

**STATE OF ALASKA  
DEPT. OF PUBLIC SAFETY  
DIVISION OF FIRE and LIFE SAFETY  
BUREAU OF FIRE ACCREDITATION,  
STANDARDS, AND TRAINING**



**Fire Training Program Accreditation Manual**

Authority AS 18.70.020, 13AAC 52-030 & 13AAC 52.050  
(NFPA Standard 1000, 2017 Edition)

APRIL 2020

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## Table of Contents

ACCREDITATION OVERVIEW .....	3
DEFINITIONS .....	4
ACCREDITATION POLICIES .....	6
TRAINING PROGRAM ACCREDITATION .....	6
ACCREDITATION REQUIREMENTS.....	8
FIRE TRAINING COURSE APPROVAL REQUIREMENTS .....	10
APPLICATION FOR ACCREDITATION & FIRE TRAINING COURSE APPROVAL.....	11
APPLICATION FOR WAIVER OF REGISTRATION.....	12
ACCREDITATION REQUIREMENTS CHECKLIST.....	<b>13</b>
ELIGIBILITY FOR CERTIFICATION TESTING SELF ASSESSMENT PACKET.....	14

# Introduction

The goal of the Accreditation Manual is to provide a clear, consistent, and efficient means of informing users of the joint process between the Bureau of Fire Accreditation, Standards, and Training (BFAST); the Alaska Fire Standards Council (AFSC), and the organization that enables fire training to be conducted at the local level on behalf of BFAST.

## ACCREDITATION OVERVIEW

Accreditation is granted so that members are trained in accordance with State requirements and that, at the completion of this training, there is a high probability that the individual student will successfully complete the State written and practical examinations as administered by the Alaska Fire Standards Council (AFSC). All applicants must meet the basic examination and certification criteria established by the AFSC.

The Bureau of Fire Accreditation, Standards, and Training (BFAST), in cooperation with AFSC, has established a program to accredit local fire and emergency service training organizations to conduct training on behalf of BFAST. In addition, criteria have been established for the approval of fire training courses conducted by accredited entities. This manual outlines the scope of this accreditation process and the fire training course approval process.

The objective of this accreditation program is to assist organizations in establishing training programs that are managed, delivered, and documented in a proficient, professional, and uniform manner across the State of Alaska. BFAST authorizes a local organization to conduct training on its behalf; AFSC maintains direct control over the testing, evaluation, and certification process of all the approved certification programs. An organization must be accredited, and each course approved when seeking certifications.

AFSC certification testing elements are based on approved standards. Written exam questions come from a test bank based upon the National Fire Protection Association (NFPA) standard for that level. Practical exams will be based on the approved AFSC skill sheets, which follow the adopted NFPA standard for the appropriate level.

This manual is available for downloading here: <https://dps.alaska.gov/Fire/BFAST/trainingofficerresources>.

Revision of this manual is conducted as needed to address the requirements of BFAST and AFSC administrative operation and/or third-party accreditation requirements under IFSAC and Pro Board. Suggestions may be sent via mail, fax, or by e-mail to:

Department of Public Safety  
Bureau of Fire Accreditation, Standards and Training  
5700 E. Tudor Road  
Anchorage, Alaska 99507  
Phone (907) 269-5061  
Fax: (907) 269-0134  
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# Definitions

## Overview

The definitions contained in this section shall apply to the terms used in this manual. Where terms are not defined here or under another heading, they shall be defined using their ordinarily accepted meanings within the context in which they are used. The most current edition of *Merriam-Webster's Collegiate Dictionary* shall be the source for the ordinarily accepted meaning.

## General Definitions

**Accredit:** To give official authorization to or approval of; to provide with credentials; to recognize an educational institution as maintaining standards that qualify its graduates for admission to higher or more specialized institutions or for professional practice.

**Accreditation Manager:** The State of Alaska Fire Training Administrator designated to accredit fire training programs to be offered on behalf of the State Division of Fire and Life Safety.

