

# Saskatchewan Evaluation and Certification Guide

## Appendix E

NFPA 1021

*Professional Qualifications for Fire Officer*

Revised 2021

Saskatchewan Public Safety Agency

**Table of Contents:**

Introduction	3
JPR's for Fire Officer Level 1	4
JPR's for Fire Officer Level 2	14
Application Form	19

This document is an appendix to the Evaluation and Certification Guide. Use this appendix in conjunction with the Guide.

## Introduction

NFPA Standard 1021 Professional Qualifications for Fire Officer identifies the Job Performance Requirements (JPR's) and Knowledge Requirements that must be completed before a candidate may apply for certification. This document is part of the Saskatchewan Certification and Evaluation Guide (ECG). You should read the Guide before proceeding. The Guide is on our website.

### Qualifications and Certification Steps:

To gain certification at **Fire Officer – Level 1** the candidate must:

1. Be a member in good standing of a Saskatchewan Fire Department or other eligible emergency service.
2. Be certified under NFPA 1001 Standard for Fire Fighter Professional Qualifications, Level 2.
3. Be certified under NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, Level 1.
4. Complete all NFPA 1021 JPRs for Level 1 through self-study, training on the job and/or through courses and seminars.
5. Successfully pass a 100 question written evaluation based on the reference materials listed below. The test is 2 hours long with a 70% passing mark.
6. Successfully complete selected written practical evaluation exercises.

To gain certification at **Fire Officer – Level 2** the candidate must:

1. Be a member in good standing of a Saskatchewan Fire Department or other eligible emergency service.
2. Be certified under NFPA 1021 – Level 1 Standard for Professional Qualifications for Fire Officer.
3. Complete all NFPA 1021 JPRs for Level 2 through self-study, training on the job and/or through courses and seminars.
4. Successfully pass a 50 question written evaluation based on the Reference Documents listed below. The test is 1 hour long with a 70% passing mark.
5. Successfully complete practical evaluations based upon the JPR's outlined in this Appendix and in NFPA Standard 1021 - Professional Qualifications for Fire Officer.

### Reference Materials

- Jones and Bartlett – Fire Officer Principles and Practice Second Edition
- The Saskatchewan Fire Code Regulations
- The National Fire Code of Canada 2005 – Preface only

The JPR sheets provided in this document are a general guide to identifying the skills and knowledge a candidate will be evaluated against during the certification process. They are also a means for an individual to record their progress as they familiarize themselves with each JPR.

The **complete** NFPA standard must be **read** and **understood**. Each NFPA standard and each JPR within the standard have specific requisites that must be met. The standard lists the requisite skills and knowledge that a candidate must possess to be able to successfully complete the certification process.

Certification is based upon successfully completing the standard established by NFPA. Candidates are cautioned that they must be prepared for evaluation on all JPR's and Knowledge Requirements in the standard.

## JPR's for Fire Officer Level 1

1 of 14

NFPA Objective	Requisite Knowledge	Requisite Skill
<b>4.1 General</b>		
<p>General prerequisite knowledge and skills</p> <p><b>4.1.1</b> <b>4.1.2</b></p>	<ul style="list-style-type: none"> <li>• The organizational structure of the department</li> <li>• Geographical configuration and characteristics of response districts</li> <li>• Departmental operating procedures for administration, emergency operations, incident management system and safety</li> <li>• Departmental budget process</li> <li>• Information management and record keeping</li> <li>• The fire prevention and building safety codes and ordinances applicable to the jurisdiction</li> <li>• Current trends, technologies and socioeconomic and political factors that impact the fire service</li> <li>• Cultural diversity</li> <li>• Methods used by supervisors to obtain cooperation within a group of subordinates</li> <li>• The rights of management and members</li> <li>• Agreements in force between the organization and members</li> <li>• Generally accepted ethical practices, including a professional code of ethics</li> <li>• Policies and procedures regarding the operation of the department as they involve supervisors and members</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to effectively communicate in writing utilizing technology provided by the AHJ</li> <li>• Write reports, letters and memos utilizing word processing and spreadsheet programs</li> <li>• Operate in an information management system</li> <li>• Effectively operate at all levels in the incident management system utilized by the AHJ</li> </ul>

