



Michigan Fire Fighters Training Council

Education Methodology

Student Manual



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Schedule

Day 1	Subject	Time
	• Introduction (Class Activity)	½ to 1 hour
	• The Learning Process	1 hour
	• The Instructor and His Job “Other Qualities” an Instructor should have.	1 hour
	• The Four Step Teaching Method	1 – ½ hours
	• Setting Your Goals and Objectives Outlining	1 hour
	• The “Drill Ground” (Class Activity)	1 – ½ hours
	• Assignments	½ hour
<hr/>		
Day 2	• The Types of Learners (Class Activity)	1 hour
	• Using Visual Aid Equipment Making Visual Aids	1 hour
	• MFFTC Responsibilities	1 hour
	• Class Presentations Evaluations and Critiques Closing Comments	4 hours

It's Easy

Three Common Faults

There are three common faults with garage doors. (1) They won't go down; (2) they won't go up; and (3) they stick half way.

If your door is stuck down you will have to pry it up with a crowbar. Therefore, the first thing is to locate where you last left the crowbar. You will probably find it in the garage with the side door locked and they key in the lock on the inside. This is no problem because all you have to do is to break the glass, reach inside and open the door.

Now that you have the crowbar, pry the door up with a nice even motion and step back. A long coiled spring will fly off the top guide and whiz toward you. If you duck it will pass you, and go through the glass in the side window.

This puts the door up and leaves you free to call the Fix-It Garage Door Service, who will tell you that you need a new door and that it will only cost you \$300.95, which includes installation.

They can also fix doors that won't go down and those that stick halfway.

What is the Audience “Span of Attention”

Type of Presentation	Audience	Recommended Duration	Likely Audience Attention Span	Means of Improving Attention
Talk (no visual aids)	Civic clubs, children	10 minutes	1-3 minutes	Good vocal delivery. Periodic pauses, calculated by speaker (hand gestures). Ask questions periodically.
Talk (no visual aids)	Fire company or trainees	10-20 minutes	5-7 minutes	Same as above. Ask questions. Move around a bit.
Flip charts or cards	20-30 people (within 25 ft)	20-30 minutes	5-7 minutes	Depends on speaker and illustrations. Strengthen chart images. Coordinate page changing with talk. Allow audience time to see and understand new illustrations.
Film slides	1-500	Up to 30 minutes	High - usually duration of presentation	Better slide illustrations. Coordination of speaker's comments with slide images.
Slides with recorded sound	1-500	15-30 minutes	Moderate - impersonal sound comment detracts from attention	Cultivate response by periodic comments or questions.
Overhead projectors	100-1,000	15-30 minutes	Same as above	Artwork must be clear, simple speaker's comments must be timed with projected images.
Video tape	100-1,000	30 minute maximum	High, depends on subject matter	Action scenes and good speaker's narration will get maximum attention
Programmed learning with sound slides	Individual or group	Depends on lesson	High	Presentation must be within direct interest of learner. Program should be tailored to his or her participating role. Illustrations and recorded comment must be slanted to his or her needs.

What is the Audience “Span of Attention” (Continued)

Type of Presentation	Audience	Recommended Duration	Likely Audience Attention Span	Means of Improving Attention
Sand table	6-12	As needed	High	Individuals and groups can use this training. Focus will be on operations and planning. Sand table helpful to visualize overall fire scene problems and decisions.
Fire simulator	1-5 trainees, 30 or more viewers	10-20 minutes	High, sessions may last several hours	Depends on audience involvement in simulated decision-making and reaction to fire problems.
Magnetic boards chalkboards flannel boards	20-30 people	As needed	Moderate	Presentation most effective when it deals with operation analysis. Good lighting, colored models and simplicity are important fundamentals.
Exhibit models kits and demonstrations	10-50 people	As needed	Depends on model functioning	Good demonstration of fire ignition, explosions, toxic vapors, chemical reactions and other fundamentals.

Reprinted from Rekindle, IFSTA, August, 1980.

The Instructor's Role

The Instructor's Role

Present material to the trainees that they can accept as making sense and being useful.

Subject matter presented to give trainees a clear idea of what is possible for them to do and accomplish.

DO NOT dictate to trainees.

Work cooperatively with them for one purpose, their improvement.

Instructor's role - guide and helper.

Self-Evaluation for an Instructor

Introduce yourself at the first session

- a. Prior to class write or print name on blackboard
- b. Tell something of your background

How well do I learn names?

Am I punctual and do I expect punctuality?

Effectively address the class

- a. Talk to everyone, including the back row
- b. Judge your effectiveness by observing expressions
- c. Do not talk to chalkboard or walls

Choose your words carefully

- a. Make your points clear by using words which can be understood
- b. Always explain the meaning of unfamiliar or technical terminology
- c. Write the terms on chalkboard
- d. Avoid sarcasm

Have a satisfactory lesson plan for each class

- a. Simple but complete statement of what the trainees are expected to learn
- b. List of equipment and materials needed, training aids, charts, films, slides, etc.
- c. Introduction for the lesson
- d. Ways of presenting the lesson
- e. Application and testing procedures
- f. Provision for re-teaching facts or skills when necessary

Have appropriate training aids ready for use

Get the best possible use of training aids

- a. Know when to use training aids
- b. Study and acquaint yourself with the training aids before presenting

Create learning situations

- a. Get fire-fighter to think about what he or she has learned
- b. Stimulate discussions - and ask questions
- c. Try to organize instruction in the form of problems

Do I realize the need for practical applications?

Continued next page

The Instructor's Role (Continued)

Self-Evaluation for an Instructor (continued)

Learn by doing. Limit lectures & demonstrations so that trainees have time to practice.

Do trainees know the objective for each lesson in advance?

Do I realize reviews are necessary to prevent forgetting?

Do I summarize?

- a. Question trainees orally
- b. Short written test on subject covered

Make full use of test results

- a. Helps trainees review subject matter
- b. Helps trainees determine their progress
- c. Helps instructor to find weak points in his or her teaching methods

REMEMBER: Trainees appreciate and respect instructors who know their subject, and who present it effectively.

Asking Questions

The instructor that masters the art of asking the right questions at the right time can and will accelerate the learning process and create a change of pace.

1. To discover how much trainees know
2. To introduce the subject matter
3. To determine to what extent the group is willing to participate
4. To discover the talents, experience and amount of ability within the group
5. To get the quiet member involved
6. To control the over-talkative
7. Helps instructor get important points across to the trainees

Types of Questions

1. Introductory questions (What do you think?)
2. Suggestive (How might...?)
3. Follow-up (What were...?)
4. Evaluating (What were the good points?)
5. Reason-why (Why don't we...?)
6. Knowledge (Do you know...?)
7. Informative (How much do you know?)
8. Memory (What main points were covered?)
9. Probing (Now you said...)
10. How do you feel?
11. What do you think?
12. How - (How do I go about it?)
13. What would you do?
14. Should - (Should an officer...?)

NOTE: Some information taken from Fire Instructors Training Guide by Anthony R. Granito.

FMD-200 Attendance Roster

FMD-200 (3/1/02)
 Michigan State Police
 MI Fire Fighters Training Council

ATTENDANCE ROSTER

Course Name	Course Number
Subject	Level

ASSIGNED STUDENT NUMBER	STUDENT NAMES (TYPE OR PRINT)	STUDENT SIGNATURES
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

NOTE: Instructor signature required on back of form.

FMD-200 Attendance Roster (Continued)

ASSIGNED STUDENT NUMBER	STUDENT NAMES (TYPE OR PRINT)	STUDENT SIGNATURES
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		

I (we) certify that all of the curriculum objectives for the portion of this subject covered on this date have been taught.

_____	_____	_____
Date	Probationary Instructor's Name (print)	Probationary Instructor's Signature
_____	(If Applicable)	
Start Time		
_____	_____	_____
End Time	Certified Instructor's Name (print)	Certified Instructor's Signature

Four Step Method of Instruction (Summary of Basic Steps in Teaching)

Four Essential Steps in Teaching

Step 1 - PREPARATION

1. Put students at ease
2. State the job
3. Find out what he or she knows about the job
4. Arouse his or her interest
5. Correct position (assume your role)

Step 2 - PRESENTATION

1. Show, tell how (illustrate), and tell why
2. One important step at a time
3. Stress key points
4. Instruct clearly, completely, and patiently
5. Summarize the operation in a second run-through

Step 3 - APPLICATION (or try out performance)

1. Have the student do the job
2. Have student explain the key points and do the job again
3. Make sure he or she understands
4. Continue until the student knows he or she knows

Step 4 - TESTING

1. Put him or her on his or her own
2. Encourage questions
3. Designate help
4. Check and taper off

IF THE STUDENT HASN'T LEARNED, THE TRAINER HASN'T TAUGHT.

Rules in Outlining

Labels

Use Roman numerals to label the main headings of an outline. Subtopics are indented and labeled with letters and numbers. A major subtopic is labeled with a capital letter; a minor subtopic with an Arabic number. If further divisions are needed, small letters and Arabic numbers in parentheses may be used. Each division of an outline usually has at least two subtopics.

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - (1.)
 - (2.)
- II.

Two Types of Outlines

Topic Outline - The headings and subheadings are expressed as single words or phrases, not sentences.

Raising a Vegetable Garden

- I. Locating the garden
 - A. Open to the sun
 - B. Condition of soil
 - 1. Moist
 - 2. Well-drained
- II. Planning the Garden

Sentence Outline - Each heading and subheading in a sentence outline is a complete sentence with proper punctuation.

Raising a Vegetable Garden

- I. Carefully select the garden's location.
 - A. The ground should be open to the sun.
 - B. The condition of the soil is important.
 - 1. The soil must be moist.
 - 2. The soil must be well drained.
- II. Carefully plan the garden's layout.

Two Types of Outlines (continued)

The following paragraph and outline is an example of one approach to setting up to present the material.

HOSE PRACTICES

HOSE LAYOUTS – In fire fighting, hose layouts are performed in basically two separate ways. The direction in which this is done at the fire scene is a determining factor and is dictated by the fire scene and the departments preparedness before the fire.

FORWARD LAY – A forward lay is one in which the hose is laid for use from the water source to the fire for application of water. The use of portable tanks and utilizing the apparatus water supply are two examples of a forward lay.

REVERSE LAY – A reverse lay is one in which the hoses are laid back from the fire to the water source. Reverse lays are common in cities where hoses are set for use by using the truck to transport. In this case the pumper lays the line to the hydrant and then the pumper is used to boost the pressure and maintain adequate water flow and pressure.

* * * * *

“Title or Subject:

- I.
 - A.
 - 1.
 - a.
 - b.
 - B.
 - 1.
 - a.

ORIENTATION

Michigan Module

2

Objectives

Level I

Objectives in this lesson include both FF I and II. Section M-1.3 contains three sections, a separate section for FF I, FF II and FF I & II. Select the appropriate one when you reach that section of the outline.

Prerequisites

A desire to learn and a willingness to accept the challenge of the Fire Service, one of the most rewarding and frustrating professions in the world today.

Objectives

Course: After completing this course, the student will have met the standards for Firefighter as outlined in NFPA 1001 - Firefighter Professional Qualifications.

Lesson: After completing this lesson, the student will have an understanding of the course layout, procedures, and requirements.

Enabling: After completing this lesson, the students will be:

1. Properly registered and qualified to participate in the program.
2. Familiar with
 - M-1.1 FF I & I student qualifications & responsibilities
 - M-1.2 Facility familiarization
 - M-1.3 Course structure and content
 - M-1.4 Responsibilities of the training agency and the instructor
 - M-1.5 Instructors personal expectations
 - M-1.6 Course Safety
 - M-1.7 Testing and certification procedures

Introduction

The Instructor's Guide Sheet is just what the name implies, a "guide" to direct the instructor to his or her objective. Many thousands of these forms are being used by Fire Service Instructors throughout the English speaking world. They are skeletal lesson plans organized in accordance with the four step Instructor Training, i.e., Preparation, Presentation, Application, Examination. The following explanations of the items on the guide sheet are offered as an aid to the instructor in the formulation of his or her own lesson plan.

Parts of an Instructor Guide Sheet

Job or Subject

This item introduces the subject, equipment, principle, or technique to be covered in the lesson.

Aim or Objective

This item is a statement of what the instructor intends to accomplish. It should include an indication of what skills or level of understanding are to be achieved. Objectives can be stated easily if you ask yourself, "What do I hope to accomplish by teaching this lesson?"

Introduction or Preparation

This item contains the instructor's notes to himself. It may contain brief introductory statements calculated to arouse interest, special preparatory techniques, or recommended procedures for presenting the class.

Presentation

The "Teaching Outline" Section is used to arrange the lesson content in a teaching sequence. The "Teaching Techniques" Section is used to show what particular technique, reference publication, mechanical or visual aid, or illustration applies to the topic which it parallels.

Application

In this section the instructor comments on that portion of the subject which the student should be able to apply to the practical situation. He or she may evaluate the degree of his or her own success in this section. If the class does not provide sufficient time for application, it should be divided into two or more sessions.

Test or Evaluation

The instructor or training officer should specify the type examination that will provide the most objective evaluation of the degree of knowledge gained and retained by the student, i.e., oral, written or practical, or combination of these.

Tools and Materials

The instructor should list all tools, materials, and other items that will be needed to teach this lesson. A brief check of these items before the session will insure that the lesson will not be interrupted by the lack of appropriately organized equipment.

References

Be specific, locate the applicable page and paragraph of the publications which will be referenced.

Assignment

If the class is one of a series, assign specific reading material which will enable students to prepare for the next class.

Job or Subject:

Objectives: (write here what you plan to accomplish)

I. Introduction or Preparation: (list here two or three key points the students should know about this topic before you get into the actual explanation).

A.

B.

C.

II. Presentation: (list here, in order, the steps that you will present to the students).

A.

1.

2.

B.

1.

2.

III. Application: (list here, in order, what you will do to make sure the students can do the job).

1.

2.

3.

IV. Testing: (list here the procedure you will follow to test the students' mastery of the skill).

1.

2.

V. Teaching Aids and Devices:

Job or Subject:

Objectives: (write here what you plan to accomplish)

I. Introduction or Preparation: (list here two or three key points the students should know about this topic before you get into the actual explanation).

A.

B.

C.

II. Presentation: (list here, in order, the steps that you will present to the students).

A.

1.

2.

B.

1.

2.

III. Application: (list here, in order, what you will do to make sure the students can do the job).

1.

2.

3.

IV. Testing: (list here the procedure you will follow to test the students' mastery of the skill).

1.

2.

V. Teaching Aids and Devices:

Job or Subject:

Objectives: (write here what you plan to accomplish)

I. Introduction or Preparation: (list here two or three key points the students should know about this topic before you get into the actual explanation).

A.

B.

C.

II. Presentation: (list here, in order, the steps that you will present to the students).

A.

1.

2.

B.

1.

2.

III. Application: (list here, in order, what you will do to make sure the students can do the job).

1.

2.

3.

IV. Testing: (list here the procedure you will follow to test the students' mastery of the skill).

1.

2.

V. Teaching Aids and Devices:

Drill Ground Exercise Planning Chart

Class Exercise Discuss and identify possible additions to the chart below.

THE “EVOLUTION”:

“PLANNING” UNIT

“EXERCISE” UNIT

1. Put on paper
2. Plan demo
3. Prepare handouts
4. Secure site or area
5. Time factor
6. Weather (winter)

1. Explain evolutions
2. Issue handouts
3. Demonstrate

Stress Safety

THE “EQUIPMENT”:

1. (Before class) Check your needs
 - A. Facility
 - B. Enough equipment
2. Communication Step
3. Availability to answer alarm

1. Have “it” set up
2. Assign
3. Availability of spare equipment

THE “PEOPLE”:

1. What is expected of them
 2. How they should dress
 3. What they should bring
 4. Transportation
 5. Back-up people and lines
- (“Safety officer” or asst. instructor each station)

1. Stay in charge
2. Assign work stations
3. Stay in time frame
4. Guard against short cuts
5. NO horse play
6. 100% participation
7. Safety
8. Assistant instructors

Drill Ground Exercise Planning Chart

THE "EVOLUTION":

"PLANNING" UNIT

"EXERCISE" UNIT

- | | |
|-----|-----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |
| 8. | 8. |
| 9. | 9. |
| 10. | 10. |

Stress Safety

THE "EVOLUTION":

- | | |
|-----|-----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |
| 8. | 8. |
| 9. | 9. |
| 10. | 10. |

THE "PEOPLE":

- | | |
|-----|-----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |
| 8. | 8. |
| 9. | 9. |
| 10. | 10. |

Training Evolution(s)

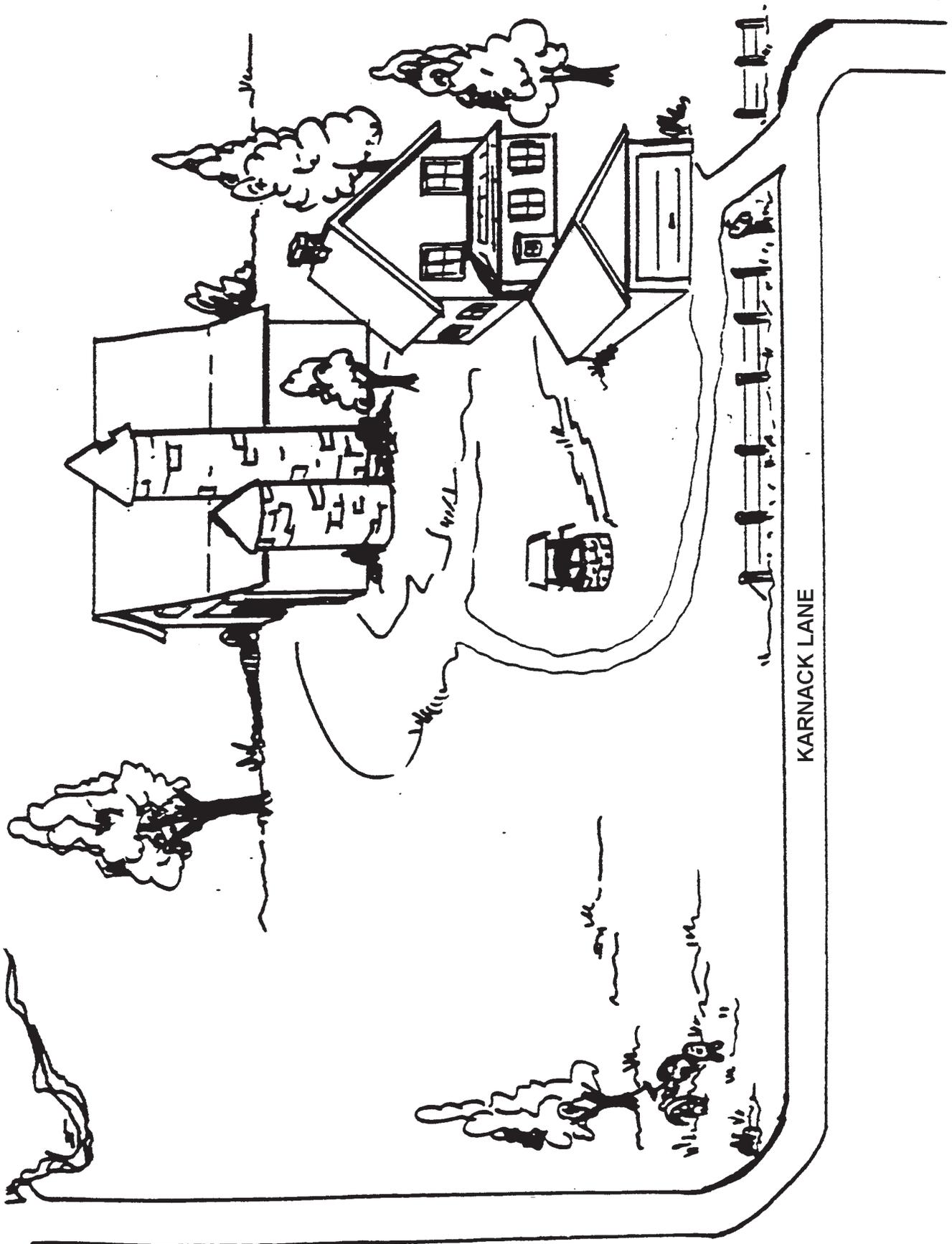
- A 2 – ½ story vacant farm house surrounded my trees
- Two car garage
- A large barn 500" behind house
- Old well capped off – no water on site
- Lake 5000" away