**Accredited Organization:** A fire department, emergency response organization, or an institution recognized by the Office of the Alaska State Fire Marshal that has met the Bureau of Fire Accreditation, Standards and Training requirements defined in the accreditation manual and audit checklist. These entities have received approval to conduct a fire training course(s) with an intended outcome of AFSC certification testing.

**AFSC:** The Alaska Fire Standards Council operations, including appointed/designated members.

**AFSC Administration:** The State of Alaska Department of Public Safety employees that provide direct administrative support to the Council and its day-to-day functions.

**Adopted:** Approved and endorsed by the Alaska Fire Standards Council through majority vote.

**Approved:** Acceptable to the Bureau of Fire Accreditation, Standards, and Training and the Alaska Fire Standards Council.

**Bureau of Fire Accreditation, Standards, and Training (BFAST):** The Division of Fire and Life Safety bureau that manages state level fire accreditation, training, prevention, and education to include staff that manage the administrative functions of the AFSC and day-to-day tasks of the fire certification process.

**Certification:** The issuance of a document that states that an individual has demonstrated the knowledge and skills necessary to function in a particular fire service professional field.

**Certify:** To attest authoritatively, such as to attest as being true or as represented or as meeting a standard.

**Certifying Officer:** AFSC approved individual to manage and conduct certification testing for approved programs.

**Council:** The Alaska Fire Standards Council voting members appointed by the Governor or designated in statute.

**Job Performance Requirement (JPR):** A written statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

**Standard:** Something set up and established by authority as a rule for the measure of quantity, weight, extent, value or quality.

**Standards Review Committee (SRC):** All members of a committee designated to review a standard; to include a designated Committee Lead and at least one Committee Member.

**Subject Matter Expert (SME):** An individual with a high level of specialty training or knowledge as it relates to a particular level/scope of a standard or job performance tasks.

**Third party vendor:** A supplier that provides goods and services that will in turn be supplied to the customer.

**Training Officer (TO):** The entity representative that coordinates activities relating to fire suppression training, such as the development of training programs, curricula, and activities at fire training schools, seminars and workshops.

**Training Program Manager (TPM):** The entity representative that is responsible for maintaining accreditation program requirements as defined within the BFAST accreditation manual and AFSC certification policy manual.

# Fire Training Program Accreditation Manual

## **ACCREDITATION POLICIES**

The purpose of the Accreditation Program is to assist local organizations in conducting training programs that adhere to State standards. Management of the training program must meet State criteria to insure the professional delivery and documentation of all training activities.

BFAST functions to support and enhance the fire training responsibilities of local governments, organizations, and fire departments. The decision to participate in the Accreditation Program lies completely at the local level. BFAST will provide support regardless of local involvement in the accreditation program.

Accreditation is granted primarily so that members are trained in accordance with state requirements and that at the completion of this training there is a high probability that the individual student will successfully complete the state written and practical examination as administered by the AFSC. Circumstances may arise where an accredited department may desire to train and approve for examination individuals who are not members of the local department. This is a local prerogative. All applicants must meet the basic examination and certification criteria established by the AFSC.

If an accredited program fails to meet or maintain program requirements, BFAST may initiate revocation procedures. A letter will be sent to the organization to which it will have 30 days to respond and explain the circumstances. Based upon that response, or the failure to do so, BFAST will take appropriate action. Prior to revoking accreditation, BFAST may place the organization on a six-month probationary period to resolve the identified problem.

Once accreditation is earned it will remain in effect as long as evidence indicates continued compliance with program requirements. BFAST reserves the right to periodically conduct audits of accredited organizations, through written correspondence and/or onsite visit, to insure continued compliance with program requirements. A reaccreditation audit will be conducted on a periodic cycle. The evaluation will focus on the management of the training program and may include a sample testing of student performance skills.

