

Instructor Guide & Administrative Manual



Michigan Fire Fighters Training Council

Michigan Fire Fighter Training Division

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INSTRUCTOR INFORMATION



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Instructor Caution Instructors shall become familiar with the text and curriculum their county has adopted before attempting to plan and conduct a training course.

1. Qualifications to Instruct FF I & FF II Courses

Instructor Qualifications

- a. Must be a Certified Instructor (old certification), Probationary Associate Instructor, Certified Associate Instructor, Probationary Instructor 1, Certified Instructor 1, or Certified Instructor 2.

Probationary level instructors (Probationary Associate or Probationary Instructor I) may only instruct under an on-site mentor certified at the Instructor I or Instructor II level. The mentor shall be present and observe the probationary instructor at all times.

If the Probationary Instructor is not qualified to teach and/or improperly presenting the course material, the mentor shall be prepared to take over the class.

Certified Instructor (old certification)

The Certified Instructor (Old Certification prior to June 2013) is the certification class in which the instructor attended and passed the educational methodology and instructor orientation course. The applicant was required to have completed FFI and/or FFII. The "Certified Instructor" was allowed to teach FF I if certified to the FF I level and FF II if they were certified to the FF II level. Additionally this certification allows the instructor to teach Apparatus and Pumps and Mutual Aid Tanker Shuttle classes. In order to be allowed to teach any additional courses on the MFFTC course menu the certified instructor must attend and pass a Train the Trainer course for the subject/course they wish to instruct. Issuance of the "Certified Instructor" certification was eliminated with the adoption of the new instructor policy in 2011. The 2011 instructor policy only included the Associate, Instructor I and Instructor II levels of instructor. The "Certified Instructor" certification would remain for those who do not take and pass an Instructor I course and no additional "Certified Instructor" approvals would be done after June 2013. The "Certified Instructor" certification is to be eliminated through retirements or attendance and passing an Instructor I course.

Associate Instructor

To advance to Certified Associate Instructor, a Probationary Associate Instructor must complete twelve (12) hours of supervised teaching under the direct mentoring of an Instructor I or Instructor II certified instructor. The twelve (12) hours of supervised teaching shall include a minimum of six (6) hours of lecture and six (6) hours of practical (hands on) instruction documented on the FFTD mentoring form. After completing the mentoring, the Probationary Associate instructor must receive one satisfactory evaluation from an FFTD representative while instructing a lecture class. These requirements must be met within twenty-four (24) months or the Probationary Instructor status will be ended. It is the responsibility of the Probationary Instructor to work through a Course Manager to make arrangements with the FFTD representative for the evaluation after the Probationary Instructor's mentoring is completed and it is determined the Probationary Instructor has adequate experience and is well prepared. Once the mentoring and evaluation are completed the mentoring form and evaluation are forwarded to the

Instructor Qualifications (cont'd)

Region Coordinator for review and submission to the Fire Marshal for certification.

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

Instructor I

In order to advance to Certified Instructor I, a Probationary Instructor I must complete twelve (12) hours of supervised teaching six (6) hours lecture and six (6) hours practical under the direct mentoring of a Certified Instructor I, Instructor II, or FFTD approved instructor and document the mentoring process on the FFTD approved Mentor Tracking Form. The mentor shall document the practice hours and provide a recommendation on the candidate's acceptance or denial as an Instructor I. The form and letter of recommendation or denial will be sent to the Region Coordinator for review. Upon positive review, the Region Coordinator shall forward the documents to the Fire Marshal for certification.

- b. Must possess FF I certification (or *Phases I & II*) and FF II certification (or *Phases I-IV, 240 hour*) to instruct FF I, II, and I & II courses.
- c. Must be competent within subject area being taught.
- d. Certified Instructors (certification prior to June 2013) teaching the Hazardous Materials (Hazmat) Operations class must be currently certified to teach the First Responder Operations (FRO) course. Instructors certified at the Instructor I or Instructor II level are authorized to instruct the FRO course if they have taken the course. Associate Instructors are not authorized to instruct FRO.
- e. Instructors teaching Emergency Medical Care are exempt from the requirements in "a" & "b" above but should possess at a minimum a Michigan Emergency Medical Technician (EMT) license to teach the objectives found in the text. A Certified Associate Instructor, Instructor I or Instructor II must be present in the classroom to assure all objectives are met for the course.
- f. 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 shall be present while the subject expert is instructing.

Note: Subject matter experts are also exempted from the requirements in "a" & "b" (above), however a Certified Associate Instructor, Instructor I, or Instructor II shall be present in the classroom to assure all objectives are met for the course.

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.
- c. Must be certified at the level they are assisting in teaching or evaluating (i.e. FF I and/or FF II)

**Instructor
Qualifications
(cont'd)**

3. Conflicts of Interest

Instructor/Course Managers shall uphold high ethical standards and are prohibited from:

- a. Holding or acquiring an interest that would conflict with the Instructor Guide and Administrative Manual (IGAM).
- b. Doing anything that creates an appearance of impropriety regarding:
 1. Educational objectives
 2. Course content
 3. Course length
 4. Teaching methods
 5. Selection of instructors and/or subject matter experts.
- c. Attempting to influence or appearing to influence any Bureau of Fire Services Fire Fighter Training Division employee or contracted employee by direct or indirect offer of anything of value.
- d. Each year after October 1st each Instructor/Course Manager will need to log into SMOKE and acknowledge the memorandum of understanding regarding conflicts of interest.

Instructors / Course Managers must immediately notify the FFTD Region Coordinator of any violation or potential violation. Instructors / Course Managers are required to sign and return the LARA developed Memorandum of Understanding in October of each fiscal year.

1. Class Size

- a. Minimum class size to qualify for FFTD funding is evaluated on a case by case basis. It is recommended that 15 fire department members from at least two departments be registered to a course however lower student numbers can be approved based on the need of the course for the area or county. The FFTD Regional Coordinator may grant exceptions when special circumstances exist.
- b. MAXIMUM CLASS SIZE IS 35 STUDENTS. Region Coordinators may approve larger classes if special circumstances exist. Maximum class size for the Educational Methodology class is 20 students. Maximum class size for Instructor I and II is 16 students.

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 city, township, or village municipally owned fire department or public safety department which provides fire protection to the community and is covered by the municipality's workers compensation and other appropriate insurance policies.

**FF I & II
General
Requirements**

IGAM Section I

c. Exceptions:

1. Eligible pre-service college students enrolled in an FFTD sanctioned FF I, FF II, or FF I/II course at a college or university based Regional Training Center are considered eligible. Regional Training Centers may also offer additional MFFTC/FFTD courses to pre-service students including Vehicle Extrication, Vehicle Stabilization, Elevator Training, Introduction to Wildland Suppression, Clandestine Drug Lab, Building Construction: Combustible and Building Construction: Non Combustible courses.
2. Department cadets and explorer scouts as defined under "Minimum Age Requirement."

3. Minimum Age Requirement And Exceptions

- a. Students must be 18 years or older on the date of the final written and practical examination.
- b. Exceptions
 1. Individuals sponsored by a fire department cadet program or fire department Boy Scouts of America Explorer program.
 - a. Department cadets and Boy Scout explorer scouts must be 16 or 17 years of age, or may be 18 years of age if still attending high school as a fulltime student. Cadets and explorer scouts are allowed to participate ONLY in FF I and/or FF II programs, HazMat FRO, and the Incident Command System (ICS).
 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 a Boy Scout Explorer or fire department cadet program within the fire department.
 3. All requests for exception must be directed to the FFTD Region Coordinator 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.

FF I & II General Requirements (cont'd)

4. Prerequisite Courses/Exams
 - a. FF II students must provide proof of their FF I and FRO certification prior to enrollment.

5. Student & Test Candidate Identification Required

Valid Michigan operator's license with photo or Photo identification and certified copy of birth certificate.

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).

6. Physical Condition

- a. The FF I & FF II practical skills training and testing program requires physical exertion and stamina.
- b. The FFTD recommends applicants consult their personal or department physician before participating in practical skills training or testing.
- c. Americans with Disabilities Act (ADA). Reasonable accommodations can be granted to students during Fire Fighter I and/or II testing. The ADA Accommodations form must be completed and emailed according to the directions on the form a minimum of 4 weeks before the test date. The form can be found on the FFTD website and in Section V of this manual.

7. Student Attendance & Participation Requirements

- a. All students must 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 may 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 incomplete, the student's fire chief shall be notified in writing with a copy to the student and the FFTD Region Coordinator.
- 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 incomplete, the student shall be terminated from the course. The student's fire chief shall be notified in writing with a copy to the student and the FFTD Region Coordinator.

**FF I & II General
Requirements
(cont'd)**

- f. The FFTD recommends the use of lesson tests or study sheets for makeup of classroom training sessions.
- g. All practical training sessions shall be made-up. The instructor may work out the practical makeup on an individual basis.
- h. Students terminated from a course will not be allowed to challenge the examination with students that complete the course.
- i. All policies and procedures must be communicated to the students on the first class date.

8. Training Fees

- a. The Course Manager or sponsor, determines student fees based on the cost of conducting the course. If student fees are charged, all students shall be charged pro rata. Course fees assessed in addition to allocated Fire Works training funds are at the discretion of the course manager or County Training Committee.
- b. If FFTD 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 FFTD funds may not exceed the funding amounts set by the MFFTC. Funding maximums can be found in the Reports section of the SMOKE system.
- e. Additional fees cannot be charged in any course or test to provide an ADA accommodation to a student.

9. Challenger Test Candidates

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

Exception: Students who are terminated from a FF I and/or II class for noncompliance with FFTD 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:

FF I & II General Requirements (cont'd)

- a. Students or test candidates in a funded course are assessed a supplemental fee to cover costs in excess of FFTD funding.
- b. The course or challenged exam is FFTD 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 FFTD funded.

11. Student Furnished Classroom Materials

Students shall have the required classroom materials beginning with the first class. The instructor is responsible for providing each student with a list of course materials that they are expected to provide at least one week prior to the first class.

- a. Text book
- b. Work book/practical skills sheets, (if used)
- 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 first Emergency Medical class.

12. Student Dress & Equipment

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

13. Conduct & Ethics

- a. Students are expected to actively engage and participate in all training sessions.
- b. Horseplay, profanity, showing disrespect for an instructor or FFTD 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 FFTD sanctioned training and testing. Any violation must be promptly reported to the FFTD Training Coordinator and Region Coordinator for investigation.

FF I & II General Requirements (cont'd)

- 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.
- g. Cell phones and pagers shall be silenced during all course presentation time including lecture and practical presentation times.
- h. The student's fire chief should be notified in writing of any discipline problems and a copy provided to the student and the FFTD Region Coordinator. Refer to Item #17 - Student Disciplinary Procedures, for specific instructions.

14. Weapons Prohibited

- a. To ensure the safety of all individuals in FFTD programs, weapons may not be worn or carried during training or testing even if the student is in possession of a valid Concealed Pistol License.

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

- b. Weapons shall 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 face piece-to-face seal, FFTD 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 face piece and face or that interferes with valve function or any condition that interferes with face-to face piece seal or valve function.
- b. Failure to comply with the requirements of "a" (above) shall result in the following action:
 - 1. FFTD probationary and certified instructors shall be decertified.
 - 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 Labor and Regulatory Affairs (LARA/MIOSHA: General Industry Safety & Health Standards – Part 451. Respirator, Protection: 1910.134.(g)(l)(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 and/or Training Coordinator will ask the student to shave or leave. A written notice of this disciplinary action shall be issued per Item #17 – Student Disciplinary Procedures

A second violation shall result in expulsion from the course.

FF I & II General Requirements (cont'd)

16. Student Furnished Equipment For Testing

- a. Only positive pressure Self Contained Breathing Apparatus (SCBAs) may be used in FFTD practical skills training and testing. *(Please refer to LARA/MIOSHA General Industry Safety & Health Standards - Part 74. Fire Fighting. Rule 7436, Subsections (2) & (3) for further clarification - see copy in Instructor Guide and Administrative Manual (IGAM) Chapter VIII, Resource Materials.*

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, PPC must comply with LARA/MIOSHA General Industry Safety & Health Standards – Part 74. Fire Fighting, as listed below:

1. Coat - NFPA 1971
2. Head, eye, & face Protection - NFPA 1971
3. Footwear - NFPA 1971
4. Gloves - NFPA 1971
5. Bunker Pants - NFPA 1971
6. Hood - NFPA 1971
7. PASS Device - NFPA 1982

PPC must be in serviceable condition and be in compliance to the NFPA standard under which it was manufactured.

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.

Upon completion by the Course Manager, the documentation shall be 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 FFTD Region Coordinator
- d. Copy to instructor

18. Live Fire Training

- a. Use of structural live fire training in FFTD 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 FFTD sanctioned training program, it **MUST** be conducted in an engineered burn facility designed for repetitive burns and in compliance with FFTD Policies governing Structural Live Fire Training and NFPA 1403. *(Policy #2- 13, Structural Live Fire Training for Interior Attack. A copy can be found in the Instructor Guide and Administrative Manual (IGAM) Chapter VIII, Resource Materials.*

FF I & II General Requirements (cont'd)

19. FF I & II Mandatory Testing Law

- a. The mandatory certification examination is made up of two parts, FF I / HazMat FRO and FF II.
- b. Starting October 1, 2016, the FF I exam and FF I & II exam includes questions covering HazMat FRO.
- c. A person must provide documentation of passing FF I and HazMat FRO before he or she is eligible to take the separate FF II exam if the FF I exam was taken prior to October 1, 2016.

Note: A person may not take a separate FF I exam and a separate 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.

- d. 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 student that is a fire department member that has failed the FF I and/or II examination may retake it at any registered course or examination site that is accepting applications. The exam given will be the current exam being administered by the FFTD. The student applicant must comply with the requirements of Item #9, Challenger and Re-test Fee - When Applicable. A notification of failure can be found in the student's training profile in System Maintenance of Knowledge and Education (SMOKE) under Training Activity, Options, and Details for the test/course that was taken and failed.
- 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 re-testing. **This written acknowledgment must be presented to the Course/Exam Manager 8 weeks prior the test to gain entry to a re-test.** The written acknowledgment must be submitted to the FFTD with final paperwork.
- c. A re-test candidate is responsible to locate an exam with an opening and bring a print screen copy of his/her failure results from the training activity page in SMOKE to the course manager or Training Coordinator proctoring the exam on 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 or her students on an individual basis.** All re-tests must be scheduled through a registered course or examination per item a) above.

AM Section I

FF I & II General Requirements (cont'd)

Instructional Environment & Equipment Needs

22. Issuance of Certificates

- a. FF I / HazMat FRO, FF II, or FF I & II / HazMat FRO Certificates shall be issued to all test candidates who pass the FF I / FRO, FF II, or FF I & II / FRO certification examinations. Certificates are able to be printed from students training activity within the SMOKE program. Certificates are no longer mailed from the FFTD.
- b. FF I / FRO, FF II, or FF I & II / FRO Pre-service, Explorer or Cadet Certificates will be issued to all pre-service, Explorer or Cadet students who complete a FFTD FF I / FRO, FF II or FF I & II / FRO training course and pass the FF I / FRO, FF II or FF I & II / FRO certification examination. (Refer to Student Handout #1, Department Membership.)
- c. Starting October 1, 2016, test candidates who pass the new FF I / HazMat FRO exam or combined FF I & II / HazMat FRO exam will be issued certificates for FF I / HazMat FRO certification or FF I & II / HazMat FRO certification.

1. Classroom and Furnishings

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

2. Audiovisual & Instructional Equipment & Materials

The course manager or the instructor shall 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/DVDs, overhead transparencies, power point
- b. Internet access
- c. Easel pads and stand
- d. Supplies, i.e., stapler, tape, 3-hole punch, scissors
- e. Student handouts - in adequate quantity
- f. Overhead, slide, and/or computer projector, screen, TV / Monitor
- g. VCR and/or DVD player with monitor

3. Instructor Responsibility

- a. The instructor shall ensure the classroom is properly arranged and accessible to students PRIOR to the scheduled start time.
- b. Review of additional instructor information appear at the beginning of each curriculum chapter.

4. Classroom Disruptions

To keep classroom disruptions to a minimum, the FFTD requires that pagers, cellular phones, radio monitors, and hand-held radios be silenced. Failure to abide by this rule may result in the student being asked to leave the class session and result in a marked absence.

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II

COURSE

PAPERWORK

PROCEDURES



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Pre-course Paperwork

NOTICE: The FFTD now requires that all applications to be submitted electronically on the FFTD SMOKE website. The FFTD also requires that all firefighters taking courses register electronically for courses in the SMOKE system. This requires that firefighters and instructors of ALL levels have their current e-mail address on their profile in the SMOKE and ensure that it remains active. All communications between the instructor, students and FFTD will now be done using e-mail. Failure to have a current e-mail listed in SMOKE will result in the instructor's suspension.

Scheduling of FF I and/or II courses shall be coordinated with the County Training Committee (CTC) and test dates **MUST be coordinated with the Training Coordinator before submitting the application.** Course Applications for funded courses shall be electronically submitted by the Course Manager and the CTC representative by clicking the submit application button on the front page of the application and approval on the training approvals page of the application in SMOKE.

FFTD forms required for setting up courses are available at the BFS/FFTD SMOKE website: <https://w2.lara.state.mi.us/Smoke/Account/Login> and must be submitted electronically.

1. Course Application

All course applications are to be completed in the SMOKE system. Refer to directions in the [SMOKE user manual](#) for proper processing.

- a. Complete the Course Application by going to Course Management then Schedule Training. Complete the required information and submit the application.
- b. The Course Application must be completed in SMOKE a minimum of 6 weeks prior to the start date of the course.**
- c. Upon FFTD approval, an e-mailed notification is sent to the Course Manager.
- d. HazMat FRO
 1. HazMat FRO will be taught within a FF I or FF I & II course and is no longer required to be registered unless a separate FRO certificate is desired.
 2. All established HazMat instructor procedures must be followed.

