Department of Licensing and Regulatory Affairs

Bureau of Fire Services
State Fire Marshal Bulletin - 21

Requirements for Course Managers, Fire Instructors, and Assistant Fire Instructors

This State Fire Marshal Bulletin provides guidance and clear expectations for all course managers, fire instructors, assistant fire instructors, and others who coordinate, facilitate, instruct, or provide support during 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 course managers, certified fire instructors, assistant instructors, subject matter experts, and others providing instruction or supporting an MFFTC-approved course ***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.

- Foster or allow a hostile learning environment toward participants by fellow participants, fire instructors, assistant fire instructors, subject matter experts, or others that teach, support, or assist with MFFTC courses.

- Foster or allow a hostile teaching environment toward fellow instructors, assistant instructors, subject matter experts, or others that teach, support, or assist with MFFTC courses.

- Violate any provisions of Public Act 291.

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.

- Be under the influence of alcohol, cannabis, illegal drugs, or any substance that may create impairment while instructing, assisting, or supporting MFFTC courses.

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

- Make any materially untrue statements when completing course paperwork, validating course rosters, or issuing an attestation during a certification course that a participant has satisfactorily met all the JPRs for each certification course in the SMOKE System.

- Allow a participant into an MFFTC Certification course if the participant does not meet the minimum requirements to participate in that specific course.

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

Required Conduct

All Course Managers, Certified Fire Instructors, Assistant Instructors, or Subject Matter Experts providing instruction or supporting an MFFTC-approved course ***will:***

- 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 involved.

- Annually acknowledge the *Certified Instructor Memorandum of Understanding (MOU)* between October 1st and December 1st of each year in the SMOKE system.

- Maintain compliance with all fire instructor continuing education requirements in R 29.418.

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

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- Follow the adopted or approved course curriculum.

- Follow the course syllabus or course schedule.

- Follow the specific certification course instructor manual.

    - ***Close out the final course paperwork within 10 days of the last date the course*** met by completing the electronic process in SMOKE for a:

        - MFFTC certification courses
        - MFFTC-approved curriculum courses
        - MFFTC-approved Q Courses

Disciplinary Process

Failure to comply with State Fire Marshal Bulletin - 21 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.