Supplement.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>8. A course syllabus shall be provided to students at the beginning of each course.  <u>BASIS OF JUDGEMENT</u>: Provide a student course syllabus.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>9. Students and instructors should periodically assess course material.  <u>BASIS OF JUDGEMENT</u>: Provide published and publicly available procedures and results assessing this criterion.</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>



Link: Comments:		
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Yes/No Column For  
UFSCC Use Only

Program Outcome and Assessment		
<p>1. Training programs shall publish information that specifies a prescribed course of study prior to a participant taking exams. <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion. Link: Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>2. Written material regarding written and skills test descriptions, preparation, types of questions used in the written test, study references, and skills test criteria shall be accessible to the participant. UFSCC standards shall be given to all participants. <a href="https://www.uvu.edu/ufra/testing-certification/index.html">https://www.uvu.edu/ufra/testing-certification/index.html</a> Reminder – students must be 18 years of age <b>prior</b> to testing and the issuance of certification. <u>BASIS OF JUDGEMENT</u>: Information shall be addressed in syllabus. Link: Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>3. The program shall have written program outcomes that successful student will possess upon completion of the program of study. <u>BASIS OF JUDGEMENT</u>: Program outcomes may be electronic or paper publications. Link: Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>4. Training programs shall explain procedures for scheduling in-house testing. Include provisions for safety, timing, proctoring, and adequacy of facilities/equipment and age of students. <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion. Link: Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>5. Training programs shall permit site-team representatives or UFSCC members to observe any training process. The training program shall provide the dates, time, and location of any training process upon request for such information from the certification council. <u>BASIS OF JUDGEMENT</u>: Program shall comply with the Accreditation Site-Team Procedures document. Link: Comments:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>6. Training programs may provide test banks for all levels available to the site team. Test banks shall be reviewed in a secure setting and shall not be copied by site team members in any way.  <u>BASIS OF JUDGEMENT</u>: Site-team evaluators may view test banks.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>7. Training programs shall establish and utilize examination procedures which are valid and measure the performance of personnel consistent with the standards adopted by UFSCC to include the following:  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.</p> <p>A. Training programs may offer certification levels approved by the UFSSTC.  Link:  Comments:</p> <p>B. Skills shall be examined through a process of objectively assessed skill testing. The training program shall use the UFSCC training record provided in all state standards. <a href="https://www.uvu.edu/ufra/testing-certification/index.html">https://www.uvu.edu/ufra/testing-certification/index.html</a>  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>8. Training programs shall maintain a test item bank or other recognized means of evaluation for all approved levels of certification testing.  <u>BASIS OF JUDGEMENT</u>: Present rationale that the testing process is comprehensive enough to measure a student’s skills inventory with respect to the standard in question.</p> <p>A. Test banks shall include sufficient questions to evaluate 100% of the requisite knowledge requirements set for the certification training level.  Link:  Comments:</p> <p>B. The standard and edition being tested are to be identified.  Link:  Comments:</p> <p>C. The training program’s test banks shall test the same standard edition as the UFSCC has adopted.  Link:  Comments:</p> <p>D. Each item shall include a reference to the standard being measured and to the reference source.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<p>9. Test banks may be developed by the program or purchased from an outside source. In either case, the following applies:</p> <p><input type="checkbox"/> By Program <input type="checkbox"/> By Outside Source</p> <p><u>BASIS OF JUDGEMENT</u>: Present rationale that their testing process is comprehensive enough to measure a student’s skills inventory with respect to the standard in question.</p> <p>A. Test banks shall be reviewed by subject matter experts. Link: Comments:</p> <p>B. Each bank shall be reviewed to ensure its applicability for use within the program. Link: Comments:</p>	<p>Yes <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>10. Test scores and test banks shall be reviewed on a regular basis. Procedures for analyzing and corrective action shall be outlined for special circumstances, when questions are challenged, or a validation issue arises.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide written documentation of processes used. Link: Comments:</p> <p>A. The program shall explain their process for analyzing test banks for validity and reliability. Link: Comments:</p> <p>B. The program shall analyze and maintain test statistics including the following:</p> <ol style="list-style-type: none"> <li>1. Number of persons taking exam</li> <li>2. Distribution of test scores</li> <li>3. Average test score</li> </ol> <p>Link: Comments:</p>	<p>Yes <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>11. The program shall have identified criteria for the grading of all exams (written, skills, etc.)</p> <p><u>BASIS OF JUDGEMENT</u>: Criteria for grading exams shall be included with syllabus.</p> <p>A. The scoring of exams shall be impartial. Comments:</p> <p>B. Knowledge examination shall be graded with a predetermined grade level denoting the pass level. The minimum passing percentage is 70%. Program may require a higher passing score. Link:</p>	<p>Yes <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Comments:		
<p>12. Training programs shall have a means by which participants are notified of test scores and a written policy relating to the release of test scores once the test has been completed.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a written policy relating to the release of test scores and adequately address confidentiality and privacy.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>13. Records shall be kept of all test results for five (5) years.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a written policy that complies with jurisdictional record-keeping requirements.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>14. Programs shall establish a written policy regarding retesting participants for both In-house and Utah state certification testing.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>15. Guidelines issued to proctors or evaluators for administering an RCA test shall be clear, concise, and compatible with other procedures within the program’s policies and procedures document.</p> <p><u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>16. Proctors and evaluators of skill examinations shall have adequate knowledge and skills for the subject matter and be trained in the evaluation, policies, and record-keeping process.</p> <p><u>BASIS OF JUDGEMENT</u>: Training on evaluations, policies and record-keeping processes shall be documented. Provide a published and publicly available document addressing this criterion.</p> <p>Link:</p> <p>Comments:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>17. Proctors and evaluators shall ensure that participants understand all instructions before proceeding with the exam.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion.</p> <p>**It is highly recommended that programs utilize the UFSCC Instructions for written, skills and online exams.  <a href="https://www.uvu.edu/ufra/certification/certification_forms.html">https://www.uvu.edu/ufra/certification/certification_forms.html</a></p>	<p>Yes  <input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>18. Training programs shall train on and test all skills in the UFSCC standard.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available policy addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>19. It is the responsibility of the program to present rationale that their training process is comprehensive enough to measure a student’s skills inventory with respect to the standard in question. Explain the process you use to measure skills.  <u>BASIS OF JUDGEMENT</u>: Provide written rationale addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>20. Training programs shall demonstrate that skill evaluation scenarios ensure consistent skill evaluation by different proctors.  <u>BASIS OF JUDGEMENT</u>: Provide written documentation of evaluator training that ensures consistency between evaluators/proctors.</p> <p>A. The use of individual grading sheets for each participant.  Link:</p> <p>B. A written procedure for grading skill tests.  Link:</p> <p>C. A pretest briefing for all evaluators involved in testing to include:</p> <ol style="list-style-type: none"> <li>1. Review of acceptable test performance criteria.</li> <li>2. Proper completion of any forms used in the evaluation.</li> <li>3. Procedures for handling questions or problems which arise during testing.</li> </ol> <p>Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>21. Training programs shall have written procedures for conducting evaluator training.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>

