Department of Licensing & Regulatory Affairs

Bureau of Fire Services
State Fire Marshal Bulletin - 20

Requirements for MFFTC Course Participants

This State Fire Marshal Bulletin is issued to provide guidance and outlines clear expectations for all participants in Michigan Fire Fighters Training Council (MFFTC) certification courses, MFFTC-approved curriculum courses, and MFFTC-approved Q courses.

This Bulletin applies to all MFFTC-approved courses, regardless of whether they are funded by Fireworks Safety Fee funds or not.

Prohibited Conduct

All Participants of MFFTC-approved courses ***must not:***

- Discriminate against any individual or group based on race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

- Create a hostile learning environment toward other MFFTC course participants.

- Foster or create a hostile learning environment toward the instructors, assistant instructors, or subject matter experts who teach, support, or assist with an MFFTC course.

- Violate any provisions of Public Act 291.

- Attend under the influence of alcohol, cannabis, illegal drugs, or any substance that may create impairment while participating in an MFFTC course.

- Violate any rules, policies, directives, or bulletins issued by the Bureau of Fire Services (BFS).

- Sign-up to participate in an MFFTC certification course if the participant does not meet the minimum requirements for that specific course.

For additional information or questions, contact the Bureau of Fire Services at 517-241-8847.
Please be advised that State Fire Marshal Bulletins must not be redistributed under any other name.

Rev. 01-2025

- Make any materially untrue statements when completing course assignments.

- Falsify or misrepresent attendance by signing a course roster for another participant.

- Use unauthorized electronic devices during an MFFTC certification exam, including but not limited to personal computers, tablets, cell phones, ear buds, or watches.

- Disclose or share MFFTC certification examination material in any format, such as electronically, verbally, or in writing.

Required Conduct

All Participants of MFFTC-approved courses ***must:***

- Follow and meet the DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS FIREFIGHTERS TRAINING COUNCIL GENERAL RULES (By authority conferred on the firefighters training council by section 16 of the firefighters training council act, 1966 PA 291, MCL 29.376, and Executive Reorganization Order Nos. 1997-2, 2003-1, and 2011-4, MCL 29.451, 445.2011, and 445.2030).

- Conduct themselves in a professional manner throughout the duration of the course in which they are participating.

- Maintain a current email address and phone number in their SMOKE System account.

- Follow the adopted or approved MFFTC course curriculum provided by the course manager.

- Follow the MFFTC course syllabus or course schedule provided by the course manager.

- Complete all MFFTC course assignments and quizzes using the Online Learning Platform.

- Meet all the MFFTC course attendance requirements.

- Satisfactorily complete all written and practical Job Performance Requirements (JPRs) to achieve “Exam Eligible” status for the MFFTC certification course prior to attending an MFFTC certification exam.

Disciplinary Process

Failure to comply with State Fire Marshal Bulletin - 20 may result in an investigation and formal disciplinary hearing with the MFFTC:

Rule 10a. Firefighters Training Council General Rules

(1) Pursuant to section 11a of the act, MCL 29.371a, the state fire marshal shall initiate the disciplinary process, which may include suspension or revocation of one or more classification certifications issued to an individual.

(2) Upon the bureau receiving notification that an individual has violated the act or one or more of the rules, the State Fire Marshal shall direct bureau staff or a State Fire Marshal designee to investigate the allegation(s). This investigation shall include interviews with the individual who made the allegation, any witnesses who may support or refute the allegation(s), and the individual accused of impropriety.

(3) Upon completion of the investigation, a final report shall be submitted to the State Fire Marshal. If the allegations are substantiated, the State Fire Marshal shall add the disciplinary matter to the agenda for the next scheduled council meeting for official action.