20 students and one instructor – three departments

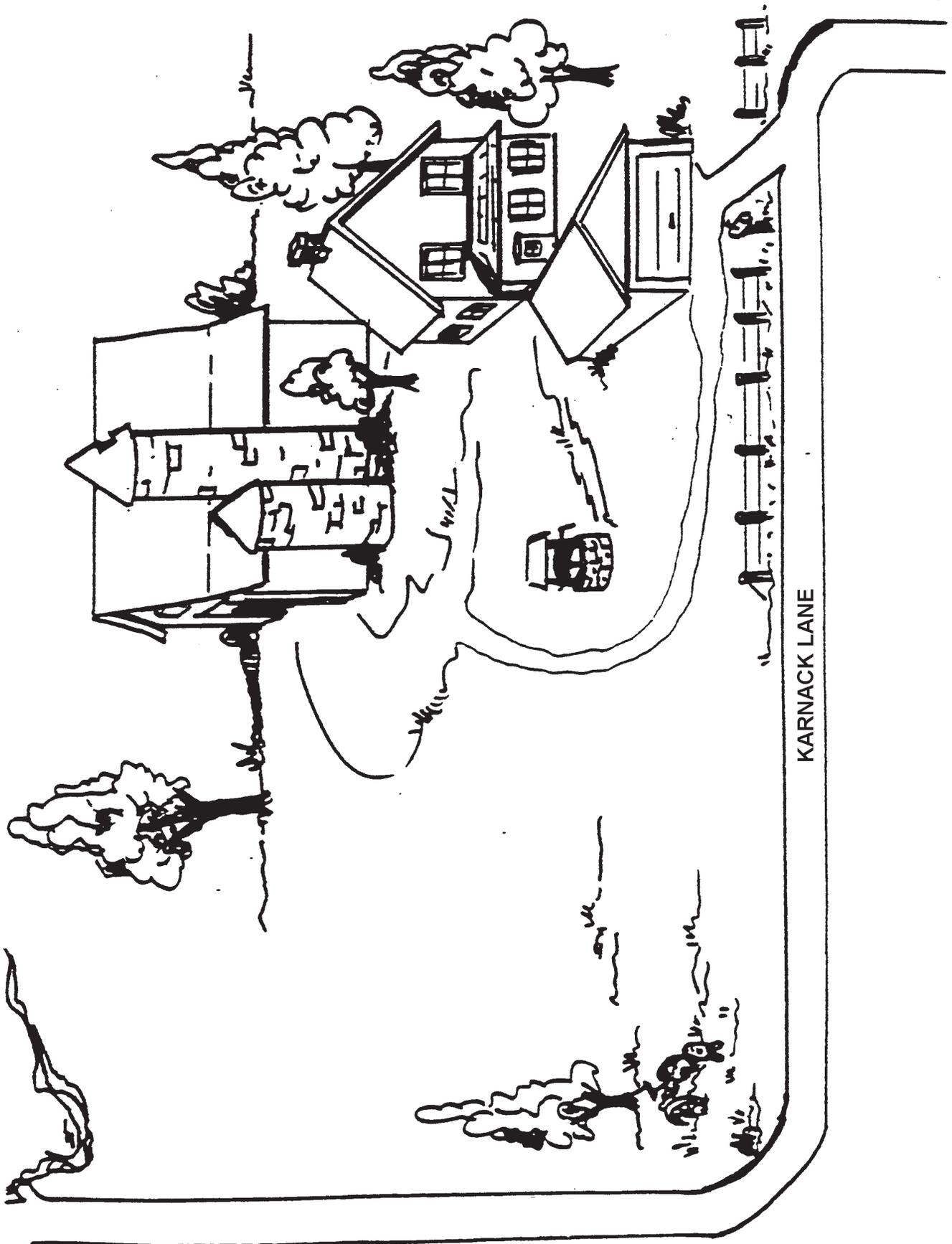
Assignment

1. Break the 20 students into four groups or stations and number each station.
2. Set into motion four different evaluations.
3. Using information you have been given, come up with an exercise or drill.

Practical Exercise - "The Drill Ground" (Continued)



Practical Exercise - "The Drill Ground" (Continued)



How to Teach a Lesson

“Basic Knowledge and a Few Practical Hints on Preparing and Teaching a Lesson”

By Dr. Thomas W. Dauson

For the beginning fire instructor or even the experienced teacher, preparing and teaching a lesson can be a difficult and sometimes confusing activity. As a practical approach, preparing and teaching a lesson can be broken down into four steps or categories: (1) Developing lesson materials; (2) Teaching methods and techniques; (3) Use of instructional aids; and (4) Testing and evaluation. Understanding the basics for each of these categories will give the fire instructor the necessary insight for effective and efficient instruction.

DEVELOPING LESSON MATERIALS

Before developing an outline or “lesson plan” it is important for the instructor to consider who will be taught. The needs, interests and technical level of the audience will have a direct bearing on the way that the lesson is planned. Teaching fifth graders on fire prevention for the home is different than teaching fire company officers on handling hazardous materials incidents.

Most lessons are simply a part of a much larger training or education program. A “lesson” can be defined as a single complete unit of learning. Knowing just where the lesson fits into the overall picture of the course or program will determine lesson content. What is the purpose of the lesson? And, how does it fit into the overall program? These are two questions that need to be answered before the lesson is developed.

Some instructors rely heavily on the use of measurable behavioral objectives, sometime referred to as instructional objectives, in the development of a course or lesson. A behavioral objective is defined as: “A description of the minimum acceptable performance by a student at the end of an instructional period.” Instructional objectives describe an intended outcome rather than a description or summary of content. They are stated in behavioral or performance terms that describe what the learner will be doing when demonstrating his or her achievement of the objective. The use of behavioral objectives is recommended because their development forces the instructor to look squarely at the purpose of the lesson and what is expected of the student.

The central focal point of the preparation of a lesson is the development of a complete “lesson plan”. A lesson plan is defined as: “A plan for teaching which lists pertinent teaching information.” Lesson plans vary from one instructor to another but usually contain the following elements:

1. Topic or Title
2. Level of Instruction
3. Behavioral Objectives
4. Materials needed for the class
5. References used by the instructor
6. Preparation of the student for learning
7. Presentation outline used by the Instructor for the lesson itself
8. Application of the information by the student
9. Lesson summary
10. Evaluation of what students learned
11. Assignment of additional outside work

The format of a lesson plan would also vary depending on the type of lesson being conducted. A college lecture class would probably look different from a training exercise on hose evolutions. One would be more theoretical with a long outline where the other would be more practical with much more physical activity.

How to Teach a Lesson (Continued)

When developing a lesson, the instructor may want to use several different reference books. If a lecture is being developed, several books covering the same topic may need to be consulted. Most fire department training subjects are covered by the International Fire Service Training Association. Also, books and other references published by the National Fire Protection Association should be consulted. It is important to review as many references as possible on the desired subjects to get differing points of view and to find the material that best fits into the lesson being planned.

Fire instructors need to be able to use “occupational analysis” in the development of a lesson. An occupational analysis is simply a listing of all tasks that must be done, and the knowledge and skills required to adequately function in an occupation. Ideas on a lesson can be organized and just what should be included can be derived directly from an occupational analysis.

Lesson plans can either be developed by the instructor or purchased commercially. One advantage of the instructor developing his or her own is that it forces him or her to research the subject matter thoroughly and to put down his or her own ideas in a way that is easily understood by them. Using commercially prepared lesson plans is using someone else’s work and ideas. Some instructors get into trouble when they try to use the plans of others. It is recommended that the instructor develop his or her own lesson plan using several references on the subject, including any commercially available pre-developed lesson plans.

TEACHING METHODS AND TECHNIQUES

Several methods of instruction are available to the fire instructor. They include conference, discussion, demonstration, illustration, and lecture. These methods, although self-explanatory, must be thoroughly understood by the instructor so that he or she can select the most suitable one for the lesson being presented. Understanding how students learn is important in the development and presentation of lesson materials. Students learn through their senses. Eighty-three percent (83%) of a student’s learning is by sight. Eleven percent (11%) is by hearing, three and one-half percent (3 1/2%) by smelling, one and one-half percent (1 1/2%) by touching, and one percent (1%) by tasting.

Based on these facts, visual stimulus is very important in the learning process. Thus, the use of “visual aids” is essential to effective instruction.

Students retain information in the following proportions:

- 10% of what they read
- 20% of what they hear
- 30% of what they see
- 50% of what they see and hear
- 70% of what they say
- 90% of what they say WHILE they do something

It is clear from this analysis that for best retention of information students need to participate in the lesson, including hands-on activities when possible. Just reading, hearing, or seeing some idea is not nearly as effective as participating by saying and doing.

Important factors effecting learning by students must be understood by the fire instructor. Six principles of learning as outlined by Anthony Granito in his Fire Instructors Training Guide include:

1. Motivation - Students properly motivated learn better.
2. Objective - Students learn best when they know exactly what is expected of them.
3. Doing - One of the most efficient ways to learn.
4. Realism - The more realistic the learning situation the more efficient the learning.
5. Background - A student acquires learning only by building upon what he already knows.
6. Appreciation - The learning process is not complete until the learner has acquired the attitudes, appreciation, interest, ideals, and habits of conduct which cause him or her to apply his or her knowledge in the desired direction to accomplish fire service goals.

How to Teach a Lesson (Continued)

Instruction must take place in the proper environment for effective and efficient learning to take place. For indoor lessons this means a room or area with adequate lighting, free from distractions, with proper room temperature, noise control, comfortable seating and adequate audio visual equipment. The learning environment at drill grounds or other outdoor facilities should be controlled to allow the students to see and hear the lesson, the area should be free from audible and visible distractions and inclement weather must be considered.

Finally, some individuals instructing for the first time, and even veteran instructors, have a problem with nervousness. This is very common and should not be allowed to discourage anyone with the desire from pursuing the activity of instructing. One very good way of lessening the feeling of nervousness is by being completely and thoroughly prepared to teach the lesson. If ample time is spent getting ready for the lesson, then the instructor will have more confidence and a better chance of getting over being nervous. Preparation is the key!

INSTRUCTIONAL AIDS

An instructional or training aid is any device which the instructor uses to get his or her idea across to the student and to promote learning. Good instructors use instructional aids effectively.

Common types of instructional aids include motion pictures, slides, overhead projection, opaque projection, filmstrips, videotape, posters, models, chalkboard, bulletin boards, flip charts, handouts, and so on. Selecting the proper instructional aid depends upon availability and the instructor's skill and understanding of the limitations and advantages of each type. In any case, it is important that the training aid is legible.

The overhead projector today is as basic a teaching tool as the chalkboard was fifty years ago. In using the overhead projector, the instructor can face the audience and present pre-developed materials, either outlines or drawings, on a large screen in front of the class. The students can easily be controlled by varying the speed at which the material is presented or, in the case of an outline, how fast the material is revealed. By using the transparency pens, the instructor can create written or pictorial material as he or she is presenting material. Commercial transparencies are also available on a variety of topics.

It is strongly recommended that anyone currently teaching or contemplating teaching become thoroughly familiar with the various types of instructional aids - their advantages, disadvantages, uses, and availability.

TESTING AND EVALUATION

After the fire instructor has prepared and taught the lesson, it is very important to find out if he or she was successful in getting the information across to the students. This is one of the reasons why testing is used. It is a way of evaluating the success or failure of the instructor. Actually, tests serve a number of functions:

- Reveal weaknesses to students
- Indicate deficiencies to the teacher
- Stimulate a desire for learning
- Help to determine grades
- Service as a basis for guidance
- Measure progress in the course
- Assist teachers to analyze difficulties

A subjective test is an essay test which requires the student to write out an answer. This type of test is difficult and time consuming to score. Objective tests do not require long essay answers and are considered by many, especially the students, to be more desirable. Examples of types of objective questions include true-false, multiple choice, short answer, completion, matching, and recognition. Objective tests take longer to prepare, but are usually graded much quicker than the subjective essay type.

How to Teach a Lesson (Continued)

Grades from tests and from class activities should be recorded in some sort of permanent training or class record. In the case of a fire department, the grade should be both in the training officer's files and in the personnel file for each member. Grades must be kept strictly confidential.

QUALIFICATIONS OF A GOOD INSTRUCTOR

The Standard for Fire Service Instructor Professional Qualifications (NFPA No. 1041) identifies the professional levels of competence required of fire service instructors. The purpose of this standard is to provide minimum qualifications for fire service instructors. Anyone teaching in the fire service should be familiar with this document and strive to achieve the various levels of competence outlined.

Generally speaking, good instructors have the following qualities:

- A desire to teach
- Mastery of teaching techniques
- Ingenuity and creativity
- Competence in subject
- An ability to understand and work with people
- Motivation
- Empathy
- Enthusiasm

In addition, the good instructor has characteristics including a pleasing personal appearance; refined personal traits, such as courtesy, tact, and honesty; non-distracting body mannerisms; pleasing voice; and the proper attitude.

Being a good instructor takes training, time and patience, but most of all takes the desire to be one of the fire service's finest. Preparing and teaching a lesson efficiently and effectively is the focus of the fire instructor's activity.

1/8/03

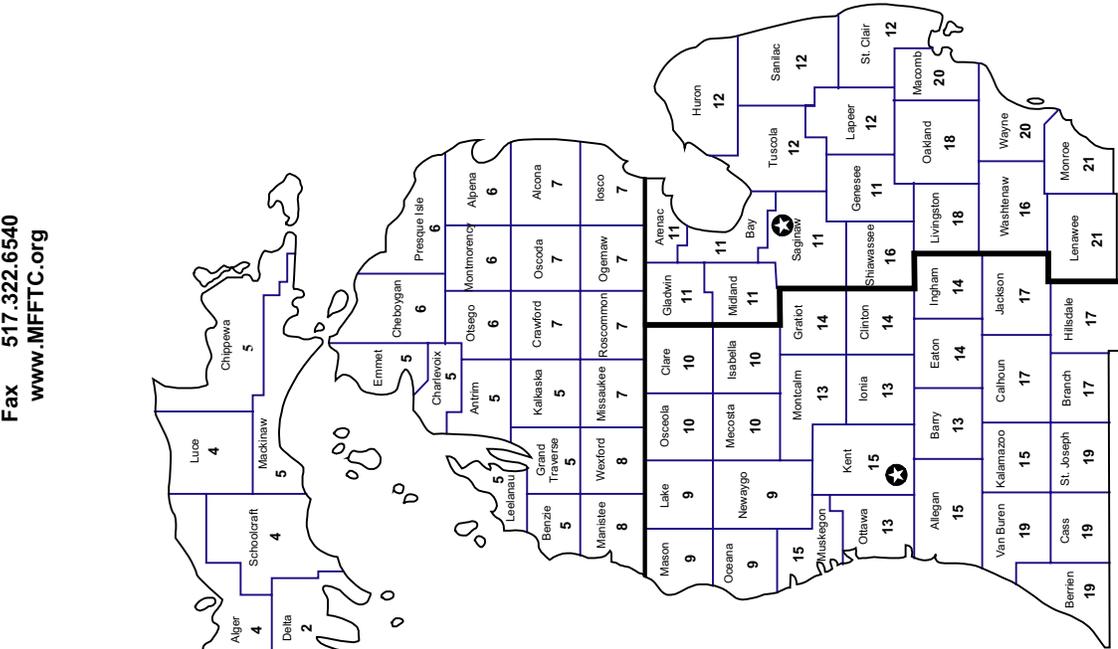
Michigan Fire Fighters Training Council

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 Phone 517.322.5444
 Fax 517.322.6540
 www.MFFTC.org



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MFFTC Coverage Map (Continued)

Michigan Fire Fighters Training Council Directory of Services

SUBJECT	CONTACT	PHONE	EMAIL
General Information	Mary Egner	517.322.5444	egnerm1@michigan.gov
Americans with Disabilities Act	Equity Officer	517.322.3462	lutzg@michigan.gov
Applications (course, instructor, fire officer, terrorism command specialist)	Region Supervisor	See Reverse	See Reverse
Council Meetings	Mary Egner	517.322.5444	egnerm1@michigan.gov
County Training Committees	Training Coordinator	See Reverse	See Reverse
County Training Funds	Region Supervisor	See Reverse	See Reverse
Courses (registration, changes, cancellations)	Region Supervisor	See Reverse	See Reverse
Course/Exam Materials	Region Supervisor	See Reverse	See Reverse
Curriculum	Region Supervisor	See Reverse	See Reverse
Exam Request-FF I and/or II; FO I or II	Region Supervisor	See Reverse	See Reverse
Fax – FFTC Lansing 517.322.6540	Jodi Jones	517.322.6340	jonesjodi@michigan.gov
Fire Department Training Reports	Region Supervisor	See Reverse	See Reverse
Fire Officer Applications (old series)	Region Supervisor	See Reverse	See Reverse
Forms	Region Supervisor	See Reverse	See Reverse
Instructor Evaluations	Training Coordinator	See Reverse	See Reverse
Instructor Guide & Administrative Manual	Region Supervisor	See Reverse	See Reverse
Instructor Payments	Region Supervisor	See Reverse	See Reverse
Instructor Records	Region Supervisor	See Reverse	See Reverse
National Fire Academy Applications	Jodi Jones	517.322.6340	jonesjodi@michigan.gov
Regional Training Centers	Region Supervisor	See Reverse	See Reverse
Training Coordinators	See Reverse	See Reverse	See Reverse
Training Records	Region Supervisor	See Reverse	See Reverse
Video Scheduling (with registered courses)	Region Supervisor	See Reverse	See Reverse
Video Scheduling (without courses)	BreeAnn Barnhill	517.322.5447	barnhill@michigan.gov
Volunteer Incentive Program - VIP	Region Supervisor	See Reverse	See Reverse
W-9 Instructor Payment Information	Region Supervisor	See Reverse	See Reverse

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- ◆ **Terrence H. Chesney**
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Phone 800.886.7338; Fax 734.454.1757
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- ◆ **Thad N. Taylor**
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Michigan Townships Association
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Thadt@alpena.mi.us

Director of Training

- ◆ **Gregory Kirt**
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kirtg@michigan.gov

www.mfftc.org

Laws Pertaining to the Michigan Fire Service

P.A. 291 (1966), as amended by P.A. 196 (1987)

All new on-call and career fire fighters hired by a township, village or city after October 1, 1988 must successfully pass either the Fire Fighter I and/or Fire Fighter II test administered by the Michigan Fire Fighters Training Council. See attached sheets for information on current FFTC curriculum and test requirements.

Act 300, P.A. 1949 as amended by P.A. 346 (1-1-90)

Fire fighters operating fire vehicles over 26,001 pounds must have a CDL and applicable vehicle designation(s) or the Fire Fighters Training Council's nine (9) hour driver training class.

Part 74 Fire Fighting Standard

Michigan Occupational Health and Safety (MIOSHA) regulations, which have the force of law, establish standards for personal protective equipment, apparatus, training records, etc., for every fire department in this state. For a copy of Part 74 Fire Fighting Standard, call CIS Safety Standards at 517.322.1845.\

NFIRS (National Fire Incident Reporting System) The New Standard for Michigan

Michigan fire departments are required to report fire incidents per the Michigan Fire Prevention Code, Act 207, P.A. 1941, as amended. The report shall be made on and according to forms provided by the State Fire Marshal.

Information is available by contacting the Michigan State Police, Fire Marshal Division, Fire Reporting & Analysis Unit, phone: 517.322.1939 Fax: 517.322.2908 E-Mail: nfirs@state.mi.us

HAZWOPER

SARA Title III and Title I with its corresponding OSHA standards contained in 29 CFR 1910.120 require that first responders receive specified levels of training and that training programs and schedules be included in the plan. (*See Michigan Hazardous Materials Planning and Training Requirements, pgs. 29-31*). For detailed information, call CIS, Occupational Health Division at 517.322.1608.

MFFTC (Michigan Fire Fighters Training Council)

State agency which, by law, establishes the curriculum and testing for recruit fire fighters. The council supplies the forms, tests, and audio visual materials to assist local departments in meeting requirements of state and federal training laws.

