

IFCA Educational & Research Foundation
Fire Officer 1
Certification Courses – Winter/Spring 2017

Course/Attendance Policies: It is the policy of the Illinois Fire Chiefs Association Educational and Research Foundation to adhere to the requirements for student attendance as specified by the Office of the State Fire Marshal.

Students must attend 90% of the course hours and will only be allowed to miss class time with permission of the class instructor. Any hours absent from the class will be reported to the student's fire chief.

Certificates of Completion will be mailed and reported to the Office of the State Fire Marshal only after full payment has been made for the class.

Cancellation Policy: The IFCA Educational & Research Foundation board has implemented a new cancellation policy and fee structure for classes beginning in September 2012. The policy is included for your review.

Instructor 1

Basics of Company Instruction

Course Goal: This course is the basic level of instructor training that is designed to acquaint the trainee with the methods of instructing from a prepared lesson plan.

Course Description: This course is a stand-alone certification and co-requisite of the FO 1 certification. It is structured to provide basic information about the teaching/learning environment, methods of teaching, test administration and the use of the 4-step method of teaching. Students will complete several actual teaching exercises when completing this course.

State Requirements for Certification: (Inst. 1)

- 1) Three years of fire service experience
- 2) Certified Firefighter 2
- 3) Successful completion of Instructor 1

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Tactics and Strategy 1

Leading the Initial Attack

Course Goal: To familiarize the student with strategic and tactical responsibilities of the Fire Officer 1 on the fireground. The Fire Officer 1 will understand the responsibilities of the company officer assigned to either the engine or truck company.

Course Description: An introduction to the basic principles and methods associated with fireground tactics and strategy as required of the company officer. Emphasizes size-up, fireground operations, pre-fire planning, and basic engine and truck company operations.

State Requirements for Certification: (FO1)

- 1) Four years of fire service experience
- 2) Certified Firefighter 3
- 3) Successful completion of 5 FO1 courses

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Fire Prevention Principles

Officers Role in Community Fire Safety

Course Goal: This class is designed to provide basic information about fire prevention activities conducted by the fire department. The Fire Officer 1 will understand the importance of fire prevention and public education efforts in the fire service.

Course Description: This course is designed to meet the needs of individuals who are expanding their knowledge about fire prevention, code enforcement, public fire education, pre-planning, and fire scene investigation.

State Requirements for Certification: (FO1)

- 1) Four years of fire service experience
- 2) Certified Firefighter 3
- 3) Successful completion of 5 FO1 courses

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Leadership 1

Supervisory Concepts and Officer Responsibility

Course Objective: To understand the Fire Officer 1 responsibilities in managing the day to day operations of a single fire company within a fire department. Leadership and responsibility functions of the company officer are emphasized.

Course Description: One of the two leadership courses in the Fire Officer 1 series. This course acquaints the student with the role of the company officer in a fire company and in the fire department and provides an introduction into the basic leadership roles, practices and functions.

State Requirements for Certification: (FO1)

- 1) Four years of fire service experience
- 2) Certified Firefighter 3
- 3) Successful completion of 5 FO1 courses

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Leadership 2 (Management 2)

Supervisory Applications

Course Objective: To apply the concepts of leadership and responsibility of the company officer in human resource management. Working in the group dynamics of a fire company and application of the human resource function at the company level are featured.

Course Description: One of the two management courses in the Fire Officer 1 series. Acquaints the student with the principles of communications and group dynamics as they relate to the company officer and the fire department.

State Requirements for Certification: (FO1)

- 1) Four years of fire service experience
- 2) Certified Firefighter 3
- 3) Successful completion of 5 FO1 courses

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Contact: Dianna Wiessner (708) 418-4349 Fax (708) 708-418-5951 **Email:** Dwiessner@illinoisfirechiefs.org

Registration Address: P.O. Box 315, Lansing IL 60438

IFCA Educational & Research Foundation
Fire Officer 2
Certification Courses – Winter/Spring 2017

Course/Attendance Policies:

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Instructor 2

Developing Objectives and Lesson Plans

Course Objective: To develop the skills required to write course content for company and department level instruction at the Instructor 2 level. (NFPA 1041)

Course Description: This course is a State of Illinois Certification (Instructor 2) and is required as part of the Fire Officer 2 certification. It is structured to provide the student with instruction in writing behavioral objectives, lesson plan construction, development of evaluation instruments and use of visual aids.

State Requirements for certification as Inst. 2

- 1) Five years of fire service experience
- 2) Certified Firefighter 3
- 3) Certification as Instructor 1
- 4) Completion of Instructor 2 course

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Tactics & Strategy 2

Fundamentals of Incident Command

Course Objective: To familiarize the student with the authority and responsibility of the Fire Officer 2 in multiple company operations through the use of the Incident Management System.

Course Description: Further development of the knowledge and skills necessary to manager and coordinate emergency service delivery using an Incident Management System. This course emphasizes multi-company alarm assignments and major fire incidents by occupancy classification.

State Requirements for Certification as FO 2:

- 1) Five years of fire service experience
- 2) Certified Firefighter 3
- 3) Certified Fire Officer 1
- 4) Completion of 4 FO 2 course
- 5) 1 year of FO 2 Trainee experience

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Leadership 3 (Management 3)

Personnel Policy & Resources

Course Objective: To familiarize the student with the functions and roles of the Fire Officer II as a manager of resources, finances, budget preparation and administration.

