

# Workshop Approval Information for Certificates of Completion

*Arizona Center for Fire Service Excellence (AzCFSE)*

***All training workshops must be sponsored by a recognized Emergency Services Organization or College located in Arizona.***

***Requests must be submitted by an authorized AzCFSE Adjunct Instructor.***

An Adjunct Instructor is responsible for instructing or overseeing all training sessions of a requested Workshop or Certification Program. To request approval as an AzCFSE Adjunct Instructor, you must submit an **“Adjunct Instructor Application Packet”** and all requested documents listed in the application. An Adjunct Instructor Application Packet, containing instructor criteria, information on the approval process and an application, is available on the AzCFSE website at [www.azfiretraining.org](http://www.azfiretraining.org).

## Workshops Available for Certificates of Completion

Workshop Title	Notes
Basic Firefighter Skills	
Confined Space Rescue I	TRT
Confined Space Rescue II	TRT
Courage to Be Safe	NFA
Driver Operator – Aerial Apparatus	
Driver Operator – Pumping Apparatus	
Fire & Life Safety Educator I	AFBEA
Fire & Life Safety Educator II	AFBEA
Fire & Life Safety Educator III	AFBEA
Fire Hydraulics	
Fire Pumps: Theory, Operation & Maintenance	
Health & Safety Officer (HSO)	NFA
Incident Safety Officer (ISO)	NFA

<b>Youth Firesetter Prevention &amp; Intervention, Level I</b>	AFBEA
<b>Youth Firesetter Prevention &amp; Intervention, Level II</b>	AFBEA
<b>Leadership in Supervision: Creating Environments for Professional Growth</b>	NFA
<b>Leadership in Supervision: Perspectives in Thinking</b>	NFA
<b>Leadership in Supervision: Frameworks to Success</b>	NFA
<b>Rescue Task Force, Awareness Level</b>	
<b>Rescue Task Force, Operations Level</b>	
<b>Rescue Task Force, Advanced Level</b>	
<b>Rope Rescue I</b>	TRT
<b>Rope Rescue II</b>	TRT
<b>Rope Rescue III</b>	TRT
<b>Structural Collapse</b>	TRT
<b>Swift Water Rescue</b>	TRT
<b>Technical Rescue Technician</b>	Facilities necessary to conduct all TRT levels are required
<b>Trench Rescue</b>	TRT
<b>Vehicle &amp; Machinery Rescue</b>	TRT
<b>Vehicle Stabilization &amp; Patient Extrication</b>	
<b>NFA Direct Delivery classes as made available by the NFA</b>	NFA offerings change periodically

***\*\*If the workshop you would like to request is not listed, please contact AzCFSE staff. There is a process to approve and add new workshops to the list.***

## Requesting Approval of a Workshop for Certificates of Completion:

***Workshop requests must be submitted 30 days prior to the start of a workshop.***

**Step 1: An authorized AzCFSE Adjunct Instructor must submit the following items:**

a) ***“New Workshop Request Form”***

b) **A syllabus which contains the following information: \*\*\***

- 1) **General information:** Workshop title, location, start and end dates, description of training and name of lead AzCFSE Adjunct Instructor(s)
- 2) **Applicable NFPA standards** to be covered by the training
- 3) **Curriculum to be used** for training (*i.e. NFA curriculum, etc.*)
- 4) **Total number of instructional hours** to be included in the training
- 5) **An outline of lesson topics** to be covered
- 6) **Specific requirements:** Text books and equipment, grading scale, attendance requirements, any required prerequisites and other requirements for the training

\*\*\*All the above information must be provided on either the Workshop Request form or the syllabus in order to receive approval.

**Step 2: Receive approval from the AzCFSE** to conduct a requested workshop and receive certificates of completion for each student who completes the training. **Allow up to 30 days for review and approval of the request.**

**Step 3: At the conclusion of a workshop, you must submit a final roster using the “Student Roster Form – All Other Programs & Workshops” available on the AzCFSE website.** The roster must list each student’s full name (*first, middle or middle initial and last*), student’s email address and an AzSTARS EIN number (*or ERMA EIN previously*) for each student who successfully completes the training. The approved Adjunct Instructor must **sign the roster.**

**IMPORTANT NOTE REGARDING EIN’S:** If a student does not have an AzSTARS EIN number (*or ERMA EIN previously*) in the AzCFSE record system, then that field may be left blank on the final roster.

**CERTIFICATE FEES: Certificate fees MUST be submitted with the final roster.**

**Money orders, cashier’s checks or department checks will be the only forms of payment accepted.** Payments should be made payable to the: **AzCFSE.** A record of a student’s workshop completion will only be kept for those whose payment has been received. Records will not be kept for students who have not met all workshop requirements, as demonstrated by inclusion on the final roster or for whom a payment has not been submitted.

***Important Note: Certificates will be mailed to the approved Lead Adjunct Instructor or designee listed on the final roster, for distribution to students.***

***Insurance Information:*** There is no implied insurance coverage through the AzCFSE, the Arizona State Fire Training Committee (ASFTC) or the Arizona Fire Services Institute (AFSI), for any training workshop or program sponsored and conducted by outside organizations or departments, even if AzCFSE certificates are issued. It will be the responsibility of any organization sponsoring these trainings and any outside instructors brought in to teach them, to ensure that adequate insurance is in place.

## **Contact Information and Where to Submit Documents**

### **Mailing Address**

Arizona Center for Fire Service Excellence (AzCFSE)  
PO Box 132  
Avondale AZ 85323

### **AzCFSE Staff**

Jeff Johnston - Testing & Certification Coordinator  
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Melina Joya - Executive Assistant / Program Coordinator  
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***All information and forms referenced in this document are available on the AzCFSE website at [www.azfiretraining.org](http://www.azfiretraining.org)***