



SFFMA
FIREFIGHTER
CERTIFICATION
PROGRAMS

Revised July 2010



State Firemen's and Fire Marshals' Association of Texas

Texas Volunteer Firefighters' and Fire Marshals' Certification Board

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TO: Texas Fire Chiefs and Certification Coordinators

FROM: Texas Volunteer Firefighters' and Fire Marshals' Certification Board

RE: SFFMA Firefighter Certification Program

Enclosed is a copy of the Certification Program for Volunteer Firefighters. Included in this packet are the necessary forms and required training for Introductory Fire Fighting, Basic Firefighter, Intermediate Firefighter, Advanced Firefighter, Master Firefighter, Certification Coordinator, Departmental Instructor, and Instructor I, II and III. Additionally, you will find some common questions and answers regarding the State Firemen's and Fire Marshals' Association (SFFMA) Certification Program.

An information packet on the Specialized Certification Programs is available upon request from the Austin office, or from the Certification page of the SFFMA website (www.sffma.org/certification.html).

The forms for any and all certifications should be returned to the Austin office upon completion along with the proper processing fees and appropriate documentation.

The Texas Volunteer Firefighters' and Fire Marshals' Certification Board recommends that your department initiate this program and join the volunteer firefighters of Texas in upgrading our training standards. In order to maintain the integrity of this program, it is strongly recommended that the Chief attend a Certification Workshop once every three years.

Each of the Association's member departments has access to the SFFMA Online program which enables the department to: maintain current contact information and membership rosters; track and report training; generate dues invoices and certification applications. Access information can be obtained by contacting the Austin office.

If you have any questions regarding any of these programs, contact your Area Board Member or the Austin office at the above address.

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I. RECOMMENDATION

That Certification Programs for volunteer firefighters be established in the State of Texas on a voluntary basis and said programs be administered through the State Firemen's and Fire Marshals' Association office: Basic program effective January 1, 1975; Intermediate and Advanced programs effective February 24, 1979; Master program effective July 1, 1990; Introductory Fire Fighting effective March 19, 1994; Volunteer Fire Prevention and Investigation Personnel programs updated effective January 1, 2000; Driver/Operator program effective August 1, 2000; Fire Officer, Public Fire Educator and Public Information Officer programs implemented January 28, 2006; Instructor programs updated effective June 1, 2008; Wildland and Search & Rescue programs implemented January 31, 2009; Vehicle Extrication Technician updated effective January 25, 2010. Additional programs will be implemented as deemed necessary by the Certification Board.

Descriptions and requirements of the Specialized Programs are available upon request or can be downloaded from the Certification page of the Association website.

II. BOARD MEMBERS

That a Board of no more than twenty-five (25) members, appointed by the President of the State Firemen's and Fire Marshals' Association of Texas and known as the Texas Volunteer Firefighters' and Fire Marshals' Certification Board, administer the program.

- A. Board Members will be appointed to serve four-year terms on the board.
- B. Vacancies of the Board will be filled by the President of the State Association to fill unexpired terms caused by any reason.
- C. No two Board Members are to be from the same zone area.
- D. Board Member must be an active member of a regularly organized volunteer or combination fire department that holds current membership in the State Firemen's and Fire Marshals' Association.
- E. Board Member must maintain a current individual membership in the State Firemen's and Fire Marshals' Association.
- F. Board Member must have at least eight (8) years experience with a recognized fire department or combination of recognized fire departments and meet the criteria for Certification Coordinator.
- G. Board Member must reside in the zone that is to be represented.
- H. Prospective new Board Member's name and resume must be submitted in writing by the SFFMA District to the President and Executive Director of the State Association.
- I. There may be up to two (2) assistants per zone, designated by the Board Member from that zone. Assistants will be non-voting members.
- J. Board Member must hold at least an SFFMA Basic Accredited Firefighter certification.
- K. One Board Member shall represent Texas Engineering Extension Service (TEEX).
- L. One Board Member shall represent Texas Forest Service (TFS).

III. PROCEDURES OF THE BOARD

- A. Meetings
 1. The Board shall meet at such times and places in the State of Texas as it deems necessary.
 2. Meetings shall be called by the Chairman upon his own motion, or upon the written request of five members.
- B. Quorum – A majority of members shall constitute a quorum.
- C. Orders of Business – Robert's Rules of Order shall prevail for all meetings.
- D. Officers:
 1. Officers of the Board shall consist of a Chairman, Vice Chairman, Secretary, and Assistant Secretary.
 2. The Board shall elect its officers from the appointed members at its first meeting succeeding the June State Convention.

