

Information Bulletin

Authorization to Conduct OFPC Technical Rescue Courses within the Supplemental and Municipal Training Programs.

Counties and municipal fire departments can now request authorization from the State Fire Administrator to conduct Office of Fire Prevention and Control (OFPC) technical rescue courses pursuant to the provisions of the Supplemental and Municipal Training Programs. (19 NYCRR 438.5 and 438.6)

Requests for authorization shall be made in writing and include the following information:

- Course(s) titles to be conducted;
- A brief summary of the need for the requested training courses;
- A list of the instructors, County or Municipal, currently authorized or who meet the requirements to participate in an instructor authorization for the course(s) requested, as detailed below; and
- Documentation that the facilities and equipment necessary to conduct the requested course(s), as specified by OFPC, are available.

Once approved, the authorization will be valid for a period of three years. A request for continuation of the approval for an additional three year period can be submitted to the State Fire Administrator.

The requirements for conducting technical rescue courses include the following:

- Notification to OFPC of the course schedule, location and authorized instructors to be utilized by submitting a Proposed Training Schedule (PTS) at least 21 days prior to the start date of a course (See <http://www.dhss.ny.gov/ofpc/documents/forms/pts-dhsses-updated.pdf>);
- The County Fire Coordinator or the Municipal Training Officer is responsible for administration of the authorized courses and ensuring the facilities and equipment, specified by OFPC, are available;
- All County and Municipal Fire Instructors shall meet the requirements of 19 NYCRR Part 438;
- Delivery of these courses is limited to those instructors authorized by the State Fire Administrator;
- Students attending these courses shall meet all course pre-requisites established by OFPC; and,
- Instructors authorized to conduct these courses shall comply with all OFPC policies pertaining to the delivery of state fire training courses. Failure to do so may result in termination of the authorization to deliver these courses.

OFPC reserves the right to audit and monitor the delivery of these training courses.

Authorization to conduct these courses may be suspended or terminated for failure to comply with the requirements detailed above.

Individuals serving as State Fire Instructors, County Fire Instructors, Municipal Training Officers and Municipal Fire Instructors may also be designated as County or Municipal Fire Instructors but shall not conduct courses simultaneously in those capacities.

Pre-requisites for participation in an instructor authorization for technical rescue courses include:

- Appointment as Municipal Training Officer (MTO), Municipal Fire Instructor (MFI), or County Fire Instructor (CFI); and
- Completion of the training course the authorization is being sought for.

A strong background of experience or expertise in the appropriate technical rescue discipline is recommended.

Authorization to instruct a technical rescue course will be granted upon successful completion of an instructor authorization training program conducted by OFPC, including successfully passing all skills evaluations and written tests for that course.

The two mechanisms currently in use to authorize Academy/Regional State Fire Instructors to instruct technical rescue courses will also be utilized for this initiative:

- Assisting with instruction of a regularly scheduled course or courses until sufficient competency is displayed in delivery of that course and instruction of the required technical rescue skills. This option will allow authorization of a limited small number of instructor candidates per offering and is dependent upon the availability of OFPC staff to conduct the authorization.
- Regional Authorizations: OFPC will conduct dedicated instructor authorization programs (i.e. separate from and outside of regularly scheduled courses). The number of instructor candidates and authorization program length will be course dependent.

Availability and scheduling of instructor authorization programs will be dependent upon need, OFPC staff availability and schedule opportunities.

Please contact the Special Operations Branch at 518-474-6746 with any questions or concerns.