



Section 2: Instruction  
Policy No: 2-1

Effective: 12/08/2010  
Revised: 01/12/2007

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## INSTRUCTOR QUALIFICATIONS

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**Administrative** This printing updates Policy 2-1, Instructor Qualifications, which was last revised January 12, 2007.

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**Scope** This policy outlines the prerequisites, training, testing, and certification issue/expiration/revocation criteria for Michigan firefighters whose responsibilities include training and wish to become certified with the Office of Fire Fighter Training (OFFT). (Under authority of 1966 PA 291 as amended).

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**Purpose** The purpose of this policy is to provide fire service personnel with established minimum qualifications for 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. ASSOCIATE INSTRUCTOR
  2. INSTRUCTOR I
  3. INSTRUCTOR II
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**General** The professional qualifications for fire service instructors are based upon selected job performance requirements of the National Fire Protection Association's (NFPA) Standard 1041, Standard for Fire Service Instructor Professional Qualifications, 2007 Edition. 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 1966 PA 291 as amended (Michigan Fire Fighters Training Council Act) and is not covered in this policy.

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 the Office of Fire Fighter Training.

All Job Performance Requirements (JPR) for any level of fire service instructor shall be performed to the level of competence established by the authority having jurisdiction, that being the Michigan Fire Fighters Training Council (MFFTC). The Office of Fire Fighter training will act as the enforcement agency for approved policies and procedures through the MFFTC.

The authority having jurisdiction shall establish a policy and process that identifies and verifies the minimum experience and training requirements necessary to instruct any subject or topic. Fire instructors at each level of certification shall know their roles and responsibilities to the authority(ies) having jurisdiction and their students as defined in the OFFT policies and procedures.

Michigan Fire Service Instructors at all levels of certification shall remain current with trends in training, comply with all applicable laws/regulations related to training delivery, and maintain professional competence through continuing education, networking, instructor development/delivery and membership in professional organizations.

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**MFFTC Action  
Required**

The Michigan Fire Fighters Training Council must give final approval before applicants for ASSOCIATE INSTRUCTOR, INSTRUCTOR I, and INSTRUCTOR II are granted status.

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**Associate  
Instructor**

An ASSOCIATE INSTRUCTOR is an instructor who can teach and/or act as an evaluator at the practical examination for Fire Fighter I and II.

Minimum Requirements for ASSOCIATE INSTRUCTOR  
Probationary Applicant

- A) Must be a member, or have been a member, within the last five years of an organized Michigan fire department.
- B) Must possess Fire Fighter I certification or have successfully completed old Phases I & II to instruct subjects within the Fire Fighter I course.

- C) 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.
- D) 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.
- E) Must have successfully completed the 16) hour OFFT educational methodology and four (4) hour Instructor Orientation courses.
- F) Must enter an application in the Bureau of Fire Services (BFS) /Information Management System (IMS).
- G) Must advise their Fire Chief to go into the BFS/Information Management System and acknowledge the applicants membership on the department. The application cannot be processed until this step is completed by the Fire Chief. The path to follow is: MAINTENANCE/PENDING PROBATIONARY INSTRUCTOR APPLICATIONS. The Fire Chief clicks on the box to the left of the applicants name and then clicks on UPDATE STATUS at the bottom of the page.
- H) Must have a current active e-mail address registered with the OFFT in IMS.

Upon receipt, the application will be reviewed by the appropriate Region Supervisor. If all requirements are met, the Region Supervisor will forward the document to the OFFT. The application will then be placed on the agenda of the next regular MFFTC meeting for approval.

## Requirements During ASSOCIATE INSTRUCTOR Probationary Period

Within a two year period, the probationary ASSOCIATE INSTRUCTOR MUST:

- A) Select a mentor to assist him/her with the teaching process. The Probationary ASSOCIATE INSTRUCTOR must complete 12 hours of supervised teaching under the direct mentoring of a Certified INSTRUCTOR I or II. The OFFT will provide a mentor tracking form to document the practice teaching hours and provide a recommendation of approval or denial to be scheduled for an evaluation as described in Part B. The mentor tracking form will be forwarded to the Region Supervisor.
- B) Contact the Region Supervisor after completion of the mentorship to arrange to be evaluated by an OFFT representative while instructing. A Probationary ASSOCIATE INSTRUCTOR must receive one satisfactory evaluation of classroom lecture within 24 months of being granted probationary status, or probationary status will be automatically revoked. Upon a positive evaluation, the Region Supervisor shall forward the application and supporting documents to the OFFT requesting certification as an ASSOCIATE INSTRUCTOR at the next MMFTC meeting.