2. Fire Fighter I & II Instructor Schedule

- a. **MUST BE COMPLETED** for distribution to the instructors, students and emailed to Training Coordinator.

**Set-up Paperwork
(Cont'd)**

- b. The course manager shall schedule the exam date with the Training Coordinator **BEFORE** submitting the Course Application. The course manager must ensure that the Training Coordinator is available on the proposed exam date(s).

Note: The written component and practical skills component of the exam may be conducted on different days. If both are conducted on the same day, the written component must be administered first. Following the written component, a rest break and nourishment shall be provided before conducting the practical skills component.

3. Scheduling Videos

Currently there is no video schedule, however the FFTD does maintain a library of Action Training Video DVDs for FF I and II and HazMat subjects. To request the loan of these DVDs contact your Region Coordinator.

- a. To schedule videos:
 1. Priority will be given to requests for videos used with FFTD registered courses. Other video requests are restricted to FFTD Registered Fire Department Training Officers and Instructors.
 2. To use a video other than for use with a registered course, the Fire Department Training Officer or FFTD Instructor must submit a Video Schedule and a written request on letterhead indicating the purpose of the request, **six weeks before** the use date. The request must be sent to the Lansing office for processing.
- 3. Because of the volume of requests for videos, telephone or walk-in requests cannot be accepted.**

4. Student Roster

The Student Roster can be found in SMOKE within Course Management Tab > Roster & Grading.

- a. The student is required to pre-register for any FFTD course using the on-line Training Application within the SMOKE program PRIOR TO the start date. The Student Roster will be electronically created and be available to the Course Manager and Instructor of Record for printing in Course Management > Roster and Grading.
- b. The final Student Roster should be presented to the Training Coordinator at the final examination. Students that have been dropped or did not attend should be deleted from the Student Roster in SMOKE by clicking "Unregister" to the right of their name.

**Set-up Paperwork
(Cont'd)**

5. Course Change/Cancellation

- a. **For course location changes, instructor changes, and date changes instructors and/or course managers must email your region coordinator.** Immediately notify the Region Coordinator of a location change, instructor change, or change in the start date or end date. Notification must be done by email.
- b. *Note: For FF I, II, and FF I & II courses, please notify your Training Coordinator if the date or location of an individual class is changed. If you cannot reach the Training Coordinator, contact the Region Coordinator.*
- c. **COURSE CANCELLATIONS** can be done by instructors and course managers by going to Course Management and Search Training in SMOKE. Search for your course by fiscal year and county and/or if known, tracking number. Select the correct tracking number by going to Options and Edit. Click on the Courses tab then click Options and Cancel for the course you wish to cancel.
- d. **Payment of funded courses requires that final paperwork be completed in the SMOKE system within 30 days of the end date stated on the Course Application or payment will be canceled.** For this reason, it is critical that date changes be reported immediately. The Course Finalization & Invoicing BFS 250 Form (Course Management > Course finalization & Invoicing BFS 250 form) must be completed in SMOKE including adding instruction hours, Continuing Education Credits (CEC) and payments (for funded courses) for each instructor.

Please Note: Course date change procedures cannot be used to circumvent the 6-week lead time requirement.

6. Challenger Test Application

- a. Individuals who choose to challenge the certification exam must register for the course in SMOKE by going to Courses and Offerings and Registration and follow the following steps.
 1. Find the course/location in which the challenger wishes to challenge the exam.
 2. Click on Options and Register.
 3. Click on challenger in the Register for Course application.
 4. Click on the test to be challenged. (FF I, II, or I & II).
 5. Click on the written and/or practical test.
- b. Qualified test candidates **MUST BE ACCEPTED** when they apply to test with FFTD registered funded courses of less than 30 students.

Exception: Students who are terminated from a FF I and/or II course for noncompliance with FFTD requirements will not be allowed to challenge the certification exam with the same class of students.

**Set-up Paperwork
(Cont'd)**

- c. When proctoring the written examination, the Proctor will check each test candidate's picture I. D. against his/her name on the student roster printed from SMOKE.
- d. CHALLENGER TEST APPLICATIONS MUST BE COMPLETED IN SMOKE through the student registration process (Courses > Offerings & Registration > Options > Register).

**Firefighter Exam
Request**

7. FF I, FF II, FF I & II Exam Request

- a. The Exam Request form must be submitted by email to the Region Coordinator **at least six (6) weeks, but not more than twelve (12) weeks, PRIOR** to the examination date. The **exact number** of test candidates must be indicated, including challengers and re-testers.
- b. THE NUMBER OF CHALLENGER TEST APPLICANTS (for challengers) & RETEST EXAM APPLICANTS (for re-testers) shall appear on the Exam Request at the time of submission.
- c. The number of individuals that have been approved for the ADA Accommodation Request for readers must be entered in the box at the end of the application.
- d. Once all boxes are correctly completed, scan and email or fax the application to your Region Coordinator.

**Final Paperwork
Due Date**

FINAL PAPERWORK SHALL BE SUBMITTED IN AN ORGANIZED MANNER AND RECEIVED AT THE FFTD LANSING OFFICE WITHIN 30 DAYS OF THE END DATE AS STATED ON THE COURSE APPLICATION FORM. OVERDUE PAPERWORK WILL RESULT IN CANCELLATION OF PAYMENT FOR FUNDED COURSES. EXAMS WILL NOT BE GRADED UNTIL ALL FINAL PAPERWORK IS RECEIVED. THE COURSE NUMBER AND INSTRUCTOR PIN SHALL BE INCLUDED ON FINAL PAPERWORK.

- a. Final paperwork for the FF I, II and I & II courses will include:
 - 1. ADA accommodation letters;
 - 2. Failure scans of training activity;
 - 3. Scan sheets;
 - 4. Practical skill sheets (from the final State practical exam);
 - 5. Exam booklets;
 - 6. A completed student roster;
 - 7. Sign in sheets for the State written and practical exam date(s).
 - 8. The Course Finalization & Invoicing BFS 250 Form MUST be complete in the SMOKE system.
- b. Final paperwork for all other FFTD non-exam courses shall include completing the pass, fail, and/or unregister in the Roster and Grading section and clicking Save Grading. The Course Finalization & Invoicing BFS 250 Form MUST be complete in the SMOKE system. Do not send paperwork (scantron forms) to Lansing for FFTD non-exam courses.

**Final Paperwork
Due Date (cont'd)**

Note: Upon completion of the final exam for a FF I, II, or FF I & II, the Proctor will take possession of all final paperwork and ship it to the Lansing Office.

**Course Finalization
& Invoicing BFS-250
Form**

1. Course Finalization & Invoicing BFS - 250 Form (completed in SMOKE)

Refer to directions in the [SMOKE manual](#) for proper processing.

- a. **Must be completed FOR ALL COURSES in the SMOKE system (funded and unfunded).** The form is used to track instructor activity and bill for instructor payment.
- b. If the course is taught by more than one instructor, additional instructors shall be added electronically to the form and individual information pertaining to each instructor shall be completed including adding instruction hours, CECs and payments.
- c. When adding payments be sure a fiscal agency (must be registered with Contract & Payment Express) designated to receive the payment is selected in the form. Payments WILL NOT BE MADE to individual instructors.

2. Final Paperwork given to the Training Coordinator

- a. The Course Manager shall present the ADA accommodation request letters and failure scans of training activity for those re-testing at the time of the written exam.
- b. The Course Manager shall present the final Student Roster and sign in sheet (attendance roster) to the Training Coordinator. The roster shall contain the names of all students who are testing. Additional rosters may be required to be printed from SMOKE for the challenger and re-test candidates as they are automatically added to an "X" course code upon registration.

3. Exam Answer Sheet Scan Form - Instructor Responsibilities

- a. WITHOUT EXCEPTION, each student shall complete an Exam Answer Scan Sheet. The scan sheet shall include written and practical testing students, written only retest students, and or practical only retest students.

Note: For FF I, FF II, and FF I/II classes:

If a student who attends a course, is unable to attend the written and/or practical exam, the Instructor shall complete an exam answer sheet scan form for the student (student's name, PIN, and exam date only) and assure it is returned to Lansing with the final paperwork by the training coordinator. A failure will be generated and posted to the student's training activity. This failure record shall be printed by the student from his/her training activity screen and submitted by the student to the course manager for any future re-test exam.

**Final Course
Paperwork (Cont'd)**

- b. Review each Exam Answer Sheet Scan Form to ensure all information is completed accurately, including the student's PIN.
- c. For FF I, FF II, FF I & II, and Instructor I courses darken the practical skills PASS or FAIL oval in the Instructor Box of the scan sheet.
- d. Note: A FF I, FF II, or FF I & II practical re-tester shall fill out an Exam Answer Scan Form at the practical exam.**
- e. The Instructor of record must initial each Exam Answer Sheet in the Instructor Box in the pink shaded area of the scan form.
- f. FF I, FF II and FF I & II completed Exam Answer Forms shall be submitted with final paperwork by the exam proctor.
- g. For all other FFTD Exam courses, return completed Exam Answer Scan Forms with final paperwork.
- h. All other FFTD non-exam courses, the Pass, Fail, or Unregister shall be completed in the Roster and Grading function and submitted in SMOKE.

5. Test Booklets

- a. Return test booklets for all courses (used and unused) with the final paperwork within 30 calendar days of the course end date.
- b. A FFTD INSTRUCTOR WHO RETAINS (WITHOUT AUTHORIZATION), COPIES, ALLOWS TO BE COPIED, DIVULGES THE CONTENT OR VIOLATES THE INTEGRITY OF AN FFTD EXAM IN ANY WAY WILL BE DECERTIFIED AS AN FFTD INSTRUCTOR.

6. Screen Printing of Failure Results, Re-test Students

A screen printing from the student's training activity in SMOKE of the previously failed exam for each re-test candidate shall be submitted with final paperwork.

7. Student Roster

- a. A final Student Roster is required for FFTD courses.
- b. Unregister students that did not complete the course and/or participate in the examination in the SMOKE system student roster (Course Management > Roster & Grading)
- c. Separate students, re-test candidates, and challenger test candidates so that each classification of group is clearly seen on the student roster.

8. HazMat First Responder Operations

- a. All established HazMat instructor procedures shall be followed.
- b. All HazMat final paperwork shall be received in Lansing WITHIN 30 calendar DAYS OF THE END DATE FOR THE HAZMAT COURSE.

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III CURRICULUM GUIDELINES



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Instructor Caution **Materials to Review:** The *Firefighter I & II Instructor Guide and Administrative Manual* was developed to ensure consistency in Michigan's basic firefighter training program while economizing the use of instructor and student time. Instructors shall review the curriculum their county has selected and any associated implementation guides before planning or conducting a FF I / HazMat FRO or II course.

Curriculum Standard The Michigan curriculum is based on the Firefighter I & II objectives of the National Fire Protection Association (NFPA) 1001 - Standard For Firefighter Professional Qualifications, 2013 Edition.

Michigan Modules The MFFTC has adopted two curricula for use in Michigan. The two curricula are: IFSTA/Brady, Essentials of Firefighting, 6th Edition; Jones & Bartlett, Fundamentals of Fire Fighter Skills, Third Edition. Due to a lack of standardization in certain subject areas, national curricula do not to address subjects that are specific to the authority having jurisdiction. The Michigan Modules listed below were developed to address the FFTD policies that were not covered by the national curriculums.

Module Subject Level

M-1 Course Introduction FF I & II

1. M-1: Course Introduction

A PowerPoint program for this module can be downloaded from the FFTD website: www.michigan.gov/bfs

This module consists of a lecture introducing the student to the FF I & II / HazMat FRO program.

2. The Department of Community Health (MDCH) will grant CEC's to qualifying individuals licensed by MDCH who successfully complete *Emergency Medical Care or HazMat Operations*. Procedures to obtain CEC's are located in the following Michigan Modules under Section VI:
 - a. Module 3 - Emergency Medical Care Page
 - b. Module 5 - Hazmat Operations Page

Whichever curriculum is chosen there should be two distinct packages available for purchase from the publisher. Other items may be included or available for purchase.

Curriculum Components

Instructor Package

May contain:

Textbook Instructor Guide Power Point Slides
Student Workbook
Practical Activity Sheets
Test Bank/Test Generator

**Curriculum
Components (Cont'd)**

The instructor should obtain and use as many of these resources as possible to attempt to present a quality program. Publishers may have additional resources that will help the instructor present a quality program.

Student Package

May contain:

- Textbook
- Student Workbook Practical Activity
- Sheets
- CD for use with online resources Publisher online resources

**Recommended Order
for Presentation of
Subjects**

The recommended order for presentation of subjects is listed in the course schedules for each curriculum. The recommendation is based on extensive research and takes into account safety, prerequisites for certain subjects, and the feedback of instructors who have used the respective curriculum package.

The instructor or sponsor has a choice of three course packages for delivery of the training:

Firefighter I / HazMat FRO: for complete schedule, see *your instructor guide*

Firefighter II: for complete schedule, see *your instructor guide*

Firefighter I & II / HazMat FRO: for complete schedule, see *your instructor guide*

The course schedules may also contain the “average” number of classroom hours and practical skills hours it takes to complete the course. The hours may not include the use of videos or additional practical time for larger classes.

**Instructor
Preparation**

**INSTRUCTORS ARE REQUIRED TO ENSURE THAT ALL
CURRICULUM OBJECTIVES ARE MET.**

**(All Instructor
Levels)**

The FFTD realizes that weather conditions, instructor availability, etc., may cause the recommended schedule to be rearranged. Cancelled dates must be made up to assure the students are taught the material and the instructor is meeting the course objectives.

1. Probationary Instructor

- a. Before instructing the Fire Fighting curriculum, it is necessary for the instructor to do the following:
 1. Read the chapter/subject area materials contained in the textbook.
 2. Read the chapter/subject area materials contained in the student workbook, *if provided*.
 3. Complete the chapter /subject area Study Sheets contained in the Student Workbook, *if provided (must be available for review at the time of instructor evaluation)*.
 4. Read the chapter/subject area materials contained in the Instructor Guide.
 5. Complete the Written Test at the end of the chapter in the Instructor Guide, *if provided (must be available for review at the time of instructor evaluation)*.
 6. Review the Instructor Guide / Lesson Plan and make any personal notes as necessary.

**Instructor
Preparation
(Cont'd)**

2. Certified Instructor

- a. Before instructing the curriculum, it is necessary for the instructor to do the following:
 1. Read the chapter/subject area materials contained in the text book.
 2. Read the chapter/subject area materials contained in the student workbook.
 3. Complete the chapter/subject area study sheets contained in the student workbook.
 4. Read the chapter/subject area materials contained in the Instructor Guide.
 5. Complete the Written Test at the end of the chapter in the Instructor Guide, *if provided*.
 6. Prepare your lesson plan.

Some publishers provide detailed information on how to use the course components of the curriculum so there need be no attempt to repeat their effort. In order to better understand how to follow FFTD procedures while using the combined national curriculum and Michigan Modules, it is recommended that you read the Implementation Guide (*if provided*) before instructing a FF I & II / HazMat FRO program.

**How to Use the
Michigan
Curriculum**

Both curricula have a menu of many training tools the instructor may use to present the material and assist the students. Although the FFTD recommends use of the full curriculum package and videos, we realize time may not be available to do so. (Refer to Section VIII, Resource Materials for the FFTD Video Catalog).

Class Sign-In Sheet

The *Class Sign-In Sheet* is used to track student attendance at each class session and can be printed from SMOKE in Roster and Grading. To save time, and practice the accountability aspect of the "Incident Command System," it is recommended that the instructor assign each student a "Student ID#" for the duration of the course. The student's name should be placed on the same line number of the Student Activity Record that is developed by the lead instructor/course manager.)

The instructor should then type or legibly print each student's number next to their name on the Attendance Roster and make enough copies for each scheduled class session.

- a. If a Probationary Instructor participates in course instruction, his or her name, date, subject taught and number of hours must be entered on the form.
- b. At the beginning of each class, the instructor must fill in the class information and students are to sign in next to their name.
- c. Upon completion of class, the instructor must enter the time class ended and sign the form to certify that all curriculum objectives for the portion of the subject covered that date were taught.

How to Use the Michigan Curriculum (Cont'd)

- d. Each instructor is required to return the original *Class Sign-In Sheet* to the course manager for retention. The course manager or sponsor shall retain the *Class Sign-In Sheet* for three years from the course end date. Copies of each course sign in sheet will be scanned and emailed in a package at the end of the course to LARA-BFS-Smoke@michigan.gov.
- e. The course manager is required to maintain the *Class Sign-In Sheet* for all class sessions. The record must be presented for review upon request of an authorized MFFTC representative.
- f. The *Class Sign-In Sheet* can be printed from SMOKE by going to Course Management and Roster & Grading and finding your course.

Student Activity Record

The *Student Activity Record* is designed to assist course managers with monitoring and recording required student activities ON ONE FORM.

- a. Course Managers should develop and use a course attendance and grade book to maintain an up-to-date master record of all required student activities which include attendance, test and quiz scores, and practical skills completed with competency.
- b. The course manager should have the current course attendance and grade book at his or her training sessions.
- c. The course attendance and grade book must be presented for review upon request of an authorized MFFTC representative.
- d. The course manager should provide other participating instructors with a copy of the page of the course attendance and grade book that pertains to their subject for use during class sessions. The completed pages are then returned to the course manager following each class to update the master.
- e. **The course manager, instructor, or sponsor shall retain a copy of the course attendance and grade book for three years.**

Student Handouts

Student handouts are not furnished by the FFTD. It is recommended that the instructor prepare handouts, quizzes, and study sheets that assist the student to prepare for the state exam. Examples of handouts the instructor may wish to furnish to the student include:

- a. Course Schedule with date, time, and location of classes as well as lecture and hands on sessions
- b. Course manager and FFTD policies regarding attendance, facial hair policy, minimum scores on written and practical evaluations, classroom policies, sexual harassment, dress code, etc.

