



**DEPARTMENT OF DEFENSE
FIRE & EMERGENCY SERVICES CERTIFICATION SYSTEM
ADMINISTRATION CENTER
TYNDALL AIR FORCE BASE FLORIDA**



1 July 2011

MEMORANDUM FOR ALL DOD F&ES COMPONENTS

FROM: HQ AFCESA/CEXF
139 Barnes Drive, Suite 1
Tyndall AFB, FL 32403-5319

SUBJECT: DOD Firefighter Certification System (FFCS) Updates

1. The DOD Administration Center has worked vigorously to correct a multitude of gremlins in our DOD FFCS. Many minor tweaks have been made as well as one major fix to the program, certification course access, progression and testing. To capture all of the tweaks and changes, we have replaced the *CerTest Procedural Guide, August 2004* with the *DOD FFCS Procedural and Policy Guide, July 2011* located at www.dodffcert.com in the "Program News and Update section. This memorandum only provides highlights from the new guidance. It is imperative the new document be read in its entirety for all of the updates to the program.
2. The *DOD FFCS Procedural and Policy Guide, July 2011* provides DOD FFCS users with a brief synopsis of the DOD FFCS followed by more detailed information on: Air University's (AU) process for certification course enrollment and access, CerTest's role in the training process, performance testing procedures, and requirements for certification package submissions.
3. We have worked closely with Headquarters AU to reshape the processes involved with our courses to meet the needs of firefighters. The result of our efforts led to the creation of our own course section within the AU listing. The new section, titled "*Fire and Emergency Services Certification Courses*" separates all F&ES courses from the rest of the AU course catalog.
4. We also instituted a change in AU's delivery of our paper-based courses. AU will no longer mail course material to the students. Instead, the student, once formally enrolled, will receive an email directing them to the course which is now presented in a downloadable Portable Document Format (pdf) file. This new process prevents students from being placed in an "On Hold" status when AU does not have the "hard" copies of the course to send "snail mail" to the student. This new format allows the students to access their course materials immediately upon formal enrollment in the course. Chapter 2 of the updated procedural guide provides more information on the new processes developed with AU.
5. In regards to our web-based course, we have corrected the course format issue we experienced a couple of years ago. All of our web-based certification courses listed at AU

have been updated to meet the current NFPA standard and developed in the proper SCORM format to work properly on-line. The web-based courses are now accessible from any internet connection and, more importantly, will save the student's progression throughout the course. We are still developing or updating the web-based courses for Aerial, Confined Space, Fire Officer I and II, Fire Inspector II, and Emergency Medical Responder. We will provide more information on these courses as they become available for use. *Note: Students must be formally enrolled through AU to access the paper-based and web-based courses.*

6. With the online version of our web-based working properly, we will not be providing updates to any of the downloadable versions. For students currently enrolled in a downloadable course, it is highly recommended they access the web-based course through AU website as listed in Chapter 2 of the guide and continue their course work online. The course numbers did not change so there is no need to re-enroll in the course. Using the CDSAR validation built into the course access process, students will self-validate enrollment and continue their training without hindering their course timelines.
7. During the time spent updating our courses, we found that we can no longer support development of a separate Emergency Medical Technician – Basic (EMT-B) course. Effective **1 Oct 2011**, we will no longer issue DOD EMT-B certifications. While updating our Department of Transportation (DOT) Emergency Medical Responder (EMR) course, which is expected to be available this fall, we found several EMT-B level items were added to the EMR curriculum. There were also a few EMT-Paramedic level items added to the EMT-B requirements. The addition of the EMT-P level items led the medical community to retract their support of our certifying individuals to the EMT-B level and the National Registry to not accepting our course as a basis for challenging their course.
8. It has been a busy few months here at the Administration Center. Our goal is to keep our certification program on the leading edge of FES training and certification while providing you with the support you need. We look forward to the future and we thank each of you for your part in this process. If you have any questions or concerns please feel free to contact me at DSN 523-6221 or by email at john.smith-02@tyndall.af.mil.



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