

CHIEF 101 COURSE REQUIREMENTS and REQUESTS SOG

SCOPE

This guideline should be utilized by any agency in requesting a Chief 101 course.

PURPOSE

The purpose of this guideline is to provide direction and uniform policy in requesting, scheduling, and posting Chief 101 courses across the state.

DEFINITIONS

Chief 101- standard course required by NC Administrative Code that can be referenced in NCAC 05A.0505.

SHALL – Indicates a mandatory requirement.

Standard Operating Guidelines (SOG) – Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

REFERENCES

NCAC 05A.0505

GUIDELINES

1.0. Course Scheduling Priorities

1.1. Courses will be set up in accordance to the following priorities

- 1.1.1. First priority given to County's within one year of a countywide 9S inspection as determined by the Senior Field Inspector.
- 1.1.2. Second priority given to large schools and conferences.
- 1.1.3. Third priority given to strategic placement of courses to help ensure equal coverage.
- 1.1.4. Scheduled alphabetically by county name or by qualified instructors.

1.2. No courses can be conducted for a single agency. All courses must be posted on the OSFM training calendar located at <http://www.ncdoi.com/osfm/calendar/events.asp> or <http://www.ncdoi.com/osfm/publications/instructor%20training%20schedule/training%20schedule%202010%20updated%2011-17-10.pdf> and opened up for any agency or member regardless of rank.

2.0. Course Instructor Requirements

2.1. Only instructors qualified by the NC Office of State Fire Marshal can teach the curriculum for inspection credit.

- 2.1.1. A list of these instructors can be found on the OSFM Chief 101 website which can be located at http://www.ncdoi.com/OSFM/RPD/PT/presentations_Chief101.asp.

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2.1.2. Any agency may contact the instructor on the list they choose in order to set up dates and times for a course.

2.2. If at any time, an agreement with a Chief 101 qualified instructor cannot be reached, OSFM will assign a staff member to conduct the course free of charge as scheduling permits. Contact the Field Service Supervisor over Fire and Rescue Training to request a course.

3.0. Course Hosts Responsibilities

3.1. Any agency hosting a course shall ensure that all arrangements for equipment, training area, and other logistical needs are met as agreed to by the instructor and the course host.

3.2. NC OSFM is not responsible for any costs associated with a course nor does OSFM set any specific rates of pay or per diem.

3.3. All pay and other reimbursable items are the responsibility of the instructor and host to determine.

4.0. Qualified Instructor Responsibilities

4.1. When instructing a class, the qualified instructor is to use all materials that are provided on the Chief 101 website.

4.2. A roster shall be completed by the qualified instructor and forwarded to the Field Service Supervisor over Fire and Rescue Training.

4.2.1. The roster that is provided on the Chief 101 website is the only roster that is to be used for the class.

4.2.2. Regardless of any local community college rosters or department rosters an OSFM roster must be filled out, signed, and completed by the qualified instructor.

4.2.3. All qualified instructors are encouraged to keep a copy of all rosters for their own records.

4.3. Qualified instructors may contact various delivery agencies or county agencies to set up courses.

4.3.1. When setting up a course the qualified instructor shall submit the following information to the Field Service Supervisor over Fire and Rescue Training: course dates, location, times, contact name, and contact phone number.

4.3.2. This information shall be submitted as soon as possible in order to allow proper notification via the various web resources and training calendars.

5.0. Questions or Concerns

5.1. Any questions or concerns about the Chief 101 program shall be directed to the Field Service Supervisor over Fire and Rescue Training.



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