STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

Memorandum

DATE: October 1, 2023

TO: MFFTC Certified Fire Instructors

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

SUBJECT: Acknowledgement of the Certified Fire Instructor Annual Memorandum of Understanding (MOU)

Annually, on October 1st every certified Michigan fire service instructor is required to acknowledge acceptance of the annual Memorandum of Understanding (MOU). Failure to acknowledge and accept the MOU annually by logging into your SMOKE account before the December 1st deadline will result in your Instructor/Course Manager User Role being end-dated automatically on December 1st. The automatic Instructor/Course Manager User Role end dating in SMOKE is a new automated function and will occur if you do not acknowledge your annual MOU in your SMOKE account between October 1st and November 30th each year.

Failure to log into SMOKE and acknowledge the annual MOU will prevent you from performing the duties and privileges of an Instructor/Course Manager for all MFFTC courses after December 1st.

Once your Instructor/Course Manager User Role has been end-dated due to your lack of acknowledgment of the MOU by December 1st, you will need to seek reinstatement. Your reinstatement letter must meet the following.

Submit a formal business letter, addressed to the State Fire Marshal:

- Letter must be on letterhead (department or personal)
- Letter must be neat, free of spelling errors, grammatically correct and formatted correctly.
- Letter must explain/justify why the annual MOU was not signed within the two (2) months allotted.
- Letter must be signed and dated.
- Letter must be submitted in DOC or PDF format to LARA-BFS-Smoke@michigan.gov.

Failure to professionally meet any of these requirements in the letter to the State Fire Marshal will result in a delay of the reinstatement of your Instructor/Course Manager User Role and your ability to teach MFFTC courses.

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

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