Pre-Class Homework Assignments

The FFTD no longer has mandatory pre-class homework assignments. Pre-class homework assignments may be developed and assigned by the instructor/course manager.

**How to Use the
Michigan
Curriculum
(Cont'd)**

Job Sheets & Practical Skills Guidelines

The FFTD no longer maintains a list of Mandatory Job Sheets & Practical Skills sheets but **STRONGLY RECOMMENDS** that each practical skill sheet/job sheet/practical skill listed in the curriculum be covered in the course.

A CTC may require that all practical skills training be conducted at the designated "Class Site" or students may be allowed to receive practical skills training "Off-Site" at the student's department or another participating department. The off-site option may not be imposed on Regional Training Centers without their approval. The "Off Site" practical skills training option is not available to pre-service students taking their training at Regional Training Center facilities.

If the off-site option is selected for practical skills training, each student must still be evaluated by a member of the teaching team while completing the objectives of the mandatory job sheets. (The MFFTC does not require the evaluator to evaluate each step/key point, but the evaluator must ensure the OBJECTIVES of each job sheet are met. The number of attempts do not have to be recorded.) The course manager is responsible to ensure that students unable to receive off-site practical skills training are provided the training.

Combining Job Sheets/Practical Skills Sheets

Instructors are encouraged to combine job sheets within subjects; e.g., "Ladders, or between related subjects; e.g., "Hose," "Fire Streams," and "Water Supply" into evolutions that are consistent with fire ground operations. When combining job sheets, repetitive tasks need only be demonstrated one time.

Job Sheet / Practical Skills Simulation

When adequate equipment is not available to complete a job sheet, simulation is permissible providing that it is done in as realistic a manner as possible and is accompanied by a detailed explanation.

Example: Training sites that do not have ladders longer than 30 feet may simulate (with 3 firefighters) using shorter ladders.

Suggestions For Completion of Job Sheets

Note: For practical skills training, no less than one instructor for each ten students is required, although a 1:5 ratio is recommended.

- a. (Don and Doff Articles of Protective Clothing and Equipment), may be completed as a group exercise while the instructor evaluates each student and records their competency rating course attendance and grade book.

FF I & FF II Level Material

Within the curriculum, the separation between the FF I level and FF II level material is indicated. The instructor guide as well as each module delineate between the two levels.

**How to Use the
Michigan
Curriculum
(Cont'd)**

Both curriculums are designed to teach FF I and FF II as two separate programs or one continuous course. The Instructor Guides identify the enabling objectives for each lesson in each level. All practical or hands-on objectives are in bold print on the "Objectives" page. The volume of material for the FF II level is considerably less than FF I. The instructor should use the enabling objectives as the guide to presenting all of the material in each I and II lesson.

Additional MFFTC Courses

The following courses are not required by the NFPA 1001 objectives for FF I & II; therefore, the FFTD did not include them as required subjects within the Michigan Firefighter I & II Curriculum. They will continue to be offered as optional stand-alone courses.

1. **Driver Training** (6 Hr. classroom, plus practical training that may be completed at student's fire department)
2. **Pump Apparatus Operator** (40 Hr. course from IFSTA curriculum)
3. **Wildland Fire Training** (6 Hr. course)

If You Need Assistance

Please direct any questions regarding the use of the Michigan Firefighter I & II Curriculum to your FFTD Training Coordinator or Region Coordinator. We will do everything we can to help ensure you have a successful training experience.

IV

STUDENT

HANDOUTS



Introduction

This handout covers Firefighter I & II / HazMat Operations Student Qualifications & Requirements. Participants in Fire Fighter Training Division (FFTD) FF I / FRO or FF II courses must meet the conditions set forth in this document:

Conditions

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

- a. Students must be 18 years or older on the state testing date for the course.
- b. Exception:
 1. Individuals sponsored by a fire department cadet program or fire department Boy Scouts of America Explorer program.
 2. 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. Pre-registration

- a. Before a student can attend any FFTD course they must first be a member of a fire department or an RTC student. To confirm compliance, the fire chief or RTC director shall enter the student into the BFS/FFTD System Maintenance of Knowledge and Education (SMOKE) program located on the FFTD website. The person entering the student shall use the "Add New User" from this site. The student, fire chief or RTC director can then register the student for the course. The registration MUST be done BEFORE the start date of the class. After the start date the only individual who can register the student is the course manager/instructor.
- b. Every student must complete the online registration in SMOKE, "Training Application", prior to attending the first class session.

3. Attendance/Participation

- a. All students are required to report to class and complete assignments on time.
- b. Students are required to complete no less than the following **prior** to the class session date:
 1. Read the applicable chapter in the text book.
 2. Complete the Homework Assignments as required by the course manager/instructor.
 3. In the corresponding workbook:
 - a. Read any Information Sheets present.
 - b. Read any assigned Practical Activity Sheets and Job Sheets, as assigned by your instructor/course manager.
- c. Students are required to attend a minimum of 90% of classroom training, 100% of the practical skill training and submit no less than 90% of assigned homework and pre-class assignments. The instructor will establish all make-up policies and procedures and communicate the policies and procedures to the students of the class. These standards must be met in order for the student to continue in the program and participate in final testing.
- d. If 5% of any above requirement is missed the student's fire chief (or supervisor if the student is the chief) will be notified. If 10% is missed the student will be terminated from the course and will not be allowed to challenge the examination with the remaining students.
- e. Any notifications should include a copy to the Training Coordinator and Region Coordinator.

4. Student Furnished Materials

- a. Students are required to have the following classroom materials at the first class:
 1. Textbook authorized by the CTC.
 2. Student Workbook, as required by the instructor
 3. NOTE: A "Student Package" that contains both items is available from distributors:
 - a. Michigan State Firemen's Assn. 1-800-445-3844
 - b. Time Emergency Equipment, Mich. 1-800-752-8504
 4. Pen or pencil and paper for note taking
 5. Two (#2) lead pencils for completing exam and evaluation scan forms.

Handout #1 Student Qualifications & Requirements (Cont'd)

**Handout #1
Student Qualifications
& Requirements
(Cont'd)**

5. Conduct & Ethics

- a. Students are expected to pay attention and actively participate at all training sessions. Horseplay, profanities, showing disrespect for another student, an instructor or FFTD representative, or any other type of disruptive behavior whatsoever will result in immediate student expulsion or other disciplinary action.
- b. To ensure the safety of all individuals in FFTD courses, no weapons may be worn or carried by students during training or testing including a student who possesses a valid CPL.
 - a. *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.*
- 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 while participating in FFTD sanctioned training or testing.
- d. Cheating on any examination is grounds for immediate expulsion.
- e. Students are not allowed to bring guests to class. This includes but is not limited to friends, relatives and other fire department members.
- f. The student's fire chief/supervisor will be notified in writing of any discipline problems with copies provided to the FFTD Training Coordinator and Region Coordinator.
- g. A student under the influence of Alcohol or a Controlled Substance is grounds for immediate expulsion.

6. Department Membership

- a. A student must be a member of an organized Michigan fire department to be eligible to participate in Firefighter I and Fire Fighter II training and certification testing. A fire department member is defined as a person who has been hired and/or appointed and is covered by the department's workers compensation and other appropriate insurance policies.
- b. Pre-service students:
 - i. If a student is enrolled in a Firefighter I or II course but is not a member of an organized fire department, he/she may participate in the program as a pre-service registered college student through a college or university based Regional Training Center.
 - ii. At the successful completion of the final testing, the student will be able to print a pre-service certificate from their training activity page in SMOKE. When the student joins an organized fire department and the department is added to their user role with a start date in SMOKE, he/she will be able to print a regular FF I or FF II certificate from their training activity page in the SMOKE system.

7. Required Dress & Equipment

- a. Students must wear clothing appropriate to the type of class activity.
- b. Complete protective clothing (coat, helmet, gloves, bunker pants, boots, and hood as a minimum) will be required for all classes where firefighter operational training activities are being carried out. Instructors will specify correct dress or protection as required by course content or class procedures. The student or his/her department shall provide the required clothing or equipment.
- c. Students not wearing the necessary equipment and those with inadequate or unsafe equipment shall NOT be allowed to participate in the training session.

8. Student Furnished Equipment For Testing

- a. Only positive pressure SCBA may be used in FFTD practical skills training and testing. A PASS device is required for each SCBA either integrated or external.
 - a. Note: If a student and/or instructor are not familiar with the operation of the student's brand of SCBA, the student should bring the manufacturer's procedures to class.

**Handout #1
Student Qualifications
& Requirements
(Cont'd)**

- b. To participate in certification testing, students are required to use LARA/MIOSHA: General Industry Safety & Health Division Standards, Part 74 Fire Fighting approved personal protective clothing:
 - a. Coat NFPA 1971
 - b. Head, eye, & face Protection NFPA 1971
 - c. Footwear NFPA 1971
 - d. Gloves NFPA 1971
 - e. Bunker Pants NFPA 1971
 - f. Hood NFPA 1971
 - g. PASS (if not part of SCBA) NFPA 1982The protective gear must be in serviceable condition and meet the standards under which it was manufactured.
- 9. Facial Hair – Restricted**
- a. The Fire Fighter Training Division facial hair policy is based on compliance with LARA/MIOSHA: Occupational Health Standards – Part 451. Respiratory, Protection: 1910.134.(g)(1)(A) & (B), which for purposes of safety and training, restricts the wearing of facial hair by persons required to wear self-contained breathing apparatus (SCBA). To ensure a proper face-to-face piece seal, students **MUST** be completely free of facial hair that comes between the sealing surface of the face piece and face or that interferes with valve function or any condition that interferes with face-to-face piece seal or valve function.
 - b. Students must comply with this policy during ALL segments of the FF I and/or II program or they will be immediately removed for the remainder of the class session. A second violation shall result in expulsion from the course.
- 10. Fees**
- a. Course fees are set by the course manager or sponsor and are based on the cost of conducting the training. Even FFTD funded courses sometimes require additional fees when the funding does not cover all course expenses. This fee is **NON-REFUNDABLE**, except for those applicants who are not accepted into the program.
- 11. Identification**
- a. Students are required to verify their identity by providing a valid driver's license with picture. If the student does not possess a valid driver's license, then a picture I. D. supported by a certified copy of his/her birth certificate will be accepted. Students should be prepared to provide this identification at the time of application, at practical skills training sessions and at both stages (written and practical skills) of the examination.
- 12. Physical Condition**
- a. Certain areas of FFTD training and practical skills testing require significant physical exertion and stamina. Persons with heart conditions, respiratory conditions, or other physical conditions that may be adversely affected by this type of exertion, or whose participation may be hindered shall **NOT** participate in FF I or II training or testing. All applicants should consult their personal or department physician before participating in this type of physical activity.
- Note: Test candidates who are pregnant must present written approval from their physician to participate in FF I and/or FF II practical skills training and testing.
- 13. Americans with Disabilities Act**
- a. The FFTD is an equal opportunity institution. The FFTD will not deny admission to an otherwise qualified candidate solely because of his/her disability. The FFTD will insure equal and fair treatment for all candidates regardless of disability in the following areas:
 - 1. Application process, training, testing, and discipline.
 - b. Candidates with disabilities who are requesting accommodations to participate in Fire Fighter Training Division courses and/or exams must complete the following forms (*available on the FFTD web site at www.michigan.gov/bfs - or by contacting the Region Coordinator*):

**Handout #1
Student Qualifications
& Requirements
(Cont'd)**

2. ADA Accommodation Request. Part 1 of this form must be completed by the candidate. Part 2 of this form must be completed by a licensed or qualified professional.
 - b. All forms and original copies of supporting documentation must be packaged together and received by the FFTD at least 28 calendar days PRIOR to the course exam date.**
 - c. Questions regarding accommodations for protected individuals under ADA should be directed to the FFTD Region Coordinator.
14. **Prerequisites**
- a. FF II students must provide proof of their FF I and FRO certification prior to enrollment.
 - b. All students must pre-register for the course using the online registration form in the BFS SMOKE program.
- Note: Equivalent training (old phases I & II) does not qualify an individual to take FF II.
15. **Punctuality at Test Site**
- a. Test candidates should arrive 15 minutes prior to their scheduled test time. If the candidate does not arrive by their scheduled time, they will not be permitted to participate.
16. **Prohibited Study Materials At Certification Test Site**
- a. While at the test site, test candidates may only possess equipment and materials needed to take the exam. Study material of any type, including rope to practice knots, is strictly prohibited.
17. **Re-testing**
- a. A fire department member who has failed the FF I or FF II examination may retake it at any eligible FFTD examination site if space is available. The re-test candidate is responsible to find the test location and for any fee that may be charged to cover the cost of a re-test.
 - 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 re-testing. This written acknowledgment must be presented to the Course Manager to gain entry to re-test. The pre-service re-test candidate is responsible for any fee that may be charged to cover the cost of a re-test.
 - c. A test candidate re-testing either the FF I/II written or practical, must retake the same exam he/she took originally (for example: the test candidate passes the FF I/II written but fails the practical exam, he/she must retake the FF I/II practical). The candidate is not permitted to retest for the FF I practical only. If the candidate wishes to test for the FF I after having failed the FF I/II practical, he/she must challenge the FF I written and practical or retake a FF I course then test with the FF I Class.
 - d. A retest candidate must:
 1. Contact the Course Manager of the selected retest site to confirm the test dates and location as well as assure the Course Manager orders the exam on their exam request for the retest candidate.
 2. After receiving permission from the Course Manager register for the test in the SMOKE system for the retest.
 3. Submit a screen print of their failure from their training activity in the SMOKE system. This screen print must be brought to the test site and presented to the course manager and/or FFTD Training Coordinator where the retest is to take place.

Firefighter I & II Handout #2

Course Schedule

The FFTD requires each instructor to thoroughly review the curriculum they are using and adjust the hours as necessary to meet the NFPA 1001, 2013 objectives. It is up to the instructor to follow the curriculum, develop a course schedule for the students, and assure that all of the NFPA 1001, 2013 objectives are met.

The instructor/course manager needs to develop their own course specific handout #2 which should list dates, times, instructors, locations, and lecture and/or practical sessions of the course.

V

MICHIGAN MODULES



Table of Contents – Section V

M-1 Course


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MICHIGAN MODULE 1 Course Introduction

NOTE: This PowerPoint presentation can be downloaded from the FFTD website at:
www.michigan.gov/bfs

Provide Handout #1 from Section V to the students to follow and take notes.

M-1 Orientation (Michigan Module) Presentation (Instructor Outline)

Slide	Outline	Notes
<p style="text-align: center;">Firefighter I & II Student Orientation <small>Office of Fire Fighter Training</small></p>  <p>Slide 1</p> <p style="text-align: center;">Goal</p> <p><small>This orientation program is intended to familiarize you with the basic tasks and responsibilities that will be expected of you during this training. Your instructor may include additional information regarding classroom policies.</small></p> <p><small>This program will also briefly cover the function of the Office of Fire Fighter Training, the organization that is responsible for this program and with the administration of the final exam.</small></p> <p>Slide 2</p> <p style="text-align: center;">Objectives:</p> <ul style="list-style-type: none"> • Facility familiarization • FF I & II student qualifications & responsibilities • Course structure and content • Responsibilities of the training agency and the instructor • Instructors personal expectations • Course safety • Testing and certification procedures <p>Slide 3</p> <p style="text-align: center;">Objectives:</p> <ul style="list-style-type: none"> • Instructor introduction • Student introduction • Complete course roster (BFS 102) • Explain the student gradebook • Complete the first attendance roster <p>Slide 4</p>	<p>Administration Write Your name and the course name on the chalkboard. Welcome Students to your class and the course.</p> <p>Goal This orientation program is intended to familiarize you with the basic tasks and responsibilities that will be expected of you during this training. Your instructor may include additional information regarding classroom policies.</p> <p>This program will also briefly cover the function of the Fire Fighter Training Division, the organization that is responsible for this program and with the administration of the final exam.</p> <p>Objectives 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</p> <p>Complete Student Sign-In Sheet</p>	

Explain Student Grade Book and how it will be used for tracking students' activities.

The grade book is to be developed by the instructor. Use of online grade books would be acceptable.

Assign Student numbers - Each student will be assigned a student number - the number will identify the line that student information will be recorded on the Student Grade Book and the Attendance Roster. The student number can also be used for accountability and team assignments for practical activity to model the ICS system.

Provide Students with the lesson objectives.

Facility Familiarization Obj. M-1.2 Locations of classrooms, drill and training areas

Location of emergency exits

Location of rest rooms, eating and vending areas

Parking regulations Smoking requirements

1. No smoking, chewing tobacco, or anything expelled from the mouth during classroom presentation.
2. No smoking while participating in drills.
3. Follow host fire department smoking guidelines.

Facility Familiarization

- Classroom location
- Drill and training locations
- Rest room, eating, and vending locations
- Parking regulations
- No smoking or chewing tobacco is allowed during classroom, drill, or training sessions
 - included would be sunflower seeds, etc. or anything that is dispelled from the mouth into a cup, can, bottle, etc.

