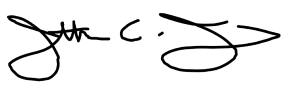




**STANDARD OPERATING GUIDELINE
STATE FIRE ACADEMY**

SUBJECT:	<i>High School/Career & Technology Firefighter I and II Program</i>		
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I. Purpose

Fire service training for youth at least 16 years of age is recognized by the fire service in the State of South Carolina as a valuable means of recruiting and retaining future volunteer and career firefighters. This document provides an overview of the requirements for establishing Firefighter I and Firefighter II courses at South Carolina High School & Career and Technology Centers (CTC). The goal is to help program leaders and administrators establish fire service training that complies with the rules and instructional objectives set forth by National Fire Protection Association (NFPA) 1010, *Standard for Fire Fighter Professional Qualifications*. This information also is intended to help ensure the consistency and effectiveness of firefighter programs offered throughout the state.

II. Scope

This policy affects those involved in the implementation of a High School/CTC Firefighter I & II program: South Carolina Fire Academy (SCFA) staff, Sponsoring Agency (Fire Department), as well as the High School/CTC program instructor, participating students and their parents/guardians.

III. Statement of Guidelines

A. Program Overview

1. Program Scheduling

The liaison for the sponsoring fire agency must notify the SCFA of the intent to teach courses by mid-summer and provide an estimate of the number of students for the program by the end of the first week of school.

2. Course Curriculum

This program will require coursework to include; First Aid & CPR, Hazardous Materials Awareness (HMA), Hazardous Materials Operations (HMO), Firefighter I (1196), Basic

Auto Extrication (BAE 3330), and Firefighter II (1197). These curriculum materials shall be acquired from the SCFA. Any supplemental learning materials instructors wish to use in their courses should be written at a level comparable with the students' general reading abilities. For complete descriptions of SCFA courses, refer to the Fire Portal for course descriptions.

Note: Junior Member Program participants are not eligible for electronic course registration through the Fire Portal. Participants must utilize the paper Course Registration Form for Junior Member Program Participants. This form must be completed and turned in to the CTC Coordinator before the start of any SCFA classes.

3. Course Design & Structure

The exact duration of the Firefighter I and Firefighter II courses will vary, depending on the seat time required to fulfill the requirements for NFPA, including the prerequisites and testing. A Firefighter I course typically requires approximately one school year (two semesters, 171 hours). The cognitive portions of the training shall be delivered in self-directed online setting, in a traditional classroom setting, and physical skills. First Aid/CPR training may be taught before the course begins or during the first week of classes. Instructors may choose to design the course so that students complete HMA requirements through an online course on their own before the Firefighter I course begins.

School leaders should determine the most appropriate teaching method and time schedule for their particular program. The SCFA delivers all of its CTC programs with online learning programs and eBooks, supplemented by skills being taught by the instructors. The class teaching schedule and syllabus should be adjusted accordingly.

Students and their parents/guardians should be prepared for skills assessments and testing conducted outside of regular school hours, including evenings and weekends. High School/CTC Instructors should plan these activities well in advance and include them in the course syllabus.

4. Prerequisites

a. 1196-Firefighter I Program

Before beginning the Firefighter 1 course, students must successfully complete the following prerequisites. Students must pass the end of course exam with a 70 or higher and all manipulated skills to receive SCFA Academy transcript credit.

- First Aid & CPR: This training, which may be based on any recognized accredited course, such as those offered through the American Heart Association or American Red Cross.
- Hazardous Materials Awareness: This training may use the SCFA class (1427) or SCFA approved replacement such as AWR-358dL Hazardous Materials Awareness Distance Learning course.
- Hazardous Materials Operations

b. 1197-Firefighter II Program

Before beginning a Firefighter II course, students must successfully complete CPR/First Aid and their SCFA transcript must reflect credit for HMA, HMO, Firefighter 1. Students must pass the end of course exam with a 70 or higher and all manipulated skills to receive SCFA transcript credit.