## JPR's for Fire Officer Level 2

2 of 14

NFPA Objective	Requisite Knowledge	Requisite Skill
<b>4.2 Human Resource Management</b>		
<p>These duties involve utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and non-emergency work periods, according to the following job performance requirements</p> <p>Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.</p> <p><b>4.2.1</b></p>	<ul style="list-style-type: none"> <li>• Verbal communications during emergency incidents</li> <li>• Techniques used to make assignments under stressful situations</li> <li>• Methods of confirming understanding</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures</li> </ul>

<p>Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed Continued...</p>	<p><b>4.2.2</b></p>	<ul style="list-style-type: none"> <li>• Verbal communications under non-emergency situations</li> <li>• Techniques used to make assignments under routine situations</li> <li>• Methods of confirming understanding</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to issue instructions for frequently assigned unit tasks based on department policy</li> </ul>
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### JPR's for Fire Officer Level 1

### 3 of 14

<p><b>NFPA Objective</b></p>		<p><b>Requisite Knowledge</b></p>	<p><b>Requisite Skill</b></p>
<p>Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed</p>	<p><b>4.2.3</b></p>	<ul style="list-style-type: none"> <li>• Verbal communication techniques to facilitate learning</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to distribute issue-guided directions to unit members during training evolutions</li> </ul>
<p>Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures</p>	<p><b>4.2.4</b></p>	<ul style="list-style-type: none"> <li>• The signs and symptoms of member-related problems</li> <li>• Causes of stress in emergency services personnel</li> <li>• Adverse effects of stress on the performance of emergency service personnel</li> <li>• Awareness of AHJ member assistance policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to recommend a course of action for a member in need of assistance</li> </ul>

### JPR's for Fire Officer Level 1

### 4 of 14

<p><b>NFPA Objective</b></p>		<p><b>Requisite Knowledge</b></p>	<p><b>Requisite Skill</b></p>
<p>Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed</p>	<p><b>4.2.5</b></p>	<ul style="list-style-type: none"> <li>• Human resource policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> <li>• The ability to relate interpersonally</li> </ul>

<p>Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion for each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments Continued...</p>	<p><b>4.2.6</b></p>	<ul style="list-style-type: none"> <li>Principles of supervision</li> <li>Basic human resource management</li> </ul>	<ul style="list-style-type: none"> <li>The ability to plan and to set priorities</li> </ul>
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### JPR's for Fire Officer Level 1

5 of 14

NFPA Objective		Requisite Knowledge	Requisite Skill
<p><b>4.3 Community and Government Relations</b> This duty involves dealing with inquiries of the community and communicating the role, image and mission of the department to the public and delivering safety, injury and fire prevention education programs according to the following job performance requirements</p>			
<p>Initiate action on a community need, given policies and procedures, so that the need is addressed</p>	<p><b>4.3.1</b></p>	<ul style="list-style-type: none"> <li>Community demographics and service organizations</li> <li>Verbal and nonverbal communication</li> <li>An understanding of the role and mission of the department</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with public relations</li> <li>Ability to communicate verbally</li> </ul>
<p>Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with</p>	<p><b>4.3.2</b></p>	<ul style="list-style-type: none"> <li>Interpersonal relationships</li> <li>Verbal and nonverbal communication</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with public relations</li> <li>Ability to communicate verbally</li> </ul>
<p>Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures</p>	<p><b>4.3.3</b></p>	<ul style="list-style-type: none"> <li>Written communication techniques</li> <li>Oral communication techniques</li> </ul>	<ul style="list-style-type: none"> <li>The ability to relate interpersonally</li> <li>The ability to respond to public inquiries</li> </ul>

