STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: April 2, 2019

TO: Training Coordinators

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

SUBJECT: Training Coordinator Updates

The following are a few updates concerning firefighter training and your role as a training coordinator:

- **Staffing Update:** Please be advised that Cathy Carson is no longer with the Bureau of Fire Services. Until Cathy's position is filled, T.J. Richardson will be shipping and scanning exams.

- **Exam Requests:** With Cathy's departure, please send your exam requests to the appropriate region coordinator at least six (6) weeks in advance to help ensure timely shipping and receipt of your exam packets. Please remember that Procedure 09-07 was changed last year (revision date 4/19/18) requiring the training coordinator to contact the course manager to confirm the number of exams needed eight (8) weeks in advance.

- **Exam Inventory:**

    a) Please inventory your current supply of exams, scantron forms, etc. to ensure you have the materials needed for upcoming exams. Contact your region coordinator if additional materials are needed.

    b) All exams from 2018 should be ***removed from your inventory and destroyed*** as they are no longer current. Note: The exam code on 2018 exams start with the number 18. The exam code for 2019 exams start with the number 19.

- **Flash Drives:** New flash (usb) drives with the master 2019 exams have been shipped to each training coordinator. The password for the flash drive is **Fire2019!**. Upon receipt, please confirm via email to the lara-bfs-smoke@michigan.gov inbox that you have received the new flash drive. Please

also return the old flash drive to the Bureau of Fire Services by mail with your next exam packet to be scanned.

- **Computer-based Testing:** The computer-based testing process is still being reviewed and finalized. The bureau will be sending out computer-based testing instructions in the next 30-45 days. If you have an upcoming exam that may be conducted electronically (refer to the list below), please contact your region coordinator as we are able to import the computer-based exams for each course.

  The following exams may be conducted electronically (computer-based):
  - Fire Fighter I/Hazmat Ops
  - Fire Fighter II
  - Fire Fighter I & II/Hazmat Ops
  - Hazardous Materials Operations
  - Fire Instructor I
  - Fire Instructor II

  Please note: The students requiring ADA accommodations will continue to take a paper-based exam, even if the rest of the class is taking a computer-based exam. Each student with a reader will require a separate room.

As always, thank you for your cooperation and for all that you do for the Michigan fire service on behalf of the Bureau of Fire Services. If you have any questions, please contact your region coordinator.

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