



POLICIES AND PROCEDURES MANUAL

Fire Mechanic Series

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Fire Mechanic.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of fire mechanic courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To have all fire fighters in California become certified to an appropriate level.

Fire Mechanic I

(A) PROGRAM OVERVIEW

Fire Mechanic I is the first of three levels of certification in the career path leading to Fire Mechanic III/Master Mechanic. Fire Mechanic I certification identifies the skills and knowledge necessary for the fire apparatus mechanic. This certification recognizes the high level of expertise needed to properly maintain one of the fire service's most valuable resources – fire apparatus.

(B) CERTIFICATION ESTABLISHED

- (1) Certification established September 1, 1984.
- (2) Certification guidelines revised effective January 1, 2001.
 - (a) ASE test on Preventative Maintenance Inspections (T8) added.
 - (b) ASE test on Drive Train (T3) deleted
 - (c) ASE test on Engine Performance (A8) deleted.
 - (d) Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic.
 - (e) Recertification requirement added.
 1. Fire Mechanic I certificates expired for no more than one (1) year are eligible for recertification.
- (3) Certification guidelines revised effective January 1, 2003.
 - (a) Experience acquired through private industry qualifies.

(C) EDUCATIONAL REQUIREMENTS

- (1) Fire Mechanic 1: Fire Pumps and Accessories
- (2) National Institute for Auto Service Excellence (ASE) for:
 - (a) Gasoline Engines (T1)
 - (b) Brakes (T4)
 - (c) Electrical/Electronic Systems (T6)
 - (d) Preventative Maintenance Inspections (T8)

(D) CERTIFICATION GUIDELINES

- (1) Instruction (all of the following)
 - (a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.
 - (b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.
 - (c) Successfully complete the following four (4) tests from the National Institute for Auto Service Excellence (ASE):
 1. Gasoline Engines (T1)
 2. Brakes (T4)
 3. Electrical/Electronic Systems (T6)
 4. Preventative Maintenance Inspections (T8)

POLICIES AND PROCEDURES MANUAL

- (2) Prerequisite
 - (a) None.
- (3) Experience [one (1) of the following two (2) options]:
 - (a) Option 1.
 1. Have a minimum two (2) years full-time, paid experience in a California fire department, public agency, or private industry as an automotive or truck mechanic, one (1) year of which must be related to the maintenance of fire apparatus.
 - (b) Option 2.
 1. Have a minimum three (3) years full-time, paid experience in a California fire department, public agency, or private industry as a mechanic (no fire apparatus required).

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to State Fire Training:

- (1) An Application for Certification requesting Fire Mechanic I certification.
- (2) A copy of your OSFM score letter or course completion certificate for each educational requirement.
- (3) Copies of your completion certificates for the ASE tests.
 - (a) The ASE certificates must be current at the time of application.
- (4) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.
- (5) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

- (1) State Fire Training staff will review each application as it is received from the accounting office or CFM Academy.
- (2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.
- (3) If the application is incomplete, State Fire Training staff will return a check-off sheet indicating what documentation is lacking.
 - (a) The application will remain on file until follow-up documentation is submitted.
 - (b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.
 - (c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

- (1) Fire Mechanic I certification is valid for five (5) years from the date of issuance.

Fire Mechanic I Recertification

(A) PROGRAM OVERVIEW

The Fire Mechanic I recertification program is designed for personnel who hold or have held a valid Fire Mechanic I certificate within the last year. Successful completion of the educational requirements is required every five (5) years to maintain OSFM Fire Mechanic I certification.

(B) CERTIFICATION ESTABLISHED

- (1) Recertification established January 1, 2001.
- (2) Certification guidelines revised effective January 1, 2003.
 - (a) Experience acquired through private industry qualifies.