<p>22. Student assessment criteria and procedures shall be developed to assess course objectives and learning outcomes.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document of processes and records of assessment results. Program outcomes assessment plans may be electronic or paper publications.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>23. Student assessment shall be conducted constructively as a feedback mechanism for the student.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available document of processes and records of assessment results.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>24. Student assessment criteria shall be predetermined, consistent and communicated to students.  <u>BASIS OF JUDGEMENT</u>: Provide a published and publicly available procedure addressing this criterion.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>25. If a student does not meet assessment criteria, provision shall be made for remediation and reassessment or dismissal.  <u>BASIS OF JUDGEMENT</u>: Provide a published or publicly available policy and/or procedure documenting the review process.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>
<p>26. Psychomotor assessment methods shall provide evidence of student progress toward attainment of competence in performing practical procedures.  <u>BASIS OF JUDGEMENT</u>: Provide a published or publicly available policy and/or procedure documenting the review process.  Link:  Comments:</p>	<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>

## DEFINITIONS

Definitions, as they apply specifically to this document and the intent of R.710-16 of the Utah State Fire Marshal's Office Administrative Rules:

**Basis of Judgment:** Explanatory statement(s) which amplify the criteria for accreditation, or which provide examples of how the requirements may be interpreted to allow for flexibility yet remain within the framework of the criteria.

**Certification Program Manager:** An officer of the Council, appointed by the Director of the Utah Fire and Rescue Academy, who handles all correspondence, records, and routine duties of the Certification Council.

**Course Evaluation:** A component of quality control that provides feedback from students on aspects of instruction received from the training organization.

**Field Manager's Course Guide:** The Field Manager's Course Guide provides administrative information about the National Wildfire Coordinating Group (NWCG) training curriculum.

**Emphasis Supplement:** A set of documents developed by UFRA, specifying the content, length, materials, equipment, and other components needed for successful delivery of classes leading to specific certification levels.

**Evaluation Instruments:** testing mechanisms to measure student learning throughout a course of study.

**Evaluation Security System:** the policies, procedures and physical measures used to prevent unauthorized access to evaluation instruments.

**Memorandum of Understanding:** an MOU that establishes a training agreement between the training organization and the Utah Fire and Rescue Academy for the oversight and accreditation of Basic Wildland Firefighter Training to be held at the training organization.

**Accredited Firefighter Academy (AFA) Training Programs:** Those training organizations that desire to offer certification through the Certification System for non-affiliated personnel.

**Non-Affiliate Program Administrator:** Someone who oversees the course delivery and ensures the course meets each of the applicable objectives.

**Non-affiliated Students:** Means an individual who is not a member of an organized fire department.

**Outcomes Assessment:** A documented system of measurements of student progress and institutional success used to provide information on overall program quality, progress and direction for improvement over an extended period of time.

**Utah Fire Prevention Board:** Establishes standards for those agencies conducting non-affiliated academy fire service training.

**Utah Fire Service Certification Council:** Establishes standards for those agencies conducting non-affiliated academy fire service training.

**Training Program:** An agency, institution or company providing emergency response training leading to certification of non-affiliated students by the Utah Fire Service Certification System.