*(Note) The time period necessary to accrue the necessary credits is defined in Parts A and B may be extended by the Director of OFFT. Such extension shall be designated on the request for certification when presented to MMFTC.*

- C) Probationary ASSOCIATE INSTRUCTORS may only instruct under the on-site supervision of an INSTRUCTOR I or II. The INSTRUCTOR I or II 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 OFFT Region Supervisor, upon written request of the Course Manager.)*

### Certified ASSOCIATE INSTRUCTOR Standards

A Certified ASSOCIATE INSTRUCTOR is defined as an instructor who, in addition to meeting Probationary ASSOCIATE INSTRUCTOR qualifications, has demonstrated the knowledge and ability to instruct using a variety of teaching strategies, utilizing lesson plans and instructional aids as required.

A Certified ASSOCIATE INSTRUCTOR MUST:

- A) Be a member or have been a member within the last five (5) years of an organized Michigan fire department.
- B) Have completed all requirements of a probationary ASSOCIATE INSTRUCTOR.
- C) Possess Fire Fighter I certification or have successfully completed old Phases I & II; or possess Fire Fighter II certification; or have successfully completed the old 240 hour training course.
- D) Have five (5) years fire suppression experience or meet the special instructor requirements approved by MFFTC.
- E) Comply with OFFT policies and procedures governing fire training. Failure to do so may result in suspension or revocation of certified instructor status.
- F) Maintain a current active e-mail address registered with the OFFT.

### Certified ASSOCIATE INSTRUCTOR Authorization

- A) A certified ASSOCIATE INSTRUCTOR who has successfully completed Fire Fighter I may instruct any unit from Fire Fighter I that he/she has shown competence. A certified ASSOCIATE INSTRUCTOR who has successfully completed Fire Fighter I and II may instruct any unit from Fire Fighter I and II that he/she has shown competence.
- B) A certified ASSOCIATE INSTRUCTOR may not instruct hazardous materials awareness or hazardous materials operations.

## Recertification to the ASSOCIATE INSTRUCTOR Level

ASSOCIATE INSTRUCTOR certification expires every three (3) years from the date listed on the OFFT issued certificate. In order to recertify to the ASSOCIATE INSTRUCTOR level, the instructor must:

- A) Show eight (8) hours of instruction over a three (3) year period documented on a BFS – 250 form, and;
  - B) Evaluate one (1) state practical final exam in a three (3) year period documented on a BFS –250 form or;
  - C) Complete and document on a BFS – 250 form 14 hours of documented in house training.
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## **Instructor I**

As an INSTRUCTOR, I will be able to demonstrate the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning is maximized; and meets the recordkeeping requirements of the authority having jurisdiction. The INSTRUCTOR I level will be required to meet NFPA INSTRUCTOR I qualifications found in NFPA 1041, 2007, Chapter 4.

## Minimum Requirements for INSTRUCTOR I Probationary Applicant:

- A) Must be a member, or have been a member, within the last five (5) years of an organized Michigan fire department.
- B) Must possess Fire Fighter I and II certification.
- C) Must have a minimum of three (3) years firefighting experience at the time of application and be certified at the level/course they wish to instruct. (Minimum Fire Fighter II or at least one (1) of the wildland specialty/subject matter expert courses. The INSTRUCTOR I application will be filled out in full and submitted to the MFFTC.