(C) RECERTIFICATION GUIDELINES

- (1) Instruction (both of the following)
 - (a) Successfully complete the following four (4) tests from the National Institute for Auto Service Excellence (ASE):
 1. Gasoline Engines (T1)
 2. Brakes (T4)
 3. Electrical/Electronic Systems (T6)
 4. Preventative Maintenance Inspections (T8)
 - (b) Within five (5) years of attaining Fire Mechanic I certification, participants shall successfully complete a minimum of thirty-six (36) hours of California Fire Mechanics Academy approved continuing education.
- (2) Prerequisite
 - (a) Current OSFM certified Fire Mechanic I.
 1. Certificate may be expired for no more than one (1) year.

(D) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to State Fire Training:

- (1) An Application for Certification requesting Fire Mechanic I recertification.
- (2) Copies of your completion certificates for the ASE tests.
 - (a) The ASE certificates must be current at the time of application.
- (3) A copy of your continuing education certificate.
- (4) A copy of your OSFM Fire Mechanic I certificate.
- (5) Payment of the recertification fee. **(Fee is nonrefundable.)**

(E) APPLICATION REVIEW

- (1) State Fire Training staff will review each application as it is received from the accounting office or CFM Academy.



POLICIES AND PROCEDURES MANUAL

- (2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.
 - (3) If the application is incomplete, State Fire Training staff will return a check-off sheet indicating what documentation is lacking.
 - (a) The application will remain on file until follow-up documentation is submitted.
 - (b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.
 - (c) A copy of the check-off sheet must accompany the follow-up documentation.
- (F) MAINTENANCE GUIDELINES
- (1) Fire Mechanic I recertification is valid for five (5) years from the date of issuance.

Fire Mechanic II

(A) PROGRAM OVERVIEW

Fire Mechanic II is the second of three levels of certification in the career path leading to Fire Mechanic III/Master Mechanic. Fire Mechanic II certification identifies the advanced skills and knowledge necessary for the contemporary fire apparatus mechanic. This certification addresses the level of expertise needed to properly maintain the new and complex fire apparatus in service today.

This level of certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Mechanic II certification is only available to those certified as Fire Mechanic I. Training is currently offered annually by the California Fire Mechanics Academy, Inc.

(B) CERTIFICATION ESTABLISHED

- (1) Certification established September 1, 1994.
- (2) Certification guidelines revised effective January 1, 2001.
 - (a) Fire Mechanic 2C: Aerial Apparatus changed to Fire Mechanic 3B and moved to Fire Mechanic III certification.
 - (b) ASE test on Gasoline Engines (T1) deleted.
 - (c) ASE test on Brakes (T2) deleted.
 - (d) ASE test on Electrical/Electronic Systems (T6) deleted.
 - (e) ASE test on Engine Performance (A8) deleted
 - (f) Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic.
 - (g) Recertification requirement added.
 1. Fire Mechanic II certificates expired for no more than one (1) year are not eligible for recertification.
- (3) Certification guidelines revised effective January 1, 2003.
 - (a) Experience acquired through private industry qualifies.

(C) EDUCATIONAL REQUIREMENTS

- (1) Fire Mechanic 2A: Fire Apparatus Electrical Systems
- (2) Fire Mechanic 2B: Allison Transmissions
- (3) National Institute for Auto Service Excellence (ASE) for:
 - (a) Diesel Engines (T2)
 - (b) Drive Train (T3)
 - (c) Suspension and Steering (T5)

(D) CERTIFICATION GUIDELINES

- (1) Instruction (all of the following)
 - (a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.
 - (b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.

POLICIES AND PROCEDURES MANUAL

- (c) Successfully complete the following three (3) tests from the National Institute for Auto Service Excellence (ASE):
 - 1. Diesel Engines (T2)
 - 2. Drive Train (T3)
 - 3. Suspension and Steering (T5)

- (2) Prerequisite

- (a) Current OSFM certified Fire Mechanic I.

- (3) Experience

- (a) Have a minimum of four (4) years full-time, paid experience in a California fire department, public agency, or private industry as an automotive or truck mechanic, three (3) years of which must be related to the maintenance of fire apparatus.