Slide 5

Introduction/Motivation

Discuss Common abbreviations or titles found throughout the program

1. MFFTC - Michigan Fire Fighters Training Council
2. FFTD - Fire Fighter Training Division
3. FF I - Firefighter One Program

Common Abbreviations

- MFFTC – Michigan Fire Fighter's Training Council
- OFFT – Office of Fire Fighter Training
- FF I – Firefighter one program
- FF II – Firefighter two program
- BFS – Bureau of Fire Services
- F.D. – Fire Department
- HazMat – Hazardous Materials
- FRA – HazMat First Responder Awareness
- FRO – HazMat First Responder Operations
- ICS – Incident Command System
- IFSTA – International Fire Service Training Association
- NFPA – National Fire Protection Association
- 1001 – The NFPA Standards for Professional Qualifications which we use as the basis for our FF I and FF II program

Slide 6

4. FF II - Firefighter Two Program
5. BFS - Bureau of Fire Services
6. HazMat - Hazardous Materials
7. FRA - HazMat First Responder Awareness
8. FRO - HazMat First Responder Operations
9. ICS - Incident Command System
10. IFSTA - International Fire Service Training Association
11. NFPA - National Fire Protection Association
12. 1001 - The NFPA Standards for Firefighter Professional Qualifications which we use as the basis for our FF I and II program

New firefighters should become acquainted with all aspects of their job. Firefighter's responsibilities are many. They must be responsible to themselves, their co-workers, their superiors, their communities, and to their families. Firefighting is no easy job, nor is it considered a safe job.

Regardless of whether a person is a non- paid, paid-on-call or a full paid firefighter, each needs proper orientation, indoctrination and training. This is why you are in this class.

Firefighters do much more than just put out fires. Every day there are "specialized problems" that arise in our communities. Training for only fire suppression is no longer adequate. We must be trained in emergency medical care, hazardous materials, laws, public fire education, building construction and many other areas.

The priority of the fire service is still to protect life and property from the effects of fire and other day-to-day hazards. This FF I and/or II course will train you to accomplish your objectives.

As New Firefighters

- Become acquainted with the job
- Are responsible for many tasks as well as:
 - To yourself, your family, your co-workers, supervisors, and your community
- You will do more than just put out fires
 - EMS, Prevention, Training, HazMat, etc.
- This should not be the first and last class of your fire service career.

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NFPA 1001

- Originally developed in 1970 to create a standard for professional qualifications for firefighters
- Specifies in terms of performance based objectives the minimum level of competency for non paid, part paid, or full paid firefighters
- Revised every 5 years
- Widely accepted as the standard for firefighters in North America
- Michigan testing and certification revolves around the NFPA 1001 standard

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OFFT Responsibilities

- **Mandatory Fire Fighter Testing:** Required by law for all new fire fighters
- **Curricula:** Over 50 courses ranging from basic firefighting to fire officer management
- **Driver Training:** Michigan law exempts fire fighters from CDL upon completion of course

Slide 9



OFFT Responsibilities

- **Course materials:** Administrative materials provided for all courses (Note: not manuals)
- **Video Loan Library:** Over 400 fire training video tapes
- **Certify Instructors:** Over 1,250 in 83 counties
- **Instructor Liability:** Law grants OFFT instructors immunity for ordinary negligence

Slide 10



OFFT Responsibilities

- **Allocation of County Funds:** Minimum of \$3,000 per county.
- **Allocation of HazMat Funds:** \$305.00 per county.
- **Record Keeping:** Maintains individual training records for State's 31,000 firefighters

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OFFT Coverage Areas



Slide 12

NFPA 1001

History - Originally developed in the early 1970's to answer a need for a standard of professional competence for firefighters Purpose - To specify, in terms of performance based objectives, the minimum level of competency for an individual who desires to be a non-paid, part-paid or full paid firefighter

Revised every 5 years NFPA 1001 has become widely accepted as the standard for firefighters in North America

FFTD Responsibilities

Mandatory Fire Fighter Testing: Required by law for all new fire fighters

Curricula: Over 50 courses ranging from basic firefighting to fire officer management

Driver Training: Michigan law (PA 300 of 1949) exempts fire fighters from CDL upon completion of course

Course materials: Administrative materials provided for all courses (Note: not manuals)

Video Loan Library: FF I & II and FRO fire training DVDs

Certify Instructors: Over 1,250 in 83 counties

Instructor Liability: Law grants FFTD instructors immunity for ordinary negligence

Allocation of County Funds: Minimum set by Council per county each year.

Allocation of HazMat Funds: Distributed per county based on the grant received.

Record Keeping: Maintains individual training records for State's 36,000 fire fighters

FFTD Coverage Areas



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Training Coordinators

- Administer both written and practical firefighter certification exams.
- Evaluate Instructors during certification process.
- Other tasks as assigned by Region Supervisor.

Slide 14

<https://w2.lara.state.mi.us/Smoke/Account/Login>

All FFD forms can be completed and submitted electronically. Every firefighter will be issued a "User ID" and "Password" which they are added to the SMOKE system by their fire chief. Some of the things that you will be able to do include:

- Print currently earned or last training certificates.
- Register for courses prior to the class.

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Training Application

MUST be submitted before the first class session in the SMOKE system.

- Can be completed by going to Courses and Offerings & Registration in SMOKE.
- Should have been done before the 1st day of class. If it wasn't please see the instructor during class.
- This form confirms that you are a member of a fire department.

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Office of Fire Fighter Training

POLICY REVIEW

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Review/overview map

The most up to date map can be found on the FFTD web page at www.michigan.gov/bfs

Training Coordinators

Administer both written and practical firefighter certification exams.
 Evaluate Instructors during certification process.
 Other tasks as assigned by Region Coordinator.

SMOKE System Overview

All FFTD forms can be completed and submitted electronically. Every firefighter is issued a 6 digit "User ID" and can set their "Password" during their first visit to the site. Some of the things that you will be able to do include:

- Print all training certificates
- Print YOUR training transcript that will include all FFTD courses taken
- Register for courses prior to the class

Training Application

MUST be completed in SMOKE by every student BEFORE the first day of class.

- This form can be found on our SMOKE website: <https://w2.lara.state.mi.us/Smoke/Account/Login> and Courses then Offerings and Registration.

Policy Review

Every student is required to complete all assigned homework prior to class



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Required Fire Department Membership



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A student must be a member of an organized Michigan fire department.

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.

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Exceptions:

The following individuals are allowed to participate in FF I and/or FF II programs including FRO and NIMS-ICS:

- 1) Eligible pre-service college students enrolled in an OFFT sanctioned FF I, FF II, or FF I/II course at a Regional Training Center.
- 2) Department cadets and explorer scouts as defined under "Minimum Age Requirement."

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Minimum Age Requirement



Slide 22

Department Membership

1. Student must be member of organized Michigan fire department-(includes DNR and USFS firefighters.)
2. Exceptions
 - Students enrolled in college degree programs (Mention if class has these students)
 - Receive pre-service certificate.
 - Official certificate given when hired on a fire department

Student Qualifications & Responsibilities Obj. M-1.1

Distribute Student Handout # 1

Note: Student Handout #1 corresponds to the information listed below in this section.

Minimum Age Requirement (Explorer & Cadet Exceptions)

- Students must be 18 years or older on the first scheduled date of training.

Exception:

- Individuals sponsored by a fire department cadet program or fire department Boy Scouts of America Explorer program.

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).

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- All requests for an exception must be on letterhead from the chief of the sponsoring department and include the following:
- A dated copy of the charter or resolution of the local unit of government authorizing an explorer or cadet program within the fire department.
- All requests for exception must be directed to the OFFT Region Supervisor for review and approval.
- Department cadets and explorers are not allowed to challenge the FF I, FF II, or FF I/II written or practical skills examination.

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Student & Test Candidate Identification Required



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Valid Michigan operator's license with photo

-Or-

Picture I. D. and certified copy of birth certificate.

Students will be required to provide identification at time of enrollment and at both stages of testing (written and practical skills).

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Student Attendance & Participation Requirements



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Student Attendance & Participation Requirements

- Report to class on time
- Sign in on the attendance roster each night
- One 10 minute break each hour
- Complete assignments on time
- Required to attend 90% of classroom training and 100% of practical skills training
- Required to submit no less than 90% of homework assignments
- Explain the makeup policy
- Cooperate with equipment and facility cleanup
- Chief notification if 5% of requirements are missed
- Termination if 10% of requirements are missed
- Terminated students cannot challenge the exam with the class

Please review this outline and the handout before your presentation.

Explain Minimum Age Requirement (Explorer & Cadet Exceptions)

a) Students must be 18 years or older on the first scheduled date of training and a member of a fire department.

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).

Identification Required

Identification

1. Must provide valid driver's license with picture

Exception: If student doesn't possess a valid driver's license, a picture I.D. and certified copy of birth certificate accepted.

2. I.D. must be provided at:

- Time of application
- Practical skills training sessions
- Both stages (written and practical skills) of the examination

Attendance/Participation

1. Report to class on time.

2. Explain Attendance Roster procedures. Note: Students must sign in on this form at each training session. Form is located on

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- The FFTD website in the forms section. No signature means student is absent.
3. One 10 minute break will be given each hour.
 4. Complete assignments on time.
 5. Required to attend 90% classroom training & 100% practical skills training.
 6. Required to submit no less than 90% homework.
 7. Announce and explain your make-up policy.
 8. Cooperation with equipment and facility cleanup is expected.
 9. Chief notification if 5% of requirements are missed.
 10. Termination if 10% of requirements are missed.
 11. Terminated students can't challenge with class.

Required student materials

1. IFSTA/Brady or Jones/Bartlett Textbook, current edition
 - Explain the Manual layout.
 - Manual is designed to give the firefighter student the material necessary to comply with the fire-related performance objectives of NFPA 1001, FF I and II.
 - Objectives for FF I and II are found in the Appendix in the back of the textbook. Students should review and understand the objectives for each subject as they learn the material.
 - Manual also serves as an excellent reference for experienced firefighters.
 - Techniques explained in the textbook are approved by the textbook authors and publisher as accepted methods of accomplishing each job; however, it should be understood that the methods in this manual are not the only way of doing the task.
 - Each chapter layout gives the firefighter student a listing of the NFPA 1001 objectives which are addressed, then uses written text, pictures, tables, and charts to cover the material in the objectives.

Student Responsibilities

- Required student materials
- Textbook and workbook (IFSTA/Brady, Thompson/Delmar, Jones & Bartlett)
 - Explain the textbook and workbook layouts
 - Pen or pencil & paper
 - A CPR pocket mask for the CPR class session
 - Instructor's list of required materials

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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.

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2. Student Workbook- Explain the workbook (Use items below as needed as a guide, if they are different in the workbook you are using, use the correct titles from the workbook you are using.

- A. Study Objectives
- B. Study Sheets
- C. Information Sheets
- D. Practical Activity Sheets/Evaluation
- E. Job Sheets/Evaluation
- F. Chapter Review Test
- G. Competency Profile

3. Pen or pencil and paper

4. A CPR pocket mask for the first Emergency Medical class date.

5. Instructors list of required materials

Course Safety Obj. M-1.6

Safety must be enforced during the entire course without exception.

Any disruptive behavior including horseplay and clowning around during evolutions or classes WILL NOT be tolerated. (Instructor has authority to expel student.)

Protective clothing must be worn during all evolutions that require turnout gear.

Follow instructions implicitly. IF IN DOUBT, ASK INSTRUCTOR TO REPEAT THEM.

Lead instructor will assign safety officer(s) for all practical training evolutions.

No guests are allowed.

Fire Chief notification of Disciplinary Action form

Explain its use and distribution. Disciplinary Procedures

1. Formal discipline involving student warnings and/or terminations will be made in writing to the student's Fire Chief (or supervisor if the student is the chief) with

Fire Chief Notification of Disciplinary Action

BFS-250

If a student fails to meet minimum academic requirements, or the student violates an OPRC policy, the Fire Chief will be notified of the problem with this form.

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The form contains several sections with labels such as 'Student Name', 'Instructor Name', 'Date', and 'Disciplinary Action'. A yellow rectangular box is placed over the bottom portion of the form, obscuring some of the text.

Student Dress & Equipment



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Student Dress & Equipment

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

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During **training**, the turnout gear does NOT need to meet current NFPA standards. However, it must be in good condition to insure the safety of the student.

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- Helmets
 - Eye and face protection
 - Gloves
 - Boots
 - Positive pressure SCBA
 - PASS Device
- All equipment must meet **DELETED** General Industry Safety standards, Part 74, Fire Fighting

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Conduct & Ethics

- Students are expected to pay attention and actively participate in all training sessions
- 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 involving OFFT sanctioned training or testing. Any violation must be promptly reported to the OFFT Training Coordinator or Region Supervisor for investigation.
- Cheating on any exam is grounds for immediate expulsion.

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copies provided to:

- Student
- FFTD Region Coordinator
- Instructor

Required Dress & Equipment

1. Appropriate to the class activity being conducted
2. Practical's - Complete protective clothing
3. Instructor will announce exceptions
4. No participation allowed if equipment is inadequate or unsafe.

Testing Equipment Required

1. Must meet LARA/MIOSHA: General Industry Safety & Health-Part 74, Fire Fighting
- Coats NFPA 1971
Head, eye & face protection NFPA 1971 Footwear NFPA 1971
Gloves NFPA 1971 Bunker pants NFPA 1971 Positive pressure SCBA Hood NFPA 1971
PASS device NFPA 1982
PPC must be serviceable and compliant with the date of manufacture

Conduct/Ethics

1. Attention and active participation required.
2. Disruptive behavior will result in expulsion or other disciplinary action.
4. Discrimination or harassment involving race, religion, color, sex, national origin, age, handicap, social or economic status is strictly prohibited.

Conduct & Ethics

*A student under the influence of Alcohol or a Controlled Substance is grounds for immediate expulsion.
*Harassment, profanity, showing disrespect for an instructor or OFFT representative, or any other type of disruptive behavior may result in immediate student expulsion or other disciplinary action
*Students are not allowed to bring guests to class without advance instructor approval. This includes, but is not limited to friends, relatives and other fire department members.

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Conduct & Ethics

*The student's fire chief should be notified in writing of any discipline problems and a copy provided to the student and the OFFT Region Supervisor.
*To keep classroom disruptions to a minimum, the OFFT recommends that pagers, cellphones and hand-held radios be set to the alert position, or preferably turned off.

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Weapons



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Weapons Prohibited
To ensure the safety of all individuals in OFFT 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 while on duty per their department policy when attending classroom training. Weapons will NOT be present during practical training sessions.
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.

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Facial Hair Restricted



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- 5. Cheating on any examination is grounds for immediate expulsion.
- 6. No guests allowed.
- 7. Pagers, radio monitors, hand held radios, and cell phones should be set in the vibrate position preferably switched off. Open channel monitors should be switched off.
- 8. Chief notified of any discipline problems.
- 9. A student under the influence of Alcohol or a Controlled Substance is grounds for immediate expulsion.

Weapons

No weapons will 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.

Facial Hair – Restricted

- 1. Required compliance with LARA/MIOSHA: General Industry Safety & Health: Part 451. Respiratory Protection: 1910.134, (g)(1)(i)(A) & (B)
- Restricts the wearing of facial hair by persons required to wear self-contained breathing apparatus.
- 2. This is a critical safety issue. Your life depends on a good seal.

Facial Hair Restricted

To insure a proper face piece-to-face seal, OFFT 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 face piece and face or that interferes with valve function or any condition that interferes with face-to-face piece seal or valve function.

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Live Fire Training



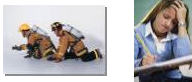
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Live Fire Training

- Use of structural live fire training in OFFT sanctioned training programs is not required but may be used at the discretion of the instructor or sponsor.
- If structural live fire training is used in an OFFT sanctioned training program, it must be conducted in an engineered burn facility designed for repetitive burns and in compliance with OFFT Policies governing Structural Live Fire Training.

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FF I & II Mandatory Testing Law



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Testing

- Practical skills job sheets and/or written quizzes on each unit in the course
- State Final Written Examination –
 - Must attain a grade of 70% for certification
- State Practical Skills Examination –
 - Must successfully complete the skills stations meeting the proficiency adopted by the MFFTC/OFFT

3. FFTD instructors and all FF I & II students and test candidates shall be completely free of facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function or any condition that

Interferes with face to face piece seal or valve function.

Failure to comply:

- a. Instructors shall not allow students to participate
- b. FFTD Instructors shall be decertified
- c. Test proctor shall not allow test candidates to take the exam

Live Fire Training

Use of structural live fire training in FFTD sanctioned training programs is not required but may be used at the discretion of the instructor or sponsor. If structural live fire training is used in an FFTD sanctioned training program, it must be conducted in an engineered burn facility designed for repetitive burns and in compliance with FFTD Policies governing Structural Live Fire Training.

Mandatory Testing Law

Testing Procedures Obj. M-1.7

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FF II and/or II Re-testing

- Retests are done at scheduled examination sites
- Students are responsible to make arrangements
- Fees may be charged
- Course instructors are not obligated to retest students

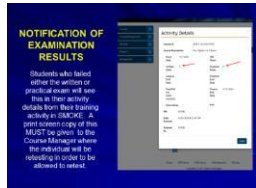


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Pre-service candidates may re-test for FF I and/or II at any eligible site if the original college or university acknowledges in writing, on letterhead signed by a responsible representative that the institution assumes responsibility and liability for the pre-service student while re-testing. This written acknowledgment must be presented to the Course/Exam Manager to gain entry to a re-test.

A re-test candidate is responsible to locate an exam with an opening and forward a copy of his/her FFTD "Notification of Exam Results" to the course manager or sponsor at least eight (8) weeks prior to the exam date.

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Practical skill job sheets and/or written quiz on each unit in course.
 Final Written Examination - must attain a grade of 70% or higher on the Firefighter I & II written exam for certification.
 Practical Skills Examination - must successfully complete the skills stations meeting the proficiency adopted by FFTD

Retesting

1. Retest at scheduled examination site
2. Student responsible for arrangements
3. Fees may be charged
4. Course instructor not obligated to retest student

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 re- testing. This written acknowledgment must be presented to the Course/Exam Manager to gain entry to a re-test.

A re-test candidate is responsible to locate an exam with an opening and forward a copy of his/her FFTD "Notification of Exam Results" to the course manager or sponsor at least eight (8) weeks prior to the exam date.

Exam Results (failure)

Students who failed either the written or practical exam will see this in their activity details from their training activity in SMOKE. A print screen copy of this **MUST** be given to the Course Manager where the individual will be retesting in order to be allowed to retest.