Hazardous Materials Planning and Training Requirement for Michigan Fire Departments

The local fire chief is required by Michigan Act No. 154 of the Public Acts of 1974 as amended by Act No. 80 of the Public Acts of 1986 (the Michigan Occupational Health and Safety Act), to prepare and distribute to each fire fighter a plan for executing the department's responsibilities with respect to sites within the jurisdiction where hazardous chemicals are used or produced. Act No. 67 of the Public Acts of 1986 amended the Michigan Fire Prevention Code (Act No. 207) by requiring a facility handling hazardous chemicals to provide information to the fire chief upon his/her request to assist the fire chief in accomplishing the emergency planning required. The Department of Consumer and Industry Services (IS), Office of Fire Safety, provides guidelines for this planning in its Bulletin #09. By participating in the development of the Emergency Operations Plan and the site-specific standard operating procedures described above, the requirement is met for sites with extremely hazardous substances. However, Act No. 80 requires that a plan be developed for all sites with hazardous chemicals. The fire department can fulfill this requirement by developing similar site-specific standard operating procedures for these other sites.

Continued on next page

Laws Pertaining to the Michigan Fire Service (Continued)

Hazardous Materials Planning and Training Requirement for Michigan Fire Departments (continued)

As authorized by SARA (Superfund Amendment and Reauthorization Act) Title I the Occupational Health and Safety Administration (OSHA) final rule 29 CFR 1910.120 (HAZWOPER) promulgated March 6, 1990 requires employers to develop emergency response plans which address key elements identified in the rule. This requirement can be met by the responsible agency through the participation in the operating procedures, along with up-to-date internal standard operating procedures, as necessary.

SARA Title III and Title I with its corresponding OSHA standards contained in 29 CFR 1910.120 require the first responder to receive specified levels of training and that training programs and schedules be included in the plan. The training for emergency response personnel must be based on the duties and functions to be performed by each responder as assigned in the plan. In Michigan, a uniform hazardous material training program and curriculum has been established for each of these types of responders based on the OSHA final rule and NFPA Standard 472.

First Responder Awareness (FRA)

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action but, shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the areas listed in 20 CFR 1910.120 (g)(6)(i). This training shall be documented by the employer annually.

First Responder Operations (FRO)

First responders at the operations level are individuals who respond to release or potential release of hazardous substances as part of initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect exposures. First responders at the operations level shall have sufficient training or experiences to objectively demonstrate competency in the areas listed in 29 CFR 1910.120 (q)(6)(ii) and the employer shall so certify initial training and annual refresher training.

Hazardous Materials Technician (HMT)

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than first responder at the operations level. They will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians must demonstrate competency in the areas listed in 29 CFR 1910.120 (q)(6)(iii) and the employer shall so certify initial training and annual refresher training.

Hazardous Materials Specialist (HMS)

Hazardous material specialists are individuals who respond with and provide support to hazardous material technicians. Their duties parallel those of the hazardous materials technicians. The hazardous materials specialist would also act as the site liaison with federal, state, local and other governmental authorities in regard to site activities. Hazardous material specialists shall demonstrate competency in the areas listed in 29 CFR 1910.120 (q)(6)(iv) and the employer shall so certify initial training and annual refresher training.

Continued on next page

Laws Pertaining to the Michigan Fire Service (Continued)

On Scene Incident Commander

Incident commanders who will assume control of the incident scene beyond the first responder awareness level, shall receive training equal to the first responder operations level and in addition demonstrate competency in the areas listed in 29 CFR 1910.120 (q)(6)(v) and the employer shall so certify initial training and annual refresher training.

The State of Michigan Hazardous Materials Training Curriculum has been approved by OSHA and adopted by all State agencies involved. It has become the accepted standard of training for the State of Michigan. If an employer elects to use a training program other than the State of Michigan Hazardous Materials Training Curriculum, it will be the responsibility of the employer to prove the validity of the course.

Glossary

HAZWOPER - Federal safety and health standards promulgated for hazardous waste operators and emergency response personnel by the Occupational Safety and Health Administration (OSHA) as authorized in SARA, Title I. Otherwise known as 29 CFR 1910.120 final rule. State of Michigan adopted it as R325.52101-R325.52137.

INCIDENT COMMAND SYSTEM (ICS) - The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident. According to Hazwoper, NFPA 1500 and Part 74, all incidents must be managed by an incident command system. The National Fire Academy (NFA) ICS course is the course adopted by the Michigan agencies.

INCIDENT COMMANDER (IC) - The individual (normally the ranking fire officer on the scene) responsible for the management and coordination of all incident operations.

MICHIGAN EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW COMMISSION - The commission appointed by the Governor pursuant to SARA Title III to carry out the emergency planning and right-to-know activities in the State of Michigan as authorized. Otherwise known as the State Emergency Response Commission (SERC).

OSHA - Occupational Safety and Health Administration: part of the U.S. Department of Labor. OSHA develops and enforces federal standards for occupational safety and health.

SARA - Superfund Amendment and Reauthorization Act of 1986. Title I deals with health

County Training Committee Guidelines

- Purpose** To establish an efficient and effective communication between the MFFTC and all fire fighters and fire service organizations within the state.
- Definintion** An individual or group of fire service personnel representing a county or a number of counties for the purpose of determining what, when, and where MFFTC training will occur within their area.
- Committee Makeup** Should be representative of all fire service organizations in all counties. (i.e. paid on call, volunteer, career, chiefs association, instructor groups, etc.)
- Functions**
1. Survey the area for training needs.
 2. Make recommendations as to the best type of MFFTC programs to meet the survey needs – for example:
 - A. If the area has a majority of career fire fighters, FF II certification should take priority.
 - B. If the departments are all paid – on – call or volunteer, FF I should be the priority.
 - C. If FF I & II needs have been met, the committee may decide to run Outreach or Officer classes.
 3. Schedule state certification exams in cooperation with a course manager and MFFTC Training Coordinator.
 4. Communicate, in a timely manner, with MFFTC representatives as to county training needs.
 5. Supply the MFFTC with the following information: (see registration form)
 - A. county or area committee name
 - B. meeting schedule
 - C. committee members name, FDID #'s, Representation, phone number
 - D. chairperson of committee
 - E. individual responsible for receiving and disseminating communications from MFFTC
 6. Authorize expenditure of funds allocated by MFFTC

FMD-240 County Training Committee Registration Form

FMD-240 (5/6/02)
Michigan State Police
MI Fire Fighters Training Council

COUNTY TRAINING COMMITTEE REGISTRATION FORM

County		County No.	
Contact Person		* Social Sec. No. - -	
Address			
City		State	Zip
Bus.Phone ()		Home Phone ()	
Fax ()		Pager No. ()	
E-Mail			

Meeting Schedule: Monthly Bi-Monthly Quarterly Semi-Annually

Committee Members:

Name	FDID #	**Representing	Phone Number
1.			()
2.			()
3.			()
4.			()
5.			()
6.			()
7.			()
8.			()
9.			()
10.			()
11.			()
12.			()
13.			()
14.			()
15.			()

If you need additional space to list members use back of form.

** Representing

A = Full Paid

B = Part Paid

C = Non Paid

D = County Chiefs Association

E = County Instructors Association

F = Other _____

Completed by:	
Print Name: _____	Signature: _____ Date: _____

If you have questions, please call your Region Supervisor. Mail or fax form to your Region Supervisor

REGION I

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1504 W. Washington St., Suite A
Marquette, MI 49855

Phone 888.879.6459
Fax 906.225.0834

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Phone 877.475.0844
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REGION III

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MI Fire Fighters Training Council
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Fax 989.758.1980

Original: Region Supervisor

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

Fire Fighter I Course Schedule (from IGAM Section V)

Firefighter I Course Schedule

Handout #6

LEVEL "A"

SUBJECT			CLASSRM HOURS	PRACT. HOURS	TOTAL HOURS
M-1	FFI/II	Course Introduction	0.5	0.0	0.5
M-2	FFI	Laws, Administrative Rules & Standards	3.0	0.0	3.0
I-1A	FFI	Orientation	2.5	0.0	2.5
I-1B	FFI	Safety	3.0	1.0	4.0
I-2	FFI	Fire Behavior	3.5	0.0	3.5
I-3	FFI	Building Construction	2.5	0.0	2.5
I-4A	FFI	Protective Clothing	3.0	1.0	4.0
I-4B	FFI	SCBA	4.5	3.0	7.5
I-5	FFI	Portable Extinguishers	2.0	2.0	4.0
I-6	FFI	Ropes and Knots	3.0	3.0	6.0
I-7	FFI	Building Search & Victim Removal	3.0	6.0	9.0
I-8A	FFI	Forcible Entry Tools	2.5	0.5	3.0
I-8B	FFI	Forcible Entry Construction & Techniques	4.5	3.0	7.5
I-9	FFI	Ground Ladders	4.5	5.0	9.5
LEVEL "A" SUBTOTAL			42.0	24.5	66.5

LEVEL "B"

I-10	FFI	Ventilation	3.5	3.0	6.5
I-11	FFI	Water Supply	2.5	3.5	6.0
I-12A	FFI	Coupling, Loading, & Rolling Hose	3.0	4.0	7.0
I-12B	FFI	Laying, Carrying, & Advancing Hose	4.0	2.0	6.0
I-13	FFI	Water Fire Streams	3.5	3.0	6.5
I-14	FFI	Classes A, C, D, Vehicle, & Wildland Fire Control	4.5	1.0	5.5
I-15	FFI	Sprinkler System Fundamentals	2.0	2.0	4.0
I-16/17	FFI	Salvage, Overhaul, & Protecting Evidence of Fire Cause	4.5	2.5	7.0
I-18	FFI	Fire Department Communications Equipment & Techniques	4.0	1.5	5.5
I-19	FFI	Fire Prevention & Public Fire Education	3.5	1.5	5.0
M-3	FFI	Emergency Medical Care	10.0	5.0	15.0
M-4	FFI	HazMat First Responder Awareness	4.5	0.0	4.5
		Testing	2.0	5.0	7.0
LEVEL "B" SUBTOTAL			51.5	34.0	85.5
TOTAL HOURS			93.5	58.5	152.0

M=Michigan Module

I=IFSTA

NOTE: 1. Subjects are listed in the order recommended for delivery by the MFFTC. Hours are listed to assist instructors with the scheduling of training. The MFFTC has not set minimum hours of training for the FF I program; however, instructors are required to insure all curriculum objectives are taught.

2. The times shown do not include teaching options or use of videos.

Fire Fighter II Course Schedule (from IGAM Section V)

Firefighter II Course Schedule

Handout #7

SUBJECT			CLASSRM HOURS	PRACT. HOURS	TOTAL HOURS
M-1	FFI/II	Course Introduction	0.5	0.0	0.5
I-1	FFII	Implementing IMS	2.5	0.0	2.5
I-3	FFII	Construction Materials & Building Collapse	2.0	0.0	2.0
I-7A	FFII	Rescue and Extrication Tools	6.0	3.5	9.5
I-7B	FFII	Vehicle Extrication & Special Rescue	6.0	0.0	6.0
I-11	FFII	Hydrant Flow & Operability	1.0	0.5	1.5
I-12	FFII	Hose Tools & Appliances	2.5	2.0	4.5
I-13	FFII	Foam Fire Streams	5.0	1.0	6.0
I-14	FFII	Ignitable Liquid & Flammable Gas Fire Control	2.5	0.0	2.5
I-15	FFII	Fire Detection, Alarm, & Suppression Systems	2.5	1.0	3.5
I-17	FFII	Fire Cause & Origin	2.0	0.0	2.0
I-18	FFII	Radio Communications & Incident Reports	2.0	0.0	2.0
I-19	FFII	Pre-Incident Survey	2.0	0.0	2.0
M-5	FFII	HazMat First Responder Operations	20.0	4.0	24.0
		Testing	2.0	5.0	7.0
TOTAL HOURS			58.5	17.0	75.5

M=Michigan Module

I=IFSTA

NOTE: 1. Subjects are listed in the order recommended for delivery by the MFFTC. Hours are listed to assist instructors with the scheduling of training. The MFFTC has not set minimum hours of training for the FF II program; however, instructors are required to insure all curriculum objectives are taught.

2. The times shown do not include teaching options or use of videos.

Fire Fighter I & II Course Schedule (from IGAM Section V)

Firefighter I & II Course Schedule

Handout #8

SUBJECT			CLASSRM HOURS	PRACT. HOURS	TOTAL HOURS
M-1	FFI/II	Course Introduction	0.5	0.0	0.5
M-2	FFI	Laws, Administrative Rules & Standards	3.0	0.0	3.0
I-1A	FFI	Orientation	2.5	0.0	2.5
I-1B	FFI	Safety	3.0	1.0	4.0
I-1	FFII	Implementing IMS	2.5	0.0	2.5
I-2	FFI	Fire Behavior	3.5	0.0	3.5
I-3	FFI	Building Construction	2.5	0.0	2.5
I-3	FFII	Construction Materials & Building Collapse	2.0	0.0	2.0
I-4A	FFI	Protective Clothing	3.0	1.0	4.0
I-4B	FFI	SCBA	4.5	3.0	7.5
I-5	FFI	Portable Extinguishers	2.0	2.0	4.0
I-6	FFI	Ropes and Knots	3.0	3.0	6.0
I-7	FFI	Building Search & Victim Removal	3.0	6.0	9.0
I-7A	FFII	Rescue and Extrication Tools	6.0	3.5	9.5
I-7B	FFII	Vehicle Extrication & Special Rescue	6.0	0.0	6.0
I-8A	FFI	Forcible Entry Tools	2.5	0.5	3.0
I-8B	FFI	Forcible Entry Construction & Techniques	4.5	3.0	7.5
I-9	FFI	Ground Ladders	4.5	5.0	9.5
I-10	FFI	Ventilation	3.5	3.0	6.5
I-11	FFI	Water Supply	2.5	3.5	6.0
I-11	FFII	Hydrant Flow & Operability	1.0	0.5	1.5
I-12A	FFI	Coupling, Loading, & Rolling Hose	3.0	4.0	7.0
I-12B	FFI	Laying, Carrying, & Advancing Hose	4.0	2.0	6.0
I-12	FFII	Hose Tools & Appliances	2.5	2.0	4.5
I-13	FFI	Water Fire Streams	3.5	3.0	6.5
I-13	FFII	Foam Fire Streams	5.0	1.0	6.0
I-14	FFI	Classes A, C, D, Vehicle, & Wildland Fire Control	4.5	1.0	5.5
I-14	FFII	Ignitable Liquid & Flammable Gas Fire Control	2.5	0.0	2.5
I-15	FFI	Sprinkler System Fundamentals	2.0	2.0	4.0
I-15	FFII	Fire Detection, Alarm, & Suppression Systems	2.5	1.0	3.5
I-16/17	FFI	Salvage, Overhaul, & Protecting Evidence of Fire Cause	4.5	2.5	7.0
I-17	FFII	Fire Cause & Origin	2.0	0.0	2.0
I-18	FFI	Fire Department Communications Equipment & Techniques	4.0	1.5	5.5
I-18	FFII	Radio Communications & Incident Reports	2.0	0.0	2.0
I-19	FFI	Fire Prevention & Public Fire Education	3.5	1.5	5.0
I-19	FFII	Pre-Incident Survey	2.0	0.0	2.0
M-3	FFI	Emergency Medical Care	10.0	5.0	15.0
M-4	FFI	HazMat First Responder Awareness	4.5	0.0	4.5
M-5	FFII	HazMat First Responder Operations	20.0	4.0	24.0
		Testing	4.0	10.0	14.0
TOTAL HOURS			151.50	75.5	227.0

M=Michigan Module

I=IFSTA

NOTE: 1. Subjects are listed in the order recommended for delivery by the MFFTC. Hours are listed to assist instructors with the scheduling of training. The MFFTC has not set minimum hours of training for the FF I & II program; however, instructors are required to insure all curriculum objectives are taught.

2. The times shown do not include teaching options or use of videos.

Firefighter I & II Examination

Handout #9

Written and Practical Skills Performance Expectations

Effective October 1, 1988, the mandatory testing law requires the Michigan Fire Fighters Training Council to develop and administer an examination for Firefighter I & II candidates that meets the knowledge and skill requirements set forth in National Fire Protection Association (NFPA) Standard 1001.

The examination consists of 2 parts. Part 1 tests the knowledge and skill requirements set forth in Firefighter I, and part 2 tests the knowledge and skill requirements set forth in Firefighter II.

Each part of the examination is administered in two stages. The written stage of the examination is made up of multiple choice and true and false questions. A minimum score of 70% is required to pass.

The practical skills stage of the examination measures mastery of basic fire fighting skills. These skills should have been developed, practiced and refined prior to testing. The test candidate is given two (2) opportunities at each skill station to demonstrate mastery of the required skills.

The mandatory testing law further requires:

1. Within 12 months after a person's hiring date as a full-time firefighter, the person must pass both part 1 and part 2 of the examination to be eligible for continued or permanent full-time employment as a firefighter.
2. Within 24 months after a person's appointment date as a volunteer or paid-on-call firefighter, a person must pass part 1 of the examination to be eligible for continued volunteer or paid on-call service as a firefighter.

The FF I & II training curriculum is based on NFPA 1001, 1997 edition.

The Firefighter I examination was developed from material in the IFSTA Student Applications Work Books, 4th Edition; IFSTA Essentials of Fire Fighting, 4th Edition; and the module, (M-2) Laws, Administrative Rules and Standards.

The Firefighter II examination was developed from material in the IFSTA Student Applications Workbook, 4th Edition; and IFSTA Essentials of Fire Fighting, 4th Edition.

PERSONAL PROTECTIVE EQUIPMENT THAT MEETS CIS: General Industry Safety Standards, PART 74 Fire Fighting REQUIREMENTS SHALL BE WORN DURING PRACTICAL SKILLS TESTING AS DICTATED BY THE REQUIREMENTS OF EACH STATION. POSITIVE PRESSURE SCBA IS REQUIRED FOR ALL TEST CANDIDATES.

Instructor Information

Instructor Caution

Instructors unfamiliar with the IFSTA based Michigan Firefighter I & II curriculum should READ sections I - V of this manual and review the IFSTA “Implementation Guide” before attempting to plan and conduct a training course.

Instructor Qualifications

1. Qualifications to Instruct FF I & FF II Courses

- a) Must be a certified or probationary level instructor.

Probationary level instructors may only instruct under the on-site supervision of an instructor certified at the level being instructed. The certified instructor must be present and observing the instruction at all times.

If the Probationary Instructor is not ready to teach, struggling with teaching techniques and/or improperly presenting the course material, the certified instructor must be prepared to take over the class.

Note: In cases of hardship, the requirement of on-site supervision may be waived in writing by the MFFTC Region Supervisor upon written request of the course manager.)

- b) Must possess FF I certification (or *Phases I & II*) to instruct FF I courses and FF II certification (or *Phases I-IV, 240 hour*) to instruct FF II courses.

- c) Must be competent within subject area being taught.

- d) Instructors teaching HazMat Awareness and/or Operations to firefighters **MUST BE MFFTC INSTRUCTORS** and must also be FRA and /or FRO certified instructors. Note: In addition to FF I and/or II certificates, separate certificates are issued to students for HazMat Awareness and Operations.

Instructors teaching Emergency Medical Care are exempt from the requirements in “a” & “b” above but must possess the specific instructor qualifications listed at the beginning of the Emergency Medical Care Module.

- e) Subject matter experts may be used by the Course Manager or instructor to augment the curriculum. An attorney to speak on Laws, Administrative Rules and Standards or a Fire Inspector to assist with Fire Prevention and Public Fire Education would be examples of subject matter experts. The course instructor must be present while the subject expert is instructing.

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

Instructor Qualifications (Continued)

Note: Subject matter experts are also exempted from the requirements in "a" & "b" above.

2. Instructor Assistants

Instructor Assistants are individuals selected by the Course Manager or instructor who meet the requirements of "b" & "c" in Section 1 above, and assist only under the direct on-site supervision of the certified instructor in charge. Instructor Assistants are restricted to the following functions:

- a) May assist instructor with classroom duties other than lecture.
 - b) May assist instructor with conducting practical skills exercises which includes completion of IFSTA Job Sheets and MFFTC Handouts 12, 13, & 14.
-

FF I & II General Requirements

1. Class Size

- a) Minimum class size to qualify for MFFTC funding is 15 fire department members from at least two departments. The Director of Training may grant exceptions when special circumstances exist.
- b) MAXIMUM CLASS SIZE IS 30. Region Supervisors may approve larger classes if special circumstances exist.

2. Required Fire Department Membership

- a) A student must be a member of an organized Michigan fire department to be counted for funding and minimum enrollment purposes.
- b) A member of an organized fire department is defined as:

A person who has been hired and/or appointed as a member of a fire department and is covered by the department's workers compensation and other appropriate insurance policies.