**JPR's for Fire Officer Level 1****6 of 14**

<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
<b>4.4 Administration</b> This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level according to the following job performance requirements		
Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy so that the policy is communicated to and understood by unit members	<b>4.4.1</b> <ul style="list-style-type: none"> <li>Written communication</li> <li>Oral communication</li> </ul>	<ul style="list-style-type: none"> <li>The ability to relate interpersonally</li> <li>Ability to communicate change in a positive manner</li> </ul>
Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures	<b>4.4.2</b> <ul style="list-style-type: none"> <li>Administrative policies and procedures</li> <li>Records management</li> </ul>	<ul style="list-style-type: none"> <li>The ability to communicate orally</li> <li>The ability to communicate in writing</li> </ul>

**JPR's for Fire Officer Level 1****7 of 14**

<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
Prepare a budget request, given a need and budget forms, so that the request in the proper format and is supported with data	<b>4.4.3</b> <ul style="list-style-type: none"> <li>Policies and procedures</li> <li>Revenue sources</li> <li>Budget process</li> </ul>	<ul style="list-style-type: none"> <li>The ability to communicate in writing</li> </ul>
Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization	<b>4.4.4</b> <ul style="list-style-type: none"> <li>Organizational structure of the department</li> <li>Functions of management</li> </ul>	<ul style="list-style-type: none"> <li>The ability to communicate verbally in a clear and concise manner</li> </ul>
Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate	<b>4.4.5</b> <ul style="list-style-type: none"> <li>The agency's records management system</li> </ul>	<ul style="list-style-type: none"> <li>The ability to communicate orally</li> <li>The ability to communicate in writing</li> </ul>

## JPR's for Fire Officer Level 1

8 of 14

NFPA Objective	Requisite Knowledge	Requisite Skill
<p><b>4.5 Inspection and Investigation</b> This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence according to the following job performance requirements</p> <p>Describe the procedures for the AHJ conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:</p> <ol style="list-style-type: none"> <li>(1) Assembly</li> <li>(2) Educational</li> <li>(3) Health care</li> <li>(4) Detention and correctional</li> <li>(5) Residential</li> <li>(6) Mercantile</li> <li>(7) Business</li> <li>(8) Industrial</li> <li>(9) Storage</li> <li>(10) Unusual structures</li> <li>(11) Mixed occupancies</li> </ol>	<p><b>4.5.1</b></p> <ul style="list-style-type: none"> <li>• Inspection procedures</li> <li>• Fire detection, alarm and protection systems</li> <li>• Identification of fire and life safety hazards</li> <li>• Marking and identification systems for hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate in writing</li> <li>• The ability to apply the appropriate codes and standards</li> </ul>



## JPR's for Fire Officer Level 1

## 9 of 14

NFPA Objective	4.5.2	Requisite Knowledge	Requisite Skill
<p>Identify construction, alarm, detection and suppression features that contribute to or prevent the spread of fire, heat and smoke throughout the building or from one building to another, given an occupancy and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed:</p> <ol style="list-style-type: none"> <li>(1) Public Assembly</li> <li>(2) Educational</li> <li>(3) Institutional</li> <li>(4) Residential</li> <li>(5) Business</li> <li>(6) Industrial</li> <li>(7) Manufacturing</li> <li>(8) Storage</li> <li>(9) Mercantile</li> <li>(10) Special properties</li> </ol>	4.5.2	<ul style="list-style-type: none"> <li>• Fire behaviour</li> <li>• Building construction</li> <li>• Inspection and Incident reports</li> <li>• Detection, alarm and suppression systems</li> <li>• Applicable codes, ordinances and standards</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to use evaluative methods</li> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> </ul>

## JPR's for Fire Officer Level 1

## 10 of 14

NFPA Objective	4.5.3	Requisite Knowledge	Requisite Skill
<p>Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction</p>	4.5.3	<ul style="list-style-type: none"> <li>• Types of evidence</li> <li>• The importance of fire scene security</li> <li>• Evidence preservation</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to establish perimeters at an incident scene</li> </ul>

