



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

June 26, 2017

Dear Training Coordinators,

The Department of Licensing and Regulatory Affairs, Bureau of Fire Services is asking if you would like to continue to be a Training Coordinator (TC) for the Fire Fighter Training Division (FFTD) for FY18. TCs are contract employees with the State of Michigan, hired to administer Firefighter I and II, Fire Instructor examinations and provide instructor evaluations.

In order for a TC to perform his/her job, he/she must have a strong understanding of the topics being tested/evaluated. In addition, the TC applicant must:

- Have ten years of fire service experience.
- Be certified at the Fire Fighter II level.
- Currently be certified as an instructor (Instructor I preferred). **Note:** Those registered only as a department Training Officer shall not be deemed to meet this certification requirement.
- Have and maintain an internet connection and email address.
- Possess and *maintain* a valid driver's license.
- Be flexible in their availability to perform the duties of a TC.
- Agree to follow all FFTD procedures and policies.

Waiver of requirements may be granted on a case by case basis. The State Fire Marshal will determine if a waiver should be authorized and shall document why the waiver was granted.

We are looking ahead at the TC contracts for FY18 and I want to share some changes that will be implemented in the upcoming year. We will be going to an electronic testing platform and will need the TC's to be comfortable with computers and willing to learn to use an on-line testing platform. We will require each TC to become certified as an Instructor I by September 30, 2018.

The BFS will be conducting an interview to interact with our current TC's. During the interview, the applicant will be asked to give a 30 minute presentation (topic to be announced) followed by a question and answer session. Interviews will be held mid-August. To reapply, please submit your resume to your Region Coordinator by July 21, 2017.

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I hope that you will seek to continue your TC duties.

Respectfully,

Kevin J. Sehmeyer
State Fire Marshal/Director