Course Description: This course will cover the functions of the FO 2 in the areas of human resource development, emergency service finance, and evaluation of personnel performance. The course will utilize case studies and role playing exercises for practical application in class.

State Requirements for Certification as FO 2:

- 1) Five years of fire service experience
- 2) Certified Firefighter 3
- 3) Certified Fire Officer 1
- 4) Completion of 4 FO 2 course

5) 1 year of FO 2 Trainee experience

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Leadership 4 (Management 4)

Community, Government, Labor / Management Relations

Course Objective: To familiarize the student with the functions and roles of the Fire Officer II in the areas of community and government relations, and labor/management relations.

Course Description: This course will cover the Fire Officer II in their role in the management functions of human resource management, public relations, safety and information management. This course builds on the skills and information covered in the Leadership 3 course and will expand the depth of coverage of each of these topic areas.

State Requirements for Certification:

- 1) Five years of fire service experience
- 2) Certified Firefighter 3
- 3) Certified Fire Officer 1
- 3) Completion of 4 FO 2 course
- 4) 1 year of FO 2 Trainee experience

NOTE: Text and/or course materials are included with registration fee.

FEE: \$300.00 per student

Contact: Dianna Wiessner (708) 418-4349 Fax (708) 708-418-5951 **Email:** ladydi0913@aol.com

Registration Address: P.O. Box 315, Lansing IL 60438



ILLINOIS FIRE CHIEFS' ASSOCIATION

Educational and Research Foundation

P.O. Box 7 • Skokie, Illinois 60076-0007
Phone (847) 966-0732 • FAX (847) 966-0782 • 1-800-662-0732

Cancellation Policy Fire Officer Courses

Registration

1. Registration for classes must be sent to course registrar containing all required information to process application.
2. Arrangements and payment information must be included with each registration and confirmation / acceptance into class will not be sent until payment information has been verified by IFCA office.
3. Any registration that is cancelled greater than 7 days from the class start date will be assessed a \$50.00 per course administrative fee billed to the student registered.
4. Any registration cancelled 7 days or less from the start of the class will be assessed 50% of the class registration fee billed to the student registered.
5. Any no-shows will be responsible for the full tuition of the class registration fee billed to the student registered.
6. No further registrations from students billed for cancellations will be allowed until all service charges are paid.
7. Class registrations may be transferred to other classes scheduled providing that seat vacancies exist. All transfers must be requested at least 7 days prior to the start of a class.
8. Administrative service charges cannot be applied to future class registrations.
9. Walk-in registrations are not permitted without the permission of the program coordinator and valid payment information is provided along with completed registration form.
10. Registrants with any outstanding invoices will not be allowed to register for classes until the invoice is paid in full.

(effective 06/01/2011)

FIRE OFFICER I & II COURSE REGISTRATION FORM
ILLINOIS FIRE CHIEFS' FOUNDATION 2016

Last Name: _____ First Name: _____

Driver's License #: _____ Dept/Org: _____

Dept. Address: _____ Zip _____

Wrk phone: () _____ Hme phone: () _____ Fax:() _____

E-Mail address _____ will confirm registration by e-mail

COURSE	TUITION	COURSE	DATES	LOCATION
			Fire Officer I	
	\$300.00	Fire Prev. Principles	Jan 16-20, 2017	North Palos, Station 1
	\$300.00	Instructor I	Feb 6-8, Feb 13-14, 2017	North Palos Station 1
	\$300.00	Instructor I	Apr 10-12, Apr 17-18, 2017	North Palos, Station 1
	\$300.00	Leadership I	Jan 30-Feb 3, 2017	Darien Woodridge Station 1
	\$300.00	Leadership II	Feb 27-Mar 3, 2017	Darien Woodridge Station 1
	\$300.00	Tactics & Strategy I	Mar 6-10, 2017	Darrien Woodridge Station 1
			Fire Officer II	
	\$300.00	Instructor II	Mar 13-15, Mar 20-21, 2017	Orland FPD, Station 3
	\$300.00	Instructor II	May 1-3, May 8-9, 2017	Orland FPD, Station 3
	\$300.00	Leadership III	Feb 20-24, 2017	Westmont, Station 3
	\$300.00	Leadership IV	Mar 27-31, 2017	Downers Grove, Station 2
	\$300.00	Tactics Strategy II	Jan 23-27, 2017	North Palos, Station 1

Course fees/P.O./Signature of Fire Chief authorizing billing must accompany registration form

Make checks payable to the **ILLINOIS FIRE CHIEFS FOUNDATION.**

METHOD OF PAYMENT: Check Enclosed PO#: _____

For payment by credit card contact Dianna Wiessner 708-418-4349.
4% service charge added to credit card payments

IFCA Scholarship Awarded, please indicate year awarded _____

Authorization

Signature: _____

COMPLETE ALL INFORMATION AND MAIL TO:

I.F.C.F. Course Registration • P.O. Box 315 • Lansing Illinois 60438 or **FAX TO: 708-418-5951.**

Contact is Dianna Wiessner at 708-418-4349 - e-mail address: ***Dwiessner@illinoisfirechiefs.org***

****ALL BOOKS INCLUDED IN COURSE FEE** **PLEASE REVIEW CANCELLATION POLICY****