- Basic Auto Extrication

5. Class Size & Instructor Ratio

Class size should be limited to 25 students, according to SCFA requirements. Additional instructors must assist with moderate/high risk activities, such as live burns. Firefighters from the sponsoring fire department are strongly encouraged to assist with classroom and fire ground training activities. Some of the skill sheet in the SCFA curriculum specifies the need for additional instructors.

6. Facilities & Equipment

Any facility or equipment item available to the training program may be used. The host fire department should loan bunker gear, SCBA and PASS devices, cylinders, tools, equipment, apparatus, and other items not owned by the school. However, all equipment must meet applicable NFPA requirements and safety standards.

a. Each firefighter student should have access to:

- A full set of bunker gear that meets NFPA 1971 (turnout coat and pants; flash hood; structural firefighting boots, gloves and helmet; safety glasses or goggles).
- Basic hand tools, tarps and ropes.
- A computer with a stable connection to the internet. Students will be provided access to online classes and eBooks through platforms hosted by the SCFA, such as Blackboard. Please contact the SCFA for the latest technology requirements.
- A classroom with adequate lighting, heating, plumbing, ventilation, and seating.

b. Facilities and equipment required for conducting fire training typically include, but are not limited to, the following types of items:

- A multiple-story tower-type structure, where students can use ladders, advance hose lines, perform simulated rescues, and hoist equipment.
- Structures and/or training devices that allow for forcible entry and ventilation drills on doors, windows, roofs, floors, ceilings, and partitions.
- Hydrant and/or drafting facilities.
- Facilities for live fire training that will, when required, permit the use of breathing apparatus in an enclosed structure and will enable students to practice extinguishing flammable liquid, propane and natural gas, and vehicle fires. Before proceeding with live-fire training evolutions, read and adhere to NFPA 1403, Standard on Live Fire Training Evolutions.
- Pumper, ladder, and other necessary apparatus.
- Extinguishers, ladders, nozzles, tools, appliances, and equipment necessary to meet minimum training requirements.
- A sufficient number of self-contained breathing apparatus (SCBA) that meet NFPA 1981 for use by firefighters engaged in training in hazardous atmospheres.
- Props for damming, diking, retention, diversion and other Hazardous Material control skills.

If a school does not have access to equipment and facilities and only has very limited/minimal support from a fire department, then it cannot offer an NFPA-level firefighter course. The SCFA will not provide any equipment for classes or skills testouts. A school in this situation could consider offering an introductory-level course available through the Department of Education. This introductory level course is also available for students under 16 years of age.

Note: The above lists provide an overview of equipment needs and is not intended as a required purchase list. Each skill sheet in the SCFA curriculum includes a list of equipment and props needed in order to perform the specific type of training. Grants or other funding obtained through organizations may be available to purchase equipment for school firefighter programs. Requests for funding should be made through the school program's regional supervisor.

7. Program Credit

a. School Program Credit

Academic testing and school credit requirements should be established by the school system and the course coordinator. Successful completion (cumulative score) of the Firefighter I or II program and the prerequisites allows a student to receive high school transcript credit. While students may pass the high school class, they may still fail to receive SCFA program credit if they do not meet the program's requirements outlined below.

b. SCFA Program Credit

- 1196-Firefighter I Program: Successfully passing all prerequisites, the end of course exam with a 70 or higher and skills testing will allow a student to receive SCFA transcript credit for HMA, HMO, and Firefighter I.
- 1197-Firefighter II Program: Successfully passing all prerequisites, the end of course exam with a 70 or higher and skills testing will allow a student to receive SCFA transcript credit for Auto Extrication and 1197-Firefighter II.
- The end-of-course exams are provided to and administered by the CTC program instructor via Blackboard. However, a spreadsheet of students' grades shall be printed and submitted in the completed course paperwork package.
- Once a student passes a SCFA class, the SCFA will record the completion on the student's SCFA transcript and issue a certification. The certification will become valid on the student's eighteenth (18) birthday and this will be reflected on the certification.

c. College Credit

An articulation agreement between SCFA and the SC Technical College system may allow students to receive credit at SC Technical Colleges. Other Technical Colleges and Universities may accept certifications for college credit. Students should check with the Technical College or University of their choice to see if any credit is available.