- (E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to State Fire Training:

- (1) An Application for Certification requesting Fire Mechanic II certification.
- (2) Copies of your OSFM score letters or completion certificates for each educational requirement.
- (3) Copies of your completion certificates for the ASE tests.
 - (a) The ASE certificates must be current at the time of application.
- (4) A copy of your current OSFM Fire Mechanic I certificate.
- (5) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.
- (6) Payment of the certification fee. **(Fee is nonrefundable.)**

- (F) APPLICATION REVIEW

- (1) State Fire Training staff will review each application as it is received from the accounting office or CFM Academy.
- (2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.
- (3) If the application is incomplete, State Fire Training staff will return a check-off sheet indicating what documentation is lacking.
 - (a) The application will remain on file until follow-up documentation is submitted.
 - (b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.
 - (c) A copy of the check-off sheet must accompany the follow-up documentation.

- (G) MAINTENANCE GUIDELINES

- (1) Fire Mechanic II certification is valid for five (5) years from the date of issuance.

Fire Mechanic II Recertification

(A) PROGRAM OVERVIEW

The Fire Mechanic II recertification program is designed for personnel who hold or have held a valid Fire Mechanic II certificate within the last year. Successful completion of the educational requirements is required every five (5) years to maintain OSFM Fire Mechanic II certification.

(B) CERTIFICATION ESTABLISHED

- (1) Recertification established January 1, 2001.
- (2) Certification guidelines revised effective January 1, 2003.
 - (a) Experience acquired through private industry qualifies.

(C) RECERTIFICATION GUIDELINES

- (1) Instruction (both of the following)
 - (a) Successfully complete the following three (3) tests from the National Institute for Auto Service Excellence (ASE):
 1. Diesel Engines (T2)
 2. Drive Train (T3)
 3. Suspension and Steering (T5)
 - (b) Within five (5) years of attaining Fire Mechanic II certification, participants shall successfully complete a minimum of thirty-six (36) hours of California Fire Mechanics Academy approved continuing education.
- (2) Prerequisite
 - (a) Current OSFM certified Fire Mechanic II.
 1. Certificate may be expired for no more than one (1) year.

(D) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to State Fire Training:

- (1) An Application for Certification form requesting Fire Mechanic II recertification.
- (2) Copies of your completion certificates for the ASE tests.
 - (a) The ASE certificates must be current at the time of application.
- (3) A copy of your continuing education certificate.
- (4) A copy of your OSFM Fire Mechanic II certificate.
- (5) Payment of the recertification fee. **(Fee is nonrefundable.)**

(E) APPLICATION REVIEW

- (1) State Fire Training staff will review each application as it is received from the accounting office or CFM Academy.
- (2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.



POLICIES AND PROCEDURES MANUAL

- (3) If the application is incomplete, State Fire Training staff will return a check-off sheet indicating what documentation is lacking.
 - (a) The application will remain on file until follow-up documentation is submitted.
 - (b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.
 - (c) A copy of the check-off sheet must accompany the follow-up documentation.
- (F) MAINTENANCE GUIDELINES
 - (1) Fire Mechanic II recertification is valid for five (5) years from the date of issuance.

Fire Mechanic III/Master Mechanic

(A) PROGRAM OVERVIEW

Fire Mechanic III/Master Mechanic is the final level in the Fire Mechanic certification track. Fire Mechanic III/Master Mechanic identifies the advanced skills and knowledge necessary for specialized emergency vehicle fleet repair and program management. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today.

This level of certification utilizes upper-level curriculum that establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Mechanic III/Master Mechanic certification is only available to those certified as Fire Mechanic II. Training is currently offered annually by the California Fire Mechanics Academy, Inc.

(B) CERTIFICATION ESTABLISHED

- (1) Certification established January 1, 2001.
- (2) Certification guidelines revised effective January 1, 2003.
 - (a) Experience acquired through private industry qualifies.