**JPR's for Fire Officer Level 1****11 of 14**

<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
<b>4.6 Emergency Service Delivery</b> This duty involves supervising emergency operations, conducting pre-incident planning and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.		
Develop an initial action plan, given size up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency	<b>4.6.1</b> <ul style="list-style-type: none"> <li>• Elements of a size-up</li> <li>• Standard operating procedures for emergency operations</li> <li>• Fire behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to analyze emergency scene conditions</li> <li>• Activate the local emergency plan, including localized evacuation procedures</li> <li>• Allocate resources</li> <li>• Communicate orally</li> </ul>
Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation	<b>4.6.2</b> <ul style="list-style-type: none"> <li>• Standard operating procedures</li> <li>• Resources available for the mitigation of fire and other emergency incidents</li> <li>• An incident management system</li> <li>• Scene safety</li> <li>• Personnel accountability system</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to implement an incident management system</li> <li>• The ability to communicate orally</li> <li>• The ability to manage scene safety</li> <li>• Supervise and account for assigned personnel under emergency conditions</li> </ul>

**JPR's for Fire Officer Level 1****12 of 14**

<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures	<b>4.6.1</b> <ul style="list-style-type: none"> <li>• Elements of a post-incident analysis</li> <li>• Basic building construction</li> <li>• Basic fire protection systems and features</li> <li>• Basic water supply</li> <li>• Basic fuel loading</li> <li>• Fire growth and development</li> <li>• Departmental procedures relating to dispatch response tactics and operations</li> <li>• Customer service</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to write reports</li> <li>• The ability to communicate orally</li> <li>• The ability to evaluate skills</li> </ul>

**JPR's for Fire Officer Level 1****13 of 14**

NFPA Objective	Requisite Knowledge	Requisite Skill
<b>4.7 Health and Safety</b> This duty involves integrating health and safety plans, policies and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members, according to the following job performance requirements		
Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed	<b>4.7.1</b> <ul style="list-style-type: none"> <li>• The most common causes of personal injury and accident to members</li> <li>• Safety policies and procedures</li> <li>• Basic workplace safety</li> <li>• The components of an infectious disease control program</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to identify safety hazards</li> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> </ul>
Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ	<b>4.7.2</b> <ul style="list-style-type: none"> <li>• Procedures for conducting an accident investigation</li> <li>• Safety policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate orally</li> <li>• Ability to communicate in writing</li> <li>• Ability to conduct interviews</li> </ul>

**JPR's for Fire Officer Level 1****14 of 14**

NFPA Objective	Requisite Knowledge	Requisite Skill
Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members	<b>4.7.3</b> <ul style="list-style-type: none"> <li>• National death and injury statistics</li> <li>• Fire service safety and wellness initiatives</li> <li>• Agency policies</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate orally</li> </ul>

**JPR's for Fire Officer Level 2****1 of 9**

<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
<b>5.1 General</b>		
General prerequisite knowledge and skills	<ul style="list-style-type: none"> <li>The organization of local government</li> <li>Enabling and regulatory legislation and the law-making process at the local, state/provincial and federal level</li> <li>The function of other bureaus, divisions, agencies and organizations and their roles and responsibilities that relate to the fire service</li> </ul>	<ul style="list-style-type: none"> <li>Intergovernmental and interagency cooperation</li> </ul>
<b>5.2 Human Resources Management</b>		
This duty involves evaluating member performance, according to the following job performance requirement		
Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision	<ul style="list-style-type: none"> <li>Human resource policies and procedures</li> <li>Problem identification</li> <li>Organizational behaviour</li> <li>Group dynamics</li> <li>Leadership styles</li> <li>Types of power</li> <li>Interpersonal dynamics</li> </ul>	<ul style="list-style-type: none"> <li>The ability to communicate</li> <li>The ability to communicate in writing</li> <li>The ability to solve problems</li> <li>The ability to increase team work</li> <li>The ability to counsel members</li> </ul>
<b>JPR's for Fire Officer Level 2</b>		
<b>2 of 9</b>		
<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
Evaluate the job performance or assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures	<ul style="list-style-type: none"> <li>Human resource policies and procedures</li> <li>Job descriptions</li> <li>Objective of a member evaluation program</li> <li>Common errors in evaluating</li> </ul>	<ul style="list-style-type: none"> <li>The ability to communicate orally</li> <li>The ability to communicate in writing</li> <li>The ability to plan and conduct evaluations</li> </ul>
Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills and abilities to be eligible for the examination for the position	<ul style="list-style-type: none"> <li>Development of a professional development guide</li> <li>Job shadowing</li> </ul>	<ul style="list-style-type: none"> <li>The ability to communicate orally</li> <li>The ability to communicate in writing</li> </ul>

