

**Outreach Training Guide**  
**Appendix B-12**  
**Training Authorization Letter Policy**

The Training Authorization Letter is instituted to ensure that the student firefighter, fire chief/department and the state fire instructor know that an individual has the authorization to attend the training course or courses delivered by the New York State Department of State, Office of Fire Prevention and Control and has obtained the necessary medical clearances to participate in strenuous firefighter training activities. In addition, 16 and 17 year old firefighters must obtain approval from a parent or legal guardian prior to attending and participating in any and all training courses delivered by the Office of Fire Prevention and Control.

A letter signed by a chief officer of the student's agency shall be submitted prior to participation in the following training programs delivered by the New York State Department of State, Office of Fire Prevention and Control:

- Firefighter I
- Firefighter II
- Intermediate Firefighter
- Firefighter Survival
- Firefighter Assist and Search (FAST)
- Truck Company Operations
- Mask Confidence
- Confined Space Rescue
- Passenger Train Rescue
- Hazardous Materials Technician/Specialist
- Any new or future training courses requiring the use of Self Contained Breathing Apparatus (SCBA) or Supplied Air Respirators (SAR'S) in accordance with 29CFR1910.134

**Procedure:**

**1. Courses Requiring the Use of Self Contained Breathing Apparatus (SCBA) or Supplied Air Respirators (SAR):**

- A. The student firefighter shall submit to the state fire instructor a completed Training Authorization Letter signed by a chief officer and the student at registration for the first class session of any course requiring the use of SCBA or SAR (courses listed above).
- B. Any student firefighter that does not submit a completed letter will not participate in any evolution or course session requiring the use of SCBA or SARs and will not receive credit for that session.
- C. A Training Authorization Letter must be submitted for each course attended.

**2. Course Attendance by 16 and 17 Year Old Firefighters:**

- A. Student firefighters 16 or 17 years of age must complete a Training Authorization Letter. This letter must be signed by a chief officer, the student firefighter and parent or legal guardian at registration for the first session of **any course** offered by OFPC.
- B. Any 16 or 17 year old student firefighter that does not submit a signed letter will not participate in the course.
- C. A Training Authorization Letter must be submitted for each course attended.

Approved: \_\_\_\_\_  
James A. Burns  
State Fire Administrator

Date: July 1, 2004