

A Publication of
California State Fire Marshal
State Fire Training



Capstone Task Book for

CERTIFIED TRAINING INSTRUCTOR

CERTIFICATION ESTABLISHED 1/1/09

CURRENT REQUIREMENTS EFFECTIVE 1/1/09

TASK BOOK ASSIGNED TO:

Candidate's Printed Name

Candidate's Fire Agency

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all tasks made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Candidate's Signature

Date

CANDIDATE'S FIRE CHIEF:

or Authorized Representative:

Fire Chief's (Authorized Representative's) Printed Name

I, the undersigned, am the person authorized to verify the candidate's experience. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience tasks made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Fire Chief's (Authorized Representative's) Signature

Date

STATE FIRE TRAINING:

State Fire Training Representative's Printed Name

I, the undersigned, am the person authorized to verify the candidate's task book and administer the capstone test.

State Fire Training Representative's Signature

Date





TRAINING INSTRUCTOR

Capstone Task Book

Capstone Testing

The State Fire Training Capstone program is a "performance based" system. It starts with a Position Task Book of qualifying individual performance and culminates in a comprehensive summative test. The summative test covers the topics included in the required State Fire Training courses for the position.

The Training Instructor Capstone Task Book contains the "approved standards" in the form of tasks, which have been established by State Fire Training and support the 2007 NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this task book for adoption by the State Fire Marshal (SFM).

The Capstone Task Book is designed with a specific focus on a particular certification track, and contains a refined set of skills and knowledge that are necessary to be successful in that position. As a result, each task book includes a **presumption** that the candidate has the requisite knowledge of the position subordinate to the task book being initiated. For example, the candidate who initiates a Training Specialist Capstone Task Book must have the knowledge, skill, and ability contained in the Training Instructor Capstone Task Book.

What Is a Capstone Task Book?

The Training Instructor Capstone Task Book serves as a guide and record of what needs to be completed for certification.

How Is A Task Book Started?

The task book can be downloaded from State Fire Training's website. Any section of the task book that must be completed in a specific order will be clearly identified within the section.

Time Frame for Completing the Task Book

The Training Instructor Capstone Task Book can be started after completing Training Instructor 1A and 1B. Any change in certification requirements taking place while a candidate's task book is open will necessitate initiating a new task book and meeting all current certification requirements.

Time Frame for Applying for the Capstone Test

The Training Instructor Capstone Test can be taken after the task book has been completed as long as the task book is still valid and no certification requirement changes have occurred.

Retaking the Capstone Test

If the candidate fails the capstone test, the test can be retaken after 30 days. A retake fee is required. There are no retake limits for the capstone test as long as the candidate's task book remains valid.





TRAINING INSTRUCTOR

Capstone Task Book

Candidate's Responsibilities

- Reviewing and understanding all certification requirements in the task book.
- Satisfactorily completing all tasks.
- Ensuring the task book is accurately recorded and maintained.
- Keeping a copy of the completed task book with other personal or career records.

Fire Chief's (Authorized Representative's) Responsibilities

- Reviewing and understanding all certification requirements in the task book.
- Ensuring the correct use of the task book.
- Verifying officer rank (if appropriate) in Section 2 and experience in Section 3 before signing these sections.
- Supporting the candidate's application when signing off on the entire task book (front cover).



