



**Virginia Department of Fire Programs**  
**Marine Firefighting for Land-Based Firefighters**  
**NFPA 1005 “STANDARD FOR THE PROFESSIONAL QUALIFICATIONS FOR**  
**MARINE FIRE FIGHTING FOR LAND-BASED FIRE FIGHTERS”-2007**  

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**EDITION**  
**COURSE ADMINISTRATIVE GUIDELINES**

## **I. Terminology:**

- A. Marine Firefighter Candidate** - *A registered student in the Virginia Department of Fire Programs’ Marine Firefighter certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 32 hours of classroom instruction, practical skills, and the successful completion of the written test for Marine Firefighter certification.*
- B. Marine Firefighter Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs’ “Standard for Professional Qualifications for Marine Firefighting for Land-Based Fire Fighters”, and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Marine Firefighter Evaluator** - *A qualified Marine Firefighter Trainer (Marine Firefighter) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Marine Firefighter program.*
- D. Program Manager** - *The Virginia Department of Fire Programs’ representative assigned to develop, implement, and manage the Marine Firefighter certification program.*
- E. Marine Firefighter Certification Course** - *A Virginia Department of Fire Programs’ certification training program designed to meet the NFPA 1005 “Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighters”, and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or the International Fire Service Accreditation Congress (IFSAC).*

## **II. Marine Firefighter Trainer Qualifications and Requirements:**

### **A. Pre-Course Qualifications:**

1. 1 year experience at the *Firefighter II* level with primary responsibility as a supervisor, a certified *Instructor I, with Officer I*, or validated and approved by the appropriate Division Chief. (Lead Instructor for the program must be a Fire Instructor Level II or higher.)
2. Documented experience as an accomplished instructor/Marine Firefighter or higher, supported by a letter of reference from the Lead Instructor/Evaluator.

### **B. Course Completion Requirements (Recognition as a Marine Firefighter “Marine Firefighter Trainer”):**

1. New Marine Firefighter trainers - Successful completion of the Marine Firefighter “*Marine Firefighter Trainer*” (32 Hour) training program with an additional 16 hours of required Field Instruction.

- a. *Serving as an assistant or lead instructor during the delivery of an Marine Firefighter certification training program*
- b. *Successful completion of an Instructor 1, 2, or 3/4 “Update” training program after July 1, 2004.*
- c. *Receive a satisfactory evaluation prepared by the “Marine Firefighter Certification Course” Lead Instructor/Evaluator or a member of the Marine Firefighter Review Committee.*

**C. Maintaining Marine Firefighter Trainer Status**

1. Marine Firefighter Trainers shall conduct, assist, and/or monitor 16-hours of an approved Certification training program within a 24 month period
  - a. *Marine Firefighter Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their Division Chief and successfully complete a Marine Firefighter “Train-the-Trainer”.*

**D. Quality Assurance**

1. The Division Chief assigned to Program Management of the Marine Firefighter Certification program will be responsible for ensuring the quality of instructional cadre within the Virginia Department of Fire Programs delivery system.
2. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
  - a. *When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.)*
  - b. *When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.*
    1. *Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
    2. *Instructor Evaluators will be trained by a representative of the Instructor Review Committee and approved by the Marine Fire Fighting Program Manager.*

### III. Marine Firefighter Candidate Pre-Course Qualifications and Requirements:

#### A. Pre-Course Qualifications and Requirements for Marine Firefighter Candidates

1. Current Firefighter II certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)  
National Board on Fire Service Professional Qualification (NBFSPQ)  
International Fire Service Accreditation Congress (IFSAC)

**- AND -**

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Operations training certificate which meets or exceeds one or more of the following:

- a. *Virginia Department of Fire Programs training in Hazardous Materials Operations*
- b. *Virginia Department of Emergency Management as a Hazardous Materials Technician -OR- Specialist.*

#### B. Course Completion Requirements for Marine Firefighter Candidates

1. Marine Firefighter Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the National Fire Protection Association's 1005, "*Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighters*"
  - a. Missed sessions or portions thereof,(up to 10% of the program) must be made up as the entire session within another Marine Firefighter certification course. All sessions within the Marine Firefighter certification course must be taken in sequence.

## IV. Course Curriculum and Delivery

### A. Course Curriculum

1. Classroom instruction and Marine Firefighter course shall be comprised of an orientation and four sessions and not to exceed 32 hours.

### B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. (The VDFP Marine Firefighter Review Committee recommends one (1) qualified instructor during a consecutive 8-hour block.) Class size is not to exceed 100 students.
2. At the discretion of the Division Chief subject matter experts can be used in lieu of, but under the supervision of a Marine Firefighter Trainer.

## V. Course Completion Requirements

### A. Marine Firefighter Trainer Course Completion Requirements

1. Marine Firefighter Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of class. (as stated in the VDFP Instructor's Manual):

**Course Request/Completion Form** - completed *form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request and online.)*

**Daily Attendance Sheet** - *for each day of attendance, with columns for the students printed name, student's signature, student's FDID, and Marine Firefighter Trainer's Initials. (This form is available from the Program Manager upon request and online.)*

**Standard Roll Call Form** - *maintained and completed by the Marine Firefighter Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Standard Roll Call Form for that day's attendance. (This form is available from the Program Manager upon request and online.)*

**Data Forms** - *appropriately completed Registration (green) and Personal*

*Data (green, reverse side of Registration form), and Written Test/Course Completion (blue) “bubble” forms. All submitted forms must be reviewed by Marine Firefighter Trainer for accuracy and completeness. Errors on forms will be returned to the Marine Firefighter Trainer for correction. (Forms available from local Division Office)*

**Course Critique Form -**

*VDFP Course Critique forms are to be completed by Marine Candidates critiquing the Marine Firefighter Trainer/Course performance. Forms are to be distributed to all candidates on the first day of the course. Marine Firefighter Trainers are to instruct candidates to use the forms throughout the training program and submit them on the last day of the course.*

**B. Marine Firefighter Candidate Course Completion Requirements**

1. 100% attendance of 32 hours of classroom sessions as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association’s 1005 “Professional Qualifications for Marine Firefighter”, Level I.
2. Successful completion of the written test and successful completion of all practical skills.
3. When all conditions of certification have been met by the Marine Firefighter Candidate, VDFP will issue a certificate of certification, enter the new Marine Firefighter certification in the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, “Pro Board”).

