

**IFCA Educational & Research Foundation**  
**Fire Officer 1**  
**Certification Courses - 2009-2010**

**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.

**No walk-in registrations will be accepted as waiting lists exist for most classes. Students who do not cancel their attendance will be billed for the full amount of the course fee.**

Certificates of Completion will be mailed to the individual student only after full payment has been made for the class.

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

Oct 19-21, 26-27, 2009

CRATC

7060 S. Wolf Rd

LaGrange IL

**Second Offering**

Dec 2-4, 7-8, 2009

CRATC

7060 S Wolf Rd

LaGrange IL

**Third Offering**

Feb 22-24, Mar 1-2, 2010

CRATC

7060 S Wolf Rd

LaGrange IL

**Fourth Offering**

Apr 5-7, 12-13, 2010

CRATC

7060 S Wolf Rd

LaGrange IL

**JUST ADDED**

Feb 19,20, 21, 26, 27, 28, 2010-02-05

Glenside FPD

1608 Bloomingdale Road

Glendale Heights IL 60139

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

Sep 21-25, 2009  
CRATC  
7060 S Wolf Rd  
LaGrange IL

**Second Offering**

Dec 7-11, 2009  
Lisle Woodridge FPD  
1005 School St  
Lisle IL

**Third Offering**

Jan 25-29, 2010  
North Palos FPD  
10629 S Roberts Rd  
Palos Hills IL

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

Sep 14-18, 2009  
North Palos FPD  
10629 S Roberts Rd  
Palos Hills IL

**Second Offering**

~~Feb 15-19, 2010(FULL)~~  
~~CRATC~~  
~~7060 S. Wolf Rd~~  
~~LaGrange IL~~

**NEW Offering (added 1/19/2010)**

May 3-7, 2010  
North Palos FPD  
10629 S Roberts Rd  
Palos Hills IL

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

Nov 2-6, 2009  
Lisle Woodridge FPD  
1005 School St  
Lisle IL

**Second Offering**

~~Jan 4-8, 2010~~  
~~CRATC~~  
~~7060 S. Wolf Rd~~  
~~LaGrange IL~~

**CLASS  
FULL**

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

Dec 14-18 2009  
Addison FPD  
10 S Addison Rd  
Addison IL

**Second Offering**

~~Feb 1-5, 2010~~  
~~CRATC~~  
~~7060 S. Wolf Rd~~  
~~LaGrange IL~~

**CLASS  
FULL**

**Contact:** Dianna Wiessner (708) 418-4349 Fax (708) 708-418-5951

**Email:** ladydi0913@aol.com

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

**IFCA Educational & Research Foundation**  
**Fire Officer 2**  
**Certification Courses – 2009-2010**

**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.

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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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

Oct 28-30, Nov 2-3, 2009

Addison FPD

40 S Addison Rd

Addison IL

**Second Offering**

Nov 23-25, 30, Dec 1 2009

CRATC

7060 S Wolf Rd

LaGrange IL

**Third Offering**

Mar 15-17, 22-23, 2010

Bloomington FPD

179 S Bloomington Rd

Bloomington IL

**Fourth Offering**

Apr 19-21, 26-27, 2010

CRATC

7060 S Wolf Rd

LaGrange IL

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

~~Nov 9-13, 2009  
Bloomingtondale FPD  
179 S Bloomingtondale Rd  
Bloomingtondale IL~~

**Second Offering**

~~Jan 11-15, 2010  
CRATC  
7060 S Wolf Rd.  
LaGrange IL~~

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

~~Oct 5-9, 2009  
North Palos FPD  
10629 S Roberts Rd  
Palos Hills IL~~

**Second Offering**

~~Feb 8-12, 2010  
Lisle Woodridge FPD  
1005 School St  
Lisle IL~~ **CLASS FULL**

**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**

*Students who do not cancel their attendance will be billed for the full amount of the course fee*

**Locations:**

**First Offering**

~~Nov 16-20, 2009  
North Pales FPD  
10629 S Roberts Rd  
Pales Hills IL~~

**Second Offering**

March 1-5, 2010  
Lisle Woodridge FPD  
1005 School St  
Lisle IL

**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 Educational & Research Foundation

## CRATC - Classroom Location

### *Directions*

**Important Please Note**—Mailing address is 7045 Joliet Road. This address is for MAILING PURPOSES ONLY. We do not have an entrance to our building located on Joliet Road.

The Apprenticeship Office and Training Facility is located on a private road named Roofers Road. This private road, Roofers Road, is currently not listed on any map or online driving directions search engine.

**The entrance to Roofers Road is approximately 7060 South Wolf Road.**

You can use this address 7060 Wolf Road, La Grange, Illinois, 60525 in most online driving directions search engines. But please remember you **MUST** turn onto Roofers Road and proceed up Roofers Road as far as possible (1 block) to the apprenticeship office and training facility.

### General Direction Info

**From Chicago**—I55 south to LaGrange Rd. North. LaGrange Rd. north to Joliet Rd. Turn left on Joliet going west. Joliet Rd. west to Wolf Rd. Turn left on Wolf Rd. going south, immediately after overpass turn right on Roofers Rd. and proceed up Roofers Rd. as far as possible to the office entrance.

