



## Fire Officer 3 – Fire 205 Fire Training Certification

### Course Outline

COURSE IMPLEMENTATION DATE: September 2021  
OUTLINE EFFECTIVE DATE: September 2021  
COURSE OUTLINE REVIEW DATE: March 2026

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#### GENERAL COURSE DESCRIPTION:

This course is founded on the NFPA 1021 (2020 edition): Standard for Fire Officer Professional Qualifications and may lead to Pro Board certification. This course is for the Fire Officer who is ready to advance to the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in his/her department. This is a projects-based class

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**Program Information:** This course is specialized for the Chief Officer who is ready to advance to the upper management level of his/her department. After completing the course, the student will have met the sections required for a Fire Officer 3 in the NFPA 1021, 2020 edition, Standard for Fire Officer Professional Qualifications. Students who successfully complete the certification process will be certified as a Fire Officer 3.

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**Delivery:** This course is delivered online or face-to-face and contains self-paced learning to be completed prior to or during on-line delivery.

**COTR Credits:** 3

**Hours for this course:** 80 hours

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	40
Seminars / Tutorials	40
Laboratory / Studio Hours	
Practicum / Field Experience	
<b>Total</b>	80

#### Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-Job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	N/A

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**Course Outline Author or Contact:**

Richard Prasad, Fire Instructor

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Signature

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**APPROVAL SIGNATURES:**

Department Head

Joy Brown

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Dean of Trades and Technology

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Department Head Signature

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Dean Signature

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Valid from: September 2021 – March 2026

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Education Council Approval Date

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**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** (Pro Board or IFSAC) Certified Fire Officer 2 Alternative Certification:  
Individuals not certified to the Fire Officer 2 level completing equivalent coursework as approved by the College are eligible for alternative certification under the following conditions:

- Meeting the requirements of the College of the Rockies Fire Training Incumbent Guideline

**Corequisites:** None

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA  Yes  No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** N/A

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## Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

IFSTA's Chief Officer, Fourth Edition

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## LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to

- Explain the chief officer's role in staffing the organization. [NFPA 1021, 6.2.1]
  - Describe laws, regulations, policies, and procedures pertaining to hiring and employment. [NFPA 1021, 6.2.1, 6.2.2, 6.2.6]
  - Explain the hiring and recruiting process. [NFPA 1021, 6.2.1, 6.2.2]
  - Explain the process for promoting members. [NFPA 1021, 6.2.3]
  - Describe an employee benefits program. [NFPA 1021, 6.2.5, 6.2.6]
  - Explain the chief officer's role during the separation or termination of a member. [NFPA 1021, 6.2.5]
  - Explain the purpose of professional development and continuing education. [NFPA 1021, 6.2.3, 6.2.4, 6.2.7]
  - Describe the development of a safety, health, and wellness program. [NFPA 1021, 6.5.2, 6.7.1]
  - Describe the development of an accident, injury, and illness prevention program. [NFPA 1021, 6.5.2, 6.7.1]
  - Explain how community needs are analyzed in order to determine service delivery. [NFPA 1021, 6.3.1]
  - Explain the purpose of public relations and community awareness programs. [NFPA 1021, 6.3.1]
  - Describe how chief officers should handle concerns, complaints, and inquiries from the public. [NFPA 1021, 6.3.1]
  - Describe factors affecting the development of an organization's budget. [NFPA 1021, 6.4.1, 6.4.2]
  - Explain the purchasing process. [NFPA 1021, 6.4.3, 6.6.3]
  - Describe the record-keeping functions for fire and emergency services organizations. [NFPA 1021, 6.4.4, 6.4.5]
  - Describe the process of planning for organizational improvement. [NFPA 1021, 6.4.6]
  - Describe the chief officer's role in planning for fire prevention and life safety programs. [NFPA 1021, 6.5.2]
  - Describe the administration and evaluation processes for fire inspection programs. [NFPA 1021, 6.5.1]
  - Describe methods used to plan for and obtain resources for emergency services response. [NFPA 1021, 6.6.1, 6.6.3]
  - Identify the components of an incident action plan. [NFPA 1021, 6.6.1, 6.6.3]
  - Explain the process of developing and conducting a postincident analysis. [NFPA 1021, 6.6.2]
  - Identify the principles of emergency management. [NFPA 1021, 6.8.1]
  - Identify the types of resources integrated in emergency management. [NFPA 1021, 6.8.1]
  - Describe the various functions of Emergency Operations Centers (EOCs). [NFPA 1021, 6.8.1]
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**COURSE TOPICS:**

- Human Resources Management
- Community Relations
- Emergency Services Administration
- Fire Inspection and Safety Planning
- Emergency Services Delivery
- Emergency Management

*See instructor syllabus for the detailed outline of weekly readings, activities and assignments.*

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**EVALUATION AND ASSESSMENT:**

Assessment of learning follows standard testing procedures as defined by the Pro Board Fire Officer Professional Qualifications System.

<b>Assessments</b>
The <b>theory</b> portion of the course is assessed with a Pro Board-approved written test. Students must achieve a minimum mark of 70%.
The <b>practical assignment</b> portion of the course is assessed on a pass/fail basis. Students must earn a passing grade on each of the skills tests as required by the Pro Board.
A passing grade is required in both theory and practical skills components in-order to earn credit for the course.

*Please see the instructor syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.*

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**EXAM POLICY:**

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

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**COURSE GRADE:**

<b>COM</b>	Completed to defined standard
<b>NCG</b>	No Credit Granted

A grade of COM is awarded for a minimum of 70% on all theory-based tests and a pass on all practical assignments.

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**ACADEMIC POLICIES:**

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.