- c) Exceptions: The following individuals are allowed to participate in FF I and/or FF II programs including FRA, FRO, as well as ICS:
 - 1) Eligible pre-service college students enrolled in an MFFTC sanctioned FF I, FF II, or FF I/II course at a college or university based Regional Training Center.
 - 2) Department cadets and explorer scouts as defined under "Minimum Age Requirement."
-

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

3. Minimum Age Requirement (*Explorer & Cadet Exceptions*)

- a) Students must be 18 years or older on the first scheduled date of training.
- b) Exception:
 - 1) Individuals sponsored by a fire department cadet program or fire department Boy Scouts of America Explorer program.
 - (a) Department cadets and explorer scouts must be 16 or 17 years of age, or may be 18 years of age if still attending high school as a full-time student (no exceptions).
 - 2) All requests for an exception must be on letterhead from the chief of the sponsoring department, and include the following:
 - (a) A dated copy of the charter or resolution of the local unit of government authorizing an explorer or cadet program within the fire department.
 - 3) All requests for exception must be directed to the MFFTC Region Supervisor for review and approval.
 - 4) Department cadets and explorers are not allowed to challenge the FF I, FF II or FF I/II written or practical skills examination.

4. Prerequisite Courses/Exams

- a) FF IB students must provide proof of their FF IA completion prior to enrollment.
- b) FF II students must provide proof of their FF I certification prior to enrollment.

5. Student & Test Candidate Identification Required

- a) Valid Michigan operator's license with photo -or-
- b) Picture I. D. and certified copy of birth certificate
- c) Students will be required to provide identification at time of enrollment, during practical skills training and at both stages of testing (written and practical skills).

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

6. Physical Condition

- a) The FF I & FF II practical skills training and testing program requires significant physical exertion and stamina.
- b) The MFFTC recommends applicants consult their personal or department physician before participating in practical skills training or testing.
- c) Test candidates who are pregnant must present written approval from their physician to participate in practical skills training or testing.
- d) Americans with Disabilities Act. Refer to MFFTC Policy 2-3. ⋮

7. Student Attendance & Participation Requirements

- a) All students should report to class on time.
- b) Students must attend a minimum of 90% of classroom training, 100% of practical skills training (*or practical skills evaluation sessions*) and submit no less than 90% of homework assignments.
- c) These requirements must be met for the student to continue in the training course and participate in testing. To meet these requirements the instructor will establish all make-up policies and procedures; however, frivolous excuses shall not be tolerated because of disruption to the class and the negative effect on morale.
- d) If a student is not making a valid effort and more than 5% of any requirement in item "b" is missed, the student's fire chief should be notified in writing with a copy to the student and the MFFTC Region Supervisor (*Refer to form letter in Section IV - Forms*).
- e) If after notification in item "d", a student is still not making a valid effort and more than 10% of any requirement in item "b" is missed, the student should be terminated from the course. The student's fire chief should be notified in writing with a copy to the student and the MFFTC Region Supervisor (*Refer to form letter in Section IV - Forms*).
- f) The MFFTC recommends the use of lesson tests or study sheets for makeup of classroom training sessions.
- g) All practical training sessions must be made-up. The instructor may work out practical makeup on an individual basis.

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

- h) Students terminated from a course will not be allowed to challenge the examination with students who complete the course.

8. Training Fees

- a) The Course Manager or sponsor sets student fees based on the cost of conducting the course. If student fees are charged, all students must be charged pro rata.
- b) If MFFTC funding doesn't cover all course expenses additional fees may be charged.
- c) The fee is non-refundable unless the applicant is not accepted into the course.
- d) Use of MFFTC funds may not exceed the following amounts:

FF IA	FF IB	FF I	FF II	FF I & FF II
\$1675.00	\$2125.00	\$3800.00	\$1875.00	\$5675.00

9. Challenger Test Candidates

Qualified test candidates MUST BE ACCEPTED when they apply to test with MFFTC registered funded courses of less than 30 students.

Exception: Students who are terminated from a FF I and/or II class for non-compliance with MFFTC requirements may not challenge the certification exam with the same class of students.

10. Challenger & Re-test Fee - When Applicable

A reasonable prorated fee MAY be charged to recover the cost of a certification exam IF:

- a) Students or test candidates in a funded course are assessed a supplemental fee to cover costs in excess of MFFTC funding.
- b) The course or challenge exam is MFFTC funded and there are 30 or more students and test candidates. (*Note: The course manager or sponsor is not required to accept more than 30 students or test candidates even though the option to charge a fee is available.*)
- c) The course or scheduled exam is not MFFTC funded.

11. Student Furnished Classroom Materials

Students must have the required classroom materials beginning with the first class. The instructor is responsible for providing each student with

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

a list of course materials that they are expected to provide at least one week prior to the 1st class. These are outlined in Student Handout #1. Distributors for the IFSTA student materials are listed in Section VIII - Resource Materials.

- a) IFSTA, Essentials of Fire Fighting, Fourth Edition
- b) IFSTA, Student Applications Workbook for Fourth Edition
- c) Pen or pencil and paper for note taking
- d) Two (#2) pencils for completion of exam and evaluation scan forms.
- e) A CPR pocket mask is required for each student prior to the 1st Emergency Medical class.

12. Student Dress & Equipment

- a) Students must wear clothing appropriate to the class activity being conducted.
- b) Complete protective clothing will be required when necessary for practical skills training activities.
- c) Instructors will specify and announce required dress and protective clothing in advance of each training session.
- d) Students not wearing acceptable required personal protective clothing and/or equipment shall NOT be allowed to participate in practical skills training.

13. Conduct & Ethics

- a) Students are expected to pay attention and actively participate in all training sessions.
- b) Horseplay, profanity, showing disrespect for an instructor or MFFTC representative or any other type of disruptive behavior may result in immediate student expulsion or other disciplinary action.
- c) Discrimination or harassment involving race, religion, color, sex, national origin, age, handicap, social or economic status are strictly prohibited and will not be tolerated from instructors, students or anyone else involved in MFFTC sanctioned training and testing. Any violation must be promptly reported to the MFFTC Training Coordinator or Region Supervisor for investigation.

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

- d) Cheating on any examination is grounds for immediate expulsion.
- e) A student under the influence of Alcohol or a Controlled Substance is grounds for immediate expulsion.
- f) Students are not allowed to bring guests to class. This includes, but is not limited to friends, relatives and other fire department members.
- g) The student's fire chief should be notified in writing of any discipline problems and a copy provided to the student and the MFFTC Region Supervisor. Refer to Item #17 - Student Disciplinary Procedures, for specific instructions.

14. Weapons Prohibited

- a) To ensure the safety of all individuals in MFFTC programs, weapons may not be worn or carried during training or testing.

Exception: Individuals required to carry a firearm as a job requirement will be allowed to wear the weapon per their department policy, when attending classroom training, while on duty.

- b) Weapons should be stored in a safe place. By definition, a safe place is a locked vehicle, safe, or secured storage locker. A brief case, duffel bag or equipment bag is not adequate for weapons storage.

15. Facial Hair Restricted

- a) To insure a proper facepiece-to-face seal, MFFTC instructors, FF I and/or II students, test candidates and exam evaluators shall be completely free of facial hair that comes between the sealing surface of the facepiece and face or that interferes with valve function or any condition that interferes with face-to-facepiece seal or valve function.
- b) Failure to comply with the requirements of "a" above shall result in the following action:
 - 1) MFFTC probationary and certified instructors shall be decertified.

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

- 2) The instructor shall not allow FF I and/or II students to participate in ANY FF I or FF II class.
- 3) The test proctor shall not allow FF I and/or II test candidates or test team members to participate in a certification examination.
- c) This policy is based on Department of Consumer and Industry Services (CIS: Occupational Health Standards – Part 451. Respirator, Protection: 1910.134.(g)(1)(i)(A) & (B) and will be strictly enforced as explained above.
- d) If a student comes to class in violation of the facial hair policy, the instructor or Training Coordinator will ask the student to shave or leave. A written notice of this disciplinary action should be issued per Item #16 – Student Disciplinary Procedures.

A second violation shall result in expulsion from the course.

16. Student Furnished Equipment For Testing

- a) Only positive pressure SCBA may be used in MFFTC practical skills training and testing. (*Please refer to CIS: General Industry Safety Standards – Part 74.Fire Fighting. Rule 7436, subsections (2) & (3) for further clarification – see copy in Chapter VIII, Resource Materials, Page VIII-28).*)

Note: If the test team leader is not familiar with the operation of a student’s brand of SCBA, the test candidate should bring the manufacturer’s procedures to the test site.

- b) For certification testing, personal protective clothing (PPC) must comply with CIS: General Industry Safety Standards – Part 74.Fire Fighting, as listed below:

*** Protective hoods and PASS devices are required for all courses that convene on or after 10/1/02, where the use of structural fire fighting PPC is required.**

- | | |
|---------------------------------|----------------|
| 1) Coat | NFPA 1971;2000 |
| 2) Head, eye, & face Protection | NFPA 1971;2000 |
| 3) Footwear | NFPA 1971;2000 |
| 4) Gloves | NFPA 1971;2000 |
| 5) Bunker Pants | NFPA 1971;2000 |
| 6) * Hood | NFPA 1971;2000 |
| 7) * PASS Device | NFPA 1982;1998 |

17. Student Disciplinary Procedures

There are a number of reasons why it may be necessary to discipline a student. Disciplinary action must be documented in writing using the “Fire Chief Notification of Student Disciplinary Action” form. A copy of the form is in Section IV - Forms, for duplication.

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

Upon completion by the Course Manager, the form is distributed as follows:

- a) Original to student's fire chief (*or supervisor if the student is a fire chief*)
- b) Copy to student
- c) Copy to MFFTC Region Supervisor
- d) Copy to instructor

18. Live Fire Training

- a) **Use of structural live fire training in MFFTC sanctioned training programs is not required but may be used at the discretion of the instructor or sponsor.**
- b) If structural live fire training is used in an MFFTC sanctioned training program, it must be conducted in an engineered burn facility designed for repetitive burns and in compliance with MFFTC Policies governing Structural Live Fire Training. (*Policy #2-13, Structural Live Fire Training for Interior Attack. A copy can be found in Chapter VIII, Resource Materials, Page VIII-41*)

19. FF I & II Mandatory Testing Law

- a) The mandatory certification examination is made up of two parts, FF I and FF II.
- b) A person must provide documentation of FF I certification before he or she is eligible to take the FF II exam.

A person may not take a FF I exam and a FF II exam on the same day, because the FF I exam must be scored and the certification issued before the FF II exam can be processed.

- c) A person may take a combination FF I & II exam in lieu of taking a FF I exam and a FF II exam separately.

20. FF I and/or II Re-testing

- a) A fire department member that has failed the FF I and/or II examination may retake it at any registered course or examination that is accepting applications. Applicant must comply with the requirements of Item #9, Challenger and Re-test Fee - When Applicable.
- b) Pre-service candidates may re-test for FF I and/or II at any eligible site, if the original college or university acknowledges in writing, on letterhead signed by a responsible representative that the institution assumes responsibility and liability for the pre-service student while

Instructor Information (from IGAM Section I) (Continued)

Instructor Information (Continued)

FF I & II General Requirements (Continued)

re-testing. **This written acknowledgment must be presented to the Course/Exam Manager to gain entry to a re-test.** The written acknowledgment must be submitted to the MFFTC with final paperwork.

- c) A re-test candidate is responsible to locate an exam with an opening, and forward a copy of his/her MFFTC “Notification of Exam Results” to the course manager or sponsor at least eight (8) weeks prior to the exam date.
- d) An individual who has failed the written stage or practical skills stage of the exam may schedule a re-test. **The individual retaking the exam is responsible for making all arrangements a minimum of eight (8) weeks in advance of the re-test date.**
- e) **The course manager may not re-test his/her students on an individual basis.** All re-tests must be scheduled through a registered course or examination per item a) above.

21. FF IA, Verification of Completion

- a) A Verification of FF IA Completion is issued for each successful student by the MFFTC upon receipt of the final course paperwork.
- b) **Students are required to present the Verification of FF IA Completion to gain entry to a FF IB training course.**

22. Issuance of Certificates

- a) FF I, FF II or FF I & II Certificates will be issued to all test candidates who pass the FF I, FF II or FF I & II certification examinations.
- b) FF I, FF II or FF I & II Pre-service, Explorer or Cadet Certificates will be issued to all pre-service, Explorer or Cadet students who complete a MFFTC FF I, FF II or FF I & II training course and pass the FF I, FF II or FF I & II certification examination. (Refer to Student Handout #1, Department Membership)
- c) A HazMat First Responder Awareness or Operations Certificate will be issued to students upon successful completion of each course.

Instructor Information (Continued)

Instructional Environment & Equipment Needs

1. Classroom and furnishings

- a) The classroom should be large enough to comfortably accommodate all students and staff, have appropriate climate and light control, and be free of interruptions caused by unrelated noise, walk through traffic etc.
- b) Each student should have a comfortable chair and a writing surface (table preferred).

2. Audiovisual & Instructional Equipment & Materials

The course manager or the instructor must determine the need for audiovisual and instructional support equipment and materials well in advance of class. Such considerations may include but not be limited to:

- a) Slides, videotapes, overhead transparencies, power point
- b) Flip charts with pads and stand
- c) Supplies, i.e., stapler, tape, 3-hole punch, scissors
- d) Student handouts - in adequate quantity
- e) Overhead projector, slide projector, screen
- f) VHS VCR with monitor

3. Instructor Responsibility

- a) The instructor should insure the classroom is properly arranged and accessible to students PRIOR to the scheduled start time.
- b) Review of additional instructor information and hints appear at the beginning of each IFSTA chapter.

4. Classroom Disruptions

To keep classroom disruptions to a minimum, the MFFTC *recommends* that pagers, radio monitors and hand-held radios be set in the alert position or preferably switched off. The instructor should take additional steps if necessary to deal with such interruptions.

Fire Officer Programs General Statement

Introduction	Fire officer courses are intended to provide both line and staff personnel the opportunity to enhance their strategic, tactical, administrative and managerial skills. The entire three level sequence of courses has been designed as a developmental program for fire service officers. Individuals desiring officer certification by the Michigan Fire Fighters Training Council will be required to meet all prerequisites for each level; successfully complete each course listed for a particular officer level, or offer evidence of completion of an equivalency course; and submit a properly prepared application for certification.
Program Establishment	The scheduling of Fire Officer Courses is handled by the MFFTC's Regional Supervisors. Requests for these courses must be placed by county training committees.
Enrollment	<p>Individuals seeking certification as fire officers will be required to meet all prerequisites listed for the applicable level.</p> <p>All of the Fire Officer Program courses may be taken as individual training sessions. The Council urges fire officers to seriously consider seeking certification by completing all courses for a particular level.</p>
Fees	Local sponsors may collect fees to cover expenses associated with the sponsoring of an officer's course.
Certification	Fire Officer certification requires completion of all prerequisites and submission of an application for certification. Copies of certificates must be attached to the application.
Attendance	Participants in the Fire Officer courses must attend the entire session to receive credit for each course. There are no exceptions to this rule.

FMD-220 Fire Officer I, II, III Application

FMD-220 (08/14/02)
Michigan State Police
MI Fire Fighters Training Council

FIRE OFFICER I, II, III APPLICATION

Review the Fire Officer Courses Required for Certification (see back page). Complete Sections 1 and 5, and the section(s) corresponding to the certification level(s) for which you are applying. Attach required documentation. The applicant's fire chief is to complete Section 6. BOTH the applicant and the fire chief must sign and date the application.

1. Applicant Information:

Please print or type.

Check the level(s) for which you are applying:			
<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II	<input type="checkbox"/> Fire Officer III	
Name		* Social Sec. No.	
Address		Telephone No.	
City	State	Zip	
Fire Dept. Name			FDID

2. Fire Officer I:

- Attach certificate for FF I or previous phases I & II training
 Minimum 3 years of fire service experience required. List most recent experience first.

FIRE DEPARTMENT NAME	FDID NUMBER	FROM Month/Year	TO Month/Year

- Attach a copy of training certificate for each Fire Officer I course.

3. Fire Officer II:

- Attach certificate for FF II or previous phases I, II, III & IV (240 hrs.) training Attach a copy of Fire Officer I certificate.
 Attach a copy of training certificate for each Fire Officer II course.

4. Fire Officer III:

- Attach a copy of Fire Officer II certificate. Attach a copy of training certificate for each Fire Officer III course.

5. Applicant's Signature:

I certify that the information provided is true and accurate to the best of my knowledge. I understand that providing false information will result in revocation of fire officer certification.

Applicant's Signature	Date
-----------------------	------

6. Fire Chief/Agency Head or Designee:

To the best of my knowledge, the information submitted by the above applicant is true and accurate and I recommend MFFTC approval.

Signature of Fire Chief/Agency Head or Designee	Date
Fire Department Name	FDID Number

If you have questions, please call your MFFTC Region Supervisor.

Mail or fax completed application and attachments to:

Michigan Fire Fighters Training Council 7150 Harris Drive, Lansing, Michigan 48913
Fax 517.322.6540

Do not write below this line - For MFFTC use

Approved By:	Date Approved
--------------	---------------

Original: Lansing
Copy: Applicant

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-220 Fire Officer I, II, III Application (Continued)

FIRE OFFICER COURSES REQUIRED FOR CERTIFICATION

Michigan Fire Fighters Training Council

FIRE OFFICER I

ISO	Incident Safety Officer
-or-	Fire Fighter Safety Survival - Company Officers Responsibility
FSCO	Bldg. Const. For Suppression Forces: Principles, Wood, and Ordinary Const.
BC/P	Managing Company Tactical Operations - Preparing
MCTO:P	Managing Company Tactical Operations - Decision Making
MCTO:D	Incident Command System
ICS	Records and Reports
R & R	Education Methodology -or-
ED. METH -or-	Instructional Techniques for Company Officers
ITCO	

FIRE OFFICER II

MCTO:T	Managing Company Tactical Operations - Tactics
IFIPP -or-	Introduction to Fire Inspection Principles and Practices -or-
CBPI	Conducting Basic Fire Prevention Inspections
ADFR -or-	Arson Detection for the First Responder -or-
FAD -or-	Fire Arson Detection -or-
DASF -or-	Detection of Arson and Suspicious Fires
BC/N	Bldg. Const. For Suppression Forces: Noncombustible and Fire-Resistive Const.
FSSP	Fire Service Supervision - Personal Effectiveness
FSST	Fire Service Supervision - Team Effectiveness

FIRE OFFICER III

HSO -or-	Health and Safety Officer
FHSP	Fire Fighter Health & Safety - Program Implementation & Management
LS-1	LeaderShip I - Strategies for Company Success
LS-II	LeaderShip II - Strategies for Personal Success
LS-III	LeaderShip III - Strategies for Supervisory Success

NOTE: It is recommended all courses be taken in the sequence listed above.

The MCTO series MUST be taken in the sequence indicated below. Course sponsors, course managers, and instructor's are requested to strictly enforce this requirement:

1. MCTO:P
2. MCTO:D
3. MCTO:T

These requirements supersede all Fire Officer Requirements published by the MI Fire Fighters Training Council prior to November 12, 1997.

IFSTA - MFRI Fire Officer I & II - Implementation Guideline

New Fire Officer I & II Courses Adopted

At the March 31, 2000 meeting, Council adopted the Maryland Fire and Rescue Institute's (MFRI) FO I & II courses with an effective date of October 1, 2000.

Accreditation

The FO I & II courses meet all the objectives of the National Fire Protection Association (NFPA), Standard 1021, 1997 Edition, Fire Officer Professional Qualifications.

The American Council on Education (ACE) accredits both courses.

Target Audience

Both courses are jurisdictional friendly and are designed for use by career, part-paid, and non-paid fire fighters.

Instructor Requirements

- Fire Fighter I & II or old 240 Hours
 - Certified Instructor
 - Fire Officer I & II and/or active FO Instructor
 - Complete the new FO I & II TtT
-

Student Prerequisites

- Fire Fighter I & II or old 240 Hours (Must complete to qualify to take new FO I)
 - New Fire Officer I (Must complete to qualify to take new FO II)
-

Instructor and Student Packages

- The instructor and student packages are marketed through the International Fire Service Training Association (IFSTA).
 - Both courses are on PowerPoint, which will be included in the instructor packages.
 - Slides will be provided so either media may be used for delivery.
-

Videos

Course videos have been ordered and will be available to instructors through the FFTC video loan library.

