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STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

# Memorandum

**DATE:** December 11, 2019  
**TO:** Michigan's Fire Service  
**FROM:** Kevin J. Sehlmeier, State Fire Marshal/Director  
**SUBJECT:** Probationary Associate Fire Instructor Changes

Please be advised that on June 11, 2019, the Michigan Fire Fighters Training Council passed the following motion effecting probationary associate instructors:

**19-6-06**

A **MOTION** was made by **Councilperson Janik** that no additional probationary associate instructor will be approved after October 1, 2019. Further, the probationary associate instructor must be approved as a certified associate instructor by September 30, 2021. **Councilperson Blomstrom** seconded the motion. **MOTION CARRIED.**

Please note: Applications that were received prior to October 1, 2019 will still be reviewed and processed for probationary status provided the requirements for the associate instructor level have been met by the applicant.

Approved probationary associate instructors will have until September 30, 2021 to complete their required mentoring hours and be evaluated by a training coordinator assigned by a Bureau of Fire Services' region coordinator.

The training coordinator must be scheduled for a final evaluation (BFS-219 Instructor Evaluation) and the evaluation must be completed and received at the BFS by September 30, 2021. Any associate instructor application received after October 1, 2021 will not be processed.

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

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