IV. CERTIFICATION IMPLEMENTATION METHOD

- A. General Statement
 1. It shall be understood that the suggested minimum standards herein described are designated as minimum programs. Participating Fire Departments are encouraged to exceed the minimum programs wherever possible. Continuous training beyond the minimum standards and testing on a regular basis for volunteer firefighters is strongly recommended. Nothing in these regulations shall limit or be construed as limiting the powers of the fire department or other agency or department of any Texas city, town, county, or municipal corporation to enact rules and regulations which establish a higher standard of training above the minimum.

Although the Board strongly endorses and supports adequate physical ability and good moral character as entrance requirements into a fire department, the matter of establishing entrance requirements is left to the respective local department.

2. Each participating fire department must have access to current set of books from the library of any of the approved publishers, and must maintain current editions as they become available. Contact the SFFMA office for a current list of manuals required, or refer to our website at www.sffma.org.
Lesson plans, binders and all approved training manuals, slides, multimedia, and current prices are available from the SFFMA office in Austin at discounted prices. Purchase programs may be arranged on an individual need basis.
3. Training provided under this certification program should include facilities, apparatus, equipment, reference materials and records to support a quality volunteer firefighter education and training program. The resources should provide for classroom instruction, demonstrations and practical exercises for Trainee to develop the knowledge and skills required for volunteer firefighter certification.
4. Forms to apply for certification or to maintain progress of each member will be furnished upon request and are available online (www.sffma.org/certification.html). Forms shall be returned to the Association office in Austin for processing.

B. Objectives

1. The objective of the Board is to raise the level of competence of volunteer fire fighting and prevention personnel by establishing minimum standards.
2. The Board has the authority to certify volunteer fire protection training and educational programs as having attained the minimum required standards suggested by the Board.

C. Definitions

1. Certain definitions are used in describing the minimum standards and related requirements as suggested by the Board.
2. Definitions used include the following:
 - a. Board – is the Texas Volunteer Firefighters’ and Fire Marshals’ Certification Board.
 - b. Chairman – is the presiding officer of the Board.
 - c. Fire Chief – is the head of the fire department.
 - d. Active Firefighter – is 18 years of age or older who participates in a minimum of 20 hours of training per year, response participation required by the AHJ, and the certification program approved by the State Firemen’s and Fire Marshals’ Association of Texas by the submission of an annual progress report of training earned.
 - e. Certification Coordinator – is the official person in charge of setting up, maintaining and validating all of the certification records.
 - f. Trainee – is a member of the fire department who has not satisfied the requirements of the certification in question.
 - g. Department – is a fire department that utilizes fire suppression and/or prevention personnel.
 - h. School – is any school, college, university, academy or local training program which offers fire service training and includes within its meaning the combination of course curriculum, instructors, and facilities.
 - i. Requirement – is a description of a provision, which relates to suggested minimum standards.
 - j. Specification – is a description of a requirement supplementing a section of the regulations.
 - k. Examination – is a Board approved test administered by the Board and/or a Board approved examiner, which an individual must pass as one of the requirements for accredited certification.
 - l. Curriculum – The objectives established by the Board as a minimum requirement for certification as an SFFMA approved Basic, Intermediate, and Advanced Volunteer Firefighter.
 - m. Objective – The criteria required for mastery of each numbered statement.
 - n. Eligibility – A determination of whether or not an individual has met the requirements set by the Board and would therefore be allowed to take a Board examination.
 - o. Endorsement of Eligibility – A signed statement testifying to the fact that an individual has met the required training objectives of specific levels of the Board approved curriculum and is qualified to take a Board approved examination of such level.
 - p. Examinee – An individual who has met the Board requirements and therefore qualifies to take a Board approved examination.
 - q. Examiner – An individual appointed and/or approved by the Board or Board member to administer a Board approved examination.
 - r. Certificate of Successful Completion – A document supplied by the SFFMA which identifies and shall be used as proof that an individual has completed the required training and has successfully passed the Board approved examination(s) for a specific level of the SFFMA Volunteer Firefighter Curriculum.

