



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: January 19, 2023
TO: Fire Officer Course Instructors
FROM: Kevin J. Sehlmeier, State Fire Marshal/Director
SUBJECT: Syllabus Update – Student Attendance and Completion Requirements

The syllabus for your course(s) has been updated to match the fire officer instructor manual. The change to the syllabus now outlines the student attendance requirements. The document has been updated to read:

You are required to participate in a minimum of 90% of the lecture sessions and complete 100% of all weekly assignments ultimately completing all JPRs to be eligible to take the certification examination.

This information was in the Fire Officer I and Fire Officer II manual and is now included in the syllabus, so the students are also aware of the attendance and completion requirements.

If you have any questions, please contact your region training chief:

Dan Hammerberg
Region 1 Training Chief
Phone: 906-399-4399
Email: hammerbergd@michigan.gov

Aileen Pettinger
Region 2 Training Chief
Phone: 313-573-7176
Email: pettingera1@michigan.gov