Physical Requirements

- The program requires significant physical exertion and stamina
 - Persons with the following conditions should NOT participate without the written approval of a physician:
 - Heart conditions
 - Respiratory conditions
 - Pregnancy
 - Other physical conditions
 - All applicants should consult with their personal/departmental physician before participating
- Americans with Disabilities Act applies to employers. ADA accommodation requests must be submitted to the Lansing Office.

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Americans with Disabilities Act (ADA)

If you have a disability that falls under ADA and will be requesting an accommodation, please let your Course Manager know as soon as possible. They need to know that you will be applying for the accommodation so that they can begin to make arrangements to meet the accommodation request. You must have a documented disability and submit the required paperwork to the OFFT Lansing office for review and approval. This form can be found on our website. Please rest assured that any ADA accommodation is processed in such a manner that your privacy is not compromised.

The most common ADA request is for a reader to assist during the final exam. If your accommodation is approved, the reader will be selected by the Course Manager and my not be a family member or a friend.

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Fees (Cover if applicable)

1. Set by lead instructor or sponsor based on program costs
2. Non-refundable unless applicant is rejected

Physical

1. Program requires significant physical exertion and stamina.
2. Persons with the following conditions that may be adversely effected by this type of exercise should NOT participate without the written approval of a physician:
 - Heart conditions
 - Respiratory conditions
 - Pregnancy
 - Other physical conditions
3. All applicants should consult their personal or department physicians before participating.
4. The Americans with Disabilities Act accommodation requests must be submitted to the FFTD central office.

Americans With Disabilities Act

If you have a disability that falls under ADA and will be requesting an accommodation, please let your Course Manager know as soon as possible. They need to know that you will be applying for the accommodation so that they can begin to make arrangements to meet the accommodation request. You must have a documented disability and submit the required paperwork to the FFTD Lansing office for review and approval. This form can be found on the FFTD website in the forms section. Please rest assured that any ADA accommodation is processed in such a manner that your privacy is not compromised.

The most common ADA request is for a reader to assist during the final exam. If your accommodation is approved, the reader will be selected by the Course Manager and may not be a family member or a friend.

Responsibilities of Training Agency and The Instructor Obj. M-1.4 Distribute Handout

1. Instructor prepared handout will include dates and locations of all training sessions and identify which sessions are classroom and practical.
2. Provide safe environment for conducting course.
3. Keep student records current.
 - a. An up-to-date Student Activity Record sheet showing all attendance and job sheet completion for the subject being taught.
 - b. Quizzes and tests (70% is passing.)
 - c. Enforce safety rules.
 - d. State the objectives of each lesson and ensure that they are met.
 - e. Assist the students, whenever possible, in learning the material or with any other problems that arise.
 - f. Advise students of methods to be used in reaching them in class if a personal emergency occurs.
 - g. Always start class on time.

Instructors Personal Expectations Obj. M-1.5

Announce make-up policy for:

1. Classroom
2. Practical Skills exercises
3. Homework

Announce any additional instructor requirements.

The Fire Fighter Training Division wishes you the very best as you begin this fire training program and your new fire career. If you have any questions that your instructor cannot answer, please feel free to contact your FFTD Region Coordinator for assistance.

The Office of Fire Fighter Training wishes you the very best as you begin this fire training program and your new fire career. If you have any questions that your instructor cannot answer, please feel free to contact your OFFT Region Supervisor for assistance.



MICHIGAN MODULE 2

HazMat Operations

Michigan's HazMat Operations course is a combination of the HazMat Awareness and HazMat Operations course. The instructor guide and student materials are used from one of two curriculums. The three authorized curriculums are:

IFSTA/Brady, Essentials of Fire Fighting, 6th Edition

Jones/Bartlett, Fundamentals of Fire Fighter Skills, Third Edition

The above courses meet the NFPA 1001, 2013 and NFPA 472, 2013 objectives.

Instructor Qualifications

This course may only be taught to students by a Fire Fighter Training Division instructor who is a certified Michigan Hazardous materials FRO instructor.

Probationary Instructors and Certified Associate Instructors are not authorized to teach this curriculum. Certified Instructors (old certification) who have attended the Train the Trainer for Hazardous Materials Operations are authorized to teach this curriculum. All Certified Instructor I or II instructors are authorized to teach this curriculum.

MDCH C.E. Credits for Hazardous Materials First Responder Operations(F02C)

The information contained on this page became effective February 2001 and supersedes any previous published MDCH C.E. Credits information for this subject.

General Information

Students who successfully complete the Hazardous Materials First Responder Operations course are eligible to receive Continuing Education Credits (C.E. Credits) through the Michigan Department of Community Health, Bureau of Health Services, Licensing Division (MDCH). This applies to students of Operations courses taught within the FF I program as well as stand-alone courses.

Instructor Responsibilities

In order for students to obtain C.E. Credits for this course, instructors must do the following:

- File the normal final course paperwork with the FFTD
- Explain the procedure for obtaining C.E. Credits to all students

Copies of this page may be made and given out to medically licensed students upon completion of this subject.

Student Responsibilities

This course is approved by MDCH for the EMS, C.E. credits listed on this page. To obtain credits, the student should write in the credits on the MDCH, C.E. record form. An instructor signature is not required. The student should retain the certificate for three years; in the event their C.E. credits are selected for audit by MDCH. *(To obtain license renewal information or forms contact MDCH at 517.335.0918.) A copy of the FRO certificate will be required if audited by MDCH.*

Credits Earned by Each License Level

Credit Category	MFR		EMT		EMT Specialist		Paramedic	
	Lecture	Practical	Lecture	Practical	Lecture	Practical	Lecture	Practical
Preparatory	2	2	2	2	2	2	2	2
Special Considerations	1	1	1	1	1	1	1	1
Medical	1	0	1	0	1	0	1	0
Operations	5	3	5	3	5	3	5	3
Subtotals	9	6	9	6	9	6	9	6
Totals	15		15		15		15	

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VI

Testing Procedures



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Scope

Section VII - Testing Procedures, is limited to Firefighter I / HazMat Operations (FF I / FRO), Firefighter II (FF II) and the combination Firefighter I & II / HazMat Operations (FF I & II / FRO) examinations. Other examinations administered for subjects within the Michigan FF I & II curriculum are addressed within the specific subject areas.

Administrative Information

1. Authority

- a. Public Act 291 of 1966 as amended, The Fire Fighters Training Council Act
 1. Requires the FFTD to develop and administer a two part examination, which shall include a practical demonstration and written test to determine competency regarding knowledge and skill levels set forth in the FF I and FF II standards of the National Protection Association (NFA) 1001, 2013 edition, Fire Fighter Professional Qualifications. Part 1 shall test the knowledge and skill requirements of FF I and HazMat FRO, and Part 2 shall test knowledge and skill requirements of FF II.
 2. A person must provide documentation of FF I / HazMat FRO certification before he or she is eligible to take the FF II examination. A person may take a combination FF I & II / HazMat FRO examination in lieu of taking FF I / HazMat FRO and FF II separately.
 3. A member of an organized Michigan fire department who is 18 years or older may challenge the examination.
 4. Within 12 months after a person's hiring as a full-time fire fighter, the person must pass the FF I & II / HazMat FRO examination.
 5. Within 24 months after a person's appointment as a volunteer or paid on-call Firefighter, the person must pass the FF I / HazMat FRO examination.
 6. Firefighters serving on October 1, 1988 are exempted from taking the exam. They are grandfathered for life at the status they were serving on that date, unless a person subsequently changes status from a volunteer or paid on-call Firefighter to a full-time Firefighter.

Note: Attorney General Opinions No. 6681 (May 1991) and No. 6774 (November 1993) clearly indicate a person employed or under appointment as a Firefighter on October 1, 1988 is exempt from testing regardless of whether the individual changes departments or leaves the department in which the individual is serving and later returns, unless a person subsequently changes status from a volunteer or paid on-call Firefighter to a full-time Firefighter.

7. The State Fire Marshal can exempt firefighters from taking the FF I and/or FF II exam if the firefighter has been honorably discharged from the military and has completed fire fighter training that meets NFPA 1001.
8. The State Fire Marshal can waive the exam requirements and extend reciprocity to firefighters who have completed FF I and/or FF II which meets or exceeds NFPA 1001 if the course and certification was accredited by an international accreditation fire service organization.

2. Exam Performance Requirements, Structure and Content

- a. Performance Requirements
 1. Written stage (requires minimum of 70% correct to pass)
 2. Practical skills stage (each test candidate is given two (2) opportunities at each skill station to demonstrate mastery of the required skills)
- b. Firefighter I / HazMat FRO Examination
 1. Content based on NFPA 1001, 2013 objectives
 2. 150 written questions which includes 50 HazMat FRO questions (*one to three hours to complete*)
 3. . Ten (10) practical skills stations (completion time varies depending on the number of test candidates and the ability of the testing site to provide more than one of each skill station)

**Administrative
Information
(Cont'd)**

Firefighter II Examination

1. Content based on NFPA 1001, 2013 objectives.
2. 50 written questions (*one to two hours to complete*)
3. Two (2) practical skills stations (*completion time varies depending on the number of test candidates and the ability of the testing site to provide more than one of each skill station*)

d. Firefighter I & II / HazMat FRO Combination Examination

1. Content is based on NFPA 1001, 2013 objectives
2. 200 written questions (*two to four hours to complete*)
3. Twelve (12) practical skills stations (*completion time varies depending on the number of test candidates and the ability of the testing site to provide more than one of each skill station*)

3. Restricted Access to Test Site

The following restrictions are imposed to provide a professional atmosphere conducive to testing and to ensure test candidates the best opportunity for success.

- a. Only authorized personnel consisting of test candidates, test team members and Proctor(s) are allowed into the test site unless the Region Coordinator gives prior approval.
- b. No one may photograph, videotape or record any part of an exam unless the Region Coordinator gives prior approval.

1. General Eligibility Requirements

- a. A member of an organized Michigan Fire Department who is 18 years or older may take the exam as a student or challenge the exam.
- b. A member of an eligible fire department cadet program or fire department Boy Scouts of America Explorer program who is 16 or 17 years of age, or 18 years of age and still attending high school as a full-time student, may participate as a **student however he/she may not challenge the exam.**
- c. A college student (*registered in a FF I and/or FF II course through a college or university based FFTD Regional Training Center*) may participate as a pre-service **student however he/she may not challenge the exam.**
- d. Must possess a valid Michigan operator's license OR a picture ID and a certified copy of birth certificate to gain entry to the test site.
- e. The FFTD recommends applicants consult their personal or department physician before participating in practical skills training or testing.
- f. Test candidates who are pregnant must present written approval from their physician to participate in practical skills training or testing.
- g. Americans with Disabilities Act. Refer to FFTD Policy 2-3.

2. Student Eligibility Requirements

In addition to the "General Eligibility Requirements" listed above, persons completing a FF I and/or FF II course must also meet the requirements listed below to be eligible to take the exam as a student.

Note: Documentation of equivalencies approved by the course manager must also be presented to the Training Coordinator (test proctor) for approval before the test candidate is allowed to test.

- a. FF I Exam Prerequisites For Students
 1. Completion of the combined Michigan FF I and Hazardous Materials First Responder Operations course.

**Test Candidate
Information**

**Test Candidate
Information
(Cont'd)**

- b. FF II Exam Prerequisites For Students
 - 1. FF I certification
 - 2. Completion of the Michigan Hazardous Materials First Responder Operations course.
- c. FF I & II Exam Prerequisites For Students
 - 1. Must meet both the FF I and FF II course prerequisites for students that are listed in "a)" and "b)" above.

3. Prohibited Study Materials At Test Site

- a. While at the test site, test candidates may only possess equipment and materials needed to take the exam, included is the NAERG. Study materials of any type, including rope to practice knots, are strictly prohibited.
- b. Test candidates found in violation of this prohibition will be given a failure on the exam and removed from the test site.

4. Materials and Equipment Furnished by Test Candidate

- a. Written Exam: Two (2) number 2 lead pencils to complete the scan answer sheet and scan evaluation sheet.
- b. North American Emergency Response Guidebook (NAERG) to be used on the hazmat portion of the written exam.
- c. Practical Skills Exam: LARA/MIOSHA: General Industry Safety Standards, Part 74 approved personal protective clothing listed below:
 - 1. Coat NFPA 1971
 - 2. Head, Eye, and Face Protection NFPA 1971
 - 3. Footwear NFPA 1971
 - 4. Gloves NFPA 1971
 - 5. Bunker Pants NFPA 1971
 - 6. Hood NFPA 1971
 - 7. PASS (if not part of SCBA) NFPA 1982
 - 8. Positive pressure self-contained breathing apparatus (SCBA) Note: If the SCBA is not a well-known brand, the test candidate should bring the manufacturer's procedures to the test site for reference.

Note: Turnout gear must be serviceable and meet the NFPA standard under which it was manufactured.

5. Applications - Challenge and Re-test

- a. Students in FF I and/or FF II courses are automatically scheduled to take the exam upon completion of the course. No additional application is necessary.
- b. A challenge test candidate is responsible to locate an exam with an opening, complete an application in SMOKE (Courses and Offerings and Registration) and indicate whether they are a challenger or re- tester, which level or part of the exam they need (FFI/FRO and/or II), and indicate if they need the written or practical at least eight (8) weeks prior to the exam date (This allows the course manager time to order the exams from Lansing).

Note: A student who is terminated from a FF I and/or FF II class will not be allowed to challenge the exam with the same class of students.

- c. A re-test candidate is responsible to locate an exam with an opening, and bring a copy of his/her screen printed FF I / FRO and/or II results from their SMOKE Training Activity to the course manager or training coordinator on test day.

- 1. The re-test requested must be for the stage(s) (*written and/or practical*) of the type exam that was failed (FF I / FRO, FF II or FF I& II / FRO). Refer to the screen printed training activity provided by the re-test candidate for this information.

**Test Candidate
Information
(Cont'd)**

Note: A person who is re-testing the practical skills stage of an exam is required to re-test all of the practical skills stations.

2. Pre-service students may re-test at any eligible site if the original RTC assumes responsibility and liability, in writing on letterhead, for the test candidate while re-testing. If this is not provided the re-test will be denied.
- d. Qualified test candidates **MUST BE ACCEPTED** when they apply to test with an FFTD funded course of less than 30 students, and there is adequate lead time beyond the six (6) week limit to order exams.

Exception: A student who is terminated from a FF I and/or FF II class may not challenge the certification exam with the same class of students.

6. Test Fees – Challenge & Re-test

A reasonable prorated fee may be charged to recover the cost of a FF I / FRO and/or FF II examination IF:

- a. Students and test candidates in a funded course are assessed a supplemental fee to cover costs in excess of FFTD funding
- b. The course or challenge exam is FFTD funded and there are 30 or more students and test candidates.
 1. The maximum number of test candidates or students that may be scheduled is 35, unless prior approval is received from the Region Coordinator, who will notify the FFTD Manager or their Supervisor.
 2. The course manager or sponsor is not required to accept more than 35 students or test candidates even though the option to charge a fee is available.
- c. The course or exam is not FFTD funded

7. Conduct and Ethics

- a. Cheating will result in failure of the test and immediate removal from the test site.
- b. Horseplay, profanity, showing disrespect for a Test Team Member or FFTD representative or any other type of disruptive behavior may result in immediate 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 test team members, test candidates or anyone else involved in FFTD sanctioned testing.
- d. To insure the safety of all individuals, weapons may not be worn or carried during FFTD practical skills training or testing.
- e. Test candidates and test team members shall be completely free of facial hair on the area of the face that contacts the sealing surface of the SCBA. Facial hair adjacent to the area of the face piece seal, shall not be worn at a length that may interfere with the sealing surface of the face piece or the operation of the inlet or exhaust valves of the respirator.

8. Disciplinary Procedures

- a. Any violation of FFTD policies or procedures shall be immediately reported to the proctor and test team leader.
- b. The test candidate's fire chief (or superior if the student is the chief) shall be notified in writing of any violation of FFTD policies or procedures. (*Refer to page I-8 of this IGAM, Item #17, Disciplinary Procedures.*)

**Test Candidate
Information
(Cont'd)**

- c. A student under the influence of Alcohol or a Controlled Substance is grounds for immediate expulsion.

9. Test Candidate Responsibilities

The course manager is responsible to notify test candidates of the following:

- a. Must arrive at test site a minimum of fifteen (15) minutes before the scheduled time of test.
- b. Must bring a valid Michigan operator's license OR a picture ID and a certified copy of birth certificate to gain entry to the test site.
- c. Must bring materials and equipment listed in Subsection 4, on page VII- 5.
- d. Prohibited from bringing study materials of any type to the test site.

10. Notification of Exam Results

- a. Test results will be available 4-8 weeks from the date that final paperwork is received at the FFTD Lansing office. The variance is due to increased workload during busy testing periods.
- b. Certificates are able to be printed in the student's training activity in the SMOKE system if the student has passed the written and practical skills.
- c. Unsuccessful test candidates can go to their training activity in SMOKE and screen print the details showing the failure on either the written or practical portion.

Note: Unsuccessful test candidates should also be reminded to screen print their training activity for a failure as it is required to gain access to a re-test of the exam.

- d. The course manager and Region Coordinator can print the course summary from SMOKE (Roster & Grading then Summary) which includes the exam results.

Note: Exam scores are considered confidential and may only be released to the individual test candidate. Requests for release of a test score by other than the test candidate must be made in writing to the FFTD Manager and include a signed release authorization from the test candidate.

**Exam Scheduling &
Rescheduling Procedures**

1. Exams Administered With Courses

- a. The course manager MUST schedule an exam date with the Training Coordinator BEFORE submittal of the Course Application.

Note: The written stage and practical skills stage of the exam may be conducted on different days. However, if both are conducted on the same day, the written stage must be administered first. Following the written stage, a rest break and nourishment must be provided before conducting the practical skills stage.

