



**ALABAMA FIRE COLLEGE AND  
PERSONNEL STANDARDS COMMISSION  
ADMINISTRATIVE CODE**

**CHAPTER 360-X-1**

**GENERAL REGULATIONS AND ADMINISTRATIVE PROCEDURES**

TABLE OF CONTENTS

**360-X-1.-01 General Regulations And Administrative Procedures**

■ **360-X-1.-01 General Regulations And Administrative Procedures.**

The General Regulations and Administrative Procedures Section of the Rules and Regulations of the Commission covers those areas that are required for all levels of certification and personnel administration. As each level of certification is developed a section will be added to cover the specific requirements for that level. NOTE: Participation in the certification program shall not be mandated for any level or position of fire service personnel except trainee, which is required by the Code of Ala. 1975, §36-32-7.

**1. Responsibilities of the chief of each fire fighting agency.**

- a. The chief shall be responsible to see that all required forms and necessary information is properly filed with the office of the Commission.
- b. The chief shall be responsible to see that each employee, who is required, receives the required training at an approved school within the time set forth in the Code of Ala. 1975, §36-32-7.
- c. The chief shall cooperate with the Commission and Executive Director in carrying out the mandates and responsibilities of the Code of Ala. 1975, §§36-32-1 through 36-32-12 and the ByLaws and Regulations of the Commission.
- d. The chief shall be responsible to see that his instructors are kept informed of the procedures for certification.

**2. Personnel records and information.**

- a. Notice of Employment of new personnel.
  1. The chief shall, within ten (10) days after the date of employment of a new employee, file with the office of the Commission a completed AFC & PSC Form04 entitled "Notice of Employment."
  2. Included with the Form04 shall be an AFC & PSC Form05 entitled "Physical Statement" completed and signed by a physician licensed to practice in the State of Alabama. NOTE: The physical and medical examination should be conducted for the purpose of detecting or determining the presence of deficiencies or abnormalities which would reasonably be expected to limit the abilities of the applicant to satisfactorily and safely perform all the duties associated with fire fighting.
- b. Notice of termination.
  1. The chief shall, within ten (10) days after the date of termination of the employment of a fire fighting personnel, file a completed AFC & PSC Form06 entitled "Notice of Termination."

**3. Issuance of certificates.**

- a. The Commission may issue a certificate of certification to any individual who satisfactorily completes the requirements for a specific level of competence as prescribed by the Commission.



- b. The Commission shall have the power to cancel or recall any certificate upon due cause as determined by the Commission.
  - c. Reciprocity
    1. The commission may elect to give credit for training received in other states providing such training has been approved or accredited in the state where the training was received.
    2. The commission may elect to prescribe as a condition for certification:
      - i. Applying the state examination for appropriate level.
      - ii. Supplementary training as required to fulfill areas of training not covered in previous training.
    3. The Commission may enter into standing reciprocity compacts or agreements with those states which by law regulate and supervise the quality of fire service training.
  - d. Expiration of certification.
    1. All certifications issued by the Commission shall expire one (1) year from the date an individual leaves the fire service career.
- 4. Requirements for certification upon reentry into the fire service.**
- a. Any individual who is certified and leaves the fire service for a period in excess of one (1) year may be recertified as follows:
    1. Any individual having not less than three (3) years continuous service immediately preceding the date of termination, may challenge the state certification examination for Fire Fighter I.
    2. Any individual having less than three (3) years continuous service immediately preceding the date of termination or any individual who fails in the challenge of the certification examination shall comply with the training requirements for the trainee as prescribed in the Code of Ala. 1975, §36-32-7 and these Rules and Regulations.
    3. Any individual who has left the fire service for a period of five (5) years or longer from the date of termination shall comply with the training requirements for the trainee as prescribed in the Code of Ala. 1975, §36-32-7 and these Rules and Regulations.
  - b. The requirements for recertification shall not be construed as to preclude any employing agency from requiring any individual to complete any training required by the employing agency.
- 5. Certification Expiration of Volunteer Fire Fighter.**
- a. Upon issuance of a volunteer fire fighter certification, the individual shall maintain thirty (30) hours of training annually and such records shall be maintained internally by the chief or training officer of the fire department for which the individual is a member. The volunteer fire fighter certification expires one (1) year from the date the person leaves the fire service career.
- 6. Rescinded Recertification requirements of Volunteer Fire Fighter on January 5, 2007.**
- 7. Protection of existing positions.**
- a. The standards adopted by the Commission shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of a standard.