**JPR's for Fire Officer Level 2****3 or 9**

NFPA Objective	Requisite Knowledge	Requisite Skill
<b>5.3 Community and Government Relations</b>		
This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury and fire prevention education programs, according to the following job performance requirements		
Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained	<b>5.3.1</b> <ul style="list-style-type: none"> <li>• Agency mission and goals</li> <li>• The types and functions of external agencies in the community</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to develop interpersonal relationships</li> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> </ul>

**JPR's for Fire Officer Level 2****4 or 9**

<b>Requisite Skill</b>		
NFPA Objective	Requisite Knowledge	Requisite Skill
Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution	<b>5.4.1</b> <ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• Problem identification</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate in writing</li> <li>• The ability to solve problems</li> </ul>
Develop a project or divisional budget, given schedule and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified	<b>5.4.2</b> <ul style="list-style-type: none"> <li>• The supplies and equipment necessary for ongoing or new projects</li> <li>• Repairs to existing facilities</li> <li>• New equipment</li> <li>• Apparatus maintenance</li> <li>• Personnel costs</li> <li>• Appropriate budgeting system</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to allocate finances</li> <li>• The ability to relate interpersonally</li> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> </ul>
Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding	<b>5.4.3</b> <ul style="list-style-type: none"> <li>• Purchasing laws</li> <li>• Policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to use evaluative methods</li> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> </ul>

**JPR's for Fire Officer Level 1****5 or 9**

<b>NFPA Objective</b>		<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly	<b>5.4.4</b>	<ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• Format used for news releases</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> </ul>
Prepare a concise report for transmittal to a supervisor, given fire department record(s) and specific request for details such as trends, variances, or other related topics	<b>5.4.5</b>	<ul style="list-style-type: none"> <li>• The data processing system</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate in writing</li> <li>• The ability to interpret data</li> </ul>
Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner	<b>5.4.6</b>	<ul style="list-style-type: none"> <li>• Planning and implementing change</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> </ul>

**JPR's for Fire Officer Level 1****6 or 9**

<b>NFPA Objective</b>		<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
<b>5.5 Inspection and Investigation</b> This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements			
Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected	<b>5.5.2</b>	<ul style="list-style-type: none"> <li>• Methods used by arsonists</li> <li>• Common causes of fire</li> <li>• Basic cause and origin determination</li> <li>• Fire growth and development</li> <li>• Documentation of preliminary fire investigative procedures</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to communicate orally</li> <li>• The ability to communicate in writing</li> <li>• The ability to apply knowledge using deductive skills</li> </ul>

**JPR's for Fire Officer Level 1****7 or 9**

<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
<p><b>5.6 Emergency Service Delivery</b> This duty involves supervising multi-unit emergency operations, conducting pre-incident planning and deploying assigned resources, according to the following job requirements</p> <p>Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and AHJ – approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident</p>	<p><b>5.6.1</b></p> <ul style="list-style-type: none"> <li>• Standard operating procedures</li> <li>• National state/provincial and local information resources available for the mitigation of emergency incidents</li> <li>• An incident management system</li> <li>• A personnel accountability system</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to implement an incident management system</li> <li>• The ability to communicate orally</li> <li>• The ability to supervise and account for assigned personnel under emergency conditions</li> <li>• The ability to serve in command staff and unit supervision positions within the Incident Management System</li> </ul>