## **TRAINING PROGRAM ACCREDITATION**

The initial accreditation process includes two separate elements: 1.) accreditation of the training program and 2.) approval of a fire training course. BFAST has oversight of the training program elements for the management and administration of a fire training course. AFSC approves each program that results in certification. The following describes the accreditation process:

### **Initial Accreditation**

To apply for accreditation, an entity must qualify pursuant to [13 AAC 52.030, Standards of organization and services of a fire department](#) (page 68 within link), which includes registration through the Division of Fire and Life Safety. Entities include:

- (1) a fire department that by municipal ordinance is authorized to perform its duties;
- (2) a fire department outside a municipality that is authorized to perform its duties;
- (3) an airport fire department;
- (4) an airport fire response service;
- (5) an industrial fire department;
- (6) an industrial fire brigade;
- (7) a university or college fire department.

Registration shall be maintained. Following registration:

1. The entity must submit to BFAST the completed application and all required documents as outlined. At least one fire training course must also be included with the initial accreditation application. The fire training course form must be submitted no later than 60 days prior to the beginning of the course.
2. BFAST will schedule an on-site evaluation to assist and verify that all requirements for both accreditation and the fire training course(s) are in place.
3. At the completion of the first training course, representatives from BFAST and AFSC will provide an on-site evaluation. Representatives will review the accreditation and course documentation and compare it to how the training program was administered and the course was conducted. In addition, final certification skills and written exam for the course will be conducted in accordance with AFSC policy for that certification program. The AFSC testing and certification policy can be found here: [AFSC Certification Policy Manual](#).
4. As a general guide, entities can expect the evaluation team to be looking for evidence of consistent and uniform performance from all personnel tested.
5. When accreditation is granted, the agency is then authorized to conduct training at that level on behalf of BFAST. When applying for AFSC certification, final exams for future classes will be conducted by AFSC in accordance with its policies.
6. Once accreditation has been granted, the agency also has the authority to provide an equivalency challenge process for those members who may have completed training at another location or prior to the accreditation date. If the agency will offer a challenge process, it must be included in the accreditation application. This process will allow an individual to challenge the training program only. To become certified, the individual will be required to comply with the AFSC challenge policy.
7. Instances arise where members of a neighboring agency/department request training from an accredited organization. This is acceptable with the understanding that the accredited organization is responsible for providing the same level of training, record-keeping, and program administration as they do for their own members; the organization providing the training is completely responsible for the training of these other individuals and must treat them as their own. The training records of these other individuals may also become part of an audit review.
8. To maintain accreditation, organizations must agree to comply with all the requirements of the program and must submit any and all records of the training program to BFAST upon request.
9. Third party vendors that are used by an accredited department to provide training programs that result in certification shall comply with AFSC policy for certification and testing.

For future training courses, provided the significant elements of the training program remain the same, BFAST will only evaluate the new course(s), not re-evaluate the training program, however, audits will occur periodically.

# **ACCREDITATION REQUIREMENTS**

The following documents must be submitted with the accreditation application:

## **Official Powers and Responsibilities of Department or Organization**

1. Fire Department Registration or Education Waiver  
Departments must maintain registration with the Division of Fire and Life Safety to maintain their accreditation. Training institutions that are authorized by the Alaska Commission on Postsecondary Education to conduct postsecondary training are exempt from registration. Documentation must be provided to BFAST if requesting a waiver from this section.
2. Defined Mission/Goal Statement

## **Department Organization and Management**

1. Organizational Chart/Chain of Command  
The structure and relationships within the organization must be defined to indicate the flow of authority and responsibility. An organization chart identifying the department's management structure will suffice.
2. Membership or Employment Requirements  
A policy defining the requirements for employment or membership in the agency is required. This is not to be considered as the "Personnel Policies", rather the policy that identifies the requirements for an individual to meet to be considered for membership or employment. This policy must include:
  - a) Physical fitness requirements for Firefighter I and Firefighter II
  - b) Background check requirements