Train-the-Trainers

- Three TtT's have been scheduled:

1. July 29 & 30, 2000	Lansing	(8AM - 5PM, Sat. & Sun.)	Completed
2. August 14 & 15, 2000	Livonia	(8AM - 5PM, Mon. & Tues.)	Completed
3. August 26 & 27, 2000	Gaylord	(8AM - 5PM, Sat. & Sun.)	Completed
 - Maximum number of students per TtT is 35
-

Fire Officer I

- Comprised of 22 three (3) hour Sessions and will total 66 classroom hours, including testing.
 - A total of 100 paid instructor hours (\$25 P/Hour) which includes compensation for administrative time.
-

Fire Officer II

- Comprised of 15 three (3) hour Sessions and will total 45 classroom hours, including testing.
 - A total of 70 paid instructor hours (\$25 P/Hour) which includes compensation for administrative time.
-

IFSTA - MFRI Fire Officer I & II - Implementation Guideline

- Delivery System**
- Very similar to FF I & II
 - Team teaching (3-5 instructors), same team for FO I and II. (MFRI recommendation)
 - Limited to one, three (3) hour session per week due to homework (MFRI recommendation) (Exception: Allow college based Regional Training Centers to schedule a maximum of two (2) sessions per week for FO I, in order to complete the entire course within a college semester.)
Preceptorship in FO I will be revised. It will be completed under the direction of the instructor, (requires six (6) hours), or allow the option for students to complete at their own department, if approved by the instructor.
 - Homework is assigned for almost every session
 - Maximum number of 20 students per course during the first year pilot
 - Use of Subject Matter Experts will be encouraged as in FF I & II with the same restrictions (need to develop guideline)
 - Record keeping will be maintained similar to FF I & II, using a FO Student Activity Record form
 - A FO Course Schedule form will be used, similar to the FF I & II schedule
 - Make up work will follow the same requirements as FF I & II - it must be approved by and coordinated with the instructor.
-

- Testing**
- 10 question quiz after each session
 - Must complete all homework, quizzes and Preceptorship Evaluation PRIOR to final exam
 - Final written exam will be proctored by FFTC representative (no final practical exam) (7/8)
 - Upon failure of final exam, one retest allowed, then course must be repeated
-

- Equivalencies**
- No equivalencies will be allowed. (MFRI recommendation)
 - Each session is only three (3) hours and builds on the previous sessions
-

- One Year Evaluation**
- Design an Instructor Survey Form and require submittal by instructors for the first year.
 - Make adjustments to the courses at the end of the first year based on all input received as was done with the FF I & II courses when first adopted.
-

- Transition from old to new FO Courses**
- The old FO courses cannot be used as equivalencies or prerequisites for the new FO courses because they are too dissimilar.
 - Certifications for the old FO I & II will not be issued after September 30, 2003. Individuals in the old series must complete their certifications before the cutoff date.
 - The old FO courses will be available through the FFTC as long as the developers maintain them current.

FMD-110 Course Application

FMD-110 (6/4/02)
Michigan State Police
MI Fire Fighters Training Council

COURSE APPLICATION

Instructions for Completion on Back

Page _____ of _____

1. Location of Course		Regional Supervisor must receive this application 6 weeks prior to start date.	(a) Tracking Number
(b) Name of Facility		(c) RTC (if applicable)	(d) County
(e) Street Address		(f) City	

2. Administrative Information

(a) Course Manager Name		(b) *Social Security Number		(i) Correspondence and materials will be sent to Course Manager unless you <input type="checkbox"/> (<input checked="" type="checkbox"/>) check for shipment to alternate address listed below:		
(c) Street Address (No P.O. Box #'s allowed)				(j) Name		
(d) City		(e) State	(k) Street Address (No P.O. Box #'s allowed)			
(g) Business Phone () ()		(h) Home Phone () ()		(l) City	(m) State	(n) ZIP Code

(o) Certificates will be sent to the student's Fire Department; Pre-Service certificates will be sent to the Regional Training Center.

3. Courses and Funding

Instructions for registering multiple courses are on back of form.

(a) Course Number	(b) Course Name	(c) _____ AM _____ PM	(d) # of Students	(e) # Manuals**	(f) Start Date / /	(g) End Date / /
Funding Information <input type="checkbox"/> Unfunded						(o) Videos Scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No
(h) County Number	(i) Funding Source	(j) Instructor Fee (\$)	(k) Miles Approved (\$)	(l) Meals Approved (\$)	(m) Lodging Approved (\$)	(n) Total (\$) =
_____	<input type="checkbox"/> CO.ALLOC	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> SARA	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> HMEP	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> _____	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> _____	_____ +	_____ +	_____ +	_____ +	_____ =
						(p) Instructor Name
						(q) *Instructor Social Sec. #
						(r) Total Cost(\$)

(a) Course Number	(b) Course Name	(c) _____ AM _____ PM	(d) # of Students	(e) # Manuals**	(f) Start Date / /	(g) End Date / /
Funding Information <input type="checkbox"/> Unfunded						(o) Videos Scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No
(h) County Number	(i) Funding Source	(j) Instructor Fee (\$)	(k) Miles Approved (\$)	(l) Meals Approved (\$)	(m) Lodging Approved (\$)	(n) Total (\$) =
_____	<input type="checkbox"/> CO.ALLOC	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> SARA	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> HMEP	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> _____	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> _____	_____ +	_____ +	_____ +	_____ +	_____ =
						(p) Instructor Name
						(q) *Instructor Social Sec. #
						(r) Total Cost(\$)

(a) Course Number	(b) Course Name	(c) _____ AM _____ PM	(d) # of Students	(e) # Manuals**	(f) Start Date / /	(g) End Date / /
Funding Information <input type="checkbox"/> Unfunded						(o) Videos Scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No
(h) County Number	(i) Funding Source	(j) Instructor Fee (\$)	(k) Miles Approved (\$)	(l) Meals Approved (\$)	(m) Lodging Approved (\$)	(n) Total (\$) =
_____	<input type="checkbox"/> CO.ALLOC	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> SARA	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> HMEP	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> _____	_____ +	_____ +	_____ +	_____ +	_____ =
_____	<input type="checkbox"/> _____	_____ +	_____ +	_____ +	_____ +	_____ =
						(p) Instructor Name
						(q) *Instructor Social Sec. #
						(r) Total Cost(\$)

4. Approvals

(a) Course Manager Signature		(b) Date
(c) County Training Committee Signature (Required for funded Courses only)		(d) Telephone
		(e) Date

Original: Region Supervisor
Copies: Course Manager
CTC (if funded)

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-110 Course Application (Continued)

INSTRUCTIONS FOR COMPLETION OF FMD-110

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

- Illegible or incomplete FMD-110 Course Application forms will be returned.
- Do not complete shaded areas of the form.
- All FMD-110 Applications and related paperwork **MUST BE RECEIVED BY THE MFFTC REGION SUPERVISOR (OR BE POSTMARKED) 6 WEEKS PRIOR TO THE START DATE OF THE FIRST SCHEDULED COURSE OR EXAM.**
- **USE THE FMD-111 TO MAKE CHANGES TO COURSE INFORMATION AFTER THE FMD-110 IS SUBMITTED.**

1. Location of Course (Self Explanatory)

2. Administrative Information

- (a) Course Manager must be an approved instructor or the Regional Training Center representative registered with the MFFTC. The Course Manager is responsible for overseeing the courses and forwarding MFFTC correspondence and course materials to the instructor(s).
- (c) Do not complete. The Course Manager's address registered with the MFFTC will be entered automatically.
- (l) Correspondence and materials for all courses that are registered together will be sent to one address only.
- (o) MFFTC will complete and forward certificates upon course completion and receipt of final paperwork.

3. Courses and Funding

When registering Multiple Courses, the following requirements apply:

All courses must start and end in the same fiscal year (October 1 - September 30).

An additional FMD-110 may be used to register more than three courses by completing "Section 3" and filling in the page numbers.

- (c) When a course is run in AM and PM sessions, each session must be registered as a separate course.
- (d) Funded courses require a minimum of 15 students from two or more departments.
- (e) Visit the MFFTC web site, Contact your Training Coordinator or Region Supervisor to verify student manuals currently being supplied.
- (h) If course is funded, enter the county number for each funding source.
- (i) Indicate if course is unfunded -or- identify funding source(s) if funded.
- (j) Enter instructor fee for funded courses. Do not exceed the maximum MFFTC instructor fee set for a course.
- (k) Instructor mileage MAY be reimbursed in excess of 20 miles per class session. Reimbursement for Mileage (k), Meals (l), and Lodging (m), require the advance approval of the County Training Committee and the Region Supervisor. Reimbursement rates are set by the Michigan Department of Management and Budget. Contact your Region Supervisor for rates.
- (o) (✓) Check "Yes" to indicate if videos are being scheduled for this course and "No" if no videos are scheduled.

4. Approvals

- (a) The Course Manager must sign and date the completed FMD-110.
- (c) Funded courses must be approved by the designated County Training Committee representative.

5. Required Paperwork That Must Be Submitted With This FMD-110 Application

- (a) FF-I or II courses require the FMD-103A & 103B Fire Fighter I & II Schedule.
- (b) The FMD-104 Video Schedule must be used to schedule MFFTC videos.
- (c) The HazMat Awareness course is required with FF-I and the HazMat Operations course is required with FF-II.

Please MAIL completed form WITH required paperwork to your Region Supervisor

<u>REGION I</u>	<u>REGION II</u>	<u>REGION III</u>
Region Supervisor MI Fire Fighters Training Council 1504 W. Washington St., Suite A Marquette, MI 49855	Region Supervisor MI Fire Fighters Training Council 588 3 Mile Rd. NW Grand Rapids, MI 49544	Region Supervisor MI Fire Fighters Training Council 411-B East Genesee Saginaw, MI 48607
Phone 888.879.6459 Fax 906.225.0834	Phone 877.475.0844 Fax 616.784.4498	Phone 888.879.6458 Fax 989.758.1980

The MFFTC will notify the Course Manager in writing of FMD-110 approval or disapproval.

FMD-103A & 103B Fire Fighter I & II Schedule

FIRE FIGHTER I & II INSTRUCTOR SCHEDULE

Instructions for Completion on Back

FMD-103A (1/23/03)
Michigan State Police
MI Fire Fighters Training Council

Classroom Facility		Street Address		City		Practical Facility		Course Number					
<input type="checkbox"/> FFI <input type="checkbox"/> FFII <input type="checkbox"/> FFIA <input type="checkbox"/> FFIB <input type="checkbox"/> FF&II		<input type="checkbox"/> Course <input type="checkbox"/> FFI <input type="checkbox"/> FFII		<input type="checkbox"/> FFI <input type="checkbox"/> FFII		<input type="checkbox"/> FFI <input type="checkbox"/> FFII		Start Date Date					
Check (✓) # Eval Needed	Instructor Last Name	First	Subject	Course				Schedule					
				FF I	FF II	FF IA	FF IB	FF I	FF II	FF IA	FF IB		
		M=Michigan Module I=IFSTA											
			M-1	Course Introduction									
			I-1A	Orientation									
			M-2	Laws, Admin, Rules & Standards									
			I-1B	Safety									
			I-1	Implementing IMS									
			I-2	Fire Behavior									
			I-3	Building Construction									
			I-3	Construction Materials & Bldg Collapse									
			I-4	Protective Clothing									
			I-4	SCBA									
			I-5	Portable Extinguishers									
			I-6	Ropes and Knots									
			I-7	Building Search & Victim Removal									
			I-7A	Rescue and Extrication Tools									
			I-7B	Vehicle Extrication & Special Rescue									
			I-8A	Forcible Entry Tools									
			I-8B	Forcible Entry Const. & Techniques									
			I-9	Ground Ladders									
			I-10	Ventilation									
			I-11	Water Supply									
			I-11	Hydrant Flow & Operability									

Original: Region Supervisor
Copy: Region Supervisor
Course Manager

FMD-103A & 103B Fire Fighter I & II Schedule (Continued)

FIRE FIGHTER I & II INSTRUCTOR SCHEDULE

Instructions for Completion on Back

FMD-103B (1/23/03)
Michigan State Police
MI Fire Fighters Training Council

Classroom Facility		Street Address		City		Practical Facility		Start Date		Course Number	
Last Name		First		Subject		City		Course		Schedule	
Eval Needed (✓) if											
				M=Michigan Module I=IFSTA							
				I-12 Hose Tools & Appliances				FF I			
				I-12A Coupling, Loading, & Rolling Hose				FF II			
				I-12B Laying, Carrying, & Advancing Hose				FF IB			
				I-13 Water Fire Streams				FF I&II			
				I-13 Foam Fire Streams							
				I-14 Classes A, C, D, Vehicle, & Wildland Fire Ctrl							
				I-14 Ign. Liquid & Flamm Gas Fire Ctrl							
				I-15 Sprinkler System Fundamentals							
				I-15 Fire Det, Alarm, & Suppression Sys.							
				I-16/17 Salvage, Overhaul, & Protecting Evidence of Fire Cause							
				I-17 Fire Cause & Origin							
				I-18 FD Comms Equip & Techniques							
				I-18 Radio Comins & 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							

Original: Region Supervisor
Copy: Region Supervisor
Course Manager

FMD-103A & 103B Fire Fighter I & II Schedule (Continued)

INSTRUCTIONS FOR COMPLETION OF FMD-103A & 103B

General Information

- The Course Manager is responsible for submitting the *FMD-103A and FMD-103B, Fire Fighter I & II Instructor Schedule WITH the FMD-110 Course Application* to the Region Supervisor, 6 weeks prior to the course start date.
- Illegible or incomplete FMD-103 Schedules will be returned.
- Do not complete the shaded areas of the FMD-103A or B Schedule.

1. (✓) **Check Course Type:** Check only one box to indicate Course Type.

2. **Start Date:** Enter course Start Date as listed on the FMD-110 Course Application.

3. **Classroom Facilities and Practical Facility:** Enter Name of Facility, Street Address and City for each.

4. (✓) **Check if Evaluation Needed:** Enter a (✓) Check Mark to indicate if the instructor is probationary or needs to be evaluated.

5. **Instructor:** Enter instructor name as indicated.

6. Subject

(a) The first four subjects listed on FMD-103A (M-1 through I-1B) must be taught in the order listed.

(b) The presentation order of the remaining subjects may be varied when entering the scheduled dates.

7. Course

(a) The unshaded boxes below each Course Type indicate the subjects included in that course.

(b) Only schedule the subjects that correspond to the Course Type checked at the top of the form.

(c) Contact your Training Coordinator to schedule and confirm testing dates for written and practical tests **PRIOR** to submitting FMD-103A and FMD-103B.

8. **Schedule:** Each subject has five scheduling date blocks available with the exception of M-5, HazMat First Responder Operations that has several additional date blocks available for use. Fill in one date block for each class scheduled.

9. Testing

(a) The written and practical exams may be scheduled on different dates.

(b) Each exam must be administered in its entirety on the date scheduled.

Please MAIL the original plus one (1) copy of this completed form to your Region Supervisor
(FAX Copies Not Accepted)

REGION I

Region Supervisor
MI Fire Fighters Training Council
1504 W. Washington St., Suite A
Marquette, MI 49855

Phone 888.879.6459
Fax 906.225.0834

REGION II

Region Supervisor
MI Fire Fighters Training Council
588 3 Mile Rd. NW
Grand Rapids, MI 49544

Phone 877.475.0844
Fax 616.784.4498

REGION III

Region Supervisor
MI Fire Fighters Training Council
411-B East Genesee
Saginaw, MI 48607

Phone 888.879.6458
Fax 989.758.1980

FMD-104 Video Schedule

FMD-104 (4/23/02)
Michigan State Police
MI Fire Fighters Training Council

VIDEO SCHEDULE Instructions for Completion on Back

Location (City)		Course Name		Start Date		Course Number	
A - FF I & II BASIC							
Course Manager/Requester				* Social Security Number			
Course							
FF I							
FF IA	FF IB	FF II	FF I&II	Subj.	Video Name	Run Time	Video No.
							Use Date
				M-1	General Qualifications	30:00	A-01
				M-1	To Hell & Back	30:00	A-02
				I-1	Out of Chaos	15:00	A-03
				I-1	Fireground Safety	15:30	A-04
				I-1B	Sfty Stds for the Fire Service	13:00	A-05
				I-2	Fire Behavior	18:33	A-06
				I-3	Building Construction	23:00	A-07
				I-4A	Personal Protective Clothing	18:30	A-08
				I-4B	SCBA 1 - Introduction	21:02	A-09
				I-4B	SCBA 2- Use & Maintenance	20:00	A-10
				I-5	Portable Extinguishers	18:00	A-11
				I-6	Ropes & Knots	18:09	A-12
				I-8A	Forcible Entry	15:30	A-13
				I-9	Ladders 1	18:45	A-14
				I-9	Ladders 2	17:02	A-15
				I-10	Horizontal Ventilation	16:04	A-16
				I-10	Vertical Ventilation	19:16	A-17
				I-10	Advanced Ventilation	16:00	A-18
				I-11	Municipal Water Systems	18:40	A-19
				I-12A	Fire Hose Basics	17:30	A-20
				I-12A	Handling Hose	22:53	A-21
				I-12B	Advancing Hoselines	17:41	A-22
				I-13	Fire Streams	16:22	A-23
				I-14	Fire Control I	13:00	A-24
				I-15	Sprinkler Systems	22:00	A-25
				I-16/17	Loss Control: Salvage	19:40	A-26
				I-16/17	Loss Control: Overhaul	17:50	A-27
				I-18	Fire Detection, Alarms & Comms	20:20	A-28
				I-19	Fire Prevention & Pub Ed	16:00	A-29
				I-7A	Pwr Tools & Lighting Equipment	14:08	A-30
				I-7B	Rescue Operations	19:22	A-31
				I-12	Fire Hose Appliances	22:46	A-32
				I-13	Foam Fire Streams	19:03	A-33
				I-14	Fire Control 2	17:10	A-34
				I-17	Fire Origin & Cause	14:59	A-35
				I-19	Pre-Incident Survey Inspections	18:15	A-36
B - APPARATUS							
					Pmry Admin & Auto Qlfcnts	30:00	B-01
					Fire Pmprs & Pmp Oprtns	36:00	B-02
					Aerial Apprts: Maintenance	30:00	B-03
					Operating Principle	30:00	B-05
B05B	DT				VFIS 3 in 1 Driver Training	20:00	B-10
Refrshr	DT				EZ EVOC For Fire	28:00	B-11
C - ARSON DETECTION / FIRE INVESTIGATION							
C04A	DASF				Motor Vehicle Fire & Theft	17:00	C-01
E - FIRE OFFICER							
FO I	S-1				Take Charge	22:00	E-01
FO I	S-2				Report Writing 3 in 1 Video	36:00	E-02
FO I	S-3				Peacock in Lnd of Penguins	11:00	E-03
FO I	S-4				Drugs in the Workplace	20:00	E-04
FO I	S-4				Workplace Violence	34:00	E-05
FO I	S-5				Firefighter Safety & Survival	68:00	E-06
FO I	S-11				Seattle Fire Department (HTA)	60:00	E-07
FO II	S-4				Managing Diversity	16:00	E-08
FO II	S-8				Firefighter Safety & Survival	68:00	E-06
FO II	S-11				2 In 1 Video (Mock Interview)	08:00	E-09
F - HAZARDOUS MATERIALS							
FRA	M-4				HazMat Aware First Rspndr	22:00	F-02
FRO	M-5				HazMat Ops 9 in 1 Video	116:00	F-03
FRO	M-5				Inside Edition	15:00	F-08
FRO	M-5				Out of Chaos	15:00	F-09
ICS					In Command	21:00	F-10
CDLA					Clandestine Drug Labs	60:00	F-11
K - RESCUE							
					Advanced Rescue Techniques	60:00	K-01
					Confined Space Rescue	30:00	K-05
					Trench Rescue	45:00	K-10
					Water Rescue	35:00	K-15
K01B	VE				Vehicle Safety Systems	40:00	K-20
K01B	VE				Near Electrocutation	08:00	K-21
L - SUPPRESSION							
L25B					Wildland Fire 6 in 1 Video	94:00	L-01
N - TERRORISM							
N06A					Terrorism 3 in 1 Video	52:00	N-01

Original: Region Supervisor
Copy: Course Manager

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-104 Video Schedule (Continued)

INSTRUCTIONS FOR COMPLETION OF FMD-104

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

- To borrow an MFFTC video for use with a registered course, the Course Manager must submit a completed FMD-104 Video Schedule request along WITH the FMD-110 Application.
- Videos for registered courses will ALWAYS be sent to the address indicated on the FMD-110 Application.
- Do not mark in shaded areas.
- Illegible or incomplete FMD-104 Video Schedule requests will be returned.
- Priority will be given to registered courses. Other video requests are restricted to Fire Department Training Officers and MFFTC Instructors. These requests must include the purpose for use on letterhead attached to the FMD-104.