- b. The Course Application must be entered the SMOKE System a minimum of six (6) weeks prior to the course start date.
- c. The Exam Request form must be received by the FFTD Lansing office a minimum of six (6) weeks prior to the exam date.
 - 1. If a challenger is participating, the challenger must register for the challenge exam in the SMOKE system.
 - 2. If a re-test candidate is participating, the re-test candidate must register for the retest exam in the SMOKE system. A screen print of the failure from the training activity must be submitted to the Training Coordinator on the first test date.
 - 3. At the exam, the Training Coordinator will provide challenge and re- test candidates with the course number they are to enter on their scan answer sheet.

**Exam Scheduling &
Rescheduling
Procedures
(Cont'd)**

- d. The maximum number of test candidates that may be scheduled is thirty five (35), unless prior approval is received from the Region Coordinator, who will notify their immediate Supervisor.
- e. The minimum number of test candidates that may be scheduled is ten (10), unless prior written approval is received from the Region Coordinator, who will notify their Supervisor.

2. Challenge and Re-test Exams

- a. The course/exam manager must schedule the exam date with the Training Coordinator before submittal of the Course Application.
Note: The written stage and practical skills stage of the exam may be conducted on different days. However, if both are conducted on the same day, the written stage must be administered first. Following the written stage, a rest break and nourishment must be provided before conducting the practical skills stage.
- b. The Course Application for a challenge exam should be entered into the SMOKE System 16 to 24 weeks prior to the exam date.

Note: *The FFTD strongly recommends a lead time of 16 – 24 weeks to allow time to advertise, allow students to apply and submit the Exam Request form.*

- c. The Exam Request form must be received by the FFTD Lansing office a minimum of six (6) weeks prior to the exam date.
 - 1. If a challenger is participating, the challenge student is responsible to preregister for the exam in the SMOKE system.
 - 2. If a re-test candidate is participating, retest candidate is responsible to preregister for the exam in the SMOKE system. A screen shot of the failure from their training activity must be submitted to the Training Coordinator on the first test date.
 - 3. At the exam, the Training Coordinator will provide challenge and re-test candidates with the course number they are to enter on their scan answer sheet.
- d. The maximum number of test candidates that may be scheduled is thirty five (35), unless prior approval is received from the Region Coordinator, who will notify their Supervisor.
- e. The minimum number of test candidates that may be scheduled is ten (10), unless prior approval is received from the Region Coordinator, who will notify their Supervisor.

3. Rescheduling Exams

- a. The course manager must contact the Training Coordinator at the earliest possible time and reschedule the exam once it is determined a date change is necessary.
- b. An email must be promptly submitted to the Region Coordinator with the new exam date.

Beyond the general testing responsibilities listed below, the course manager has additional duties that relate specifically to the written and practical skills stages of the exam. Those additional duties are identified in subsections “*Administration of Written Exam*”, and “*Administration of Practical Skills Exam*”.

- 1. **The course manager is responsible to notify the test candidates of the date time and location of the exam.**

**Course Manager’s
General
Responsibilities**

**Course Manager's
General
Responsibilities
(Cont'd)**

2. Provide Testing Facility
 - a. Secure a facility that meets the minimum requirements of the FFTD for administering the exam. (*Refer to "Facility Requirements" on pages VII-14 and VII-21.*)
 - b. Insure the facility is completely set up prior to the arrival of test candidates.
3. **Pre Test Meeting With the Training Coordinator**
 - a. Meet with the Training Coordinator at the test site one hour prior to the scheduled exam time to inspect the test site and review course and/or exam paperwork.
 - b. Upon arrival at the test site, provide the Proctor with a separate FFTD Sign In Roster for each stage of the exam (written and practical skills). The names of all test candidates should already be listed on the Sign In Rosters to expedite the registration process. The Sign In Roster can be printed from SMOKE in Roster and Grading.
 1. Students should be listed using their student ICS/Roster number assigned during the course.
 2. Re-test candidates should be listed as the second group.
 3. Challenge test candidates should be listed as the third group.
 - c. Assist with the registration process as requested or assign a member of the test team to assist if needed.

**Proctor's General
Responsibilities**

4. **Post Test Meeting With Proctor**
 - a. Upon completion of the written and practical skills stages of exam the course manager reviews the scan answer sheets for errors, darkens the appropriate oval to indicate pass or fail of the practical portion, and initials each sheet.
 - b. When complete, the course manager turns over all final course and exam paperwork to the Proctor before leaving the test site.

Beyond the general testing responsibilities listed below, the Proctor has additional duties that relate specifically to the written and practical skills stages of the exam. Those additional duties are identified in subsections "*Administration of Written Exam*", and "*Administration of Practical Skills Exam*".

1. FFTD Testing Materials

- a. Bring written exam, scan answer sheets, scan evaluation sheets, practical skills exam sheets, and practical skills station evaluator procedures to the test site.
- b. Take possession of final course and exam paperwork upon completion of the written and practical skills stages of the exam.

Note: When shipping course materials, the FFTD requires a cover sheet for each course number used (BFS250A), scan sheets separated for each course, any failed practical sheets, and course evaluations.

2. Pre Test Meeting With Course Manager

- a. Meet course manager one hour prior to scheduled exam time to inspect facility and review required paperwork.
- b. Receive Attendance Roster with printed names from course manager for each stage of the exam, for use during registration of test candidates.

3. Registration of Test Candidates

- a. Verify the identity of each test candidate with their photo ID and have them sign the Attendance Roster.

Proctor's General Responsibilities (Cont'd)

Note: Students should be listed using their student ICS/Roster number which was assigned during the course. An ICS/Roster number should also be assigned to other test candidates for accountability.

- b. Collect RTC letter from pre-service re-test candidates. The letter indicates the RTC assumes responsibility and liability for the candidate while testing.
- c. Collect the failure notifications from re-test candidates.
- d. Direct test candidates to the test room for the written exam or the staging area for the practical skills exam.

4. Post Test Meeting With Course Manager

- a. Upon completion of the written and practical skills stages of exam the course manager reviews the scan answer sheets for errors, darkens the appropriate oval to indicate pass or fail of the practical portion, and initials each sheet.
- b. When the course manager has completed all final course and/or exam paperwork, it is turned over to the Proctor at the test site. The Proctor is responsible for shipping the final paperwork to the FFTD Lansing office.

Note: When shipping course materials the FFTD requires a cover sheet for each course number used (BFS 250A), scan sheets separated for each course, any failed practical sheets, and course evaluations.

- c. The Proctor reviews any issues or suggested changes with the test team leader.
- d. The Proctor inventories final course and/or exam paperwork and promptly forwards it to the FFTD Lansing office.

Administration of the Written Exam

The written exam and practical skills exam of the course may be conducted on different days. However, if both are conducted on the same day, the written exam must be administered first. Following the written exam, a rest break and nourishment must be provided before conducting the practical skills exam.

1. Proctor

- a. Normally a Training Coordinator or Region Coordinator
- b. May be other qualified person designated by Region Coordinator
- c. Is responsible to insure the test is administered safely and in compliance with applicable FFTD policies and procedures.
- d. Has the authority to enforce FFTD policies including removal of persons from the test site and termination of the test if necessary to maintain safety and preserve the integrity of the testing process.

2. Facility Requirements

The course manager is responsible for facility arrangements.

- a. Must be large enough to comfortably accommodate all test candidates and test team members.
- b. Must be quiet, free of interruptions, well lit, maintained at approximately 70 degrees F, and readily accessible to a rest room.
- c. A registration area with table and chairs must be provided and positioned to control the flow of test candidates into the testing room.
- d. Each test candidate must be provided a clean smooth writing surface.
- e. Seating must be provided for all test candidates, with one empty seat between test candidates if possible. All test candidates must face the same direction, toward the front of the room. If long tables are used, test candidates may only sit along one side.

**Administration of the
Written Exam
(Cont'd)**

- f. A chalk board, dry erase board, easel pad or similar must be provided and used to display the course information required for completion of the scan sheet and the date.

3. Written Exam Procedures

The Proctor is responsible for the following:

- a. The Proctor must remain in the test room until all test candidates complete the exam.
- b. Once the written exam begins, no late arriving test candidates will be permitted to participate.
- c. Use the Sign-In Sheet to account for each test booklet and answer sheet as they are turned in.
- d. Conduct post-test meeting with course manager.
- e. Within 6 days ship final paperwork to the FFTD Lansing office.

4. Proctor's Instructions to Test Candidates

- a. Identify emergency exit routes in the event of an emergency.
- b. Identify the location of rest rooms.
- c. No food, water or other beverages are allowed in the test room.
- d. No smoking is allowed in the test room.
- e. All pagers, radios, cell phones and similar must be turned off.
- f. No talking is allowed during the test.
- g. The estimated amount of time to complete the written exam(s) is:
 - 1. FF I / FRO is 150 questions and takes one to three hours to complete
 - 2. FF II is 50 questions and takes one hour to complete
 - 3. FF I & II / FRO is 200 questions and takes two to four hours to complete
- h. If there is a question on a procedural matter or similar, the test candidate should raise his or her hand for assistance. The Proctor cannot answer questions regarding the content of a test question. Test candidates should select the best answer based on their understanding of each question.
- i. If a test candidate has to use the rest room during the test, leave the test booklet and answer sheet with the Proctor. Only one person is allowed to leave the room at a time. Once the first person finishes the test, no one else will be allowed to leave the room unless they have completed the exam.
- j. Verify that everyone has two sharpened number 2 lead pencils. **Ink pens, felt tip markers, or any other writing instrument cannot be used to complete scan sheets.**
- k. Test candidates should not mark on scan sheets or open their test booklets until told to do so.
- l. Explain to test candidates that it will be 4 - 8 weeks before they receive their test results. They should not call unless 8 weeks have passed. The Proctor should give test candidates his or her phone number to contact in case exam results are delayed.
- m. Caution test candidates that errors, stray pencil marks and missing information on the scan sheets will cause a significant delay in processing and receipt of test results.
- n. Distribute scan answer sheets and test booklets.
 - 1. Instruct test candidates to date and legibly sign their name on the cover of the test booklet.
 - 2. Refer students to the chalkboard for the course information required on the scan sheet and date.

Administration of the Practical Skills Exam

3. Make sure re-test candidates and challengers are given the proper instructions for their scan answer sheets and they indicate challenge or re-test on their sheet.
4. Review directions inside the cover of the test booklet step by step, allowing the test candidates time to complete each item before moving on. ALLOW PLENTY OF TIME - DO NOT RUSH.
- o. Upon completion of the test, test candidates are to return their test booklets and scan answer sheets to the Proctor and leave quietly.
- p. Answer any questions test candidates may have.
- q. Instruct test candidates to begin the test.

The written exam and practical skills exam of the course may be conducted on different days. However, if both are conducted on the same day, the written exam must be administered first. Following the written exam, a rest break and nourishment must be provided before conducting the practical skills exam.

1. Proctor

- a. Normally a Training Coordinator or Region Coordinator
- b. May be other qualified person designated by Region Coordinator
- c. Is responsible to insure the test is administered safely and in compliance with applicable FFTD policies and procedures.
- d. Has the authority to enforce FFTD policies including removal of persons from the test site and termination of the test if necessary to maintain safety and preserve the integrity of the testing process.

2. Test Team Members

Test team members must enforce and comply with all applicable FFTD policies and procedures, including the weapons and facial hair policies.

a. Test Team Leader

1. Qualifications

- a. Must be a FFTD certified instructor at or above the level being tested.
- b. Must have a thorough understanding of the practical skills testing process.

2. Responsibilities

- a. Select all test team members and provide a list of station evaluators to the Proctor for approval.
- b. Overall layout, management and flow of test site activities. The skill stations must be arranged so test candidates cannot observe other candidates being tested.
- c. Provide or arrange for required materials and equipment
 1. Test Candidate Tracking Sheet (**This form is used to track the progress of each test candidate throughout the exam. Refer to form BFS-280**).
 2. Maps of test site with station locations
 3. Clipboards and ink pens for test team members
 4. Radio communications (*if possible*)
- d. Set-up of practical skills stations for review by Proctor prior to arrival of test candidates.
- e. Orientation of test team members
- f. Orientation of test candidates

**Administration of the
Practical Skills Exam
(Cont'd)**

b. Safety Officer

1. Qualifications
 - a. Must be knowledgeable in fire training and safety, capable of identifying safety violations, and able to take corrective action
2. Responsibilities
 - a. Enforce safety requirements for the entire test site
 - b. Take immediate corrective action if safety is jeopardized
 - c. Stop the exam if corrective action is not taken
3. Materials and Equipment
 - a. Vest or other visible identification
 - b. Personal protective clothing
 - c. Map of test site with station locations
 - d. Clipboard and ink pen
 - e. Radio communications (*if possible*)
4. The safety officer may not have additional duties.

c. Staging Officer

1. Qualifications
 - a. Must have a thorough understanding of the practical skills testing process, layout of the test site and awareness of station locations.
2. Responsibilities
 - a. Oversight of all test candidates in the staging area.
 - b. Keep the Test Candidate Tracking Sheet current.
 - c. Direct the movement of test candidates throughout the course of the exam.
 - d. Keep the test team leader apprised of station backups so additional stations can be setup if necessary.
 - e. Notify the test team leader if a test candidate fails both attempts at a station.
3. Materials and Equipment:
 - a. Visible identification
 - b. Test Candidate Tracking Sheet (**This form is used to track the progress of each test candidate throughout the exam. Refer to form BFS-280.**)
 - c. Map of test site with station locations
 - d. Clipboard and ink pen
 - e. Radio communications (*if possible*)

d. Skills Station Evaluators

1. Qualifications

Must be certified or trained at or above the level being tested.
Note: It is strongly preferred that all test team members be certified instructors if available.

 - a. A FF I station evaluator must be FF I certified or have Phases I & II training.
 - b. A FF II station evaluator must be FF I & II certified or have Phases I – IV training.
2. Responsibilities and Procedures
 - a. Maintain a pleasant and professional decorum.
 - b. Introduce him or herself and put the test candidate at ease.
 - c. Enter test candidate's name and ICS/Roster number on the practical skills exam sheet.
 - d. Inform the test candidate of the skill to be performed by reading the station evaluator procedures. (*The candidate may ask brief procedural questions, other than those that would lead to an explanation of how to perform the skill.*)

**Administration of the
Practical Skills Exam
(Cont'd)**

- e. Once the test candidate acknowledges understanding of what is required, he or she should proceed with performance of the skill.
- f. The test candidate should be stopped if he or she is involved in an unsafe act.
- g. Objectively evaluate each test candidate while strictly adhering to the tasks listed on the skills exam sheet.
- h. Discuss any questions of test candidate performance privately with the test team leader and Proctor.
- i. Complete skills exam sheets in ink.
- j. Maintain possession of all test candidate's skillsexam sheets until they are turned over to the test team leader.

Note: Test candidates are not allowed to view or handle the skills exam sheets. Each station evaluator receives a specific number of exam sheets which must be accounted for as part of the exam.

- 3. Restrictions
 - a. Test candidates shall not participate in administration of the test.
 - b. A station evaluator shall not evaluate the following persons:
 - 1. Parent, spouse, child, sibling, aunt, uncle or in-law.
 - 2. Test candidates who were trained by the evaluator in the same objectives being tested.
 - c. A station evaluator shall not coach test candidates
 - 1. If an evaluator coaches a test candidate, he or she will be given one warning and the test candidate will be required to repeat the attempt.
 - 2. If an evaluator is observed coaching a second time, he or she will be suspended as an evaluator and directed to leave the test site. The test candidate will be required to repeat the attempt.
 - 3. The Proctor shall make a written report of all coaching violations to the Region Coordinator as soon as possible after the test.
 - d. The station evaluator shall not alter, lessen or exceed FFTD testing procedures and requirements.
- 4. Materials and Equipment:
 - a. Visible identification
 - b. Personal protective clothing appropriate to the station
 - c. Test Candidate Tracking Sheet (**This form is used to track the progress of each test candidate throughout the exam. Refer to form BFS-280**)
 - d. Map of test site with station locations
 - e. Clipboard and ink pen
 - f. Practical skills station evaluator procedures
 - g. Practical skills exam sheet for each test candidate
 - h. Radio communications (if possible)

3. Facility Requirements

- a. Size adequate for the number of practical skill stations
 - 1. FF I / FRO, ten (10) stations numbered 1 - 10.
 - 2. FF II, two (2) stations numbered 11 - 12.
 - 3. FF I & II / FRO, twelve (12) stations numbered 1 - 12.
- b. Set-up
 - 1. Use "Station Identification Signs" (found in set-up packet)

**Administration of the
Practical Skills Exam
(Cont'd)**

2. Stations may be in any order with efficient flow for timely completion. **(See Exhibit VII-1 (page VII-19) at the end of this section for an example of station layout.)**
 - a. Exception: Stations #1 and #2 should be combined and precede Station #3. Station #3 must be completed by a pair of test candidates.
Note: FF I, Station #8 and FF II, Station #11 take approximately two to three times longer to complete than the other stations. Additional stations should be set up when possible.
3. One evaluator per station
Note: If possible, have one or two extra evaluators available to fill in for breaks and maintain a continuous flow of test candidates.
4. Stations should have private settings so test candidate participation is confidential, i.e., separate stations using tarps or other materials.
5. A registration area with table and chairs must be provided and positioned to control the flow of test candidates into the testing area.
Note: Students should be listed using their student ICS/Roster number assigned during the course. An ICS/Roster number should also be assigned to other test candidates for accountability.
6. Staging Area
 - a. Test candidates must remain in the staging area when they are not at a skill station.
 - b. Test candidates may not discuss station activities or practice skills while in staging.
 - c. While at the test site, test candidates may only possess equipment and materials needed to take the exam. Study materials of any type, including rope to practice knots, are strictly prohibited.