## **Training Program Organization and Management**

1. Safety  
It is critical that strict safety policies and procedures be in place for courses. The accreditation application must include a clear description of the safety procedures used in the program. Safety policies are perhaps the most important requirement of the application. Considerable thought must be given to these policies. BFAST will review them in depth. The policies must include how students' safety will be maintained and accomplished during live fire training scenarios. Some firefighter skills contain objectives that involve fire control JPR's. Any live fire skill that is conducted during training must comply with NFPA 1403 Standard on Live Fire Training Evolutions (2012). Along with the safety policy, any documents used to enact the policy must also be included. For further information refer to NFPA standards 1500, 1521, and 1403.
2. Training Program Administration  
A policy that describes how the overall training program is managed within the organization is required. This should include who is responsible for the program, how authority is delegated, and any program oversight.
3. Training Schedule Development  
A policy that describes how training schedules are developed is required. This policy should describe who is responsible for the schedule and how adjustments are made to the schedule. The policy should also include how sessions may be completed if the schedule is not completed as envisioned. A sample training schedule for a proposed course should also be included.



4. Instructor Assignment

A policy that describes the selection, management, and evaluation of instructors is required. An established method of assigning instructors to classes and/or course responsibilities must be documented. BFAST recommends that AFSC certified Fire Service Instructors are used to teach the accredited courses. Training program managers must ensure their instructors are aware of the AFSC requirements for certification training.

5. Curriculum

A policy that describes how the curriculum will be evaluated to ensure the course meets the relevant standards is required. It must state what steps will be taken to correct any deficits if identified.

6. Written and/or Verbal Testing

A policy that describes how the training organization will conduct testing for all courses is required. The policy for this testing system should include such items as when quizzes will be given, how they will be graded, what weight they have for the overall course, how make up quizzes are handled, where the questions come from, who develops the questions, and whether a final exam is used for the course. The organization must also address whether written exams will be offered verbally to accommodate individuals who have difficulty with written exams.

7. Performance Testing

AFSC has developed a set of skill sheets for certification programs. These skill sheets are required elements that must be completed during a certification training course. A clearly stated policy that describes how the training organization will check off skills/perform skills assessments during the course is required. The policy must address the use of AFSC skill sheets; if others are to be used, how the student will be prepared for the final certification exam must be explained. The policy should also address such things as if the organization will require in-house practical skills testing, what weight the skills test will have in the overall course and how re-tests are handled.

Note: BFAST expects that within a training course, every student will complete every AFSC skill sheet and be evaluated on each of those skills. A selection of these skills will be included in the final certification exam. If a training program manager elects to use other skill sheets during the training course, they must ensure the students are informed of the use of the AFSC skill sheets for the examination.

8. References and Resources

It is expected that the organization will have the necessary references and resources on hand to adequately manage the training program and to conduct each individual training course. These basic support materials should include NFPA standards, student manuals, instructor guides, and other support documentation. These resources must be made available to individual students. A description of these resources must be included.

## **Training Program Manager (Training Officer) and Instructors**

1. Training Program Manager or Training Officer

One position within the organization must be responsible for the training program. This person will be the primary contact for BFAST and for the management of the overall training program. The application must identify this person. The accredited agency is also responsible for notifying BFAST if this person changes.

2. Program Instructors

A policy that describes how instructors are selected is required. For each training course, individual instructors must be identified. Instructors should be certified at or above the level of the course they are teaching. BFAST recommends that these individuals be State certified fire service instructors.

## Records and Reports

### 1. Attendance Records

A copy of the attendance record used for courses is required. This attendance record should track a student's attendance at each session and should also identify how make up sessions will be recorded. Included within the program management policies should be a description of how the attendance record is used within the program.

### 2. Individual Training Records

A training record form that tracks a student's progress through a particular certification program must be included. It is expected that AFSC training records will be used and must be made available for review by the Certifying Officer prior to testing. These individual training records should be kept for the life of the members as part of their permanent training record. Training records correspond to each level of certification; they can be found here: <https://dps.alaska.gov/afsc/certifications>.