1. **Location (City):** Enter City in which course is located.

2. **Course Name:** Enter Course Name from the FMD-110 Course Application if a registered course.

3. **Start Date:** Enter Start Date as listed on the FMD-110 Course Application if a registered course.

4. **Course Number:** Do not mark in this shaded area - It will be completed by the Region Supervisor

5. Course Manager/Requester:

- (a) Enter Course Manager's name from FMD-110 if a registered course.
- (b) Enter name of Fire Department Training Officer or MFFTC Instructor if not for a registered course.

6. Social Security Number:

- (a) Enter Soc. Sec. # of Course Manager from FMD-110 if a registered course.
- (b) Enter Soc. Sec. # of Fire Department Training Officer or MFFTC Instructor if not a registered course.

7. Fire Fighter I & II Courses:

- (a) Unshaded boxes below each course (FF IA, FF IB, FF I, FF II, FF I & II) indicate recommended videos.
- (b) Only videos that correspond to the course being administered may be scheduled.

8. **Subject:** FF I & II subjects are identified with numbers from the course schedules in the MFFTC Instructor Guide & Administrative Manual.

9. Use Date:

- (a) Enter the specific "Use Date" for which the video is scheduled.
- (b) The MFFTC ships all videos UPS five days prior to the designated use date.
- (c) Videos must be returned UPS so they are RECEIVED in the MFFTC Lansing Office on or before the seventh day following the scheduled use date.

Please MAIL completed form to your Region Supervisor
(FAX Copies Not Accepted)

REGION I

Region Supervisor
MI Fire Fighters Training Council
1504 W. Washington St., Suite A
Marquette, MI 49855

Phone 888.879.6459
Fax 906.225.0834

REGION II

Region Supervisor
MI Fire Fighters Training Council
588 3 Mile Rd. NW
Grand Rapids, MI 49544

Phone 877.475.0844
Fax 616.784.4498

REGION III

Region Supervisor
MI Fire Fighters Training Council
411-B East Genesee
Saginaw, MI 48607

Phone 888.879.6458
Fax 989.758.1980

Course Approval From MFFTC

FMD-110

Michigan State Police
Michigan Fire Fighters Training Council

COURSE APPROVAL

Date 01/24/03

Page 1 of 2

Please Verify That All Information Is Accurate		(a) Tracking Number 2002-3-0217
(b) Name of Facility Swartz Creek Area Fire Department		(c) County Genesee County
(d) Street Address 8100-B Civic Drive		(e) City Swartz Creek

2. Administrative Information

(a) Course Manager Name Beeler, Deward B			(i) Correspondence and materials will be sent to Course Manager unless you check <input checked="" type="checkbox"/> for shipment to alternate address listed below.		
(c) Street Address (No P.O. Box #'s allowed) Fire Fighters Training Council 411B E. Genesee			(j) Name Cole, Brent		
(d) City Saginaw	(e) State MI	(f) ZIP Code 48607	(k) Street Address (Sent UPS - No P.O. Box #'s allowed) Swartz Creek Area F.D. 8100-B Civic Dr.		
(g) Daytime Phone 888.879.6458	(h) Evening Phone		(l) City Swartz Creek	(m) State MI	(n) ZIP Code 48473
(o) Certificates will be sent to the student's Fire Department; Pre-Service certificates will be sent to the Regional Training Center.					

3. Courses and Funding

(a) Course Number 2002-3Z-25-A13B-0217	(b) Course Name Fire Fighter I (FFI)	Hours 152.00	(c) 08:00 AM PM	(d) # Students 3	(e) # Manuals 0	(f) Start Date 09/14/02
Funding Information						
(h) County Name	(i) Funding Source	(j) Instructor Fee	(k) Miles Approved	(l) Meals Approved	(m) Lodging Approved	Misc. Expense
						(n) Total
						(o) Videos? No
						(g) End Date 09/14/02
						(p) Instructor Name Cole Brent D
						(r) Total Cost \$0.00

(a) Course Number 2002-3Z-25-A13X-0217	(b) Course Name Fire Fighter I Exam (FFIIX)	Hours 10.00	(c) 08:00 AM PM	(d) # Students 4	(e) # Manuals 0	(f) Start Date 09/14/02
Funding Information						
(h) County Name	(i) Funding Source	(j) Instructor Fee	(k) Miles Approved	(l) Meals Approved	(m) Lodging Approved	Misc. Expense
						(n) Total
						(o) Videos? No
						(g) End Date 09/14/02
						(p) Instructor Name Cole Brent D
						(r) Total Cost \$0.00

(a) Course Number 2002-3Z-25-A14X-0217	(b) Course Name Fire Fighter II Exam (FFIIX)	Hours 6.00	(c) 08:00 AM PM	(d) # Students 4	(e) # Manuals 0	(f) Start Date 09/14/02
Funding Information						
(h) County Name	(i) Funding Source	(j) Instructor Fee	(k) Miles Approved	(l) Meals Approved	(m) Lodging Approved	Misc. Expense
						(n) Total
						(o) Videos? No
						(g) End Date 09/14/02
						(p) Instructor Name Cole Brent D
						(r) Total Cost \$0.00

Training Coordinator Assigned to Course(s) Callahan, Robert J	Telephone 989.684.6269
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4. Approvals

(a) Course Manager Beeler, Deward B	Telephone 888.879.6458	(b) Date 1/14/2002
(c) County Training Committee Lacey, Dennis A	(d) Telephone 810.742.2158	(e) Date 1/14/2002
(f) Region Supervisor Beeler, Deward B	(g) Telephone 888.879.6458	(h) Date 1/14/2002
(i) Director of Training Kirt, Gregory	Telephone 517.322.5461	(j) Date 1/14/2002

Copies: 1) File 2) Course Manager 3) CTC 4) Training Coordinator

Course Materials Shipped - Fire Fighter

Course Materials Shipped & Scheduled

Michigan Fire Fighters Training Council

Questions? Contact FFTC : 517.322.5447	Date 01/24/2003	Start Date 09/14/2002	Students 30	Course Number 2002-3Z-25-A15X-0217
Instructor Cole, Brent D		Course Name Fire Fighter I & II Exam		

Attention Course Manager: Enclosed is the approval to conduct the course/exam listed above and the administrative materials the instructor will need as indicated below.

Paperwork Shipped	Quantity
FMD-110 Course Approval	1
FF I & II Course Manager's Test Packet	1
* FMD-102 Student Roster	1
FMD-111 Course Change/Cancellation	1
FMD-215 Challenger Test Application	30
* FMD-250 Instructor Activity & Payment	2

Videos Scheduled

Student Manuals Shipped **Quantity = 0**

Additional Information

* Indicates required final paperwork that must be submitted within 30 days of course end date. Certificates will not be issued until all final paperwork is received.

ATTN: COURSE MANAGERS

Although the instructors generally perform the "hands on" work, the course manager is responsible for distribution of course materials to the instructor, insuring compliance with MFFTC policies and procedures, and insuring submittal of final course paperwork within 30 days of the course end date.

FF-I and/or II examination request forms must be received at the Lansing office 6 weeks prior to the exam date. Fax # 517.322.6540.

Course Materials Shipped - HazMat

Course Materials Shipped & Scheduled

Michigan Fire Fighters Training Council

Questions? Contact FFTC : 517.322.5447	Date 01/24/2003	Start Date 11/10/2001	Students 30	Course Number 2002-1Z-49-F01B-0071
Instructor Greis, Michael F		Course Name HazMat First Responder - Awareness		

Attention Course Manager: Enclosed is the approval to conduct the course/exam listed above and the administrative materials the instructor will need as indicated below.

Paperwork Shipped	Quantity
FMD-110 Course Approval	1
* Course Manager - Course Evaluation	1
Dot Chart 11	30
* Course Evaluation (Scan)	30
* Course Exam	30
* FMD-102 Student Roster	1
FMD-104 Video Schedule	1
FMD-111 Course Change/Cancellation	1
* FMD-250 Instructor Activity & Payment	1
Fire Dept. Identification No. Key	1
Test Candidate Instructions	1
* Exam Answer Sheet	30

Videos Scheduled

Student Manuals Shipped	Quantity = 0
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Additional Information

* Indicates required final paperwork that must be submitted within 30 days of course end date. Certificates will not be issued until all final paperwork is received.

ATTN: COURSE MANAGERS

Although the instructors generally perform the "hands on" work, the course manager is responsible for distribution of course materials to the instructor, insuring compliance with MFFTC policies and procedures, and insuring submittal of final course paperwork within 30 days of the course end date.

If you scheduled videos for this course an FMD-104, Video Schedule form is enclosed for use if rescheduling videos is necessary.

All exam booklets (used and unused) must be returned with final course paperwork.

FMD-205 Training Application Fire Fighter I, II, I & II

FMD-205 (04/23/02)
Michigan State Police
MI Fire Fighters Training Council

TRAINING APPLICATION

Fire Fighter I, II, and I & II

ELIGIBILITY: Applicant must be a member of an organized Michigan fire department, 18 years of age or older (*if under 18 years, must be a Cadet or Explorer*), to attend Fire Fighter I, FF II, or FF I & II training administered by the MI Fire Fighters Training Council. (*Exception: Pre-service college students may attend this training at an MFFTC approved, college or university based Regional Training Center. This application does not apply to pre-service students.*)

DIRECTIONS: The applicant is to complete Sections I - III. The applicant's fire chief is to complete Section IV. BOTH the applicant and the fire chief must sign and date the application before submitting to the Course Manager. If a fee is being charged, payment must be arranged with the Course Manager. The applicant must bring a valid operators license with photo - OR - a picture ID and a certified copy of his or her birth certificate to the first scheduled class.

APPLICATION DEADLINE: This application must be received by the Course Manager on or before the second scheduled class date.

AMERICANS WITH DISABILITIES ACT: Individuals requesting accommodations under ADA to participate in MFFTC courses/exams should request the application forms from their Region Supervisor or visit the MFFTC web site at www.mfftc.org. The MFFTC is an equal opportunity institution.

I. Applicant Information.

Please print or type

* Soc. Sec. No.	Drivers License No.	Date of Birth	Age
Last Name		First Name	MI
No. and Street		County of Residence	
City		State	Zip Code
Business Phone		Home Phone	
Emergency Contact Name		Phone Number	

II. Fire Department Membership

Dept. Name	FDID
Dept. Phone No.	Date Employed by Dept. (Month/year)

III. Training Requested

Please check one: **FF I** **FF II *** **FF I & II**

*FF II Prerequisite: Must attach copy of FF I certificate. Note: The testing law does not permit equivalences in place of FF I certification.

IV. Completed by Fire Chief

The Fire Fighter identified in section I above: (<i>Please check Yes or No for each statement</i>)	Yes	No
a. Is 18 years of age or older, a member of my fire department, and is covered by the department's worker compensation and liability insurance. (<i>if under 18 years is a Cadet or Explorer</i>)		
b. To the best of my knowledge is physically capable of participating in the training and certification test.		
c. Will participate in the training and certification test using personal protective clothing and personal protective equipment including positive pressure SCBA meeting the Department of Consumer and Industry Services, Part 74 Fire Fighting safety standard.		

I understand that providing false information on this application will result in revocation of certification.	I understand that any injuries incurred by the applicant during training and testing are the responsibility of the fire department.
_____	_____
Applicant's Signature Date	Signature of Fire Chief or Designee Date

Original: Course Manager
Copy: Applicant

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-102 Student Roster

FMD-102 (1/23/03)
Michigan State Police
MI Fire Fighters Training Council

STUDENT ROSTER

Instructions for Completion on Back

Addendum Roster

Instructor Name	* Social Security No.		Course Name		Start Date	Course Number			
	Students Last Name, First Initial	Date Of Birth	Social Security Number	FDID Number		Students Last Name, First Initial	Date Of Birth	Social Security Number	FDID Number
	1.					21.			
	2.					22.			
	3.					23.			
	4.					24.			
	5.					25.			
	6.					26.			
	7.					27.			
	8.					28.			
	9.					29.			
	10.					30.			
	11.					31.			
	12.					32.			
	13.					33.			
	14.					34.			
	15.					35.			
	16.					36.			
	17.					37.			
	18.					38.			
	19.					39.			
	20.					40.			

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

Original: Lansing w/Final Paperwork
Course Manager
Copy: Region Supervisor (for FF IA, IB, I, II, I & II only)

FMD-102 Student Roster (Continued)

INSTRUCTIONS FOR COMPLETION OF FMD-102

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

1. The Course Manager is responsible for submitting the FMD-102 Student Roster(s).
2. Please print or type all information on this form.
3. Illegible or incomplete FMD-102 Rosters will be returned.
4. Fill in the heading block completely (*Instructor Name, SSN, Course Name, Start Date, and Course Number this number is found on the "approval copy" of the FMD-110 Course Application that was returned to you.*)

Fire Fighter IA, IB, I, II, and I & II; and Fire Officer I and II Courses

1. A copy of the "Beginning Student Roster" is required for FF IA, IB, I, II, I & II and FO I and FO II is submitted to the Region Supervisor by the third class session.
 - a. Fill out the FMD-102 form completely listing all students who are scheduled to participate.
 - b. Forward a copy to the Region Supervisor (*see appropriate address below*).
 - c. Region Supervisor approval is needed to add students after the "beginning roster" is submitted. To add students, complete the heading block on a new FMD-102 form, check the "Addendum Roster" box in the upper right hand corner of the form, enter the additional names and information, then forward a copy to the Region Supervisor for approval.
2. A "Final Student Roster" (*the original copy/copies of your FMD-102 Roster form*) is needed for FF IA, IB, I, II, I & II and FO I and FO II courses, and is submitted to the Lansing Office with your final paperwork.
 - a. Line out the student names who did not complete the course and participate in the exam.
 - b. For RETEST CANDIDATES: On the first blank line after your class list, enter the title "RETEST CANDIDATES" and list the individuals who re-tested.
 - c. For CHALLENGERS: On the next blank line, enter the title "CHALLENGER CANDIDATES" and list any challengers. (Applies to FF IB, I, II, and I & II only)
 - d. FINAL PAPERWORK: Please group Scan Answer Sheets in the order listed on final student roster.

All Other MFFTC Courses

1. Only a "final student roster" (*the original copy of the FMD-102 Roster form*) is needed for all other MFFTC courses and is to be submitted to the Lansing Office with your final paperwork.
2. It is not necessary to send a pink copy to the Region Supervisor.

Fire Department Identification Number (FDID)

1. Please list the FDID number for each fire department member (including cadets and explorers).
2. Non-fire service personnel, such as police officers in Haz Mat courses, should leave the FDID space blank.

MAIL a copy of "BEGINNING ROSTER" to your Region Supervisor for FF IA, IB, I, II, I&II and FO I and FO
(FAX Copies Not Accepted)

<u>REGION I</u>	<u>REGION II</u>	<u>REGION III</u>
Region Supervisor MI Fire Fighters Training Council 1504 W. Washington St., Suite A Marquette, MI 49855	Region Supervisor MI Fire Fighters Training Council 588 3 Mile Rd. NW Grand Rapids, MI 49544	Region Supervisor MI Fire Fighters Training Council 411-B East Genesee Saginaw, MI 48607
Phone 888.879.6459 Fax 906.225.0834	Phone 877.475.0844 Fax 616.784.4498	Phone 888.879.6458 Fax 989.758.1980

FMD-111 Course Change/Cancellation (Continued)

INSTRUCTIONS FOR COMPLETION OF FMD-111

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

- Only the Course Manager may change or cancel a registered course or exam by submitting an **FMD-111 Course Change/Cancellation form**.
- Illegible or incomplete FMD-111 forms will be returned.
- Do not complete shaded areas. Complete only the unshaded areas of the form necessary to change or cancel a registered course or exam.
- Do not use to register courses.

1. Location of Course: Enter the Tracking Number from the FMD-110 Course Approval form that contains the Course number(s) you want to change or cancel.

2. Administrative Information

- (a)** Complete (a) and (b) to change the Course Manager.
- (g)** Complete (g) and/or (h) to change Course Manager's phone number(s).
- (i)** Check box and enter alternate name and address where you want correspondence and course materials to be sent instead of to the Course Manager. **Note:** *The Course Manager is responsible for overseeing administration of the courses and exams and forwarding MFFTC correspondence and course materials to the instructor(s).*
- (j)** Complete (j) (k) (l) (m) and (n) to change or designate alternate name and address for receiving correspondence and course materials.

3. Courses and Funding

- (a)** Enter the Course Number from the FMD-110 Course Approval form to identify the course or exam to be changed or canceled.
- (b)** Enter Course Name to be changed or canceled.
- (f)** Enter new Start Date if changed.
- (g)** Enter new End Date if changed. **Note:** *If a change in the End Date affects a Fire Fighter I or II exam, the Course Manager is responsible to reschedule the exam with the Training Coordinator BEFORE submitting an FMD-111.*
- (o) (✓)** Check if a date change requires videos to be rescheduled and attach an FMD-104 Video Schedule. List only the new use dates for the videos being rescheduled.
- (p)** Complete (p) and (q) if instructor listed on the FMD-110 Application changes.
- (s)** Check box to Cancel. **Note:** *If a Course is canceled, student manuals furnished by the MFFTC must be returned to the MFFTC Lansing office. If a Fire Fighter I or II exam is canceled, the Course Manager is responsible for notifying the Training Coordinator.*

4. Approvals: The Course Manager must sign and date the completed FMD-111.

Please MAIL white and yellow copies of this completed form to your Regional Supervisor (FAX Copies Not Accepted)

REGION I

Region Supervisor
MI Fire Fighters Training Council
1504 W. Washington St., Suite A
Marquette, MI 49855

Phone 888.879.6459
Fax 906.225.0834

REGION II

Region Supervisor
MI Fire Fighters Training Council
588 3 Mile Rd. NW
Grand Rapids, MI 49544

Phone 877.475.0844
Fax 616.784.4498

REGION III

Region Supervisor
MI Fire Fighters Training Council
411-B East Genesee
Saginaw, MI 48607

Phone 888.879.6458
Fax 989.758.1980

Exam Answer Sheet (Continued)

TODAY'S DATE		
MONTH	DAY	YEAR
01	01	01
02	02	02
03	03	03
04	04	04
05	05	05
06	06	06
07	07	07
08	08	08
09	09	09

EXAMINATION CODE							
01	01	01	01	01	01	01	01
02	02	02	02	02	02	02	02
03	03	03	03	03	03	03	03
04	04	04	04	04	04	04	04
05	05	05	05	05	05	05	05
06	06	06	06	06	06	06	06
07	07	07	07	07	07	07	07
08	08	08	08	08	08	08	08
09	09	09	09	09	09	09	09

ATTENTION: FIRE FIGHTER I and/or II CHALLENGERS
 must mark below for the exam to be scored.
 Challenger

THIS AREA MUST BE COMPLETED BY INSTRUCTOR	
Practical Skills Exam (If Applicable) <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Course Graded By Instructor <input type="checkbox"/> Pass <input type="checkbox"/> Fail
Instructor Must Initial Within Box → 	

EXAMINATION ANSWERS

T F	T F	T F	T F	T F
1	11	21	31	41
2	12	22	32	42
3	13	23	33	43
4	14	24	34	44
5	15	25	35	45
6	16	26	36	46
7	17	27	37	47
8	18	28	38	48
9	19	29	39	49
10	20	30	40	50

T F	T F	T F	T F	T F
51	61	71	81	91
52	62	72	82	92
53	63	73	83	93
54	64	74	84	94
55	65	75	85	95
56	66	76	86	96
57	67	77	87	97
58	68	78	88	98
59	69	79	89	99
60	70	80	90	100

T F	T F	T F	T F	T F
101	111	121	131	141
102	112	122	132	142
103	113	123	133	143
104	114	124	134	144
105	115	125	135	145
106	116	126	136	146
107	117	127	137	147
108	118	128	138	148
109	119	129	139	149
110	120	130	140	150

T F	T F	T F	T F	T F
151	161	171	181	191
152	162	172	182	192
153	163	173	183	193
154	164	174	184	194
155	165	175	185	195
156	166	176	186	196
157	167	177	187	197
158	168	178	188	198
159	169	179	189	199
160	170	180	190	200

Test Candidate Instructions

TEST CANDIDATE INSTRUCTIONS

The instructor will review these instructions with test candidates while they complete each step. Do **NOT** write on the Exam Answer Sheet until instructed.