- D) Must attend and pass the adopted MFFTC INSTRUCTOR I course or possess an OFFT recognized equivalent (EMS/IC, current teaching certificate in education, or other Education Methodology course approved by the OFFT/MFFTC). Documentation of the equivalent course must be submitted with the application.
- E) Must enter an application in the Bureau of Fire Services (BFS) Information Management System (IMS).
- F) Must advise their Fire Chief to go into the BFS/IMS and acknowledge the applicant's membership on the department. The application cannot be processed until this step is completed by the Fire Chief. The path to follow is: MAINTENANCE\PENDING PROBATIONARY INSTRUCTOR APPLICATIONS. The Fire Chief clicks on the box to the left of the applicants name and then clicks on UPDATE STATUS at the bottom of the page.
- G) Must have a current active e-mail address registered with the MFFTC.

Upon receipt, the application will be reviewed by the appropriate Region Supervisor. If all requirements are met, the Region Supervisor will forward the document to the OFFT. The application will then be placed on the agenda of the next regular MFFTC meeting for approval.

***Exception: An individual possessing:***

- ***a current Michigan teacher's certificate,***
- ***currently licensed EMS/IC,***
- ***an individual certified as an INSTRUCTOR I through IFSAC,***
- ***or other OFFT approved courses at the INSTRUCTOR I level;***

***Shall not be required to complete the current MFFTC Instructor I course. They will also be exempt from the 12 hours of mentoring and following MFFTC/OFFT Policies and Procedures. Once the applicant can show attendance at an MFFTC Instructor Orientation course, Instructor I status will be added to their record in IMS. The INSTRUCTOR I will be responsible for reviewing the information contained in the Instructor Orientation course and following MFFTC/OFFT Policies and Procedures.***

A Certified ASSOCIATE INSTRUCTOR will not be required to serve a probationary period. After successful completion of the MFFTC recognized INSTRUCTOR I course an ASSOCIATE INSTRUCTOR may immediately apply for certification as INSTRUCTOR I.

#### Requirements During INSTRUCTOR I Probationary Period

Within a two (2) year period a Probationary INSTRUCTOR I MUST:

- A) Select a mentor to assist him/her with the teaching process. The Probationary INSTRUCTOR I candidate must complete 12 hours of supervised teaching six (6) hours lecture, six (6) hours practical under the direct mentoring of a Certified INSTRUCTOR I or II. The OFFT will provide a Mentor Tracking Form to document the mentoring.
- B) Have the mentoring Instructor document the practice teaching hours and provide a recommendation on the candidate's acceptance or denial as an INSTRUCTOR I. This letter will be sent to the Region Supervisor for his review. Upon a positive review, the Region Supervisor shall forward the documents to Lansing for certification by Council.

*(Note) The period of time to accrue the necessary credits as defined in Part A and B above may be extended by the Director of the OFFT. Such extension shall be designated on the request for certification as presented to Council.*

#### Certified INSTRUCTOR I Standards

A Certified INSTRUCTOR I is defined as an instructor who has met or exceeds the qualifications as described in NFPA 1041, 2007, Chapter 4 and has demonstrated the knowledge and ability to instruct using a variety of teaching strategies, utilizing lesson plans and instructional aids as required.

*(Note) Present OFFT Certified Instructors retain the rating of Certified Instructor and may continue to teach all courses they are currently qualified to instruct.*

A Certified INSTRUCTOR I MUST:

- A) Have completed all requirements of a Probationary INSTRUCTOR I.
- B) Have five (5) years fire suppression experience or meet the special instructor requirements approved by Council.
- C) Comply with OFFT Policies and Procedures governing fire training, as failure to do so may result in suspension or revocation of Certified Instructor status.
- D) Maintain a current active e-mail address with the OFFT in IMS.

Certified INSTRUCTOR I Authorization

- A) The INSTRUCTOR I is authorized to teach all courses they have successfully completed except as noted in B.
- B) Subject Matter Experts and curriculums will remain exclusive with the agency providing the training. These include but are not limited to:
  - Introduction to Wildland Fire Suppression (L25B)
  - Wildland Fire Behavior (L26A)
  - Wildland Fire Fighter (L27B)
  - Wildland Urban Interface (L28B)
  - Liquid Propane Emergencies (16A)
- C) An Instructor I must have at least three (3) years experience as a Company Officer prior to instructing the Company Officer course and its prerequisites.
- D) Any MFFTC course taught by the INSTRUCTOR I must comply with Office of Fire Fighter Training Policies and Procedures.