### 3. Department Training Records

The agency must include a training record that supports and tracks training. At a minimum, the department training records must contain training date, topic, instructor and attendance records. The student shall be required to sign or initial an attendance roster to confirm attendance at the training.

## Quality Control

Documents and/or policies that describe how quality control will be maintained within the training program are required. This should include such things as the methods or procedures used to maintain quality within the entire training program, as well as how the training program and an individual course will be reviewed for content and delivery.

## **FIRE TRAINING COURSE APPROVAL REQUIREMENTS**

Courses are only approved for agencies that are already accredited under the BFAST accreditation system. For initial accreditation, a fire training course approval request must be included. Keep in mind, only courses that result in AFSC certification need to be submitted for addition to an agency's accreditation.

When seeking course approval, whether as part of the accreditation process or as a new course request, the following elements must be completed:

1. For each initial course approval request, the [Eligibility for Certification Testing Self-Assessment Packet](#) must be submitted no less than 60 days prior to start date.
2. The agency is responsible for submitting an AFSC test notification through IMPACT no less than 30 days prior to final exam date.
3. If any substantial changes are made to the approved program or course, BFAST must be notified of the changes. If changes are not approved, BFAST may remove that course as an approved element of the agency's accreditation.



**State of Alaska  
Department of Public Safety  
Division of Fire and Life Safety  
Bureau of Fire Accreditation, Standards, and Training**



**APPLICATION FOR ACCREDITATION &  
INITIAL FIRE TRAINING COURSE APPROVAL**

Fire Department or Organization:	
Mailing Address:	
City, State, Zip:	
Telephone:	
Training Program Manager:	
Email:	
Chief :	

Chief's Signature:

Date:



**State of Alaska  
Department of Public Safety  
Division of Fire and Life Safety  
Bureau of Fire Accreditation, Standards, and Training**



## APPLICATION FOR WAIVER OF REGISTRATION OF FIRE DEPARTMENT

Name of Department or Training Institution:	
Mailing Address:	
City, State, Zip:	
Telephone:	
Fax:	

Chief:	
Training Officer:	

Training institutions that are authorized by the Alaska Commission on Postsecondary Education to conduct postsecondary training are exempt from registration of fire department with the State Fire Marshal's Office. Documentation must be provided to BFAST if requesting a waiver.

- Check if applying for waiver of registration of fire department.
- Attach Alaska Commission on Postsecondary Education authorization in accordance with AS 14.48
- Attach Alaska Commission on Postsecondary Education exemption from authorization in accordance with AS 14.48



State of Alaska  
 Department of Public Safety  
 Division of Fire and Life Safety  
 Bureau of Fire Accreditation, Standards, and Training



## ACCREDITATION REQUIREMENTS CHECKLIST

Each of the following must be available for the audit/review team. The review team may require that copies of the following be included with the audit/review report.

### Official Powers and Responsibilities of the Department

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Registered with State Fire Marshal's Office | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Defined goal/mission statement              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### Department Organization & Management

- |                                     |                              |                             |
|-------------------------------------|------------------------------|-----------------------------|
| Organization chart/chain of command | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Membership/employment requirements  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### Training Program Manager (Training Officer) & Instructors

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Designated Training Officer                         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Defined authority and responsibility for management | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Training schedule development policy                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### Training Program Organization & Management

- |                                   |                              |                             |
|-----------------------------------|------------------------------|-----------------------------|
| Safety policy                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Instructor assignment policy      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Curriculum                        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Written/oral testing policies     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Performance testing               | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| References and resources          | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| AFSC Test Request Self-Assessment | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| AFSC Test Notification Form       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### Records & Reports

*NOTE: Training records must be available for audit review.*

- |                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Course attendance records   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Individual training records | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Department training records | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### Program Quality Control