(C) EDUCATIONAL REQUIREMENTS

- (1) Fire Management 1: Management/Supervision for the Company Officer
- (2) Fire Mechanic 3A: Ambulance Service and Maintenance
- (3) Fire Mechanic 3B: Aerial Apparatus (formerly Fire Mechanic 2C)
- (4) National Institute for Auto Service Excellence (ASE) for:
 - (a) Gasoline Engines (T1) or Diesel Engines (T2)
 - (b) Drive Train (T3)
 - (c) Brakes (T4)
 - (d) Suspension and Steering (T5)
 - (e) Electrical/Electronic Systems (T6)
 - (f) Preventative Maintenance Inspection (T8)

(D) CERTIFICATION GUIDELINES

- (1) Instruction (all of the following)
 - (a) Participants shall, through an accredited course, successfully complete the training as specified in each of the instructor guides.
 - (b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.
 - (c) Successfully complete the following six (6) tests from the National Institute for Auto Service Excellence (ASE):
 1. Gasoline Engines (T1) or Diesel Engines (T2)
 2. Drive Train (T3)



POLICIES AND PROCEDURES MANUAL

3. Brakes (T4)
4. Suspension and Steering (T5)
5. Electrical/Electronic Systems (T6)
6. Preventative Maintenance Inspection (T8)

(2) Prerequisite

- (a) Current OSFM certified Fire Mechanic II.

(3) Experience

- (a) Have a minimum of four (4) years full-time, paid experience in a California fire department, public agency, or private industry as an automotive or truck mechanic, three (3) years of which must be related to the maintenance of fire apparatus.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to State Fire Training:

- (1) An Application for Certification requesting Fire Mechanic III/Master Mechanic certification.
- (2) Copies of the score letters or completion certificates for each educational requirement.
- (3) Copies of your completion certificates for the ASE tests.
 - (a) The ASE certificates must be current at the time of application.
- (4) A copy of your current OSFM Fire Mechanic II certificate.
- (5) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.
- (6) Payment of the certification fee. **(Fee is nonrefundable.)**

(F) APPLICATION REVIEW

- (1) State Fire Training staff will review each application as it is received from the accounting office or CFM Academy.
- (2) If the application is complete and approved, the certificate will be issued and mailed to the address on the application.
- (3) If the application is incomplete, State Fire Training staff will return a check-off sheet indicating what documentation is lacking.
 - (a) The application will remain on file until follow-up documentation is submitted.
 - (b) Follow-up documentation for an incomplete application can be submitted only after all requirements have been met.
 - (c) A copy of the check-off sheet must accompany the follow-up documentation.

(G) MAINTENANCE GUIDELINES

- (1) Fire Mechanic III/Master Mechanic certification is valid for five (5) years from the date of issuance.

Fire Mechanic III/Master Mechanic Recertification

(A) PROGRAM OVERVIEW

The Fire Mechanic III/Master Mechanic recertification program is designed for personnel who hold or have held a valid Fire Mechanic III/Master Mechanic certificate. Successful completion is required every five (5) years to maintain OSFM Fire Mechanic III/Master Mechanic certification.

(B) CERTIFICATION ESTABLISHED

- (1) Recertification established January 1, 2001.
- (2) Certification guidelines revised effective January 1, 2003.
 - (a) Experience acquired through private industry qualifies.

(C) RECERTIFICATION GUIDELINES

- (1) Instruction
 - (a) Successfully complete the following six (6) tests from the National Institute for Auto Service Excellence (ASE):
 1. Gasoline Engines (T1) or Diesel Engines (T2)
 2. Drive Train (T3)
 3. Brakes (T4)
 4. Suspension and Steering (T5)
 5. Electrical/Electronic Systems (T6)
 6. Preventative Maintenance Inspection (T8)
 - (b) Within five (5) years of attaining Fire Mechanic III certification, participants shall successfully complete a minimum of thirty-six (36) hours of California Fire Mechanics Academy approved continuing education.
- (2) Prerequisites
 - (a) Current OSFM certified Fire Mechanic III/Master Mechanic.
 1. Certificate may be expired for no more than one (1) year.

(D) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to State Fire Training:

- (1) An application form requesting Fire Mechanic III/Master Mechanic recertification.
- (2) Copies of your completion certificates for the ASE tests.
 - (a) The ASE certificates must be current at the time of application.
- (3) A copy of your continuing education certificate.
- (4) A copy of your OSFM Fire Mechanic III/Master Mechanic certificate.
- (5) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the experience requirement.