**8. Specification for approved training for certification.**

- a. To be recognized for certification by the Commission, training shall be obtained under the following conditions:
  1. All courses taught for certification must have prior approval by the Commission.
    - i. Those agencies desiring to have a course taught must submit AFC & PSC Form09 entitled "Application for Course Approval" completed with all the required information.
    - ii. An application requesting course approval for the certified Fire Fighter I course shall be submitted with a schedule reflecting eight (8) hours per day, five (5) days a week with a minimum of forty (40) training days (holidays excepted) and a tentative class roster.
  2. All courses offered for certification must be taught by a certified instructor.
  3. All Fire Fighter I Certification courses must be taught at a permanent Fire Training Center approved by the Commission.
  4. All Fire Fighter I Certification courses must have a minimum of eight (8) Fire Fighter I candidates.
  5. The instructor will request that the state certification written examination be scheduled at the completion of the required training.

**9. Specification for approval as a fire training center.**

- a. Any agency may, upon submitting AFC & PSC Form08 "Inventory and Application for Approval as a Fire Training Center" to the Commission, be approved as a permanent Fire Training Center.
- b. An approved permanent Fire Training Center must undergo reevaluation and approval at a minimum of five-year intervals.
  1. To be approved as a permanent Fire Training Center the agency shall have in its custody or readily available for use the required training structures, apparatus, and equipment as listed below:
    - i. Classroom with adequate lighting, heating, cooling, ventilation, seating facilities with support for writing, and standard classroom equipment: chalkboard, speaker's rostrum, etc.
    - ii. Pumper apparatus which meet specifications outlined in National Fire Protection Association Pamphlet No. 1901, current edition.
    - iii. A complete and current set of International Fire Service Training Association Training Manuals.
    - iv. Current types and classes of portable fire extinguishers.
    - v. A training tower or suitable structure not less than two (2) stories in height, suitable for use as a training structure for ladder evaluations, rescue drills, hose advancement, and rope work.
    - vi. Forcible entry and ventilation drill facilities including a means of providing the trainee an opportunity to practice and/or demonstrating opening a variety of doors, windows, roofs, floors, and partitions.
    - vii. Salvage equipment including covers, coveralls, scoops, squeegees, mops, and sprinkler kits.
    - viii. Ropes of assorted lengths with at least one which is not less than 3/4 inch in diameter or shorter than 100 feet in length suitable for rescue and practicing knots.
    - ix. Approved breathing apparatus in sufficient numbers to enable each student to be completely familiar and functionally competent in their use.



- x. A smoke and fire room or building suitable for containing and equipped for simulating fire atmospheres and conditions.
- xi. Facilities for conducting live fire training and rescue in:
  - I. Structural Fire Fighting
  - II. Flammable Liquid Fire Fighting
  - III. Automobile Fire Fighting
- xii. FirstAid supplies/equipment required by the Alabama Department of Public Health to meet DOT standards for EMT Basic.
- xiii. Audiovisual training aids and equipment are encouraged but not required.

**10. Candidate Physical Ability Test Standard for Fire Fighter I Training.**

- a. As prescribed by the Commission, job related physical performance requirements shall be used to select candidates. Therefore, the fire fighter candidate shall successfully complete the Fire Service Joint Labor Management Wellness/Fitness Initiative Program Candidate Physical Ability Test (CPAT) or other such validated physical ability evaluation prior to entering a minimum standards course for Fire Fighter I. Departments shall place on file with the Personnel Standards Commission the type test used and all associated validation documents prior to such testing.
- b. The physical ability evaluation shall be valid for 1 year from the date of completion.

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Statutory Authority: Code of Ala. 1975, §§36-32-1 thru 36-32-12.

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