8. Testing/Retesting/Challenging

- Testing will be performed electronically via a Blackboard. The final exam allows only two (2) attempts. For the third attempt, the CTC Instructor must contact the SCFA CTC Coordinator.
- Challenging accredited exams are not part of the program. Those wishing to challenge the exams must follow the SCFA retest/challenge procedures outlined on the SCFA website. Challenge testing must be conducted during an approved SCFA testing session.

9. Program Fee

The SCFA requires a registration fee per student in each SCFA class. For current costs, contact the SCFA CTC Coordinator.

B. Eligibility

1. Students

Students who are not formally enrolled in a high school/CTC 1196-Firefighter I or 1197-Firefighter II program may not participate in any activities in the course. Students who do not pass a prerequisite class are not permitted to continue in the SCFA programs. The CTC Coordinator should be notified of students who fail out of prerequisite classes.

To train to the level of NFPA 1010 students must:

- Be at least 16 years of age on the first day of the first SCFA class.
- Be a Junior Member or an Explorer (uncompensated). The SC State Firefighters' Association can provide information about establishing a Learning for Life/Explorer program. There are fees and training requirements associated with establishing an Explorer Post.
- Be enrolled in a South Carolina Career and Technology Center, high school, or a similarly qualified academic institution.
- Meet the grade requirements of their school and remain in good academic standing while in the course.
- Provide a copy of the sponsoring fire department's liability insurance for Junior Firefighters or proof of personal insurance. (Copies maintained by the CTC/HS programs)
- Pass a physical exam that includes clearance for using SCBA. (Copies to be maintained by sponsoring agency)
 - Recommended requirement: A physical that meets the intent of NFPA 1582. These job requirements should be shared with the licensed medical practitioner who performs the students' exams.
- Be SCBA Fit Tested by the Sponsoring Fire Department. (Copies to be maintained by sponsoring agency)
- Before the course begins, disclose information about a physical or learning disability that could affect classroom or fire ground performance or safety.
- Complete and submit the Course Registration Form for Participants in Junior Member Programs to the CTC Coordinator before SCFA classes begin. The online learning program and eBooks provided will not be made available to instructors or students until all student registrations are completed and submitted.

Note: Junior Member Program participants are not eligible for electronic course registration through the Fire Portal. Participants must utilize the paper Course Registration Form for Junior Member Program Participants.

- Comply with class attendance requirements throughout the course.
- a. Approved Student Activities
 - The Junior Member Program Policy includes the approved Course List for Junior Member Program Participants.
 - CTC Programs may be eligible to participate in the Flammable Liquids and Gas course (1136). If offered, students must have successfully completed 1196 FFI.

2. Program Instructors

The classroom instructor must receive/maintain instructor certification from the SCFA. To earn SCFA instructor certification, an instructor must hold current specialty classification for the course they are teaching (such as Firefighter I, Firefighter II, or other courses being taught). The SCFA will provide assistance to High School/CTC instructors to help them complete the appropriate training. This may be achieved through Instructor Orientation Workshops. High School/CTC instructors must attend a New Instructor Orientation and then maintain instructor certification by attending Instructor recertification workshops. SCFA instructors may also choose to complete one of the alternative pathways if they wish to pursue state teacher certification. For more information, review the following resources on the State Department of Education website.