V. PARTICIPATING REQUIREMENTS

- A. Any individual participating in this program must be a member in good standing of a regularly organized Fire Department; must have and maintain a current individual membership status in the State Firemen's and Fire Marshals' Association of Texas; and said Fire Department must maintain a current membership in the State Firemen's and Fire Marshals' Association of Texas. Participation in district association is strongly encouraged.
- B. The participating department **MUST** submit to the State Firemen's and Fire Marshals' Association office an annual progress report, showing the training received by participating members in each category. This report is to be submitted to the Austin office by January 31st of each year for the training received through the previous year. A twenty-five dollar (\$25.00) late fee will be assessed on all reports received after the due date.
- All participating members of the department should be included in the annual progress report of training for the previous year(s) shown for each individual. In order to show proficiency in an area of certification, it is necessary to include training for levels individuals have already certified.
- C. All training must be certified by the Fire Chief and the Certification Coordinator who must meet the criteria of the Texas Volunteer Firefighters' and Fire Marshals' Certification Board and who has been either elected by his or her department or appointed by the Fire Chief of that department.
- D. A completed Certification Coordinator's application, signed by the Chief and applicant, and accompanied by the ten dollar (\$10.00) processing fee, must be sent directly to the Austin office for approval and final processing.
- E. A personnel change in the Certification Coordinator's position will require a new application be completed. If a Certification Coordinator either resigns or is replaced by a new Certification Coordinator and then at a later date returns to said Coordinator position, he/she must submit a letter signed by the Chief notifying the Austin office of his/her reinstatement to said position.
- F. The Board has the power to revoke any certificate issued in the certification program, if the Board determines that:
1. the program is not being conducted properly;
 2. the program is being abused in the department;
 3. a certificate was wrongly issued or fraudulently obtained; or
 4. a person's criminal conviction of a felony or misdemeanor directly relates to the duties and responsibilities of the holder of a certificate issued by the Texas Volunteer Firefighters' and Fire Marshals' Certification Board.
- The Board may:
1. deny to a person the opportunity to be examined for a certificate;
 2. deny the application for a certificate;
 3. suspend or revoke an existing certificate; or
 4. limit the terms or practice of a certificate to areas prescribed by the Board.
- The methods and procedures for any revocation herein shall be established at the discretion of the Board.
- G. Upon achievement of all objectives required for a particular level, the individual should:
1. complete and sign the proper form;
 2. have it signed by the Certification Coordinator and the Fire Chief of his/her department;
 3. attach a record of all training achieved; and
 4. send it along with the required processing fee to the SFFMA Austin office.
- The Austin office will issue the appropriate certificate and, upon request, a shoulder patch. Note: As of September 1, 1995, the approved examination is optional.
- H. Certified volunteer firefighters may purchase additional shoulder patches from the State Firemen's and Fire Marshals' Association office in Austin.

VI. MINIMUM STANDARDS FOR CERTIFICATION COORDINATOR & INSTRUCTORS

A. Certification Coordinator

The Certification Coordinator must be a member in good standing in the regularly organized fire department, which is a member of the State Firemen's and Fire Marshals' Association of Texas and have and maintain a current individual membership status in the State Firemen's and Fire Marshals' Association of Texas.

1. The Certification Coordinator must have successfully completed one of the following:
 - a. Methods of Teaching Course for the Fire Service;
 - b. Instructional Techniques for Company Officers; or
 - c. Any Board approved comparable educational instructional course
2. The Certification Coordinator **MUST** attend at least one (1) Certification Board Workshop every two (2) years.
3. The Certification Coordinator must hold SFFMA Basic Firefighter Certification.
4. Personnel who have been certified as the Certification Coordinator and who have left that position only to return at a later date to same said position **MUST submit in writing** to the Austin office verification from the Fire Chief that they have returned to the position of Certification Coordinator. Re-application is not necessary if the letter is signed by the Chief and can be verified as such.

