STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: January 27, 2023

TO: Michigan Fire Service

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

SUBJECT: SMOKE Enhancements for Fire Officer I-III and Fire Instructor 2 Certification Processes

The Bureau of Fire Services continues to improve the automation and user-experience in SMOKE. As these improvements are made, we must also make users aware of these changes and provide them with instructions to use these improvements.

Exam Eligible Approval Letter for Fire Officer I-III Courses:

To streamline the certification examination process, we recently implemented a process by which a student who has successfully completed all the requirements for any Fire Officer I-III course receives an approval letter (or exam eligible letter) to take the appropriate certification examination. The student must provide this approval letter to the training coordinator at the exam site to be allowed to take the certification exam.

For your reference, instructions are attached for instructors/course managers and students for the exam eligible approval process in SMOKE.

Electronic Certified Fire Instructor 2 Application Process:

We have also automated the application process to become a Certified Fire Instructor 2 after successfully completing the NFPA 1041 Instructor II course or receiving reciprocity.

For your reference, instructions are attached for the electronic Certified Fire Instructor 2 application process in SMOKE.

If you have any questions regarding these changes, 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

Attachments:

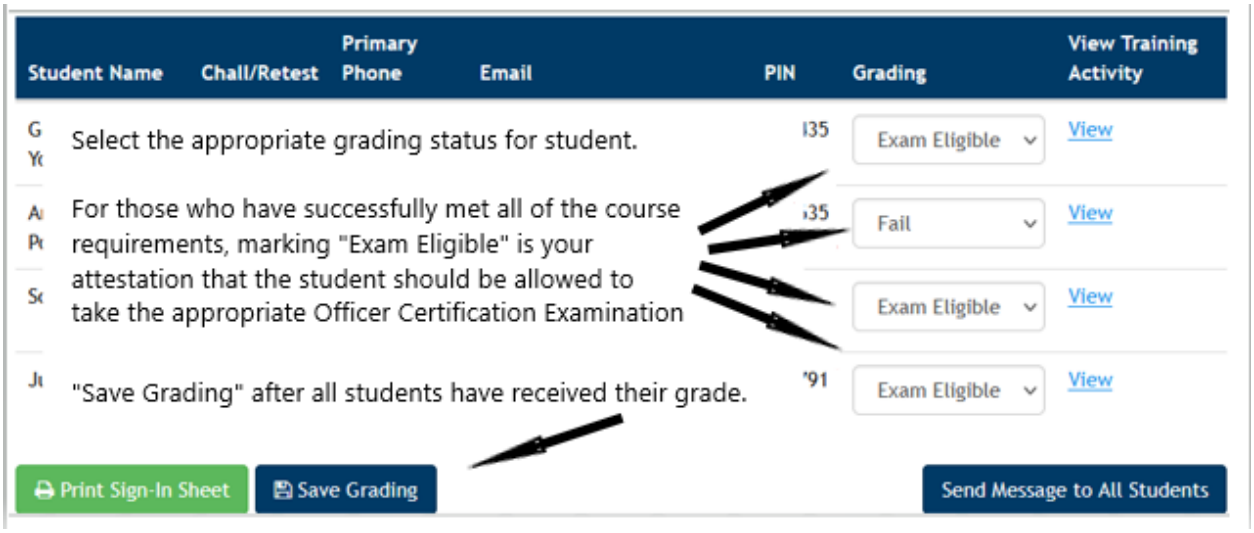
1. Instructions - FOI-III Certification Exam Approval Letter in SMOKE (Rev. 1-23-23)
2. Instructions - Electronic Certified Instructor 2 Applications (Rev. 1-26-23)

Fire Officer I/II/III Certification Exam Approval Letter Applications

SMOKE provides the approval letters to take a certification examination to applicants who have successfully completed all requirements of the fire officer course they have taken and have been marked in SMOKE as “Exam Eligible” by the Instructor/Course Manager. This approval letter must be requested through SMOKE and submitted at the examination site to the Training Coordinator proctoring the exam to be allowed to take the certification examination. Below are the instructions for Instructor/Course Managers and Students/Applicants.

<u>For Instructor/Course Managers:</u>

At the completion of an officer course, the Instructor/Course Manager shall go to Roster and Grading in SMOKE. Once on their course they will select “Exam Eligible” in the grading column for all students who successfully met the course requirements. Students not meeting all course requirements shall be given the “Fail” grade because they did not successfully complete the JPR requirements. After all students are graded the Instructor/Course Manager will select “Save Grading” at the bottom of the page.



Fire Officer I/II/III Certification Exam Approval Letter Applications

For the Students/Applicants:

At the completion of an officer course and after the Instructor/Course Manager has marked the appropriate student grades in SMOKE, the students who completed all course requirements and received a grade of "Exam Eligible" may apply for an exam eligibility letter by following the steps below.

In your SMOKE Profile, click on the ***Applications*** tab.

