

Virginia Department of Fire Programs



Course Development
Processes and Requirements
September 2013

VDFP Program Development

The following items need to be addressed and completed for all programs. The Program Manager is responsible for the guidance and implementation of the items contained to this document. This is a dynamic document and should be checked off and defined as items are completed. It is recommended the Program Manager maintain this document as an electronic "Log" for the on-going process.

1. Justification of need for the program.
 - a. Overview by stakeholders
2. Establish approval to develop a VDFP Program.
3. Is there an applicable national standard?
 - a. If so specify:
4. Is there a likely "Vendor Packaged Curriculum"?
 - a. Match Curriculum(s) to Matrix and applicable Standard.
5. Criteria for development committee.
 - a. Minimum of five members plus one alternate. (SMEs)
 - b. Division Chief/Program Manager.
 - c. Members must come from a minimum of three Divisions.
 - d. Quality Assurance/Curriculum Development involvement. (Advisory component only)
6. Timelines:
 - a. Initial meeting date.
 - b. Frequency of meetings.
 - c. Location of meetings.
 - d. Deadline for completion.
7. Administrative review of program.
 - a. Initial review and approval by Division Chief.
 - b. Initial review by Quality Assurance to meet standards
 - c. Program Management presentation to Branch Chief
 - d. Review by responsible Branch Chief
 - e. Presentation to Executive Director by Branch Chiefs for approval
 - f. Review by Division Chiefs' at Quarterly Branch Meeting.
8. Roll out of Pilot Programs.
 - a. Minimum delivery of Pilot programs:
 - i. One each in Career, Volunteer, and Combination Departments when applicable. (Specialty Programs May require Exemption)
 - ii. Minimum of three division delivery when applicable. (Specialty Programs May require Exemption)
 - b. Taught/Lead by Curriculum Committee Member(s).
 - c. Application of testing criteria/procedures, written and skill, if applicable.
 - d. Mandatory completion of Course Evaluations by Students and Instructors.
9. Present final program to Virginia Fire Services Board for review and approval.
10. Roll out the "Train the Trainers".

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Components of the Curriculum

All sections must be completed prior to checking off the category. All items should be in Electronic and Hard Copy Formatting.

1. ____ Cover Page
 - a. Agency Logo Cover Page
 - i. Program Name
 - ii. Edition
 - iii. Approval Date
2. ____ Administrative Guide
 - a. Logo Cover Page
 - i. Agency Program Name
 - ii. Edition
 - iii. Approval Date
 - b. The Following Sections:
 - i. Terminology
 - ii. Trainer Qualifications and Requirements
 - iii. Candidate Pre-Course Qualifications and Requirements
 - iv. Course Curriculum and Delivery
 - v. Course Completion Requirements
 - vi. Material Requirements
 - vii. Course Curriculum and Presentation
 - viii. Candidate Written and Practical Evaluation
 - ix. Committee Acceptance Page
3. ____ Instructor Documents
 - a. Complete Logistics List based on number of Students
 - b. Specialized Roll Call Sheet (Codes and Hours)
 - c. Schedule/Reading Assignment
 - d. Skill Sheets
 - e. Student Evaluation Forms
4. ____ Lesson Plan
 - a. Lesson Title
 - b. Motivation
 - c. Lesson Goal
 - d. Lesson Objectives
 - e. Instructor Information
 - f. Methodology
 - g. Estimated Time
 - h. Audiovisuals/Handouts
 - i. Evaluation
 - j. Lesson Outline

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- k. Activities
- l. Lesson Review
- 5. ____ Presentation
 - a. Power Point
 - b. Overhead
 - c. Video or Links
 - d. Slides
 - e. Suggested Props
 - f. Demonstration Support
- 6. ____ Copy of applicable standard or document
 - a. NFPA
 - b. OSHA
 - c. Code of Virginia
 - d. Code of Federal Regulations
 - e. Building and Fire Prevention Codes
 - f. Federal Aviation Administration
 - g. International Maritime Council
 - h. U.S. Military
- 7. ____ Student Guide
 - a. Agency Logo Cover Page
 - i. Program Name
 - ii. Edition
 - iii. Approval Date
 - b. Pre-course Requirement Acknowledgement Letter
 - c. Long Course Description Letter
 - d. Schedule/ Reading Assignment
 - e. Reference Text List
 - f. Reference Materials
 - g. Skills Sheets (If applicable)
 - h. Handout Materials
- 8. ____ Reference Documents
 - a. Matrix
 - b. Testing Criteria
- 9. ____ Text
 - a. Primary Text
 - b. Optional Text
 - c. Reference Text

Curriculum Development Working Groups

The Virginia Department of Fire Programs periodically reviews course curriculums for each of the approved program areas. To accomplish this task, the agency incorporates Virginia Fire Service subject matter experts and qualified instructors to assist with the development phases. As courses are placed under review or development, a listing of the Course Name, NFPA code (if applicable) and names of the committee program manager and members will be listed on this page. Once the course is completed, the information will be removed from the site and the approved Administrative Guides will be posted in Student Section SS7 of the Virginia Fire Instructor Manual.

