STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

# Memorandum

**DATE:** March 25, 2019

**TO:** Instructor I and Instructor II Instructors

**FROM:** Kevin J. Sehlmeyer, State Fire Marshal/Director

**SUBJECT:** Instructor Practical Exam Rubric

Please be advised that the instructor practical exam rubric for the Instructor Evaluation form (BFS-219) was updated on February 20, 2019 based on comments received from training coordinators instructors and even from student complaints.

By developing the instructor practical exam rubric, the Bureau of Fire Services, Fire Fighter Training Division's intent was to assist training coordinators in providing a consistent approach to the evaluation and scoring of Instructor I and II students. As such, the instructor practical exam rubric is to be used only by training coordinators who are proctoring the final examination for Instructor I and Instructor II courses.

It's been brought to our attention that some Instructor I and Instructor II students have received a copy of the instructor practical evaluation rubric. Giving the students this rubric is equivalent to giving the Firefighter I and II students the state exam practical sheets for use as a study guide.

***Giving the instructor practical evaluation rubric to the students will cease and desist immediately.***

The presentation of the curriculum, your supporting lectures of the chapters, and your role modeling in the classroom must cover what is expected of a student to provide a presentation to pass the instructor practical exam.

Thank you for your cooperation. If you have any questions, please contact your region coordinator.

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