5. The Certification Coordinator and the Fire Chief **CANNOT** be one in the same person and there can be only one Certification Coordinator per department.
 6. Applications with the necessary supporting information and data must be submitted along with the ten dollar (\$10.00) application processing fee to the Austin office for review and approval.
 7. Personnel who have not met the requirements as set forth for Certification Coordinator, but who have either been elected or appointed to that position by their department or Fire Chief, may apply for Certification Coordinator as follows:
 - a. Application must be completed, signed by the Fire Chief and returned to the Austin office with the proper application processing fee.
 - b. A **Provisional** certificate will then be issued to personnel on the basis that he/she will complete **ALL** of the required training within three (3) years of the issuance of the provisional certificate.
 - c. Provisional Certification Coordinator certificate holders shall attend a Certification Board workshop **every year** of their provisional status.
 - d. **If the requirements for Certification Coordinator have not been met by the end of the three (3) year period, a new individual must be named to the position.**
 8. Upon completion of the required training, personnel **MUST** submit copies of documented training to the Austin office. This documented training will then become part of the individuals' permanent record and shall be attached to the original application.
 9. After completion of required training has been duly verified, a new Certification Coordinator certificate will be issued by the Austin office to said personnel. This certificate will replace the Provisional certificate previously issued.
- B. Instructor Certification
- The Certification Program offers four (4) levels of instructor certifications.
1. **Departmental Instructor**
 - a. Departmental Instructor certification may be awarded to individuals recommended and approved by his/her Fire Chief and Certification Coordinator.
 - b. Applicants must have served a minimum of two (2) years in a fire department, state or federal agency, educational institute, public or private entity devoted to the fire service, emergency medical care agency, or law enforcement agency relating to the subject matter to be taught.
 - c. Applicants must submit evidence (diplomas, certificates, or documented training) that he/she possesses adequate knowledge of the subject area he/she proposes to teach. Applications with necessary supporting information and data must be submitted along with the appropriate application fee to the Austin office for review and approval.
 - d. Upon completion of said training and approval of application, the Austin office will issue a Departmental Instructor certificate and a permanent record of the Departmental Instructor certification will be maintained in the Austin office.
 - e. Departmental Instructor is certified to instruct within the certifying department at the **Basic level ONLY**.
 - f. Level I Instructor certifications issued with an effective date prior to June 1, 2008 will be grandfathered into the Departmental Instructor certification.
 2. **Instructor I**
 - a. The applicant **MUST** hold SFFMA Basic Firefighter Certification.
 - b. Applicant must have served a minimum of three (3) years in a fire department, state or federal agency, educational institute, or a public or private entity devoted to fire service training and related responsibilities.
 - c. Applicant must possess a high school degree or GED certificate.
 - d. The applicant must be recommended and approved by his/her Fire Chief and Certification Coordinator.
 - e. The applicant **MUST** have completed one of the following:
 1. Methods of Teaching course for the Fire Service
 2. NFPA 1041 Instructor I;
 3. Any Board approved comparable educational instructional course
 - f. The application with the necessary supporting information and data must be submitted along with the appropriate application processing fee to the Austin office for review and approval.
 - g. Upon completion of said training and approval of application, the Austin office will issue an Instructor I certificate and, upon request, a shoulder patch, and a permanent record of the Instructor I certification will be maintained in the Austin office.
 - h. Individuals with Instructor I certification are certified to teach other departments' personnel as well as within the certifying department.

- i. Level II Instructor certifications issued with an effective date prior to June 1, 2008 will be grandfathered into the Instructor I certification.
3. **Instructor II**
- a. The applicant **MUST** hold SFFMA Basic Firefighter Certification.
 - b. The applicant **MUST** hold SFFMA Instructor I Certification.
 - c. Applicant must have served a minimum of three (3) years in a fire department, state or federal agency, educational institute, or a public or private entity devoted to fire service training and related responsibilities.
 - d. Applicant must possess a high school degree or GED certificate.
 - e. The applicant must be recommended and approved by his/her Fire Chief and Certification Coordinator.
 - f. The applicant **MUST** have completed NFPA 1041 Instructor II or hold TCFP Instructor II certification.
 - g. The application with the necessary supporting information and data must be submitted along with the appropriate application processing fee to the Austin office for review and approval.
 - h. Upon completion of said training and approval of application, the Austin office will issue an Instructor II certificate, and, upon request, a shoulder patch, and a permanent record of the Instructor II certification will be maintained in the Austin office.
 - i. Individuals with Instructor II certification are certified to teach other departments' personnel as well as within the certifying department.
4. **Instructor III**
- a. The applicant **MUST** hold SFFMA Basic Firefighter Certification.
 - b. The applicant **MUST** hold SFFMA Instructor II Certification.
 - c. Applicant must have served a minimum of three (3) years in a fire department, state or federal agency, educational institute, or a public or private entity devoted to fire service training and related responsibilities.
 - d. Applicant must possess a high school degree or GED certificate.
 - e. The applicant must be recommended and approved by his/her Fire Chief and Certification Coordinator.
 - f. The applicant **MUST** have completed NFPA 1041 Instructor III or hold TCFP Instructor III certification.
 - g. The application with the necessary supporting information and data must be submitted along with the appropriate application processing fee to the Austin office for review and approval.
 - h. Upon completion of said training and approval of application, the Austin office will issue an Instructor III certificate, and, upon request, a shoulder patch, and a permanent record of the Instructor III certification will be maintained in the Austin office.
 - i. Individuals with Instructor III certification are certified to teach other departments' personnel as well as within the certifying department.