- Educator Services: <https://ed.sc.gov/educators/>
- South Carolina Educator Certification Manual
<https://ed.sc.gov/educators/certification/apply/>
- Alternative Pathways to Licensure: <https://ed.sc.gov/educators/teaching-in-south-carolina/cte/fields/>

Note: As part of course evaluations and as a means to improve the course delivery and structure, students may be asked to complete confidential questionnaires concerning demographic information, their opinion of assignments and activities, the textbook and other components of the curriculum. No opinions should be reported as coming from any individual without the consent of the student and parent.

C. Stakeholder Responsibilities

1. Sponsoring Agencies/Fire Departments

High School/CTC Firefighter programs are required to be affiliated with and sponsored by a fire department or qualified fire agency. A relationship between the fire instructor or program leader and the sponsoring fire department/agency shall be maintained to ensure the active involvement of fire department members in the mentoring of students, facilitating student career development, and assisting with classroom instruction, skills training, and field trips. Since High School/CTC fire training provides a recruitment base, it would be appropriate for a sponsoring department to assist with funding SCFA student registration fees. Firefighters from local departments may serve and should be encouraged to serve as classroom and fire ground teaching assistants. The Fire Chief of the sponsoring fire department must qualify and certify his personnel to the tasks assigned and to ensure compliance with state regulations and federal child labor laws. Fit testing for SCBA is the

responsibility of the sponsoring fire department. Specific requirements may vary according to the department.

2. Guidance Counselors

Guidance/career counselors should understand the physical requirements and nature of the course before enrolling students in fire service training. They should also understand that textbooks are written at the college level. While firefighting is a physical activity, it also requires a high level of cognitive work and testing. Students with disabilities who are admitted to the program should have an individualized education plan (IEP) for them to complete the course. The program instructor of the Firefighter I and II program may meet with the special education teachers to develop a student's IEP. While reasonable accommodations for a student with special needs must be made so they can complete the course in some sort of achievable fashion, a student cannot qualify to take an exam for SCFA transcript credit or IFSAC/ProBoard certificate if s/he is unable to meet the full requirements for becoming a professional firefighter.

3. Program Instructors

Before the beginning of a Firefighter I or II course, it is strongly recommended that instructors hold a meeting for students and their parents/guardians. Participants in the course will be exposed to physical and mental stress beyond those experienced in a typical classroom setting. Instructors should ensure parents are aware of the nature of the course. To make sure all of those involved are fully informed, instructors should provide a packet that includes the following types of information:

- Letter from the school's top administrator and/or the course coordinator or department head.
- An overview of the NFPA standards on which courses are based.
- A description of the course and course syllabus.
- Location of off-campus sites where training will be conducted.
- Grooming and clothing requirements.
- Prerequisites for training.
- Physical training expectations during the course.
- Explanation of possible risks of injury associated with fire suppression and other training activities.
- Expectations for class grades, personal conduct, class assignments, attendance and daily preparation.
- Computer and internet access requirements.
- Proof of insurance.
- Physician's physical for the respiratory evaluation for SCBA use (Junior Members will be given a physical exam through their sponsoring fire department).
- Checklist of required forms, documents, and prerequisite tasks.
- Course Registration Form for Participants in Junior Member Programs.
- Written permission for use of photos on web pages, social media, and printed publications of students engaged in classroom and skill activities.
- Written permission for students to participate in academic research.

IV. Attachments

- A. NFPA 1582 Essential Job Tasks & Descriptions
- B. Course Registration Form for Participants in Junior Member Programs

V. Interpretation Contact

- A. SCFA CTC Coordinator

NFPA 1582, CHAPTER 5, SECTION 5.1 – ESSENTIAL JOB TASKS AND DESCRIPTIONS

1. Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
2. Wearing an SCBA which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kb).
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).
6. Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility.
7. Advancing water-filled hose lines up to 2½ in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. Climbing ladders, operating from heights, walking or crawling in the dark along narrow or uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces that is further aggravated by fatigue flashing lights, sirens, and other distractions.
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

This information is provided as a general guideline.

A complete copy of the NFPA 1582 standard can be viewed or purchased directly at www.nfpa.org.