## Recertification to the INSTRUCTOR I Level

INSTRUCTOR I certification expires every three (3) years from the date listed on the OFFT issued certificate. In order to recertify to INSTRUCTOR I level, the instructor must complete 20 hours of professional development over a three (3) year period through the following:

- A) Show a minimum of eight (8) hours of instruction over a three (3) year period documented on a BFS – 250 form and,
- B) Evaluate one (1) state practical final exam in a three (3) year period and documented on a BFS – 250 form, or  
  
Complete and document on a BFS – 250 form 14 hours of documented in house training.
- C) Show a minimum of ten (10) hours of attendance at a Fire Service or EMS instructor's conference or a county/fire department training session.

An organization requesting pre-approval for conferences, seminars or courses under this clause will submit their request at least 90 days prior to the date of the scheduled event. The official BFS Instructor Certification Credit Request Form is to be filled out in its entirety including the subject matter and the number of instruction hours.

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## **Instructor II**

An INSTRUCTOR II is an instructor who, in addition to meeting INSTRUCTOR I qualifications (NFPA 1041, 2007 Edition, Chapter 4), has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including: learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors (NFPA 1041, 2007 Edition, Chapter 5).

## Minimum Requirements for Instructor II Application

- A) Must be a member, or have been a member, within the last five (5) years of an organized Michigan Fire Department.
- B) Must successfully attained Firefighter II certification.

- C) Must currently be INSTRUCTOR I certified.
- D) Must be certified to the Fire Officer III level.
- E) Must have completed one of the following courses or documentation of equivalent training, knowledge and experience:
  - The National Fire Academy (NFA) Fire Service Design Course, or
  - The OFFT INSTRUCTOR II Course
- F) Must enter an application in the BFS/IMS. The applicant must advise their Fire Chief to go into the BFS/IMS and approve this application. The application cannot be processed until this step is completed by the Fire Chief. The path to follow is: MAINTENANCE\PENDING PROBATIONARY INSTRUCTOR APPLICATIONS. The Fire Chief clicks on the box to the left of the applicants name and then clicks on UPDATE STATUS at the bottom of the page.

Upon receipt, the application will be reviewed by the appropriate Region Supervisor. If all requirements are met, the Region Supervisor will forward the document to the OFFT. The application will then be placed on the agenda of the next regular MFFTC meeting for approval.

A currently Certified Instructor I, who desires to advance to the Instructor II level and has not met the minimum training noted in section E, shall apply to the OFFT by January 1, 2012. After reviewing all applications, the OFFT shall submit a recommendation for action based on the contents of the applicant's resume/experience/knowledge. Any Instructor I applicant denied approval to the Instructor II level, under this clause, may appeal to the Michigan Fire Fighters Training Council (MFFTC) for reconsideration. The decision of the MFFTC is final.

## Certified INSTRUCTOR II Standards

**Instructor Certification Expiration** A certified INSTRUCTOR II is defined as an instructor who has met or exceeds the qualifications as described in NFPA 1041, 2007 Edition, Chapter 5 and has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training session based on overall sessions based on overall training plan of authority having jurisdiction; and the ability to supervise and coordinate the activities of other instructors.

A Certified INSTRUCTOR II MUST:

- A) Comply with OFFT Policies and Procedures governing fire training. Failure to do so may result in suspension or revocation of INSTRUCTOR II status.
- B) Maintain a current active e-mail address registered with the OFFT in IMS.

## Certified Instructor II Authorization

INSTRUCTOR II shall be allowed to instruct all courses offered by the OFFT.

## Recertification to the INSTRUCTOR II Level

INSTRUCTOR II certification expires every three (3) years from the date listed on the OFFT issued certificate. In order to recertify to the INSTRUCTOR II level, the instructor must complete 36 hours of professional development over the three (3) year period through the following:

- A) Show a minimum of twenty (20) hours of instruction over a three (3) year period and documented on a BFS-250 form and

B) Show a minimum of 16 hours of attendance and/or instruction in a fire service organization and/or an EMS instructor conference or seminar that has been approved for Instructor II recertification. Any organization requesting recognition for conferences, seminars or courses under this clause will submit their request at least 90 days prior to the date of the scheduled event. The official BFS Instructor Certification credit request form is to be filled out in its entirety including the subject matter and the number of instruction hours.