VII. CREDIT FOR VOLUNTEER CERTIFICATION TRAINING

- A. Any course taught by a local fire department, an accredited College, University, or other agency is acceptable provided that the Certification Coordinator and the Fire Chief attest that the course meets the minimum requirements as set forth by the Certification Board.
- B. *In no case shall fire scene or response to actual alarms apply towards volunteer certification.* All training shall be in a controlled environment.
- C. A course taught by a commercial (for profit) company to firefighters must abide by the following:
 - 1. Classroom instructor(s) and online training program developer(s) must hold an Instructor I certificate;
 - 2. The course outline must be submitted to the Volunteer Firefighters' Certification Board AND be approved prior to teaching the class;
 - 3. The commercial company must be a sustaining member of the State Firemen's and Fire Marshals' Association of Texas.
- D. Any course taught by means of electronic media may be approved on the following basis:
 - 1. Each training program topic must receive the approval of the Fire Chief and Certification Coordinator for the fire department utilizing the program.
 - 2. The responsibility of documentation, review and testing of the program topics will be that of the Fire Chief and Certification Coordinator of said department. All courses must be taught in a controlled classroom environment.
 - 3. Approval of training credit will be based on the Fire Chief's and Certification Coordinator's assessment of each program topic, review and testing as well as the SFFMA Austin office Certification Administrator's assessment of the program topic.
- E. The State Firemen's and Fire Marshals' Association of Texas recognizes any training conducted by an individual possessing an instructor's certificate granted by the Texas Commission on Fire Protection (TCFP) and its approved programs.

VIII. MINIMUM STANDARDS FOR INTRODUCTORY CERTIFICATION

This level of certification was established to meet or exceed minimum requirements under the 1992 edition of NFPA 1403 for the novice firefighter, and to ensure training objectives for “Live Fire Training”.

- A. Training, meeting all requirements of this program, from January 1, 1975 to the present, will be accepted towards certification with the proper verification and if that department’s dues to the State Association have been paid for the years in question. Training for this certification will be accepted only for the year in which a department filed a yearly progress report.
- B. All Participating Requirements of the Certification Program must be met.
- C. Upon completion of the required objectives for Introductory Fire Fighting, the application for Introductory Fire Fighting should be completed, signed by the applicant, Certification Coordinator and Fire Chief, accompanied by the ten dollar (\$10.00) application processing fee and sent to the Austin office. The Austin office will issue the appropriate certificate. A permanent record of the Introductory Fire Fighting certification will be maintained in the Austin office.