4. Practical Skills Exam Procedures

- a. Administrative Procedures
 1. If an equipment malfunction beyond the control of the test candidate causes failure of a station, the test candidate will be allowed to repeat the attempt.
 2. If a test candidate is unsuccessful in his/her **first** attempt to pass a practical skills station, the test candidate **shall not be informed** of the specific item(s) that caused the failure. The proctor shall notify the staging officer and the test team leader of the candidate's status.
 - a. The student may remain at the practical skills station or the proctor may move the student to a neutral area, out of the view of the failed station. If the student remains at the practical skills station, other students must not be allowed to test at that station until the retesting student has made his/her **second** attempt.
 - b. After sufficient time to rest, the test candidate will be allowed to make a second attempt at the failed station when notified.
 - c. The test team leader will provide a different evaluator for the second attempt.
 - d. Upon failure of a **second** attempt, the test candidate should be politely informed of the specific item(s) that caused the failure. At this point, the test team leader shall politely notify the test candidate that it is necessary to leave the test site, per Council policy. The test team leader should take all reasonable steps to avoid embarrassment to the candidate.

**Administration of the
Practical Skills Exam
(Cont'd)**

- b. Proctor Responsibilities
 1. The Proctor must remain at the test site until all test candidates complete the exam.
 2. Test candidates should arrive 15 minutes prior to their scheduled test time. If the candidate does not arrive by their scheduled time, they will not be permitted to participate.
 3. Conduct post-test meeting with course manager.
 4. Promptly ship final paperwork to the FFTD Lansing office.

5. Instructions to Test Candidates

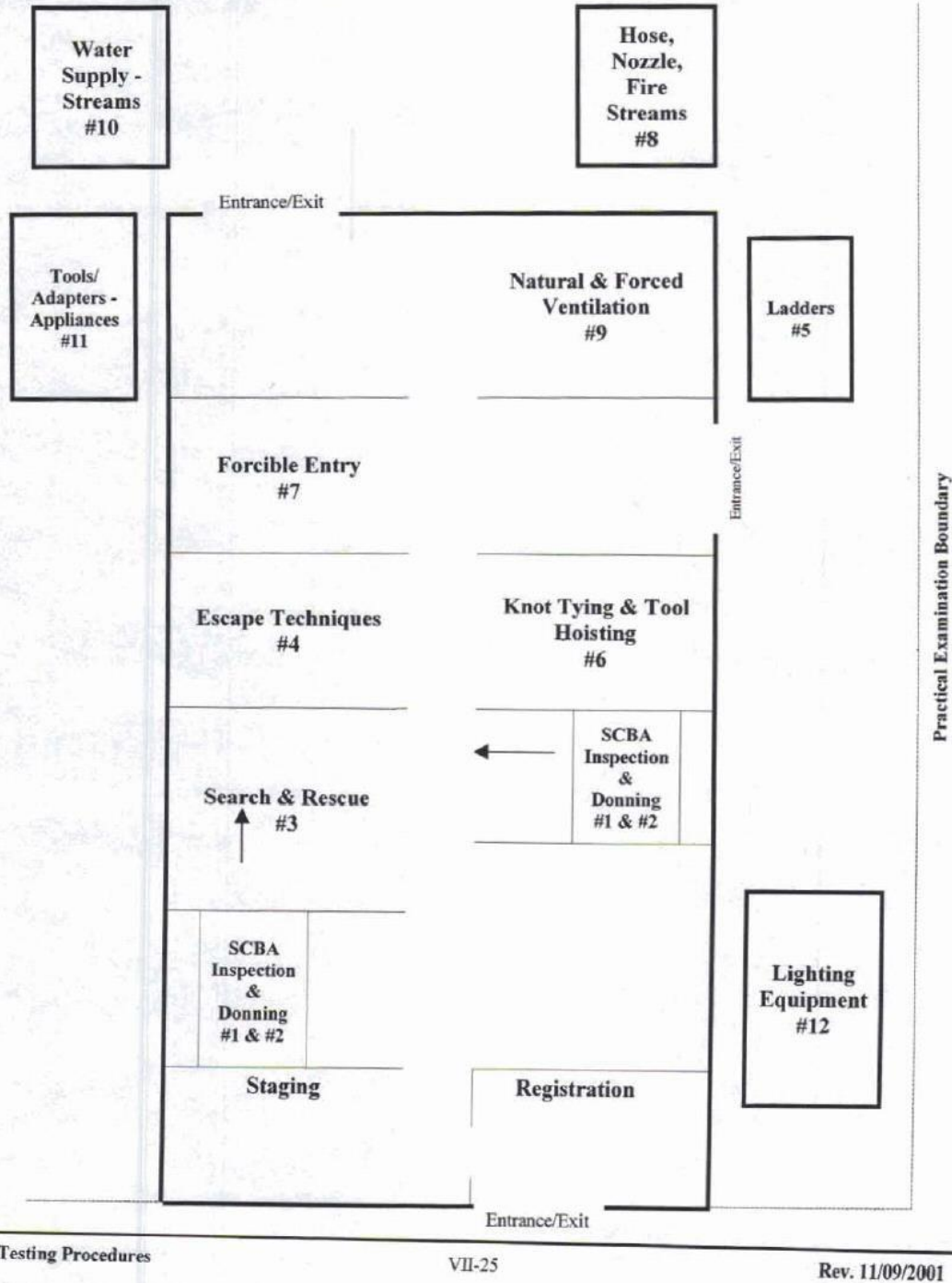
These instructions must be read to each group of test candidates.

- a. Identify exit routes in the event of an emergency.
- b. Explain procedures to report an emergency.
- c. Identify the location of rest rooms.
- d. Food and beverages are allowed only in the staging area.
- e. Smoking is allowed only in designated areas.
- f. All pagers, radios, cell phones and similar must be turned off.
- g. While at the test site, test candidates may only possess equipment and materials needed to take the exam. Study materials of any type, including rope to practice knots, are strictly prohibited.

Note: Give test candidates an opportunity to surrender prohibited study materials prior to beginning the test. Explain to candidates that if they are later found in violation, they will be given a failure on the exam and removed from the test site.

- h. When test candidates are not testing at a skill station they are required to return to the staging area and await further instructions. Test candidates may not discuss station activities or practice skills while in staging.
- i. Explain that the amount of time to complete each exam varies depending on the number of practical skills stations, the number of test candidates, and the ability of the testing site to provide more than one of each skill station.
 1. FF I / FRO, ten (10) practical skills stations numbered #1 - #10.
 2. FF II, two (2) practical skills stations numbered #11 - #12.
 3. FF I & II / FRO, twelve (12) practical skills stations numbered #1 - #12.
- j. Skill station evaluators are given specific instructions to read the statement that tells the test candidate "what" is expected (Bold typed instructions on the evaluation card). Beyond that, they may only answer brief procedural questions that will not lead to an explanation of "how" to perform the skill.
- k. Explain to test candidates that it will be 4 - 8 weeks before they receive their test results. They should not call unless 8 weeks have passed. The Proctor should give test candidates his or her phone number to contact in case exam results are delayed.
- l. Answer any questions test candidates may have.
- m. Instruct test candidates to proceed to the staging area and await instructions.

**Exhibit VII-1
Sample Layout**



VII

Resource Materials



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IFSTA AND JONES AND BARTLETT ORDERING INFORMATION

IFSTA materials may be ordered through the following agencies:

Michigan State Firemen's Assoc.

9001 Miller Road
Suite #10
P.O. Box 405
Swartz Creek, MI
48473-0405 1-800-
445-3844

Time Emergency Equipment 2341

Avon Industrial
Drive Rochester
Hills, MI 48309
(810) 852-0379
1-800-752-8504

IFSTA TECHNICAL MANUALS

Instructors seeking additional technical information on FF-I and FF-II subject areas may want to reference the specific IFSTA (International Fire Service Training Association) manual for that subject. IFSTA also publishes manuals on leadership, management, and additional technical subjects for the fire service that are not part of the FF-I and FF-II curriculum.

JONES AND BARTLETT TECHNICAL MANUALS

Instructors seeking additional technical information on FF-I and FF-II subject areas may want to reference the specific Jones and Bartlett manual for that subject. Jones and Bartlett also publishes manuals on leadership, management, and additional technical subjects for the fire service that are not part of the FF-I and FF-II curriculum.

VFIS DRIVER TRAINING INSTRUCTOR MANUALS

Instructors seeking updated manuals will need to call VFIS directly to order the VFIS instructor guides. The Michigan VFIS office number is 800-878-8347. The VFIS Corporate office number is 800-233-1957. Student manuals can still be ordered through the Michigan State Firemen's Association.

FFTD ELECTRONIC FORMS & ON-LINE SUBMISSION

Course applications, training records and many other forms can now be accessed electronically by visiting the FFTD website. Go to www.michigan.gov/bfs . Click on Fire Fighter Training Division and then click on SMOKE Login.

ADDITIONAL INSTRUCTOR RESOURCES

Additional resource catalogs for fire fighter training manuals, and other materials relating to training can be ordered from:

**Fire
Engineering
Books &
Videos**

P.O. Box 21288
Tulsa, OK 74121-9971
1-800-752-9768

**International Society of Fire Service
Instructors The Resource Center**

PO Box 2320
Stafford, VA 22555
540-657-9375 or 800-435-0005, fax 540-657-0154

The National Fire Protection Association

1 Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9101
1-800-344-3555

If you are looking for information on a specific fire service topic, contact the Learning Resource Center at the National Fire Academy. This service is FREE.

**The National Fire
Academy Learning
Resource Center**

16825 S. Seton
Avenue Emmitsburg,
MD 21727-8998
1-800-638-1821
netclrc@fema.gov

NTIS

NATIONAL TECHNICAL INFORMATION

SERVICE 800.553.6847

(Source for National Fire Academy Fire Officer and Specialty Textbooks)

Course Name Book Number (for set of 10)

- Incident Safety Officer
- Preparation for Initial Company Operations
- Decision Making for Initial Company Operations
- Incident Command and Resource Management for the Fire Service
- Managing Company Tactical Operations
- Arson Detection for the First Responder
- Leadership I
- Leadership II
- Leadership III
- Health and Safety Officer

PA 207, “Michigan Fire Prevention Code”

The Michigan Fire Prevention Code can be found at the following link:

[http://www.legislature.mi.gov/\(S\(5mzqlo452uew2r552tia4p55\)\)/mileg.aspx?page=getObject&objectName=mcl-Act-207-of-1941](http://www.legislature.mi.gov/(S(5mzqlo452uew2r552tia4p55))/mileg.aspx?page=getObject&objectName=mcl-Act-207-of-1941)

or go to the following link and type “Fire Prevention” in the MCL key word search box:

[http://www.legislature.mi.gov/\(S\(5mzqlo452uew2r552tia4p55\)\)/mileg.aspx?page=home](http://www.legislature.mi.gov/(S(5mzqlo452uew2r552tia4p55))/mileg.aspx?page=home)

FFTD Regions

The most current FFTD Region Map listing the Region Coordinators and Training Coordinators can be found on the FFTD website at: www.michigan.gov/bfs click on the Fire Fighter Training Division link in the green box on the left, then scroll down to find the “FFTD Coverage Map”

Part 74. Fire Fighting

The most current LARA/MIOSHA Part 74. Fire Fighting standard can be found at the following link: http://www.michigan.gov/dleg/0,1607,7-154-11407_15368_23451---.00.html . Scroll down to find Part 74. Fire Fighting.

MFFTC General Rules (Instructor Classifications)

The applicable General Rules were approved on December 20, 2016. The rules can be found on the Bureau of Fire Services using the following link: http://www.michigan.gov/documents/lara/2011-004_LR_-_Fire_Fighter_Training_Council_-_Final_546565_7.pdf

**Americans with Disabilities Act
(ADA)
Reasonable Accommodations for
Protected Individuals**



Bureau of Fire Services LARA

Fire Fighter Training Division

Section: Instruction

Policy
No.: 2-3

Effective: 4/10/2002

Revised: 8/13/2003

AMERICANS WITH DISABILITIES ACT (ADA)

Administrative

This printing updates Policy 2-3, Americans With Disabilities Act (ADA), which was established April 10, 2002.

Scope

This policy establishes guidelines for compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Michigan Fire Fighters Training Council (MFFTC) is an equal opportunity institution. The MFFTC will not deny admission to an otherwise qualified candidate solely because of his or her disability. This policy will guarantee equal and fair treatment for all candidates regardless of disability in the following areas: Application process, training, testing, and discipline.

Purpose

The purpose of this policy is to insure compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1993.

Authority

1. The Rehabilitation Act of 1973: Prohibits discrimination on the basis of disability by the federal government, federal contractors, and by recipients of federal financial assistance.
2. The Americans with Disabilities Act of 1990: Prohibits discrimination against a qualified individual with a disability on the basis of the disability.
 - a. The Americans with Disabilities Act covers virtually all aspects of employment including: Job application procedures, hiring, advancement, discharge, compensation, job training, and all other terms and conditions and privileges of employment.
 - b. A public entity may not, directly or through contractual or other arrangements, utilize criteria or methods of administrative procedures that have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability; that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the public entity's program with respect to individuals with disabilities; or that perpetuate the discrimination of another public entity if both public entities are subject to common administrative control or are agencies of the same state.
 - c. A public entity shall not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered.

Definitions

1. Disability: With respect to an individual; a physical or mental impairment that substantially limits one or more of major life activities of such individual; or has a record of such an impairment; or regarded as having such an impairment. Individuals currently engaging in the illegal use of drugs are not covered by this policy.
2. Direct Threat: A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation. The determination that an individual poses a “direct threat” shall be based on an individual assessment of the individual’s present ability to perform the essential functions of the job. This assessment shall be based on a reasonable medical judgement that relies on the most current medical knowledge and/or on the best available objective evidence. In determining whether an individual would pose a direct threat, the factors to be considered include the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the imminence of potential harm.
3. ADA Coordinator: Appointed by the Executive Director of the MFFTC. The ADA Coordinator is responsible for coordinating the MFFTC ADA policy and ensuring ADA compliance. The ADA Coordinator’s role includes:
 - a. planning and coordinating overall compliance efforts
 - b. evaluating ADA requests and making recommendations to the Executive Director
 - c. serving as a resource to staff members, applicants and fire service representatives seeking information on ADA regulations
 - d. related ADA duties as assigned

While the ADA coordinator is given the responsibility for coordinating compliance efforts and ensuring that the MFFTC achieves compliance, the Executive Director retains final responsibility for compliance.

4. Essential Functions: The fundamental course objectives of the class the individual wishes to attend. The term “essential functions” does not include the marginal functions of the course. A course objective may be considered essential for any of several reasons including, but not limited to the following: the function may be essential because the reason the objective exists is to perform that function; the function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or the function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function. Evidence of whether a particular objective is essential includes, but is not limited to, the MFFTC’s judgement as to which functions are essential; and the consequences of not requiring the incumbent to perform the function.
5. Major Life Activities: Functions such as caring for oneself, performing manual tasks, walking, speaking, breathing, learning, and working.
6. Physical or Mental Impairment: Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, endocrine. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

7. Qualified Individual with a Disability: Individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the course/exam such individual desires to attend, and who, with or without reasonable accommodation, can perform the essential objectives of the course/exam.
8. Reasonable Accommodations: Reasonable accommodations may include, but are not limited to, appropriate adjustment or modifications of examinations, training equipment/materials, or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.
9. Retaliation or Coercion: No private or public entity shall discriminate against any individual because that individual has opposed any act or practice made unlawful by this policy or because that individual made a charge, or testified, assisted, or participated in any manner in an investigation, administrative inquiry, proceeding, or hearing under this policy.

No private or public entity shall coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual to exercise or enjoy of any right granted or protected by this policy.

10. Undue Hardship: Undue hardship means with respect to the provision of an accommodation, causes significant difficulty or expense to be incurred by a covered entity.

Confidentiality Statement

1. The Michigan Fire Fighters Training Council views all materials pertaining to a candidate's disability as confidential, and it does not become part of the candidate's permanent record. Any written material obtained by the MFFTC shall be used to verify the disability, determine if appropriate accommodations can be made, and document accommodations and contacts with the office.
2. The ADA Coordinator shall securely house disability documentation provided to the MFFTC in the MFFTC office. The MFFTC does not provide confidentiality for documentation given to another department or agency.
3. A candidate may request a copy of his or her disability documentation; however, the MFFTC will not forward documentation which originated with another institution or professional.
4. Affected staff and contractors shall be notified on a need to know basis when reasonable accommodations have been granted to a candidate. They do not have the right to view a candidate's disability-related information or discuss it with others.
5. A candidate may request to review the contents of his or her own file. This must be done with the ADA Coordinator present. All information in the file is the property of the MFFTC.
6. Candidate applications and related documentation for courses and/or exams will be kept on file for the current year plus three additional years from the date of final decision by the Executive Director of the MFFTC in the event of an appeal and then destroyed.

Candidate Procedures

1. The candidate may request a specific accommodation, but the candidate is not guaranteed to receive the accommodation of his or her choice. He or she is entitled to a reasonable accommodation, if one is available, and if the accommodation would not cause an undue hardship for the MFFTC or its programs.

2. Candidates with disabilities who are requesting accommodations to participate in Michigan Fire Fighters Training Council courses and/or exams must submit:
 - a. Exam Accommodation Request
 - 1) This form must be completed by the candidate.
 - b. Qualifying documentation as specified by the section, "Required Disability Documentation" of this policy.
3. Electronic copies of all forms and supporting documentation must be packaged together and received by the MFFTC at least 28 calendar days prior to the course start date, retest or challenge exam.
 - a. The Exam Request must be emailed to: LARA-BFS-SMOKE@michigan.gov

Required Disability Documentation

1. General Eligibility Requirements

- a. Candidates must provide the MFFTC with qualifying disability documentation verifying the nature and extent of the disability prior to receiving any accommodations. The ADA Coordinator is responsible for evaluating disability documentation and determining accommodation eligibility.
- b. Qualifying documentation must contain the dates of assessment, signatures, titles, and license/certification numbers of the diagnosing professionals, and be provided to the MFFTC by means of:
 - 1) Form FMD-271, "Special Accommodations, Professional Verification"
 - and/or
 - 2) Professional letterhead of the diagnosing professional
- c. Diagnoses of disabilities that do not contain the required information will not be used for determining eligibility for academic accommodations. The MFFTC reserves the right to request reassessment when questions arise regarding a previous assessment or previous service provision.

