Instructions for completion of this form are on page 2.

This form can be filled in by tabbing to each field and typing in the required information.

Fire Fighter I & II Instructor Schedule

Michigan Department of Labor & Economic Growth
Bureau of Fire Services / Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-241-8847

Authority: 1966 PA 291

CLASSROOM FACILITY	STREET ADDRESS	CITY	COURSE ☐ FF IA ☐ FF IB ☐ FF I ☐ FF II ☐ FF I & II	COURSE NUMBER
PRACTICAL FACILITY	STREET ADDRESS	CITY		

Schedule
Format Note: Start Time - hh:mm AM/PM
Date - MM/DD/YY

Do not complete shaded areas

Check if Eval Needed	Instructor Last Name, First Name		Subject M = Michigan Module I = IFSTA	Est. Hours (Class & Prac)	Course: FF I FF IA	FF I FF IB	FF II	FF I &II	Start Time	Date	Start Time	Date	Start Time	Date	Start Time	Date
		I-12A	Hose Tools & Appliances													
		I-12B	Coupling, Loading & Rolling Hose													
		I-12	Laying, Carrying & Advancing Hose													
		I-13	Water Fire Streams													
		I-13	Foam Fire Streams													
		I-14	Classes A, C, D, Vehicle & Wildland Fire Control													
		I-14	Ign. Liquid & Flammable Gas Fire Control													
		I-15	Sprinkler System Fundamentals													
		I-15	Fire Det, Alarm & Suppression Sys.													
		I-16/17	Salvage, Ovrhl & Protecting Evidence of Fire Cause													
		I-17	Fire Cause & Origin													
		I-18	FD Comms Equip & Techniques													
		I-18	Radio Comms & Incident Reports													
		I-19	Fire Prevention & Public Fire Ed.													
		I-19	Pre-Incident Survey													
		M-3	Emergency Medical Care													
		M-4	HazMat First Responder Awareness													
		M-5	HazMat First Responder Operations													
			Testing - Written													
			Testing - Practical													

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Original: Region Supervisor
Copies: Region Supervisor; Course Manager

Instructions for Fire Fighter I & II Instructor Schedule

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- The Course Manager is responsible for submitting the *BFS-103A* and *BFS-103B*, *Fire Fighter I & II Instructor Schedule* ***with*** the *BFS-110 Course Application* to the Region Supervisor, **6-weeks prior to the course start date.**
- **Illegible or incomplete schedules will be returned.**

Course Type - Check only one box to indicate Course Type.

Start Date - Enter course start date as listed on the *BFS-110 Course Application*.

Classroom Facilities and Practical Facility - Enter name of facility, street address and city for each.

Check if Evaluation Needed - Enter a check mark to indicate if the instructor is probationary and needs an evaluation. It is the responsibility of the Probationary Instructor to contact the Training Coordinator to arrange for an evaluation.

Instructor - Enter instructor name as indicated.

Subject

- The first four subjects listed on the BFS-103A (M-1 through I-1B) **must be taught in the order listed**.
- The presentation order of the remaining subjects may be varied when entering the scheduled dates.

Course

- The unshaded boxes below each Course Type indicate the subjects included in that course.
- Only schedule the subjects that correspond to the Course Type checked at the top of the form.
- Contact your Training Coordinator to schedule and confirm testing dates for written and practical exams **prior** to submitting the BFS-103A and BFS-103B.

Schedule - Each subject has four scheduling date blocks available with the exception of M-5, HazMat Fire Responder Operations. That topic has several additional date blocks available for use. Complete one data block for each class schedule.

Testing

- The written and practical examinations may be scheduled on different dates.
- Each examination must be administered in its entirety on the date scheduled.

Mail or fax the completed form to your Region Supervisor

Deward Beeler **Region 1 Supervisor** Office of Fire Fighter Training 1504 W. Washington St., Ste. B Marquette, MI 49855 Telephone: 906-226-4170 Fax: 906-228-2453 email: beelerd@michigan.gov	**Gary Crum** **Region 2 Supervisor** Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 1144 Grand Rapids, MI 48505 Telephone: 616-447-2689 Fax: 616-447-2668 email: crumg@michigan.gov