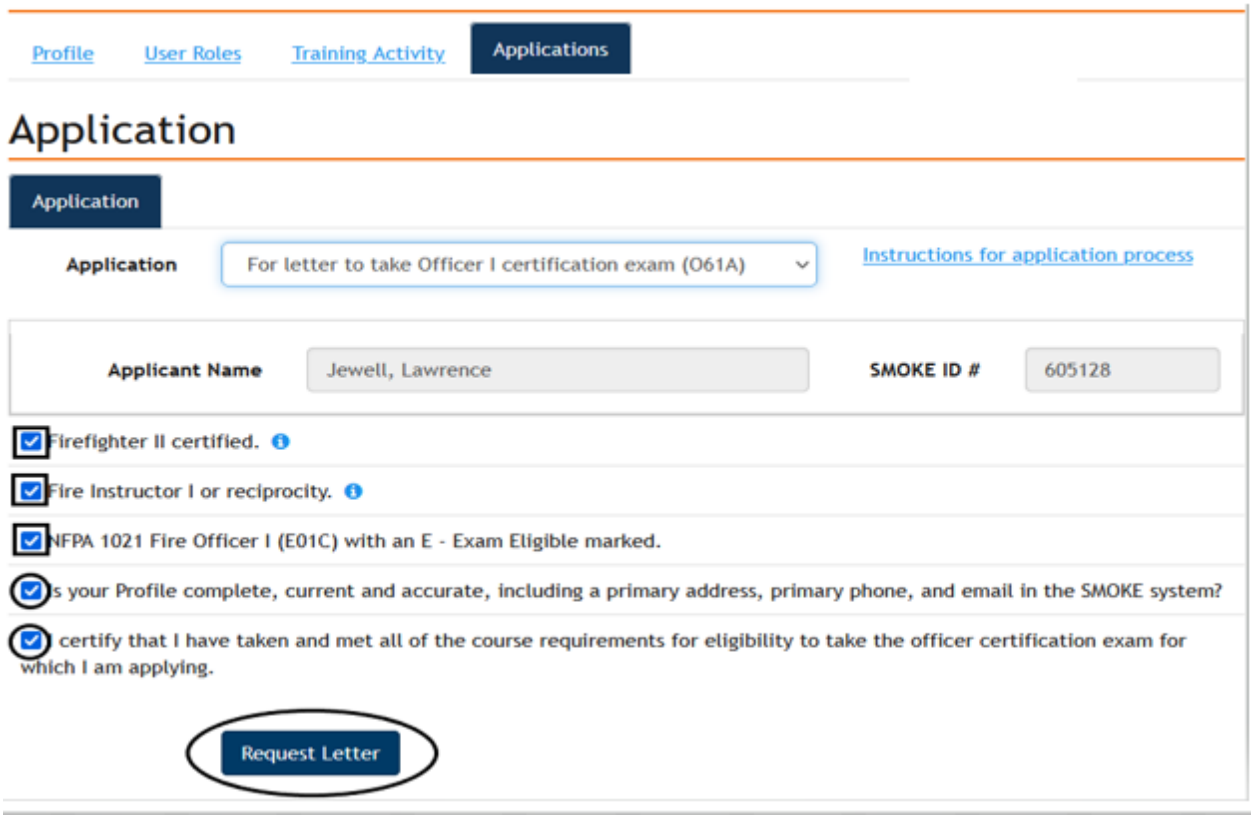
- Select the appropriate approval letter sought (ex. ***For Letter to take Officer I Certification exam (O61A))*** from the pull-down menu located mid-page.
- SMOKE will check your eligibility against the requirements for taking the certification exam. The first three boxes will autocomplete if you meet the requirements based on the user's SMOKE records. These boxes are boxed-in on the screen shot below.
- The last two (2) boxes are for the applicant to attest/check. These boxes are encircled on the screen shot below.
- Once all the boxes are checked, a ***Request Letter*** button appears and must be clicked. It may take a few moments. Please do not click more than once.

NOTE: If all boxes are not checked, but you believe they should be, follow the on-screen instructions.

After a short process time:

- SMOKE returns a success message at the top of the applicant's profile screen.
- An email is sent with the approval letter attached along with instructions to follow.

The below image is for visual reference only.



Certified Fire Instructor 2 Applications

SMOKE has been enhanced and can now process and approve, by the State Fire Marshal's proxy, instructor applicants who have completed the current **NFPA 1041 Instructor II (H08B)** course (or have either H08R or H08V reciprocity). This improvement is intended to eliminate the need for those who have passed the written and practical exams for the H08B course (or received reciprocity) to apply on paper with the Bureau of Fire Services (BFS) for **Certified Fire Instructor 2** status. This SMOKE enhancement allows you to complete the ***BFS-211 Instructor II Application Form*** using an electronic application in SMOKE.

NOTE: Some applicants must still apply by paper, but those are less common. See the **Paper Applicants** list and instructions below.

Instructions

In your SMOKE Profile, click on the ***Applications*** tab.

- Select ***Certified Fire Instructor 2 (BFS-211 Form)*** from the pull-down menu located mid-page.
- SMOKE will check the boxes of all that apply based on the user's SMOKE records.
- The last four (4) items are for you to attest/check.
- Once all the boxes are checked, a ***Submit Application*** button appears and may be clicked. It may take a few moments. Please do not click more than once.

NOTE: If all boxes are not checked, but you believe they should be, follow the on-screen or the below ***Paper Applicants*** instructions.

After a short process time:

- SMOKE should return to the top of the applicant's profile screen.
- Your credentials are upgraded accordingly.
- You will receive an email with attachments and instructions (please follow).
- You can print your new certificate.

Paper Applicants

If SMOKE does not check all the expected boxes, please complete and submit a ***BFS-211 Instructor II Application Form***. This form is available on the Fire Fighter Training Division website.

Rev. 1/26/23