2. Specific Eligibility Requirements

a. Physical Disabilities - Required Documentation

The MFFTC will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists). Disability diagnosis categories include:

- 1) orthopedic disability
- 2) blind or visual impairment
- 3) deaf or hard-of-hearing
- 4) acquired brain injury
- and
- 5) other health-related/systemic disabilities

The diagnostic report must include:

- 1) clear disability diagnosis, including a clinical history that establishes the age of the applicant at the initial date of diagnosis, last contact with the applicant, and any secondary conditions that might be present

- 2) procedures used to diagnose the disability
- 3) description of any medical and/or behavioral symptoms associated with the disability
- 4) discussion of medications, dosage, frequency, and any adverse side effects attributable to their use
- 5) clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the applicant may require accommodations

and

- 6) recommendations for accommodations, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psychoeducational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

b. Specific Learning Disabilities - Required Documentation

The MFFTC will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate psychoeducational evaluations that are no more than three years old. The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An appropriate psychoeducational evaluation must include comprehensive measures in each of the following areas:

- 1) aptitude (The evaluation must contain a complete intellectual assessment, with all subtests and standard scores reported.)
- 2) academic achievement (The evaluation must contain a comprehensive achievement battery with all subtests and standard scores reported.) The test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.

and

- 3) information processing (The evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability.)

Examples of Measures

Aptitude

- a) Wechsler Adult Intelligence Scale
- b) Stanford-Binet, Fourth Edition
- c) Woodcock-Johnson III—Tests of Cognitive Abilities
- d) Kaufman Adolescent and Adult Intelligence Test

Achievement

- a) Wechsler Individual Achievement Test II (WIAT II)
- b) Woodcock-Johnson III—Tests of Achievement
- c) Stanford Test of Academic Skills (TASK)
- d) Scholastic Abilities Test for Adults (SATA)

Note: Screening tools such as the Wide Range Achievement Test (WRAT III) are not considered comprehensive measures of achievement and must be accompanied by a comprehensive measure such as one of those listed above. All instruments selected to measure these areas must be age appropriate.

Information Processing

- a) Subtests of the WAIS III
- b) Subtests on the Woodcock-Johnson III—Tests of Cognitive Abilities
- c) Wechsler Memory Scale III (WMS III)

Diagnostic Report

The diagnostic report must include the following information:

- a) diagnostic interview that addresses relevant historical information including age at initial diagnosis, past and current academic achievement, instructional foundation in area of diagnosis, past performance in areas of difficulty, and history and effectiveness of accommodations used in past educational settings
- b) list of all instruments used in the test battery
- c) discussion of test behavior and specific test results
- d) DSM IV diagnosis (include all five axes)

and

- e) diagnostic summary statement with the following information:
 - (1) clear statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as “appears,” “suggests,” or “probable” in the diagnostic summary statement do not support a conclusive diagnosis
 - (2) clear statement specifying the substantial limitations to one or more major life activities
 - (3) psychometric summary of scores

and

- (4) recommendations for accommodations, including rationale

Diagnoses of specific learning disabilities that do not contain psychoeducational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as Individualized Education Plans (IEP's) or 504 Plans are not adequate documentation; however, they can be included with the required evaluation report. The MFFTC reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

c. Attention Deficit Hyperactivity Disorder (ADHD) - Required Documentation

The MFFTC will accept current (no more than three years old) diagnoses of attention deficit hyperactivity disorder (ADHD) that are based on age-appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

Note: Reports that are not accompanied by a comprehensive psychoeducational evaluation will need to be updated annually.

The diagnostic report must include:

- 1) diagnostic interview addressing relevant historical information including: age at initial diagnosis; past and current academic achievement; evidence of behaviors that significantly impair functioning in two or more settings; discussion of medication; history and effectiveness of accommodations in past education settings; and, if no history of accommodations exists, rationale as to why they are essential at this time
- 2) procedures used to diagnose the disability (include a list of all instruments used in the assessment)
- 3) discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, please indicate the effect this may have had on performance
- 4) DSM-IV diagnosis (include all five axes)

and

- 5) diagnostic summary statement that includes the following information:
 - a) clear statement that ADHD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as “appears,” “suggests,” or “has problems with” in the diagnostic summary statement do not support a conclusive diagnosis
 - b) clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psychoeducational evaluation must be administered to document ability/achievement discrepancies.
 - c) recommendation regarding medications

and

- d) recommendations for accommodations, including rationale

d. Psychiatric Disabilities - Required Documentation

The MFFTC will accept current (no more than one year old) diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists, certified professional counselors, or licensed social workers).

The diagnostic report must include the following:

- 1) clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder, discussion of medications, review of past and current academic achievement, and history of disability accommodations and their effectiveness
- 2) procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable)
- 3) discussion of the assessment results
- 4) DSM-IV diagnosis (include all five axes)

- 5) diagnostic summary statement that includes the following:
 - a) clear statement that a disability does or does not exist. Terms such as “appears,” “probable,” and “suggests” in the diagnostic summary statement do not support a conclusive diagnosis.
 - b) clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psychoeducational evaluation must be administered to document ability/achievement discrepancies.
 - c) discussion of medications and their impact on academic functioning (e.g., concentration, attention, sedation)
 - d) recommendations for essential accommodations relative to the diagnosed disability, including rationale
 - e) duration for which these accommodations should be provided based on the current assessment

Note: Due to the changing nature of psychiatric disabilities, an updated narrative specifying diagnosis, medication, and current functional limitations is required annually.

BFS ADA Coordinator Procedures

1. The BFS ADA Coordinator will review the candidate’s disability and accommodation request on a case-by-case basis and will then make a determination of the candidate’s qualification for accommodation
2. The BFS ADA Coordinator will review the documentation received for the following:
 - a. ADA Accommodation Request Application
 - 1) Date received
 - 2) Candidate’s personal information
 - 3) Course and/or exam information
 - 4) Candidate’s signature
 - b. Qualifying documentation as specified by the section, “Required Disability Documentation” of this document
3. The BFS ADA Coordinator may consult with the Michigan Commission on Disability Concerns.
4. The BFS ADA Coordinator will review the course/exam objectives to determine if the requested accommodation can be allowed.
5. The BFS ADA Coordinator will determine:
 - a. The essential functions/objectives of the course
 - b. The appropriateness of the accommodation request
 - c. Accommodations
 - d. Facility requirements

6. The BFS ADA Coordinator will make a final determination.
7. The BFS ADA Coordinator will notify the candidate and appropriate MFFTC Region Coordinator in writing of the determination within 21 calendar days of receipt of the candidate application.
8. If an accommodation will be provided, the BFS ADA Coordinator will ensure that the following individuals are notified, as appropriate, of the accommodations and necessary facility requirements:
 - a. Region Coordinator
 - b. Training Coordinator
 - c. Instructor of Record
 - d. Course Manager
 - e. Test Proctor

**Structural
Live Fire
Training for Interior Attack**

Live Fire Training

Use of structural live fire training in Michigan Fire Fighters Training Council (MFFTC) sanctioned training programs is optional. Use of structural live fire training may be used at the discretion of the course instructor or sponsor. If structural live fire training is used in an MFFTC sanctioned training program, it must be conducted within the parameters of this policy. This policy requires live fire training to be conducted in an engineered burn building designed for repetitive burns, utilizing Class A combustible materials or gas fired systems.

All live fire training exercises conducted in structures by the Authority Having Jurisdiction (AHJ) shall be conducted within a structure specifically designed to conduct live fire training exercises on a repetitive basis (**ref. NFPA 1402, 2012 Edition and NFPA 1403, 2012 Edition**). The "authority having jurisdiction" is the organization, office, or individual responsible for "approving" equipment, an installation, or a procedure. The MFFTC shall not sponsor live fire training in structures which have not been specifically designed for this purpose (i.e., acquired buildings).

The following is the previous policy as reference:



Bureau of Fire Services LARA

Fire Fighter Training Division

Section 2: Instruction

Policy No.: 2-13

Effective: 11/07/1990

Revised: 08/13/2003

LIVE FIRE TRAINING FOR INTERIOR ATTACK (*STRUCTURAL*)

Administrative	This printing updates Policy 2-13, Live Fire Training For Interior Attack (<i>Structural</i>), which was last revised September 13, 1995.
Scope	Use of structural live fire training in Michigan Fire Fighters Training Council (MFFTC) sanctioned training programs is optional. Use of structural live fire training may be used at the discretion of the course instructor or sponsor. If structural live fire training is used in an MFFTC sanctioned training program, it must be conducted within the parameters of this policy. This policy requires live fire training to be conducted in an engineered burn building designed for repetitive burns, utilizing Class A combustible materials or gas fired systems.
Purpose	This policy delineates requirements for the training of structural fire fighters under live fire conditions and focuses on training for coordinated interior fire suppression operation and shall be managed by means of a documented incident command system.
Note	All live fire training exercises conducted in structures by the Authority Having Jurisdiction (AHJ) shall be conducted within a structure specifically designed to conduct live fire training exercises on a repetitive basis (ref. NFPA 1402, 2002 Edition and NFPA 1403, 2002 Edition). The "authority having jurisdiction" is the organization, office, or individual responsible for "approving" equipment, an installation, or a procedure. The MFFTC shall not sponsor live fire training in structures which have not been specifically designed for this purpose (i.e., acquired buildings).
General	Live fire training in an engineered burn building can be an excellent means of training fire fighters. Live fire training can provide high levels of realism. It obviously carries most of the hazards of interior firefighting. Live fire training evolutions must be planned and participants supervised by instructional personnel to ensure adequate levels of safety.

Student Prerequisites

1. The instructor in charge of an MFFTC approved course shall ensure that all participating students shall have achieved a minimum level of basic training.
 2. Students shall have received training prior to participating in live fire training evolutions which meet the performance objectives for Fighter I as outlined in Chapter 3, 3-2 through 3-5 of NFPA 1001, 2002 Edition, Standard for Fire Fighter Professional Qualifications:
 - a. Safety
 - b. Fire Behavior
 - c. Portable Extinguishers
 - d. Personal Protective Equipment
 - e. Ladders
 - f. Fire Hose, Appliances And Streams
 - g. Overhaul
 - h. Water Supply
 - i. Ventilation
 - j. Forcible Entry
 3. Students from other than the AHJ who received the required minimum basic training shall not participate in live fire training evolutions without presenting proper documentation from the AHJ documenting successful completion of the prescribed minimum training to the levels specified in Chapter 5, 5.1.1 OF NFPA 1403, 2002 Edition, Standard for Live Fire Training.
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Burn Building

1. Structural live fire training evolutions will be conducted in a building specifically designed for repetitive live fire training by the AHJ.
2. Exposures
 - a. Burn buildings shall be placed in an area so as not to pose a threat of fire spread to buildings, trees, brush, and surrounding vegetation.
 - b. Burn buildings shall be placed so that the spread of smoke will not hinder streets or highways, pedestrian traffic, or property adjacent to the burn building.
3. Preparation of Burn Building
 - a. Prior to a live fire training evolution, the burn building shall be visually inspected by the lead instructor and safety officer for damages and documented. Structural integrity of the building shall be evaluated and documented periodically, but at least annually by the AHJ.
 - b. Prior to every live fire training evolution, all doors, windows, window shutters, roof scuttles, automatic ventilators, mechanical equipment, lighting, manual or automatic sprinklers, and standpipes shall be checked and operated to ensure they operate correctly. All safety devices, such as thermometers, oxygen, toxic gas monitors, evacuation alarms, and emergency shut-down switches shall be checked prior to every live fire training evolution to ensure they operate correctly.

- c. Upon completion of a live fire evolution and before continuing further operations, the burn building shall be cleared of debris which hinders the access or egress and safety of fire fighters. Structural integrity of the building shall be evaluated and documented periodically, but at least annually by the AHJ.
- 4. Water supply
 - a. Water supply for the live fire evolution shall be based on the extent of the evolution.
 - b. Water supply and delivery for the live fire training evolution shall meet the criteria identified in NFPA 1142, 2001 Edition, Standard on Water Supplies for Suburban and Rural Fire Fighting.
 - c. Two water sources shall be utilized for supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time (i.e., drop tank, second pumping apparatus, hydrant, or portable pump).
 - 5. Vehicle parking/staging
 - a. Fire apparatus utilized in fire ground operation will be parked so as not to interfere with fire ground operations.
 - b. Additional fire apparatus, Emergency Medical Services vehicles, and extra vehicles standing by during fire ground operations will be staged in an area so as not to interfere with fire ground operations.
 - 6. Pre-burn briefing session
 - a. A pre-burn briefing session for staff and students shall be conducted before conducting live fire evolutions.
 - b. Crew assignments will be made and all tasks to be performed during the evolution shall be discussed.
 - c. The pre-burn briefing shall include a diagram of interior rooms, hallway, and exterior openings.
 - d. A walk-through of the structure shall be made to familiarize students, instructors, and safety officer(s) with the layout of the building and the evacuation plan of the building.
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Fuel Materials

- 1. Only Class A materials, natural gas, and/or propane gas may be used.
- 2. Pressure-treated wood, rubber, plastic materials, and flammable liquids shall not be used.
- 3. When utilizing a propane or natural gas fueled fire system, the AHJ shall incorporate emergency shutdown switches and other electronic devices to monitor burn evolutions to provide an increased level of safety.

Safety

1. A safety officer shall be appointed for all live fire training evolutions in accordance with NFPA 1403, 2002 Edition - Safety Officer. (A "safety officer" is an individual qualified by the AHJ to maintain a safe working environment at all live fire training evolutions.)
2. Responsibilities of the safety officer shall include but not be limited to:
 - a. Preventing and eliminating unsafe acts.
 - b. Preventing and eliminating unsafe conditions
 - c. Providing for the safety of all personnel on site, including students, instructors, visitors, and spectators.
3. The safety officer for the live fire evolution shall have the authority, regardless of rank, to intervene and terminate the operation when, in his or her judgment, a potential or actual danger, accident, or unsafe condition exists.
4. Safety officers shall not be assigned other duties.
5. Safety requirements:
 - a. Prior to each evolution, the instructor-in-charge of the live fire training evolution shall determine how many training attack lines and backup lines will be necessary.
 - b. Each fire attack crew will have a student-to-instructor ratio of not more than 5:1.
 - c. One instructor will be assigned to each "backup line."
 - d. One instructor will be assigned to each functional assignment (i.e., ventilation, ladders, etc.).
 - e. Additional safety personnel may be assigned by the safety officer to monitor operations within the structure to prevent any unplanned or threatening situation or condition.
 - f. Fire ground communications shall be established to allow coordination among the incident commander, the interior and exterior functional assignments, the safety officer, and external requests for assistance.
 - g. An evacuation plan for the building shall be established and an evacuation signal shall be demonstrated to all participants prior to the live fire training evolution.
 - h. The instructor in charge shall provide a person certified in CPR and first aid and/or licensed by Michigan Department of Consumer and Industry Services (MDCIS) as a Medical First Responder (M.F.R), Emergency Medical Technician (E.M.T.), Emergency Medical Technician-Specialist (E.M.T.-S), or Emergency Medical Technician-Paramedic (E.M.T.-P).
 - i. One instructor shall be designated as the "ignition officer" to control the materials being burned. The ignition officer shall wear personal

protective equipment in accordance with MIOSHA Part #74, and a charged hose line shall accompany the ignition officer at all times when performing this function.

Exception: When using a gas-fired system, if the ignition officer is using a remote igniter from an enclosed protected room designed for such purpose, it is not required that a charged hose line accompany the ignition officer.

- j. The instructor-in-charge, in coordination with the safety officer, shall give the order to ignite the training fire. The ignition officer shall ignite the training fire under the direct supervision of the safety officer.
 - k. Prior to ignition, the ignition officer and safety officer shall make a walk-through of the training center burn building to ensure that no unauthorized persons, animals, or objects that could injure fire fighters are in the building.
 - l. No person(s) shall play the role of a victim during a live fire training evolution.
6. All instructors, safety personnel, and students shall wear protective clothing and equipment that meet the requirements of MDCIS, Part 74, Fire Fighting. Prior to entry into a live fire training evolution, the safety officer shall inspect all personnel to make sure that protective clothing and equipment is being worn properly and is in serviceable condition.
7. Instructors, safety personnel, and students participating in a live fire evolution shall breathe from an SCBA air supply whenever one or more of the following conditions exist:
- a. Operating in an atmosphere that is suspected of being or may become oxygen deficient or contaminated by products of combustion or both.
 - b. Operating below ground level.
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Record Keeping

1. The AHJ shall maintain records of all live fire training evolutions in accordance with AHJ requirements and may be audited upon request by the MFFTC Executive Director or designee.
 2. Recommended documentation may include:
 - a. An accounting of the activities conducted.
 - b. A listing of instructors present and their assignments.
 - c. A listing of all other participants and their assignments.
 - d. Documentation of unusual conditions encountered.
 - e. Any injuries incurred and treatment rendered.
 - f. Any changes or deterioration of the structure.
 - g. Documentation of the condition of the premises and adjacent area at the conclusion of the training exercise.
 - h. Any other documentation as required by law.
 3. After completing a live fire training evolution, a post-training critique session, complete with documentation, shall be conducted to evaluate student performance and to reinforce the learning experience of all participants.
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