- |                          |                              |                             |
|--------------------------|------------------------------|-----------------------------|
| Quality control policies | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|--------------------------|------------------------------|-----------------------------|



**ELIGIBILITY FOR CERTIFICATION TESTING  
SELF-ASSESSMENT PACKET**  
(NFPA Standard 1000, 2017 Edition)

**Department of Public Safety  
Bureau of Fire Accreditation, Standards and Training  
1140 Airport Heights  
Anchorage, Alaska 99508  
(907)269-5052**

<https://dps.alaska.gov/Fire/BFAST/Home>

V17-200605

## BFAST NEW COURSE TRAINING & TESTING SELF-ASSESSMENT PACKET

Department/Agency:		
Business Address:	Business Contact Information: Phone: Fax:	
Fire Chief/Director Name:	Email:	
Training Program Manager/Training Officer Name:	Work Phone: Cell Phone:	Email:

Our organization is seeking approval to request fire service certification testing for the following level(s):

<input type="checkbox"/> Fire Instructor- <i>Select level</i>	<input type="checkbox"/> Driver Apparatus - <i>Select level</i>	<input type="checkbox"/> Land-Based Marine FF
<input type="checkbox"/> Firefighter - <i>Select level</i>	<input type="checkbox"/> Hazardous Materials- <i>Select level</i>	<input type="checkbox"/> Fire Officer- <i>Select level</i>
<input type="checkbox"/> Certified Fire Investigator	<input type="checkbox"/> AK Fire Investigator Tech (AKFIT)	<input type="checkbox"/> Airport Firefighter
<input type="checkbox"/> Rapid Intervention Crew	<input type="checkbox"/> Fire Life Safety Educator- <i>Select level</i>	<input type="checkbox"/> Other: _____

\*Include the completed AFSC equipment and facility checklists for each level selected (see item 5 below).

**Please complete the following checklist.**

<b>1.</b>	We understand that a new course approval is dependent on 100% completion of this packet and that <b>the BFAST will not accept</b> a self-assessment packet that is incomplete or missing required information.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>			
<b>2.</b>	We have read and understand information contained within the <a href="#">Training Program Accreditation Manual</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>			
<b>3.</b>	We affirm that our organization is current in our <a href="#">fire department registration</a> with the State Fire Marshal's Office, <b>OR</b> , has an approved Application for Waiver of Registration on file with the Division of Fire and Life Safety. <b>FOR "NO" RESPONSES-</b> Contact the <a href="#">BFAST</a> office.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>		<b>BFAST Staff Initial</b>	

## BFAST NEW COURSE TRAINING & TESTING SELF-ASSESSMENT PACKET

<b>4.</b>	Our organization is already accredited to conduct previously approved courses (Check <a href="#">IMPACT</a> and list current levels in comments below).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>List Accredited Levels:</b>		<b>BFAST Staff Initial</b>	
<b>5.</b>	This request is for a new level that is scheduled for delivery <i>and</i> testing no greater than 6-months from the submission date in this packet.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>			
<b>6a.</b>	Our local policy and procedure ensures that our organization shall conduct all training in a safe and responsible manner for each course request in this packet.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6b.</b>	We affirm that whenever live fire activities are listed as a job performance requirement (jpr) for training our organization shall comply with the requirements of <a href="#">NFPA 1403</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>			
<b>7.</b>	We have <b>attached</b> the training schedule that details the full course schedule <b>for each course level</b> listed in this packet.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>		<b>BFAST Staff Initial</b>	
<b>8.</b>	We have <b>attached</b> the list of the designated Lead Instructor and Assistant Instructors <b>for each course level</b> listed in this packet.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>		<b>BFAST Staff Initial</b>	
<b>9a.</b>	We will use local quizzes for evaluating knowledge based jpr's within <b>each course level</b> listed in this packet.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9b.</b> List quiz generation software or explain your quiz question development process; attach sample of written quizzes or exams. <i>*AFSC skill sheets are expected to be used for practical training.</i>			
<b>10.</b>	We have reviewed and understand the AFSC <a href="#">Certification Policy Manual</a> as it pertains to candidate eligibility, preparation before the test date, and our test site responsibilities on the exam date(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comment:</b>			