**VI. Material Requirements**

**A. Marine Firefighter Trainer Materials**

1. VDFP Approved Course Administration and Instruction Guide
2. IFSTA “Marine Firefighting for Land-Based Firefighters” 2<sup>nd</sup> Edition Curriculum CD-ROM
3. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office

**B. Marine Firefighter Candidate Materials**

1. IFSTA “Marine Firefighting for Land-Based Firefighters” 2<sup>nd</sup>. Edition
2. VDFP Approved Marine Firefighter program Student Package

## VIII. Course Curriculum and Presentation

### A. Course Overview

1. The Virginia Department of Fire Program’s Marine Firefighter training program consists of 32 hours of classroom instruction and practical skills.
2. To ensure Marine Firefighter candidates meet the Virginia Department of Fire Programs, National Fire Protection Association’s 1005, “Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Firefighters”, and the National Board on Fire Service Professional Qualifications, candidates must successfully complete each session of classroom training. Candidates must receive a minimum score of **70%**.

### B. Course Curriculum

#### **ORIENTATION**

##### Course Registration

##### Candidate registration

*Daily Attendance Sheet*

*Registration, Personal Data, Written Test/Course Completion “bubble” forms*

*Candidate informed of course materials (registration letter forwarded 2-weeks prior to the start date of the program.*

*Schedule*

*Reading Assignment*

*Required text IFSTA “Marine Fire Fighting for Land-Based Firefighters” 2<sup>nd</sup>. Edition*

##### Course overview

*Pre-Course requirements for all students*

*Program Content*

*Schedule*

*Completion Criteria*

*Questions/Answers*

*Presentation*

## **Schedule**

The Virginia Department of Fire Programs must approve all schedules prior to delivery. The Marine Firefighter certification course has been designed to allow candidates the best opportunity to learn and demonstrate skills. The model schedules have been reviewed and approved by the Marine Firefighter Review Committee as the best method to allow candidates preparation time for class assignments and to absorb the large amount of information within the training program.

Marine Firefighter Trainers and/or Organizations requesting to deviate from the Marine Firefighter schedule models must submit their proposed schedules to the Marine Firefighter Review Committee Program Manager through their Division Chief for approval. The Marine Firefighter Review Committee's Program Manager will forward the schedule (via e-mail) to Committee members for review, consideration, and approval (approval by simple majority.) An answer will be returned to the requestor through the appropriate Division Chief within 5 business days following the receipt of the request by the Marine Firefighter Review Committee's Program Manager.

### **Module I – Day 1**

### **Module II – Day 2**

### **Module III- Day 3**

### **Module IV – Day 4**

## **X. Candidate Written and Practical Evaluations**

### **A. Final Written Test**

1. Candidates failing to receive a minimum score of **70%** on the written test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days from the original test date, and no later than 90 calendar days following the notification of test failure. Failure of candidates to re-test within the specified time, or successfully complete the re-test, will be required to retake the entire Marine Firefighter Certification Course module again.

## **XI. Course Completion Requirements**

### **A. Documentation / Course Completion**

1. The following forms and documents are required within 10 workings days following the final day of the Marine Firefighter training Program by the Lead Marine Firefighter Trainer:

Training Request/Completion Form (Section “B” completed)

Daily Attendance Sheet for each day of training Program

Course Roster/Attendance Record (Maintained & completed by the lead instructor)

Registration, Personal Data, and Written Test/Course Completion forms.

Course Critique Form (From each Marine Firefighter Candidate AND Marine Firefighter Trainer participating in the training program)

Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Marine Firefighter Trainer qualifications, Marine Firefighter curriculum, Marine Firefighter Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Instructor Certification Program’s Manager. Consult the VDFP’s Instructor Manual (Current Edition) for names, addresses, and contact numbers for division offices.





**VIRGINIA DEPARTMENT OF FIRE PROGRAMS  
MARINE FIREFIGHTER 4<sup>th</sup> EDITION  
COURSE ADMINISTRATIVE GUIDELINES**

The Marine Firefighter Review Committee has reviewed the Guidelines for the Marine Firefighter Certification program identified in the previous pages. All undersigned have agreed to its presentation.

**Committee Acceptance:**

Captain Robert E. Lee	_____	_____
	Signature	Date
Captain William Burkett	_____	_____
	Signature	Date
Captain Clark Ryder	_____	_____
	Signature	Date
Btn.Chief Harry Worley	_____	_____
	Signature	Date
Fire Fighter Harvey Mowery	_____	_____
	Signature	Date
Ron Collins	_____	_____
	Signature	Date

**VDFP Representatives:**

_____ Branch Chief of Training and Operations Printed Name	_____	_____
	Signature	Date
_____ Chief, Curriculum Development Printed Name	_____	_____
	Signature	Date
_____ Division Chief / Program Manager Printed Name	_____	_____
	Signature	Date