A Certified ASSOCIATE INSTRUCTOR, INSTRUCTOR I or INSTRUCTOR II who fails to complete the recertification requirements in the prescribed period of time as described in this policy will have their certification suspended.

In order to reacquire certification, within one (1) year of the expiration date, the suspended instructor must complete all the necessary continuing education credits and satisfactorily complete a four (4) hour mentoring session with another Certified Instructor of the same level. The mentor will document the mentoring in a written report and submit it to the Region Supervisors and the Michigan Fire Fighters Training Council for final approval. If not completed within one (1) year, the instructor must repeat the course requirements of his/her classification in order to be reinstated.

**Instructors  
Retirement From  
Active Service**

A certified ASSOCIATE INSTRUCTOR, INSTRUCTOR I or INSTRUCTOR II who retires from active service may continue to possess their certification as long as they meet the recertification requirements as described in this policy.

**Suspension,  
Revocation, or  
Denial**

The OFFT 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 OFFT documents.
- C) Knowingly makes a misrepresentation of any OFFT procedure, policy, or paperwork.
- D) Fails to comply with OFFT policies and procedures governing fire training, testing, or certification.
- E) Without authorization, retains copies, divulges the content, or in any way violates the integrity of an OFFT examination.
- F) 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, race, national origin, or handicap.
- G) Knowingly commits, encourages, or allows the commission of harassment or any form of illegal, immoral, or unethical act during the conduct of OFFT training, testing, certification, or related activities.
- H) Shows an inability to convey the subject of training to the trainee or trainees.
- I) Is Intoxicated, or under the influence of a controlled substance while teaching.
- J) Fails to instruct as the lesson plan indicates.
- K) Fails to comply with the instructions given by the OFFT Director, Region Supervisor or Training Coordinator.
- L) Teaches or presents a subject or course not approved by the MFFTC and represents it as a MFFTC course.
- M) Is convicted of a felony or a high misdemeanor.
- N) Fails to comply with all MFFTC/OFFT Policies and Procedures.

Upon notification to the OFFT that one of the rules stated above has been violated, the Director of the OFFT will direct an investigation into the allegations. The investigation will include interviewing the accused, the accuser, and any witnesses that may support or negate the charge(s). Upon completion of the investigation, the Director of the OFFT will submit a final report to the State Fire Marshal for official action. The report will include findings of the investigation, statements given during the investigation, and the penalty to be assessed.

Penalties for violation of this policy can range from an additional probationary period to total revocation of instructor certification. The decision of the State Fire Marshal will be final. Any penalty other than permanent revocation of instructor certification can contain additional directives to be completed prior to recertification.

Instructors may appeal the decision of the State Fire Marshal to the board of the Michigan Fire Fighters Training Council. The appeal should be submitted to the Director of the OFFT in writing 30 days prior to the next regular business meeting. The appellate may request an executive closed session which may, or may not be, approved by the Council.

#### Appeal Hearing

Upon timely receipt of the Request for an Appeal to Council, the hearing will be scheduled for the next regular business meeting of the MFFTC. The Chair of the MFFTC will preside over the appeal. The hearings may be attended by the MFFTC members, the Director of the OFFT, and the recording secretary. The appellate may appear with his/her legal representative. Witness(es) for both sides may be called in during the appeal session. A separate audio tape will be used for the hearing. The format below is to be used for the appeal hearing:

- 1) The OFFT Director will give a summary of the disciplinary action taken. Council and/or appellate can direct questions to the Director at this time if they wish.
- 2) The appellate will present his/her appeal, limiting the time to 20 minutes. The Director or Council may question the appellate at this time.

- 3) The Director followed by the appellate, will have five (5) minutes to summarize.
- 4) The Chair will then call for a vote, either to uphold, deny or modify the State Fire Marshals position. If there is no motion, the decision by the SFM will stand.
- 5) Upon completion of the appeal, the Chair will adjourn the closed session, return to open session and announce the decision of the Council.

The decision of the Council will be final. Notification of the decision will be made to the appellate, his or her fire department, and the applicable county Training Committee Chairperson in writing.