

Appendix D

Certified Prescribed Burn Manager Program

1. Steps to becoming a Pennsylvania Certified Prescribed Burn Manager

- 1.1. Complete the following wildland fire training classes available online:
S-130, S-190, I-100, and I-700
S-130 requires an in-person field component for full completion which can be facilitated by a state agency or Prescribed Fire Council.
- 1.2. Successfully complete the Certified Prescribed Burn Manager Course
- 1.3. Must participate on a minimum of 5 burns as crew member. It is recommended that at least 3 of those be done prior to attending the CPBM Course. One wildfire assignment can be counted towards the five.
- 1.4. Complete the Certified Prescribed Burn Manager Certification Checklist on a minimum of 2 apprentice burns under the guidance and evaluation of a qualified CPBM or Burn Boss, within 3 years of course completion.
- 1.5. Once these steps are complete, an application packet for certification must be submitted to the Certification Review Board consisting of: CPBM course certificate, experience log, and completed Certification Checklist with recommendation for certification by at least 1 evaluator. The Board or DCNR Bureau of Forestry with recommendation from the Board, will then issue a certification number and card to the applicant. There may be a fee associated with certification.

2. Maintaining Certification

Once qualified, the CPBM will be held to a currency and continuing education standard consisting of the following:

- 8 hours of training relevant to prescribed fire every 2 years.
 - Options for con-ed would include RT-130, Prescribed Fire Council Meeting, workshops as determined by the Review Board.
- Lead 1 burn in a 3-year period

3. Qualification Equivalency

Qualified burn bosses under the current versions of the PA Prescribed Fire Qualification System (PA-RXB), NWCG Standards for Wildland Fire Position Qualifications, or the Forest Service Fire and Aviation Qualifications Guide System meet the requirements for burning on all lands in the state.

Burn Bosses under these systems may serve as evaluators for Apprentice CPBMs.

Individuals with burn manager credentials from other states will need to complete the certification process for Pennsylvania as outlined in this document. There is no reciprocity of certification with other states.

Individuals with prior experience and training may submit a request to the Board to review for certification.

4. Certified Prescribed Burn Manager Course

The CPBM course will span a minimum of 24 hours over 3 days using a combination of quizzes and exams to evaluate learning. A certificate will be issued at course completion. The course will cover the following topics:

Burn objectives, Legal considerations, public relations, safety, weather, fire behavior, smoke management, ecological effects, firing techniques, holding and contingencies (including fire suppression), planning and evaluation.

5. Certification Checklist

Apprentice CPBMs must complete a certification checklist, which requires qualified CPBM to observe and sign off on competency tasks. Checklists must be completed within 3 years of the training course.

6. Certification Review Board

The Certification Review Board (CRB) consists of 5 members: 1 from DCNR, 1 from PGC, and 3 members selected by the Council Board of Directors. At least 1 of these 3 members must be non-agency. The CRB meets at a minimum, quarterly, with 4 out of 5 members necessary for a quorum. Regular business includes reviewing and approving applications for certification, reviewing de-certification cases, keeping tabs on currency requirements, data entry and maintenance of the certification tracking system and approving continuing education.

7. Burn Plans

Burn plans under the CPBM system will follow the same requirements for submission to DCNR and DEP and required content will be the same as the Standards for government agencies.

8. Complexity Restrictions

Certified Prescribed Burn Managers may burn all units with a **LOW** complexity rating as determined through use of the Complexity Rating System Guidelines provided in the PA Standards. Burn units that score in the Moderate or High complexity categories would require a state or federally qualified Burn Boss (RXB).

9. System for Revoking Certification

CPBM certification may be revoked for at least 1 year if a major violation is committed. These violations are similar to other states with point systems for revocation. The goal with this is to impart the high level of responsibility that is expected from burn managers. The Certification Review Board will make the determination on de-certification and steps needed to re-certify. Recertification would likely include retaking the CPBM course.

9.1. MAJOR VIOLATIONS

- 9.1.1. Burning out of prescription
- 9.1.2. Burning without an approved burn plan
- 9.1.3. Falsifying information on CPBM paperwork.
- 9.1.4. Recurring pattern of negligence to safety or the CPBM program

10. Program Review and Revision

The Certification Review Board will evaluate the program at least annually to ensure that requirements are adequate and reasonably meet the needs of users. Revision requests will be made through DCNR once approved by the Certification Board and the Council Board of Directors.

Pennsylvania Certified Prescribed Burn Manager Certification Checklist

Apprentice burn managers must conduct at least 2 burns under the direct supervision of a qualified burn manager. The qualified burn managers will evaluate apprentice performance of essential tasks and initial those tasks when complete. The Evaluator will then sign off to recommend certification or an additional burn to improve on performance. Apprentice burn managers must understand that they may need more than 2 burns to prove competency of the position. This checklist must be completed within 3 years of CPBM course completion.

Name: _____

Date of CPBM Course Completion: _____

#	Task	Evaluator #1 Initials	Evaluator #2 Initials
1	Write a Burn Plan and get it reviewed by a qualified CPBM or state or federally qualified RXB prior to submission to DEP and DCNR.		
2	Well-prepared for the burn <ul style="list-style-type: none"> • Reviewed burn prescription • Arranged for adequate personnel on the burn crew • Checked fire weather • Made proper notifications • Inspected firelines 		
3	Thorough pre-burn briefing <ul style="list-style-type: none"> • Clear assignments given • Identified hazards and safety concerns • Discussed weather, objectives, contingency plan, medical plan 		
4	Burn conducted in safe, efficient, professional manner <ul style="list-style-type: none"> • Stayed within prescription • Followed approved burn plan • Made appropriate Go/No Go decision • Used good strategy and tactics • Communicated clearly with crew • Recognized and corrected any potentially dangerous situations 		
5	Post Burn Operations <ul style="list-style-type: none"> • Ensured fire was out or safely contained • Evaluated burn objectives • Conducted debrief with crew • Made post-burn notifications 		

Evaluator #1 and Burn #1 Information

Evaluator Name		Burn Date	
Qualification (If CPBM, provide #)		Unit Name/Location	
Address		City/Town	
Phone		DCNR Burn Plan #	
Email		Acres Burned	
		Fuel Type	

Evaluator Recommendation and Signature

- Apprentice performed all tasks to satisfaction. I recommend this person for certification.
- Apprentice requires additional experience to improve competency in one or more tasks.

Notes:

Evaluator Signature: _____

Date: _____

Evaluator #2 and Burn #2 Information

Evaluator Name		Burn Date	
Qualification (If CPBM, provide #)		Unit Name/Location	
Address		City/Town	
Phone		DCNR Burn Plan #	
Email		Acres Burned	
		Fuel Type	

Evaluator Recommendation and Signature

- Apprentice performed all tasks to satisfaction. I recommend this person for certification.
- Apprentice requires additional experience to improve competency in one or more tasks.

Notes:

Evaluator Signature: _____

Date: _____