TRAINING REQUIREMENTS FOR INTRODUCTORY CERTIFICATION

SECTION	SUBJECT	OBJECTIVES
1	Fire Department Organization	1-01.01, 1-01.02, 1-01.03, 1-01.04
2	Forcible Entry	2-01.01, 2-01.02
3	Ladder Practices	3-01.01, 3-01.06, 3-01.07, 3-01.08 (a-c), 3-01.09
4	Fire Hose Practices	4-01.01, 4-01.02, 4-01.03, 4-01.04, 4-01.05, 4-01.06, 4-01.07, 4-01.08, 4-01.09, 4-01.10, 4-01.11, 4-01.13
6	Fire Streams	6-01.01, 6-01.02, 6-01.03, 6-01.04
8	Ventilation Practices	8-01.01, 8-01.02, 8-01.03, 8-01.04, 8-01.05, 8-01.07
9	Rescue Operations	9-01.01, 9-01.02, 9-01.04, 9-01.06
10	First Aid	10-01.01, 10-01.02, 10-01.03, 10-01.04, 10-01.05, 10-01.06, 10-01.07, 10-01.10, 10-01.12, 10-01.13, 10-01.14, 10-01.15, 10-01.19, 10-01.20
15	Fire Behavior (Fire Science)	15-01.01, 15-01.02, 15-01.03, 15-01.04, 15-01.05, 15-01.06, 15-01.07, 15-01.08, 15-01.09, 15-01.10, 15-01.11
23	Safety & Protective Clothing	23-01.06, 23-01.08, 23-01.09, 23-01.10, 23-01.11, 23-01.12
25	Ground Cover	25-01.01 (a-o), 25-01.02
27	SCBA	27-01.01, 27-01.02, 27-01.03, 27-01.04, 27-01.05, 27-01.06

IX. MINIMUM STANDARDS FOR BASIC/INTERMEDIATE/ADVANCED CERTIFICATION

The very nature of a firefighter's actions is hazardous and extremely exhausting physically while on the fire scene. In order to render proper service to his/her department, and in keeping with this concept, a firefighter must be physically sound and free from any defect which may adversely affect his/her performance of duty. His/her personal safety and the lives of others will be endangered if the firefighter lacks the necessary physical abilities.

- A. Training, meeting all requirements of this program, from January 1, 1975 to the present, will be accepted towards certification with the proper verification and if that department's dues to the State Association have been paid for the years in question. Training will be accepted only for the year in which a department has paid State Association membership dues.
- B. All Participating Requirements of the Certification Program must be met.
- C. Upon completion of the required objectives, an application should be completed, signed by the applicant, Certification Coordinator and Fire Chief, including a record of all training achieved to date, and sent to the Austin office along with the appropriate application processing fee.
- D. Applicants requesting Intermediate certification must hold an SFFMA Basic certification. Those requesting Advanced certification must hold an SFFMA Intermediate certification.
- E. Processing fees are set at ten dollars (\$10.00) for Basic, twenty dollars (\$20.00) for Intermediate, and thirty dollars (\$30.00) for Advanced Firefighter Certification.
- F. The Austin office will issue the appropriate certificate, and, upon request, a shoulder patch. A permanent record of the certification will be maintained in the Austin office.
- G. An Endorsement of Eligibility will be provided to the member department which will enable the applicant to take the Accredited examination. Upon successful completion of the approved examination, the Austin office will issue the Accredited certificate, and upon request, a shoulder patch.

TRAINING REQUIREMENTS FOR BASIC/INTERMEDIATE/ADVANCED CERTIFICATION

SECTION	TITLE	BASIC	INTER	ADV	TOTAL
1	Fire Department Organization	5	11	0	16
2	Forcible Entry	2	4	4	10
3	Ladder Practices	12	8	12	32
4	Hose Practices	12	10	10	32
5	Salvage and Overhaul	6	6	4	16
6	Fire Streams	8	8	8	24
7	Apparatus Familiarization	6	0	0	6
8	Ventilation Practices	8	8	8	24
9	Rescue Operations	12	18	14	44
10	First Aid	12	12	16	40
11	Inspection Practices	4	8	12	24
12	Water Supplies	2	4	6	12
13	Fire Protection Systems	2	6	8	16
14	Transportation Emergencies	2	6	8	16
15	Fire Behavior (Fire Science)	8	2	6	16
16	Fire Alarms & Communications	4	2	2	8
17	Public Relations	2	0	2	4
18	Records & Reports	2	0	0	2
19	Emergency Vehicle Operations	6	0	0	6
20	Emergency Management	0	0	2	2
21	Fire Cause and Origin	4	0	4	8
22	Live Fire Training	4	20	0	24
23	FF Safety/Personal Protective Clothing	8	8	12	28
24	Pump Operations / Hydraulics	8	8	8	24
25	Ground Cover Fire Fighting	3	6	0	9
26	Hazardous Materials	8	8	8	24
27	SCBA	12	12	8	32
28	Ropes	4	6	6	16
29	Portable Extinguishers	2	2	4	8
30	Building Construction	0	0	12	12
31	Public Fire Education	2	3	3	8
	Total	170	186	187	543

The equivalent hours for are based on 40 students. Actual hours needed depends on the number of students.