

Workshop Certificate of Completion Information

Arizona Center for Fire Service Excellence

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

Requests must be submitted by an authorized Adjunct Instructor.

To be approved as an Adjunct Instructor, you must submit an "**Adjunct Instructor Application**", and all documents requested in the application. See the application packet for information on the approval process. The approved Adjunct Instructor is responsible for instructing or overseeing all training sessions.

Workshop forms are located at:
www.azfiretraining.org

Where to submit documents:

Email:

jeff.johnston@azcfse.org
melina.joya@azcfse.org

Mailing address:

Arizona Center for Fire Service Excellence
P.O. Box 132
Avondale, AZ 85323

Contact Numbers:

Jeff Johnston: 602-775-3387
Melina Joya: 602-775-2976

CERTIFICATES OFFERED

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 Hydraulics	
Fire Pumps: Theory, Operation, and Maintenance	
Hazmat 1st Responder- Ops Workshop	
Health Safety Officer (HSO)	NFA
Incident Safety Officer (ISO)	NFA
Introduction to Fire Hydraulics	
Youth Firesetter Prevention & Intervention, Level I	AFBEA
Youth Firesetter Prevention & Intervention, Level II	AFBEA
Leadership In Supervision: Creating Environments for Professional Growth	NFA
Leadership In Supervision: Perspectives In Thinking	NFA
Leadership In Supervision: Frameworks To Success	NFA
Rescue Task Force, Awareness Level	
Rescue Task Force, Operations Level	
Rescue Task Force, Advanced Level	
Rope Rescue Skills – Operational Level	TRT
Rope Rescue Skills – Technician Level	TRT
Structural Collapse	TRT
Swift Water Rescue	TRT
Technical Rescue Technician	Facilities necessary to conduct all TRT levels are required

Trench Rescue	TRT
Vehicle and Machinery Rescue	TRT
Vehicle Stabilization & Patient Extrication	
NFA Direct Delivery classes as made available by the NFA	NFA, offerings change regularly

*Note: classes only offered at Fire School are not included on this list

**If you don't see the workshop you want on the list, contact AZCFSE staff. There is a process to approve new workshops to add to the list.

Requesting Workshop Certificates:

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

Step 1: An approved Adjunct Instructor (see above) must submit the following items:

- a) "New Workshop Request Form"
- b) A syllabus which contains the following information***
 - 1) **General information:** Title of the workshop, location, start and end dates, description, and name of lead Adjunct instructor(s) for the training.
 - 2) **Applicable NFPA standards** covered by the training workshop.
 - 3) **What curriculum is used** in the training (i.e. NFA curriculum, etc.)
 - 4) **Total number of Instructional Hours** included in the training.
 - 5) **An outline of lesson topics** to be covered.
 - 6) **Specific requirements:** required text books and equipment, grading scale, attendance requirements, other requirements and prerequisites for the program.

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

Step 2: Receive approval from AZCFSE to conduct the workshop for state certificates. Allow up to 30 days for review and approval of the request

Step 3: At the conclusion of the workshop submit a final roster, using the official roster form on the AzCFSE website showing the full name (first, middle, and last), a valid email

address, and EINs (if available) for all candidates who have successfully completed the training. The approved instructor must **sign the roster**.

IMPORTANT NOTE REGARDING EIN'S: If candidates do not have an EIN in the AzCFSE AZSTARS record system then leave that field blank on the roster, but make sure there is a valid email address for the candidate on the roster form.

Money orders, cashier's checks or departmental checks must be turned in with the final roster and made out to: **AzCFSE**. A record of a candidate's workshop completion will only be kept for those whose payment has been received. No records will be kept for candidates 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 Instructor, or designee listed on the roster form for distribution to the candidates.

Insurance Information: There is no implied insurance coverage through AzCFSE, the State Fire Training Committee, or the Arizona Fire Services Institute, 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 department sponsoring these trainings, and any outside instructors brought in to teach them, to ensure that adequate insurance is in place.