## BFAST NEW COURSE TRAINING & TESTING SELF-ASSESSMENT PACKET

<b>11.</b>	We have reviewed and understand the AFSC certification directive for the requested level(s) of certification. List the <a href="#">name of the directive</a> and the revision date (listed on 1 <sup>st</sup> page) for each level requested.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Directive Name(s):</b> _____ _____ _____	<b>Revision Date(s):</b> _____ _____ _____
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<b>12a.</b>	We have completed and attached the equipment and facility checklist (posted in the back of each skill packet for the requested level[s]); <i>and</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>12b.</b>	We verify that our organization can provide adequate space for written and practical skills certification testing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Comment:</b>
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<b>13.</b>	Our facility, personnel protective equipment, apparatus, and equipment meet or exceed applicable NFPA standards or their equivalent.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Comment:</b>
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<b>14a.</b>	We have reviewed the AFSC certification directive for the level(s) listed on the AFSC <a href="#">Certification Program</a> webpage on the date of this request, and we affirm that personnel will be trained using the *text listed below. <i>*Each AFSC directive includes a list of AFSC approved text.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------	---	------------------------------	-----------------------------

<b>14b. List Text Publisher/Title/Edition:</b>
--

<b>Comment:</b>	<b>BFAST Staff Initial</b>

<b>15.</b>	We understand that the completion of an AFSC training record document(s) is required before each individual is permitted to begin a certification exam. The AFSC Training Record, or equivalent local training records, shall be kept in our organizations record/database and made available upon the request of the BFAST office.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Comment:</b>
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<b>16.</b>	We have reviewed the AFSC <a href="#">Certification Policy Manual</a> and acknowledge our organization is responsible for ensuring local personnel will be available to serve as Evaluators/ Assistants to support the AFSC Certifying Officer during all requested practical testing dates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Comment:</b>
-----------------

**BFAST NEW COURSE TRAINING & TESTING SELF-ASSESSMENT PACKET**

<b>17.</b>	We have reviewed the AFSC test policy related to the Americans with Disabilities Act (ADA). We agree to provide notification of a request for individual accommodation to the AFSC each time a Test Notification is submitted in IMPACT for certification testing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Comment:**

<b>18.</b>	We understand that the AFSC is ultimately responsible for determining an individual's eligibility for certification and that test fees apply to every individual who initiates a certification exam, regardless of his or her final eligibility for certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Comment:**

Application is hereby made to request approval to submit a Test Notification request through IMPACT for the Bureau of Fire Accreditation, Standards and Training in order to perform fire service training for eligibility to complete certification examinations of fire service personnel.

Our organization understands that such approval entails adherence to the criteria as established by the Alaska Fire Standards Council and administered by the Bureau of Fire Accreditation, Standards and Training. The completion of this self-assessment document is affirmation that my organization will provide the training, equipment, facilities, and staff resources required for certification testing and is in accordance with the aforementioned criteria.

We confirm that the statements and information contained in this form are, to the best of our knowledge, truthful and accurate, and that where statements of intent are given we undertake to fulfill this intent.

We further verify that the certification examination policies and procedures were made available through the Bureau of Fire Accreditation, Standards and Training and were locally reviewed. The conditions contained therein are acceptable and do not present any conflict with applicable statute or law.

\_\_\_\_\_ Date: \_\_\_\_\_  
*Fire Chief/Director Signature*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Training Program Manager/Training Officer Signature*

Please email completed forms to: [dps.bfast@alaska.gov](mailto:dps.bfast@alaska.gov)

**BUREAU OF FIRE ACCREDITATION, STANDARDS AND TRAINING OFFICE USE ONLY**

BFAST Approval and Date:	BFAST Notes:
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