**JPR's for Fire Officer Level 1****8 or 9**

<b>NFPA Objective</b>	<b>Requisite Knowledge</b>	<b>Requisite Skill</b>
<p>Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approval forms are completed and processed</p>	<p><b>5.6.2</b></p> <ul style="list-style-type: none"> <li>• Elements of a post-incident analysis</li> <li>• Basic building construction</li> <li>• Basic fire protection systems and features</li> <li>• Basic water supply</li> <li>• Basic fuel loading</li> <li>• Fire growth and development</li> <li>• Departmental procedures relating to dispatch response</li> <li>• Strategy tactics and operations</li> <li>• Customer service</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to write reports</li> <li>• The ability to communicate orally</li> <li>• The ability to evaluate skills</li> </ul>
<p>Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization</p>	<p><b>5.6.3</b></p>	<ul style="list-style-type: none"> <li>• The ability to write clearly</li> <li>• The ability to interpret response data correctly to identify the reasons for service demands</li> </ul>

## JPR's for Fire Officer Level 1

8 or 9

NFPA Objective	Requisite Knowledge	Requisite Skill
<p><b>5.7 Health and Safety</b> This duty involves reviewing injury, accident and health exposure reports, identifying unsafe work environments or behaviours and taking approved action to prevent reoccurrence, according to the following job requirements</p> <p>Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor</p>	<p><b>5.7.1</b></p> <ul style="list-style-type: none"> <li>The cause of unsafe acts, health exposures or conditions that result in accidents, injuries, occupational illnesses or death</li> </ul>	<ul style="list-style-type: none"> <li>The ability to write communicate in writing</li> <li>The ability to interpret accidents, injuries, occupational illnesses, or death reports</li> </ul>



# Application for Certification NFPA 1021 Professional Qualifications for Fire Officer

Refer to Appendix E of the Evaluation and Certification Guide before completing this form. The Evaluation and Certification Guide is available on our website.

## Contact Information:

Name: \_\_\_\_\_  
 (First Name) (Initial/Middle Name) (Surname)

Home Address: \_\_\_\_\_  
 (Address) (City/Town) (Postal Code)

Phone Number: \_\_\_\_\_  
 (Home Phone) (Work Phone) (Mobile Phone)

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (MM-DD-YYYY)

## Employment/Membership:

\_\_\_\_\_ Name of Chief/Supervisor  
 Emergency Services Organization

## Certification Level & Prerequisites:

Select one level only - prerequisites must be completed before making application

**Certification Level & Prerequisites** The following prerequisites must be completed to be eligible for certification:

**Level 1:** The following prerequisites must be completed to be eligible for certification

- I am a member in good standing of a Fire Department or other eligible emergency service
- I have completed the Job Performance Requirements listed in Appendix D of the Evaluation and Certification Guide
- I am Certified at Level 2 in NFPA 1001 Fire Fighting Professional Qualifications

IFSAC Certificate Number \_\_\_\_\_ Include a photocopy of your Certificate with this application

- I am Certified at Level 1 in NFPA 1041 Fire Service Instructor Professional Qualifications

IFSAC Certificate Number \_\_\_\_\_ Include a photocopy of your Certificate with this application

**Level 2** The following prerequisites must be completed to be eligible for certification:

- I am a member in good standing of a Fire Department or other eligible emergency service
- I have completed the Job Performance Requirements listed in Appendix D of the Evaluation and Certification Guide

IFSAC Certificate Number \_\_\_\_\_ Include a photocopy of your Certificate with this application

## Declaration

Practical evaluations for Certification may be physically strenuous and potentially hazardous. Your signature below indicates that you understand the demands that will be placed on you during testing – and – that you are physically capable of taking part in all practical evaluation sessions required for the Level you have selected above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Complete and return this form to:

Saskatchewan Public Safety Agency,  
Suite 500 - 1855 Victoria Avenue, Regina, SK, S4P 3T2  
Fax: (306) 787-7107