Basic Pump/Rural Water Supply Programs

Rodney D. Howell, Sr., Henry County Department of Public Safety

Douglas E. Monaco, Little Fork Fire Rescue Department

Glenn R. Summers, Jr., Spotsylvania Fire, Rescue & Emergency Management

Benjamin T. Haught, Jr. Remington Volunteer Fire & Rescue Department

Michael G. Musser, Hillsville Volunteer Fire Department

Robert W. Woody, Wintergreen Volunteer Fire Rescue Department

Kenneth Muhleman, VDFP Division Chief/Program Manager

Driver Aerial Program

Christopher B. Marshall, Hampton Division of Fire

John E. Burruss, Charlottesville Fire Department

Michael G. Musser, Hillsville Volunteer Fire Department

James E. Kiser, Sterling Volunteer Fire Department

Brian S. Kincaid, Henrico Division of Fire

Kenneth Muhleman, VDFP Division Chief/Program Manager

Driver Operator / Aerial

Charles E. Clarke, Hanover Fire Department

Jack Crandell, Virginia Beach Fire Department

Luke Hooker, New Kent Fire Department

Rodney Jordan, Roanoke Fire Rescue

Todd Lupton, Manassas Park Fire Department

Timothy M. Estes, VDFP Division Chief/Program Manager

David M. Jolly, Chief, Curriculum Development

Driver Pumper Program

Luke F. Nuar, Alexandria Fire Department

David W. Seigert, Prince William County Fire Rescue Department

David W. Wood, Jr., Henrico Division of Fire

Nick R. Hart, Henrico Division of Fire

Robert W. Woody, Wintergreen Volunteer Fire Rescue Department

Walter L. Hunt, III, Prince William County Fire Rescue Department

Kenneth Muhleman, VDFP Division Chief/Program Manager

Fire Instructor I & II working committee

Donald F. Brown, Program Manager/Division 3 Chief

Joseph R. Bailey, Fairfax City Fire Department, Retired

Ronald R. Bowser, Prince Williams County

April H. Elmore, Virginia Beach Fire Department

Timothy M. McKay, Chesterfield Fire & EMS

William S. Talley, Prince Georges County, Retired

Fire Instructor Level III

William S. Talley, Prince George Co., Retired

Joseph R. Bailey, Loudoun Co. Fire / Rescue & EMS, Retired

Timothy M. McKay, Chesterfield Fire & EMS

Ronald M. Bowser, Prince William Co. Dept. of Fire / Rescue

Donald F. Brown, VDFP Division Chief/Program Manager

Fire Officer I/II Programs

Michael S. Lambert, Augusta County Fire Rescue Department

Roger L. Martin, Loudoun County Fire & EMS Department

Michael Pruitt, Franklin County Department of Public Safety

Christopher H. Jett, Stafford Fire Rescue Department

Jeffrey S. Southall, Henrico Division of Fire

Brad J. Dougherty, Hampton Division of Fire

Timothy M. Estes, VDFP Division Chief/Program Manager

Fire Officer III/IV Programs

Melvin Byrne, Ashburn Volunteer Fire Rescue Department

Corey M. Parker, Loudoun Fire, Rescue and Emergency Management

Carl H. Culp, Jr. Prince William County Fire Rescue Department, Retired

Ronald S. Garber, Staunton Fire & Rescue Department

Christopher H. Buehren, Henrico Division of Fire

Timothy M. Estes, VDFP Division Chief/Program Manager

Firefighter Development Committee

John Fugman – Division Chief/Program Manager

Jeff Bailey – Spotsylvania Fire, Rescue and Emergency Management

Joe Morris – Rockingham Fire and EMS

Roy Easter – Amelia County Fire Department

Victor Podbielski – Fredericksburg Fire Department

Fire Instructor Programs

Donald F. Brown, Program Manager/Division 3 Chief

Joseph R. Bailey, Fairfax City Fire Department, Retired

Ronald R. Bowser, Prince Williams County

April H. Elmore, Virginia Beach Fire Department

Timothy M. McKay, Chesterfield Fire & EMS

William S. Talley, Prince Georges County, Retired

Donald F. Brown, VDFP Division Chief/Program Manager

Hazardous Materials Awareness and Operations Programs

Thomas C. Jordon, Department of Emergency Management

Kenneth Wade Collins, Department of Emergency Management

Brian K. Emerson, Amelia County Emergency Management

Nahtan L. Herlocker, Botetourt County Emergency Management

Brian C. Howard, Chesapeake Fire Department, Retired

Wesley R. Shifflett, Rockingham Department of Fire & Rescue

Kelly R. Whitacre, Fredrick County Department of Fire & Rescue

Michael E. Schlemmer, Louisa Department of Fire & Emergency Management

Tom Berry, VDFP Division Chief/Program Manager

Firefighter Programs

Jeff Bailey – Spotsylvania Fire, Rescue and Emergency Management

Joe Morris – Rockingham Fire and EMS

Roy Easter – Amelia County Fire Department

Victor Podbielski – Fredericksburg Fire Department

John Fugman – Division Chief/Program Manager

Marine Fire Fighting for Land-based Firefighters Program

Robert E. Lee, Newport News Fire Department

William Burkett, Va Port Authority

Clark Ryder, Portsmouth Fire Department (Ret)

Harry Worley, Norfolk Fire-Rescue Department

Harvey Mowery, Hampton Fire-Rescue Department

Ken Muhleman, VDFP Division Chief/Program Manager

Public Fire and Life Safety Educator Program

Keith Arnold, Virginia Beach Fire Department

Wanda Willis, Harrisonburg Fire Department

Karen Will, Rockingham County Department of Fire and Rescue

Cheryl Hays, Chesterfield Fire and EMS

Shawn Roark, Bristol, Virginia Fire Department

J. D. Jenkins, VDFP Program Manager

Rapid Intervention Team – Beyond the Mayday

Todd Maxey, Roanoke County Fire/EMS Department

Daryell Sexton, Roanoke County Fire/EMS Department

Shawn Dunstan, Fairfax City Fire Department

Jimmy Hickman, Hampton Fire/EMS Department

John Bledsoe, Wise County Fire

Dennis Price, VDFP Division Chief/Program Manager

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