1. **Review “Marking Instructions”** in the top right corner of exam answer sheet:
 - **Use a No. 2 pencil only.**
 - Make heavy marks that fill the oval completely.
 - Erase unwanted marks cleanly. (*USE CLEAN ERASER*)
 - Make no stray marks on the answer sheet.
2. **Date and legibly print name on test booklet.** This provides verification you participated.
3. **Instructor Name, Course Name, and Course Number** will be provided by the instructor. Legibly print this information in the areas indicated across the top of Exam Answer Sheet.
4. **Completing Form:** Print information requested and DARKEN CORRESPONDING OVALS.
5. **Driver’s License Number:** Enter license number when taking DRIVER TRAINING COURSE. Do not enter for other courses.
6. **FDID Number:** Enter your four digit Fire Department I.D. number. All FDID numbers, including those for DNR and US Forest Service regional offices, are available from the test administrator.
NOTE: Pre-service students, government employees, and non-fire department persons should leave FDID blank.
7. **Fire Department:** Legibly print name of participant’s fire department.
NOTE: Pre-service students, government employees, and non-fire department persons should leave Fire Department blank.
8. **Status:** Mark only one.
NOTE: Cadets or Explorer Scouts must be 16 – 17 years of age, or 18 years of age and still attending high school as a full time student.
9. **Name:** Enter LEGAL NAME for official MFFTC records and course certificate.
 - Leave space between Last Name Prefix and remaining letters, e.g., Mac Donald, etc.
 - Leave space between Last Name Suffix and remaining letters, e.g., Sr, Jr, etc.

TURN EXAM ANSWER SHEET OVER.

10. **Today’s Date:** Enter today’s date.
11. **Examination Code:** Enter the Examination Code numbers from the front of your test booklet.
12. **Challengers:** Fire Fighter I and/or II Challenger test candidates must darken the Challenger oval in the upper right corner. All other test candidates leave blank.

If you find a problem with your test booklet, or if you have a question, raise your hand and the proctor will assist you. Do not talk to other candidates.

WARNING: Cheating will result in failure of the test, immediate removal from the test site and written notice to your Fire Chief or Regional Training Center.

DO NOT TURN THE PAGE UNTIL TOLD TO DO SO

Instructor Responsibility: Review each scan sheet for errors and initial WITHIN Instructor Box. FF I and/or II courses, darken the Pass or Fail oval in Instructor Area under Practical Skills Exam (*if applicable*). Ensure the Exam Scan Answer Sheet has been completed with a #2 pencil.

Course Evaluation

 COURSE EVALUATION Michigan Fire Fighters Training Council	MARKING INSTRUCTIONS • Use No. 2 pencil ONLY. • Erase unwanted marks cleanly. • Make dark heavy marks that fill the oval completely. • Make no stray marks on this answer sheet.		Proper Mark <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Improper Marks <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>
	Instructor Name _____	Course Name _____	Course Number _____

Your honest and sincere evaluation of this course is necessary to ensure that MFFTC courses are of the highest caliber and meet or exceed your training needs. Thank you for your cooperation.

MARK THE RESPONSE THAT MOST CLOSELY REPRESENTS YOUR OPINION			Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
1. Training Facility:	a. was comfortable	a.	<input type="radio"/>					
	b. adequately accommodated all students	b.	<input type="radio"/>					
	c. distractions were kept to a minimum	c.	<input type="radio"/>					
	d. facility was acceptable overall	d.	<input type="radio"/>					
2. Printed materials were:	a. well organized	a.	<input type="radio"/>					
	b. complete	b.	<input type="radio"/>					
	c. of good quality	c.	<input type="radio"/>					
3. Audio visual materials were:	a. related to the course	a.	<input type="radio"/>					
	b. of good quality	b.	<input type="radio"/>					
	c. in appropriate number	c.	<input type="radio"/>					
4. Course:	a. contained an adequate number of activities	a.	<input type="radio"/>					
	b. included useful activities	b.	<input type="radio"/>					
	c. was of reasonable length	c.	<input type="radio"/>					
	d. covered an adequate amount of material	d.	<input type="radio"/>					
	e. contributed to my knowledge and skills	e.	<input type="radio"/>					
	f. related to my needs	f.	<input type="radio"/>					
	g. materials and content were current	g.	<input type="radio"/>					
	h. is worth recommending to others	h.	<input type="radio"/>					
5. Instructor:	a. related material to class needs	a.	<input type="radio"/>					
	b. knew subject thoroughly	b.	<input type="radio"/>					
	c. encouraged participation	c.	<input type="radio"/>					
	d. made course objectives & expectations clear	d.	<input type="radio"/>					
	e. answered questions completely	e.	<input type="radio"/>					
	f. used course text and materials effectively	f.	<input type="radio"/>					
	g. tolerated differences of opinion	g.	<input type="radio"/>					
	h. used instructional time effectively	h.	<input type="radio"/>					
	i. should be recommended to others	i.	<input type="radio"/>					

6. I would like to be contacted by an MFFTC representative. If yes, complete the following information:	<input type="radio"/> Yes <input type="radio"/> No
Name _____ Daytime Phone () _____	

PLEASE COMPLETE REVERSE SIDE

Course Evaluation (Continued)

SUGGESTIONS

1. How could the classroom facilities be improved?

2. How could the practical skills training facilities be improved?

3. How could the printed and/or audiovisual materials be improved?

4. How could the course content or structure be improved?

5. How could the instructor(s) improve course delivery?

6. Additional comments:

FMD-250 Instructor Activity & Payment

FMD-250 (5/6/02)
Michigan State Police
MI Fire Fighters Training Council

REQUIRED For Funded and Unfunded Courses Instructor Activity & Payment

Page ___ of ___

Funded
 Unfunded

Instructions for Completion on Back

Course Name	Start Date	End Date	Course Number
-------------	------------	----------	---------------

STATUS: C = Certified; P = Probationary; O = Other (Refer to item #4 of instructions)

Instructor of Record			STATUS	* Soc. Sec. No.	Hours	Payment	MFFTC USE
Last	First	MI				\$	

Additional Instructors / Evaluators			STATUS	* Soc. Sec. No.	Hours	Payment	Do Not Write Below
Last	First	MI				\$	
1.						\$	
2.						\$	
3.						\$	
4.						\$	
5.						\$	
6.						\$	
7.						\$	
8.						\$	
9.						\$	
10.						\$	
11.						\$	
12.						\$	
13.						\$	
14.						\$	
15.						\$	
16.						\$	
17.						\$	
18.						\$	

Payment to Organization

TOTAL:

\$

Name of Organization	Federal I.D. No.	Course Payment
		\$

Comments:

Knowingly reporting false information shall result in decertification of the responsible instructor and/or course manager.

_____ Print Course Manager's Name _____ Course Manager or Instructor of Record Signature _____ Date

Original: Lansing w/Final Paperwork
Copy: Lansing w/Final Paperwork
Course Manager

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-250 Instructor Activity & Payment (Continued)

INSTRUCTIONS FOR COMPLETION OF FMD-250

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

- The ***FMD-250 Instructor Activity & Payment*** form is used to track instructor activity and to invoice payment.
 - The Course Manager is responsible for submitting the FMD-250 form with the final course paperwork upon completion of every course, whether FUNDED OR UNFUNDED.
 - Illegible or incomplete FMD-250 forms will be returned and delay processing of final paperwork.
- 1. Funding:** In the top right corner of the FMD-250, enter an "X" to indicate if it is a funded or unfunded course.
 - 2. Course Name; Start Date; End Date; Course Number:** Enter from the FMD-110 Course Approval. Note: If the start date or end date has changed, enter the revised date from the FMD-111 Course Change/Cancellation form.
 - 3. Instructor of Record:** Enter instructor name from the FMD-110 Course Approval. Note: If the instructor of record has changed, enter the instructor name from the FMD-111 Course Change/Cancellation form.
 - 4. Status:** Enter status; "C" = Certified; "P" = Probationary; "O" = Other, e.g., a non-instructor who is an evaluator for the practical skills portion of a FF I & II. In the comments section of the form, please explain the function of any individual who is given an "O" Status.
 - 5. Social Security Number:** Enter social security number of each individual.
 - 6. Hours:** Enter the total number of hours each instructor taught in the course.
 - 7. Payment:** If a funded course, enter the individual payment due from the MFFTC. Note: If the payment amount includes mileage, meals, lodging or other approved miscellaneous expenses, they must be itemized in the comments section and the individual's name listed there again. **Special Attention: Please remind individuals they must be registered with the State of Michigan to receive payment. If not registered, they should call the MFFTC at 517.322.5444 for a W-9 form.**
 - 8. Additional Instructors/Evaluators:** In addition to the instructor of record, list all other instructors/evaluators who participated in the course along with their personal information, whether receiving payment or not.
 - 9. Total:** Total the instructor payment column. Note: The total payments cannot exceed the amount listed on the FMD-110 Course Approval.
 - 10. Payment to Organization:** If payment is to be made to an association or business, enter Name of Organization; Federal I.D. Number; and Course Payment. Note: The total course payment cannot exceed the amount listed on the FMD-110 Course Approval.
 - 11. Comments:** Enter additional comments.
 - 12. Signature:** Course Manager or Instructor of Record must sign and date the FMD-250 form.

Special Attention: Depending on work fluctuations during the busy testing seasons, instructors and students should not expect to receive certificates or payments for 4-8 weeks from the date the MFFTC receives paperwork.

FMD-215 Challenger Test Application

FMD-215 (4/23/02)
Michigan State Police
MI Fire Fighters Training Council

CHALLENGER TEST APPLICATION

The Michigan Fire Fighters Training Council has developed Fire Fighter I, FF II, and FF I & II Certification Examinations as required by Section 9, P.A. No. 291 of 1966, as amended. These written and practical skills examinations are based on the training objectives of the National Fire Protection Association, 1001 - Standard For Fire Fighter Professional Qualifications.

DIRECTIONS: The applicant is to complete Sections I - III. The applicant's fire chief is to complete Section IV. BOTH the applicant and the fire chief must sign and date the application before submitting to the course manager. If a fee is being charged, payment must accompany this application, made out to the course manager. This fee is non-refundable unless the application is rejected. The applicant must bring a valid operators license with photo OR a picture ID and a certified copy of his/her birth certificate to participate in the test.

APPLICATION DEADLINE: This application must be received by the Course Manager approximately 8-10 weeks prior to the test date to allow time for processing.

AMERICANS WITH DISABILITIES ACT: Individuals requesting accommodations under ADA to participate in MFFTC courses/exams should request the application forms from their Region Supervisor or visit the MFFTC web site at www.mfftc.org. The MFFTC is an equal opportunity institution.

I. Applicant Information

Please print or type.

* Soc. Sec. No.	Drivers License No.	Date of Birth	Age
Last Name		First Name	MI
No. and Street		County of Residence	
City		State	Zip Code
Business Phone		Home Phone	
Emergency Contact Name		Phone Number	

II. Fire Department Membership

Dept. Name	FDID
Dept. Phone No.	Date Employed by Dept. (Month/year)

III. Exam Requested

Applicant must meet prerequisites for exam requested: *(Please check one)*

FF I Must be a fire department member and 18 years or older

FF II Must be a fire department member, 18 years or older, and FF I Certified *(Attach Copy of Certification)*
(Note: The testing law does not permit equivalences in place of FF I Certification)

FF I & II Must be a fire department member and 18 years or older

IV. Completed by Fire Chief

The Fire Fighter identified in section I above: <i>(Please check Yes or No for each statement)</i>	Yes	No
a. Is 18 years of age or older, a member of my fire department, and is covered by the department's worker compensation and liability insurance.		
b. To the best of my knowledge is physically capable of participating in the certification test.		
c. Possesses the knowledge and skills necessary to participate in the certification test.		
d. Will participate in the certification test using personal protective clothing and personal protective equipment including positive pressure SCBA meeting the Department of Consumer and Industry Services, Part 74 Fire Fighting safety standard.		

I understand that providing false information on this application <i>will</i> result in revocation of certification.	I understand that any injury incurred by the applicant during the certification test <i>is</i> the responsibility of the fire department.
_____	_____
Applicant's Signature	Signature of Fire Chief or Designee
_____	_____
Date	Date

Original: MFFTC Lansing w/Exam
Copy: Course Manager
Test Candidate

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-230 Exam Request - FF I, FF II, FF I & II

FMD-230 (4/23/02)
Michigan State Police
MI Fire Fighters Training Council

EXAM REQUEST - FF I, FF II, FFI & II

Please print or type - illegible or incomplete exam requests will be returned

Training Coordinator Proctoring Exam	Course Number	
Instructor of Record	* Soc. Sec. No.	Daytime Phone No.
Course Manager	Daytime Phone No.	

WRITTEN Exam Date	Time	Name of Facility
Street Address (Of Written Exam)		City

PRACTICAL Exam Date	Time	Name of Facility
Street Address (Of Practical Exam)		City

BEFORE submitting this form, you must schedule the written and practical exam dates with your Training Coordinator. This form must be received in the Lansing office at least **6 WEEKS PRIOR** to the exam date. If there are Re-Test and/or Challengers, the "Notification of Exam Results" letter and/or FMD-215 Challenger Test Application must be attached.

ATTENTION: The number of test candidates cannot be changed after submittal of your Exam Request. To minimize problems, we strongly recommend you wait until approximately (8) weeks prior to the exam date to submit.

FF I	Student	Student Re-Test	Challenge	Challenge Re-Test	Total
Written Exam					
Practical Exam					

FF II	Student	Student Re-Test	Challenge	Challenge Re-Test	Total
Written Exam					
Practical Exam					

FF I & II	Student	Student Re-Test	Challenge	Challenge Re-Test	Total
Written Exam					
Practical Exam					

Signature: Instructor of Record	Date
---------------------------------	------

If you have questions, please call (517) 322-5447. Please return the completed exam request to:

**MI Fire Fighters Training Council 7150 Harris Drive, Lansing, Michigan 48913
Fax 517.322.6540**

Do not write below this line - For MFFTC use only

Copy faxed to Region Supervisor Date: Initials:	Copy mailed to Training Coordinator Date: Initials:	Exams Shipped to Training Coordinator Date: Initials:
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* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-255 Instructor Name/Address/Phone No. Change

FMD-255 (5/6/02)
Michigan State Police
MI Fire Fighters Training Council

Instructor Name/Address/Phone No. Change

For instructors to receive payments from the State of Michigan and updates from the MFFTC, personal information must be kept current. Instructors should use this form to register Name/Address/Phone No. changes. Changes cannot be accepted over the telephone.

Please print legibly

*** Social Security Number:**

- Enter OLD Personal Information:

Last Name:	First Name:	MI:
Address:		County:
City:	State:	Zip:
Home Phone:	Bus. Phone:	
Pager No:	Fax No:	
E-Mail:		
Fire Dept Name:	FDID:	

- Enter CHANGES ONLY in Personal Information:

Last Name:	First Name:	MI:
Address:		County:
City:	State:	Zip:
Home Phone:	Bus. Phone:	
Pager No:	Fax No:	
E-Mail:		
Fire Dept Name:	FDID:	

Instructor Signature: _____

- Mail, Fax, or EMail completed form to BOTH LOCATIONS below:

<p>MI Fire Fighters Training Council 7150 Harris Drive Lansing, MI 48913 Attention: Michelle Fowler fowlerm@michigan.gov Phone 517.322.1922 Fax 517.322.6540</p>	<p>Dept. of Management & Budget Office of Financial Management PO Box 30182 Lansing, MI 48909 Attention: Janice Lyon dmb-vendor@michigan.gov Phone 517.373.4111 Fax 517.373.6458</p>
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* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-19 Instructor Evaluation

FMD-19 (4/23/02)
Michigan State Police
MI Fire Fighters Training Council

INSTRUCTOR EVALUATION

Instructions for Completion on Back

Lecture
 Practical

Instructor Name:	Status: <input type="checkbox"/> Probationary <input type="checkbox"/> Certified	* Soc. Sec. No:
Course Name:	Subject:	Course No:

SCORING KEY. **1 = Unacceptable** **2 = Needs Improvement** **3 = Average** **4 = Good** **5 = Excellent**

A - Preparation:	Score
1. Punctuality	*
2. Learning Environment	
3. Motivational Statement	
4. Overview of Lesson	
5. Reviews Lesson Objectives	
Sub-total	

B - Self Presentation:	Score
1. Personal Grooming	
2. Maintains Eye Contact	
3. Uses Appropriate Language	
4. Varies Voice (Volume, Pitch, Rate)	
5. Free of Distracting Mannerisms	
Sub-total	

C - Instructional Techniques:	Score
1. Teaching Method	
2. Use of Instructional Aids	
3. Encourages Student Participation	
4. Response to Questions	
5. Thoroughness	
Sub-total	

D - Class Management.	Score
1. Maintains Class Discipline	*
2. Emphasizes and Practices Safety	*
3. Lesson Plan Quality	
4. Lesson Conformity	
5. Achievement of Objectives	*
6. Complies with MFFTC policies & procedures	*
Sub-total	

Choose "E - Lecture" OR "F - Practical" - Do NOT Complete Both

E - Lecture:	Score
1. Subject Knowledge	*
2. Order of Instruction	
3. Pace of Instruction	
4. Maintains Interest	
5. Checks for Understanding	
6. Transitions Smoothly	
7. Summary	
Sub-total	

F - Practical:	Score
1. Organization	
2. Provides Clear Instructions	
3. Demonstrations are Visible	
4. Demonstrates Proficiency	*
5. Pace of Instruction	
6. Student Participation	
7. Summary	
Sub-total	

EVALUATION RESULTS		TOTAL SCORE
* Denotes items requiring a minimum score of 3 to receive a satisfactory rating	Maximum possible score that can be achieved: 140 Minimum score to receive a satisfactory evaluation: <u>84</u> .	
Evaluation Rating:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	

Evaluators Comments:	

I have reviewed this evaluation with the instructor and provided him or her with a copy.

_____ Date _____

Evaluator Signature

I have reviewed this evaluation and understand that my signature does not imply agreement or disagreement.

_____ Date _____

Instructor Signature

Evaluator's Recommendation (Check One)

Schedule a Lecture Evaluation
 Schedule a Practical Evaluation
 Upgrade to Certified Instructor
 For File Only

Region Supervisor's Recommendation (Check One)

Concur with Evaluator's Recommendation
 Other: _____

_____ Date _____

Signature

Original: Lansing Instructor File
Copy: Training Coordinator
Instructor

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

FMD-19 Instructor Evaluation (Continued)

INSTRUCTIONS FOR COMPLETION OF FMD-19

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

- The FMD-19 Instructor Evaluation form may only be completed by an MFFTC representative who is authorized to evaluate instructors.
- The FMD-19 is designed to evaluate an instructor while conducting lecture or practical skills training.
- To be evaluated, the individual must be a probationary or certified instructor.
- An instructor may only receive one (1) evaluation (lecture or practical) per site visit by an evaluator.
- The instructor being evaluated is assumed to be in charge of the class for purposes of the evaluation and is required to provide documentation of compliance with MFFTC record keeping requirements (D-6).

Type of Evaluation

In the top right corner of the FMD-19, enter an "X" to indicate the type of evaluation; "Lecture" or "Practical".

Scoring Key

- Enter a score of 1, 2, 3, 4 or 5 to rate the instructor on each item within a category.
- Each item must be scored in the five applicable categories for the evaluation to be complete.

Evaluation Categories

- The following four categories must always be completed in their entirety:
 - A - Preparation**
 - B - Self Presentation**
 - C - Instructional Techniques**
 - D - Class Management**
- Depending on the type of evaluation being administered, choose and complete the applicable category:
 - E - Lecture**
 - F - Practical**

Evaluation Results

- Each of the following items must have a minimum score of "3" to receive a satisfactory evaluation rating.
 - **A-1 Punctuality**
 - **D-1 Maintains Class Discipline**
 - **D-2 Emphasizes and Practices Safety**
 - **D-5 Achievement of Objectives**
 - **D-6 Complies with MFFTC Policies and Procedures**
 - **E-1 Subject Knowledge**
 - **F-4 Demonstrates Proficiency**
- In addition to a minimum score of "3" on each item above, the sum of the scores for the five applicable categories must total a minimum of 84 points, to receive a satisfactory evaluation rating.
- Enter an "X" to indicate the evaluation rating; "Satisfactory" or "Unsatisfactory".

