



# State Fire Marshal Policy

## Continuing Education Approval for Blaster License Applicants

March 31, 2013  
Policy No. 13-001

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### **SCOPE:**

This policy will provide information regarding the process for Office of State Fire Marshal (OSFM) approval of continuing education for Blaster License applicants.

### **PURPOSE:**

This policy will provide guidance for submitting continuing education (course, program, or conference) for approval and the official notification process.

### **BACKGROUND:**

The OSFM has approved continuing education hours for several years. This policy seeks to clarify and standardize the process for approving and providing continuing education credit.

### **PROCEDURE:**

Continuing education classes approved by the OSFM and available to all Blaster License applicants will be posted on the OSFM website along with the number of approved hours. This includes ongoing "standardized courses" such as those from the South Carolina Fire Academy, National Fire Academy, and other nationally recognized agencies.

For any course or program to be approved for continuing education (including standardized courses), the following information must be provided to the OSFM Chief of Licensing and Permitting at least **six weeks** prior to the start of the course or program:

- 1) Submit electronically an overall summary of the program/course that includes each topic to be covered and the amount of time spent on each topic. Ideally, this will be in the form of a detailed syllabus.
  - 2) Submit any course materials available to the person requesting the continuing education credit. For seminars and conferences, this will include presentation materials such as PowerPoint slides, handouts, and lesson plans. The OSFM retains the right to ask for additional information, if necessary, to validate the training.
  - 3) Provide instructor information for in-house classes, seminars, or conferences. This information may be in a resume format and must include the instructor's name, current title or position, subject matter experience and instructor qualifications.
- Continuing education hours will be approved based on job performance and training requirements outlined in the current edition of NFPA 495 and other appropriate standards.
  - The OSFM strives to avoid promoting a specific vendor or product during classes, seminars and conferences. During program delivery, every attempt should be made by presenters to limit any direct

marketing of products or services. If this is not possible, continuing education hours will not be awarded.

- Once approved, presentations, conferences, and seminars (non-standardized courses) will receive an OSFM tracking number. This number must be listed on certificates of attendance as well as on the RFM recertification form, if possible
- Attendance tracking for continuing education is the responsibility of the agency or individual conducting the course. Students are responsible for maintaining copies of their attendance certificates.
- The OSFM reserves the right to have a representative sit in on any portion of any course approved for continuing education at no cost.

Contact the Office of State Fire Marshal, Chief of Licensing and Permitting for more information or clarification.

**Disclaimer:**

*The S.C. State Fire Marshal's policies or interpretations are located on the State Fire Marshal's website:*

<http://www.scfiremarshal.llronline.com>

*No other interpretation regarding this specific issue should be considered valid, unless located on the website.*