**From South Suburbs**—I294 north to the I55 South / Wolf Rd. exit. Exit on Wolf Rd. At the bottom of exit ramp turn left going south then immediately after overpass turn right onto Roofers Rd. and proceed up Roofers Rd. as far as possible to the office entrance.

**From the North Suburbs**—I294 south to the I55 exit. Pay toll and exit on the Joliet Rd. East exit. Continue on Joliet Rd. to Wolf Rd. Turn right on Wolf Rd going south, immediately after overpass turn right on Roofers Rd. and proceed up Roofers Rd. as far as possible to the office entrance.

**From Joliet / Southwest Suburbs**—I55 north to Joliet Rd. East (exit is on the left side of expressway). Joliet east to Wolf Rd. Turn right on Wolf Rd. going south, immediately after overpass turn right on Roofers Rd. and proceed up Roofers Rd. as far as possible to the office entrance.

**From Aurora**—I88 east to I294 South. Take I294 south to I55 exit pay toll and exit on the Joliet Rd. East exit. Continue on Joliet Rd. to Wolf Rd. Turn right on Wolf Rd. going south, immediately after overpass turn right on Roofers Rd. and proceed up Roofers Rd. as far as possible to the office entrance.

**From Rockford**—I90 east to I294 South. Take I294 south to I55 exit pay toll and exit on the Joliet Rd. East exit. Continue on Joliet Rd. to Wolf Rd. Turn right on Wolf Rd. going south, immediately after overpass turn right on Roofers Rd. and proceed up Roofers Rd. as far as possible to the office entrance.

**From Kankakee**—I57 north to I80 East exit. I80 east to I294 North exit. I294 north to the I55 South / Wolf Rd. exit. Exit on Wolf Rd. At the bottom of the exit ramp turn left going south, immediately after overpass turn right onto Roofers Rd. Proceed up Roofers Rd. as far as possible to the office entrance.

**From Ottawa**—I80 East to I55 North to Joliet Rd. East (exit is on the left side of the expressway). Joliet Rd. East to Wolf Rd. Turn right on Wolf Rd. going south, immediately after overpass turn right on Roofers Rd. and proceed up Roofers Rd. as far as possible to the office entrance.

## FIRE OFFICER I & II COURSE REGISTRATION FORM ILLINOIS FIRE CHIEFS' FOUNDATION 2009/2010

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security: \_\_\_\_\_ Dept/Org: \_\_\_\_\_

Dept. Address: \_\_\_\_\_ Zip \_\_\_\_\_

Wrk phone: ( ) \_\_\_\_\_ Hme phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-Mail address \_\_\_\_\_ Will confirm registration by e-mail

COURSE SELECTION	TUITION	COURSE	DATES	LOCATION
	\$300.00	Instructor I	Feb 19,20,21, 26,27,28, 2010	Glenside Fire <small>Class Just Added</small>
	\$300.00	Fire Prev. Principles	May 3-7, 2010	North Palos Fire <small>Class Just Added</small>
	\$300.00	Fire Prev. Principles	Sept 14-18, 2009	North Palos Fire
FULL	\$300.00	Fire Prev. Principles	Feb 15-19, 2010	Roofers Training Ctr
	\$300.00	Instructor I	Oct 19-21, 26-27, 2009	Roofers Training Ctr
	\$300.00	Instructor I	Dec 2-4, 7-8, 2009	Roofers Training Ctr
	\$300.00	Instructor I	Feb 22-24, Mar 1-2, 2010	Roofers Training Ctr
	\$300.00	Instructor I	Apr 5-7, 12-13, 2010	Roofers Training Ctr
	\$300.00	Leadership I	Nov 2-6, 2009	Lisle Woodridge Fire
	\$300.00	Leadership I	Jan 04-08, 2010	Roofers Training Ctr
	\$300.00	Leadership II	Dec 14-18, 2009	Addison Fire
FULL	\$300.00	Leadership II	Feb 1-5, 2010	Roofers Training Ctr
	\$300.00	Tactics & Strategy I	Sept 21-25, 2009	Roofers Training Ctr
	\$300.00	Tactics & Strategy I	Dec 7-11, 2009	Lisle Woodridge Fire
	\$300.00	Tactics & Strategy I	Jan 25-29, 2010	North Palos Fire
			<b>Fire Officer II</b>	
	\$300.00	Instructor II	Oct 28-30, Nov 2-3, 2009	Addison Fire
	\$300.00	Instructor II	Nov 23-25, 30 & Dec 1, 2009	Roofers Training Ctr
	\$300.00	Instructor II	March 15-17, 22-23, 2010	Bloomington Fire
	\$300.00	Instructor II	Apr 19-21, 26-27, 2010	Roofers Training Ctr
	\$300.00	Leadership III	Oct 05-9, 2009	North Palos Fire
	\$300.00	Leadership III	Feb 9-12, 2010	Lisle Woodridge Fire
	\$300.00	Leadership IV	Nov 16-20, 2009	North Palos Fire
	\$300.00	Leadership IV	March 1-5, 2010	Lisle Woodridge Fire
	\$300.00	Tactics Strategy II	Nov 9-13, 2009	Bloomington Fire
	\$300.00	Tactics Strategy II	Jan 11-15, 2010	Roofers Training Ctr

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 complete enclosed sheet

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: [Ladydi0913@aol.com](mailto:Ladydi0913@aol.com)

\*\*ALL BOOKS INCLUDED IN COURSE FEE\*\*