Evaluator's Comments

- Evaluators are required to complete this section.
- When making suggestions for improvement, the category letter and item number should be referenced, e.g., D-1.

Review Evaluation With Instructor & Provide Copy

- Review the evaluation in private with the instructor.
- Request the instructor sign form to acknowledge the evaluation. If he/she refuses, so indicate in signature block.
- Provide the instructor with a completed copy of the FMD-19 before leaving the class site.

Professional Qualifications for Fire Service Instructors

Policy: 2-1
Page: 1 of 6

MICHIGAN FIRE FIGHTERS TRAINING COUNCIL
DEPARTMENT OF STATE POLICE
FIRE MARSHAL DIVISION

Section: Instruction
Policy: Instructor
Certification
Orig. Date: 03-05-86
Rev. Date: 12-11-02

PROFESSIONAL QUALIFICATIONS FOR FIRE SERVICE INSTRUCTORS

Administrative: This printing of Policy 2-1, Professional Qualifications for Michigan Fire Service Instructors, effective February 9, 2000, supercedes all previous printings.

Scope: This policy outlines; 1) Each fire department's responsibility to designate a training officer, and; 2) The minimum qualifications for the professional level of competence required of fire service instructors in Michigan.

Purpose: The purpose of this policy is to provide fire departments with procedures to register their designated training officer with the Fire Fighters Training Council, and to establish minimum qualifications for probationary and certified fire service instructors. It is not the intent of this policy to restrict any jurisdiction from exceeding these requirements. This policy shall cover the minimum entrance and other requirements for the following instructor levels:

1. Fire Department Training Officer
2. Probationary Fire Service Instructor
3. Certified Fire Service Instructor

General: The professional qualifications for fire service instructors are based upon selected objectives of the National Fire Protection Association's (NFPA) Standard 1041. Each designated level of instructor classification is related to a specific identified chapter found in NFPA 1041. Exception: Designation of a fire department training officer is required by Act No. 291 of P.A. of 1966 as amended.

The standards for each level of fire service instructor shall be met with competence and in their entirety. Performance standards shall be evaluated by individuals approved by the Director of Training of the Michigan Fire Fighters Training Council.

MFFTC Action Required: The Michigan Fire Fighters Training Council must give final approval before applicants for probationary or certified fire service instructor are granted status.

FIRE DEPARTMENT TRAINING OFFICER

Act No. 291 of P.A. of 1966 as amended requires each fire department to file a statement with the MFFTC designating at least one (1) training officer or training coordinator for the fire department. If a training officer or training coordinator is changed, the fire department, within seven (7) days of the change, shall file a statement notifying the MFFTC of the change.

Note: For purposes of clarity, the position of fire department training officer or training coordinator identified in the statute will be referred to simply as "Training Officer" within this policy.

Professional Qualifications for Fire Service Instructors (Continued)

Policy: 2-1
Page: 2 of 6

A. Minimum Requirements:

1. Statements filed with the MFFTC regarding appointment or a change of the fire department's training officer must be made on letterhead or forms provided by the MFFTC, and signed by the chief of the department or his or her designee, and sent to:

Michigan Fire Fighters Training Council
Training Officer Appointment
7150 Harris Drive
Lansing, MI 48913
FAX 517.322.6540

2. The following training officer information must be filed with the MFFTC:
 - a. Name
 - b. Social Security Number
 - c. Complete Fire Department Name and FDID Number
 - d. Effective Date of Appointment
 - e. Status: SO - Senior Training Officer (limit of 1 per dept), or
TO - Training Officer (no limit)
3. Qualifications of the fire department training officer are at the discretion of the chief of the department.

B. Responsibilities:

Responsibilities assigned to the fire department training officer are at the discretion of the chief of the department.

C. Authorization:

Authority granted to the fire department training officer is at the discretion of the chief of the department.

PROBATIONARY FIRE SERVICE INSTRUCTOR

This is the entry level fire service instructor position. A Probationary Fire Service Instructor is an instructor who is learning and developing instructional skills and abilities while working under the close supervision of an MFFTC certified instructor.

A. Minimum Requirements:

1. Must possess Fire Fighter I certification or have successfully completed old Phases I & II to instruct subjects within the Fire Fighter I course.
2. Must possess Fire Fighter II certification or have successfully completed the old 240 hour training course to instruct subjects within the Fire Fighter I & II courses.
3. Must have three (3) years fire suppression experience; or meet the special instructor requirements approved by Council. *(Such requirements include but are not limited to training, experience and education relating to the course under consideration. Individuals qualifying under such special instructor requirements are limited to instructing the specific course(s) for which Council approves them.)*

Professional Qualifications for Fire Service Instructors (Continued)

Policy: 2-1
Page: 3 of 6

4. Must have successfully completed the 16 hour MFFTC Educational Methodology course; or an MFFTC recognized equivalent; or possess a baccalaureate degree or current certificate in education. **(Note: The NFA course, *Instructional Techniques for Company Officer* is no longer considered equivalent to the MFFTC Educational Methodology course.)**
5. Must have successfully completed the MFFTC/IFSTA Instructor Orientation course if an equivalent to MFFTC Educational Methodology course is being recognized.
6. Must complete and submit a Probationary Instructor Application to the MFFTC Region Supervisor.
7. Application must be approved and signed by applicant's fire chief; or the county training committee representative; or the area MFFTC Training Coordinator.

B. Responsibilities:

1. Must comply with MFFTC policies and procedures governing fire training; failure to do so may result in revocation of probationary instructor status.
2. Must contact an authorized MFFTC representative and arrange to be evaluated while instructing. A probationary instructor must receive two (2) consecutive satisfactory evaluations within 24 months of being granted probationary status or probationary status will be automatically revoked. One evaluation must be in a classroom setting and the other in a practical skills setting.

C. Authorization:

1. Probationary instructors who are Fire Fighter I certified or have successfully completed the old Phases I & II may instruct subjects in Fire Fighter I in which they have demonstrated competency.
2. Probationary instructors who are Fire Fighter II certified or have successfully completed the old 240 hour training course may instruct subjects in Fire Fighter I & II in which they have demonstrated competency.
3. Individuals qualifying under special instructor requirements are limited to instructing the specific course(s) for which Council approves them.
3. Probationary instructors may only instruct under the on-site supervision of an instructor certified at the level being instructed. The certified instructor must be present and observing the instruction at all times. *(Note: In cases of undue hardship, the requirement of on-site supervision may be waived in writing by the MFFTC Regional Supervisor upon written request of the course manager.)*

CERTIFIED FIRE SERVICE INSTRUCTOR

A Certified Fire Service Instructor is defined as an instructor who, in addition to meeting Probationary Fire Service Instructor qualifications, has demonstrated the knowledge and

Professional Qualifications for Fire Service Instructors (Continued)

Policy: 2-1
Page: 4 of 6

ability to coordinate other instructors, and who is capable of using a variety of teaching strategies to develop lesson plans and instructional aids based on a task analysis.

A. Minimum Requirements:

1. Must satisfy all requirements of Probationary Fire Service Instructor to be eligible for Certified Fire Service Instructor status.
2. Must possess Fire Fighter I certification or have successfully completed old Phases I & II to instruct subjects within the Fire Fighter I course.
3. Must possess Fire Fighter II certification or have successfully completed the old 240 hour training course to instruct subjects within the Fire Fighter I & II courses.
4. Must have five (5) years fire suppression experience; or meet the special instructor requirements approved by Council.
5. Must have received two (2) consecutive satisfactory evaluations while a probationary instructor. One evaluation must have been in a classroom setting and the other in a practical skills setting. *(Note: In the event a course being considered for special instructor requirements has no practical skills training, two (2) consecutive satisfactory classroom evaluations will be required.)*

B. Responsibilities:

1. Must comply with MFFTC policies and procedures governing fire training; failure to do so may result in suspension or revocation of certified instructor status.

C. Authorization:

1. Certified instructors who are Fire Fighter I certified or have successfully completed the old Phases I & II may instruct subjects in Fire Fighter I in which they have demonstrated competency.
2. Certified instructors who are Fire Fighter II certified or have successfully completed the old 240 hour training course may instruct subjects in Fire Fighter I & II in which they have demonstrated competency.
3. Individuals qualifying under special instructor requirements are limited to instructing the specific course(s) for which Council approves them.

RECOGNITION OF TRAINING RECEIVED OUTSIDE OF MICHIGAN

- A. For purposes of instructor certification only, the MFFTC will recognize the following training:

Professional Qualifications for Fire Service Instructors (Continued)

Policy: 2-1
Page: 5 of 6

1. National Fire Academy (NFA) Courses delivered by approved NFA instructors.
2. Fire Fighter I and Fire Fighter I & II training that complies with the objectives of NFPA Standard 1001, Fire Fighter Professional Qualifications and is certified by the International Fire Service Accreditation Congress (IFSAC) or the National Professional Qualifications Board (NQPB).
3. Fire Fighter I and Fire Fighter I & II training that complies with the objectives of NFPA Standard 1001, Fire Fighter Professional Qualifications and upon request, the issuing entity from outside of Michigan provides written attestation as to program compliance and authenticity of the certificate.

SAVING CLAUSE:

- A. All MFFTC recognized instructors shall continue to hold their current status unless they choose to advance to the next level, at which time they will be required to meet all existing requirements of the next level under this policy.
- B. Exception: Probationary level instructors in place prior to this policy will have 24 months from the effective date of this policy revision (September 14, 1995) to meet the requirements of certified fire service instructor and receive two (2) consecutive satisfactory evaluations.

REQUIREMENTS TO MAINTAIN CERTIFIED INSTRUCTOR STATUS:

- A. A certified instructor must teach in an MFFTC registered course or serve as a FFI and/or II test evaluator within the previous three (3) year period or he or she shall be placed on probationary status and notified in writing.
- B. Exemption: A certified instructor who teaches only within his or her fire department; or a certified instructor in a large fire department who may no longer instruct but is the Officer in Charge of Training, may be exempted from the requirements in item "A" of this section upon compliance with the following:

For a certified instructor who is a fire department member to be considered for the exemption described above, he or she must notify the MFFTC of his or her position title and instructional activity for the 12 month period ending the previous September 30, on a form provided by MFFTC, and signed by the Fire Chief or his or her designee. The request is due annually and must be received or postmarked no later than December 31.

RETURN TO CERTIFIED INSTRUCTOR STATUS:

A probationary instructor who wants to return to certified instructor status must receive two (2) consecutive satisfactory evaluations within two (2) years of being placed on probationary status.

Professional Qualifications for Fire Service Instructors (Continued)

Policy: 2-1
Page: 6 of 6

REMOVAL FROM MFFTC INSTRUCTOR SYSTEM:

- A. A probationary instructor who fails to receive two (2) consecutive satisfactory evaluations within two (2) years of being placed on probationary status, will be removed from the probationary instructor list and notified in writing.
- B. Once an individual has been removed from the probationary instructor list, it is necessary to reapply for probationary instructor status to instruct again.

SUSPENSION, REVOCATION OR DENIAL:

The MFFTC may suspend, revoke or deny instructor status for any individual who:

- A. Knowingly commits, encourages, allows or participates in the misrepresentation of information required to apply for training, testing or certification.
- B. Knowingly, commits, encourages, allows or participates in any act of falsifying documents, deception, fraud, or cheating, involving training, testing, certification or the issuance of official MFFTC documents related to same.
- C. Receives three (3) unsatisfactory evaluations within a two (2) year period. A certified instructor who receives an unsatisfactory evaluation must be re-evaluated by a different evaluator, assigned by the MFFTC, within a six (6) month period or as soon as practicable. A certified instructor may appeal an unsatisfactory evaluation in writing to the MFFTC regional supervisor. If the instructor believes there has been a manifest injustice at the region level of appeal, he/she may appeal in writing to the MFFTC Director of Training for final resolution.
- D. Knowingly makes a misrepresentation of any MFFTC procedure, policy or paperwork.
- E. Fails to comply with MFFTC policies and procedures governing fire training, testing or certification.
- F. Without authorization, retains, copies, divulges the content, or in any way violates the integrity of an MFFTC examination.
- G. Knowingly commits, encourages or allows the commission of harassment or any form of illegal discrimination, including but not limited to: Gender, sexual orientation, age, religious belief, national origin, or handicap.
- H. Knowingly commits, encourages or allows the commission of any illegal, immoral or unethical act during the conduct of MFFTC training, testing, certification or related activities.

FMD-209 Probationary Instructor Application

FMD-209 (5/6/02)
Michigan State Police
MI Fire Fighters Training Council

Probationary Instructor Application

APPLICANT INFORMATION:

* Social Sec. No.*	Driver Lic. No.	D.O.B.	
Last Name		First Name	MI
Address (No P.O. Boxes - UPS will not deliver)		County of Residence	
City		State	Zip
Home Phone ()	Bus. Phone ()	Fax No. ()	
Pager No. ()	E-Mail		
Fire Dept. Name			FDID

EDUCATION: (please check highest level completed)

Some High School
 High School Diploma
 GED
 Some College
 Associates Degree
 Bachelor or higher

TRAINING PREREQUISITES:

Attach copies of the following certificates:

Education Methodology or approved equivalent
 FF-I or old Phases I & II (to instruct FF-I)

Instructor Orientation - IFSTA
 FF-I & II or old Phases I-IV (to instruct FF-I & II)

FIRE SUPPRESSION EXPERIENCE: (Minimum 3 years required, list most recent experience first)

Fire Department Name	FDID No.	From Month/Year	To Month/Year

APPLICANT'S SIGNATURE:

By my signature, I certify that the information provided is true and accurate to the best of my knowledge. I authorize the release of all criminal history information that pertains to this application.

Applicant's Signature	Date
-----------------------	------

SPONSOR:

Check appropriate box: Applicant's Fire Chief CTC Representative MFFTC Training Coordinator

I certify that I have reviewed the information provided and attest that it is true and accurate to the best of my knowledge.

Sponsor's Name Printed:	Phone No. ()
Sponsor's Signature	Date

MAIL TO: (Region Supervisor must receive an original and one (1) copy of this application 30 days prior to next MFFTC meet

REGION I	REGION II	REGION III
Region Supervisor MI Fire Fighters Training Council 1504 W. Washington St., Suite A Marquette, MI 49855 Phone 888.879.6459	Region Supervisor MI Fire Fighters Training Council 588 3 Mile Rd. NW Grand Rapids, MI 49544 Phone 877.475.0844	Region Supervisor MI Fire Fighters Training Council 411-B East Genesee Saginaw, MI 48607 Phone 888.879.6458

FOR MFFTC USE ONLY

FF I:	FF II:	Ed. Meth:	IO-IFSTA:	No. Yrs.:	Reg. Supv. Initial.	Date.
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Original: Region Supervisor
Copy: Region Supervisor
Applicant

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

Michigan Fire Service Instructors Association Application



MICHIGAN FIRE SERVICE INSTRUCTORS ASSOCIATION MEMBERSHIP APPLICATION

Name: _____

Fire Department or Affiliation: _____

Position/Profession: _____

Business Address: _____

Business Phone: _____ County: _____

Business City: _____ State: _____ Zip: _____

Home Address: _____

Home Phone: _____ County: _____

Home City: _____ State: _____ Zip: _____

E-Mail Address: _____

Where to e-mail meeting minutes and special notifications

Please send **hard copy mail to: Home Business** (Please circle one)

Are you an MFFTC Instructor? **YES NO**

If Yes: MFFTC Classification: **FF I FF II** (Please circle one. FF II instructs both I & II)

Please describe your major area of training involvement:

I hereby make application for membership in the Michigan Fire Service Instructors Association in accordance with its Constitution and By-Laws. I am enclosing a \$30.00 check or money order with this application for my annual dues.

Applicant's signature _____ Date _____

Please make check/money order payable to "MFSIA" and mail to:

Michael Greis, MFSIA Treasurer
49960 Kiawah Trail
Mattawan, MI 49071
(E-Mail at: mgreis@att.net)
(Phone: 269-668-4194)

Michigan State Firemen's Association Application



Michigan State Firemen's Association



MEMBERSHIP APPLICATION

I hereby make application for membership in the Michigan State Firemen's Association and if approved by the membership committee, agree to abide by its bylaws and pay the annual membership investment.

One full year annual dues is payable upon joining MSFA. Dues will be paid on an anniversary date of original enrollment in MSFA.

First Name _____ M.I. _____ Last Name _____

Rank/Title _____ Department/Company _____

Mailing Address _____

City _____ State _____ Zip _____ - _____

Home Phone () _____ Work Phone () _____ FAX () _____

Dept. NFIRS Number _____ County _____ State Legislative Dist. _____

Social Security Number _____ - _____ - _____ Date of Birth _____

MEMBERSHIP TYPE (please check one)

Cost of Membership (please circle one)

- Individual (active in a fire department) \$25.00
- Retired (retired from a fire department) \$25.00
- Associate (not on a fire department) \$25.00
- Department (organized fire department/brigade) \$75.00
- Company/vendor (enterprise) \$100.00

METHOD OF PAYMENT

Amount Due \$ _____

Check

Visa _____ Exp. Date _____

MasterCard _____ Exp. Date _____

Applicants Signature _____

MAKE CHECK PAYABLE TO MSFA AND MAIL TO:

P.O. BOX 405
SWARTZ CREEK, MI 48473-0405
(800) 445-3844 (810) 635-9513
FAX (810) 635-2853

SPEAKER'S NAME: _____

CODE: A. Yes definitely B. Usually C. Not sure D. No, not at all

1. Did the Introduction gain attention? _____
2. Was the Objective stated? _____
3. Was the purpose or objective achieved? _____
4. Was the instructor sincere and enthusiastic? _____
5. Did the instructor exhibit distracting mannerism's? _____
6. Did the instructor have good voice and eye contact? _____
7. Was the use of visual aids helpful? _____
8. Did you feel the instructor demonstrated sufficient mastery of content or knowledge? _____
9. Did the instructor make clear, practical demonstrations or explanations? _____
10. Did the instructor provide motivation? _____
11. Was the lesson presented in a logical sequence? _____
12. Did the instructor maintain your interest and attention? _____

* * * * *

OTHER COMMENTS

- 1.
- 2.
- 3.
- 4.

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* * * * *

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- 2.
- 3.
- 4.

Types of Liability

Misfeasance

The improper performance of duty, such as providing false information or information which has not been documented.

Malfeasance

The performance of activity that is not lawful, such as lacking the authority to teach or not qualified to teach.

Nonfeasance

The failure to perform a duty, such as failure to cover pertinent information or leaving out pertinent information.

Public Acts Addressing Training Liability

Public Act 456 of 1988

An act to provide certain immunity from civil action to certain instructors.

The People of the State of Michigan enact:

IMMUNITY OF INSTRUCTORS
Effective March 30, 1989

29.401. Instructors certified, contracted, etc., by the Fire Fighters Training Council; immunity for certain tort damages

Sec. 1. An instructor certified, assigned, approved, or contracted by the Michigan Fire Fighters Training Council to provide instructional services shall not be liable for tort damages caused by those instructional services if the tort damages were caused by the ordinary negligence of the instructor.

Public Act 457 of 1988

An Act to provide certain immunity from civil liability to certain institutions of higher education and health facilities and employees of institutions of higher education and health facilities.

The People of the State of Michigan enact:

IMMUNITY OF INSTITUTIONS OF HIGHER EDUCATION AND HEALTH FACILITIES
Effective March 30, 1989

29.411. Definitions

Sec. 1. As used in this act:

- (a) "Health facility or agency" means that term as defined in article 17 of the public health code, Act No. 368 of the Public Acts of 1978, being sections 333.20101 to 333.22181 of the Michigan Compiled Laws.
- (b) "Institution of higher education" means a college or university described in section 4, 5, or 6 of article VIII of the state constitution of 1963 or a junior college or community college established pursuant to section 7 of article VIII of the State constitution of 1963.

29.412. Institutions of higher education and health facilities, and employees thereof; limited tort immunity

Sec. 2. An institution of higher education or a health facility or agency, or an employee of an institution of higher education or health facility or agency that participates in a training or education program approved by the Michigan Fire Fighters Training Council shall not be liable for tort damages caused by any primary or continuing training or educational practices by a person who participated in such program if the tort damages were caused by the ordinary negligence of the institution of higher education, health facility or agency, or employee.
