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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

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DIRECTOR

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SMOKE Enhancement

For Probationary / Certified Fire Instructor 1 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 I (H07C)** course (or older **H07B plus H04A MFFTC Instructor Orientation** combination). This improvement is intended to eliminate the need for those who have passed the written and practical exams for the H07C (or H07A+H04A combination) courses to apply on paper with the Bureau of Fire Services (BFS) for **Probationary Instructor 1** or **Certified Fire Instructor 1** status. This SMOKE enhancement allows you to complete the **BFS-209 Instructor Application Form** using an electronic application in SMOKE.

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

Short instructions

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

- Select either **Probationary Instructor 1 (BFS-209 Form)** or **Certified Fire Instructor 1 (BFS-209 Form)** from the pull-down menu located mid-page.
- SMOKE will check the boxes of all that applies based on the user's SMOKE records.
- **Probationary Instructor 1:** The last two (2) boxes 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.
- **Certified Fire Instructor 1:** The last box is for the applicant to check then **Save Application as submitting the BFS-253 Probationary Instructor Mentoring** form. The second to last box will be checked when BFS staff have received and validated the applicants **BFS-253** form. **NOTE:** The applicant or BFS staff can **Save Application** while awaiting the other party to complete process.

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

End Short Instructions

Full application instructions with illustrations begin on next page.

INSTRUCTOR APPLICATION (BFS-209 Form) Full Instructions

Upon selecting the ***Applications*** tab in your SMOKE Profile, you should select from the pull-down menu either:

- Probationary Instructor 1 (BFS-209 Form)
- Certified Fire Instructor 1 (BFS-209 Form)

If Probationary Instructor 1 (BFS-209 Form) is selected:

- SMOKE will review your SMOKE training records and populate all the boxes for all that apply on the form.
- If you have all the credentials required you will check the two (2) user-checked boxes, if true.
- The instruction message at the bottom of the page will change to a ***Submit Application*** button.
- You are now vetted as a Probationary Instructor 1.
- Now select the ***Submit Application*** button. (be patient, this takes a moment, do not click more than once).
- An approval email along with next-step information will be emailed to your email address on file in SMOKE.
- Once credentials to instruct at this level have been activated in SMOKE, your certificate is now available in SMOKE to print.

See images (next page)

Application

Application

Application

Applicant Name SMOKE ID #

Do you have 36 months of fire service experience? SMOKE will check the first four (4) boxes based upon credentials in your profile. Application cannot be submitted until ALL credentials are verified in your profile and boxes are checked.

Are you Firefighter II certified (or old 240 hour program)? If you believe something is incorrect, see instructions below. *

Have you successfully completed the 40 hour NFPA 1041 Instructor I Course within the past 60 months?

Have you completed the FFD Instructor Orientation Course on or after 2009? (This is not needed if the Instructor I (H07C) course was taken). Applicant understands, agrees, attests and certifies before checking these two boxes themselves.

Is your Profile complete, current and accurate, including a primary address, primary phone, and email in the SMOKE system?

I certify I will comply with the policies and procedures governing fire training set forth by the Michigan Fire Fighter Training Council and the Bureau of Fire Services Fire Fighter Training Division as outlined in the Instructor Guide and Administrative Manual. I further certify that I did not start my mentoring prior to receiving my probationary status approval letter from the state fire marshal. I attest that I have not been convicted of a felony.

***You have not completed all the requirements to submit this application. If you have confirmed that all your credentials/certificates to apply for Probationary Instructor 1 exist, but SMOKE is not reporting such, please complete and submit a [BFS-209 Instructor Application](#) form.**

Once all the credentials are checked, the **Submit Application** button should be selected.

- Have you completed the FFD Instructor Orientation Course on or after 2009? (This is not needed if the Instructor I (H07C) course was taken).
- Is your Profile complete, current and accurate, including a primary address, primary phone, and email in the SMOKE system?
- I certify I will comply with the policies and procedures governing fire training set forth by the Michigan Fire Fighter Training Council and the Bureau of Fire Services Fire Fighter Training Division as outlined in the Instructor Guide and Administrative Manual. I further certify that I did not start my mentoring prior to receiving my probationary status approval letter from the state fire marshal. I attest that I have not been convicted of a felony.

← When ALL six (6) boxes are check, the submit button appears.

Upon successful completion, SMOKE returns to the Profile page.

Application Submitted Successfully and you have been approved. You may print your certificate in your Training Activity list. ×

John Doe (DoeJohn@fake.com)

If Certified Fire Instructor 1 (BFS-209 Form) is selected

- SMOKE will review your training records and check boxes for all credentials that apply on the form.
- Once all credentials are acquired, and you have sent in your **BFS-253 Mentoring Form** to the BFS by email, you can check the one user-checked box, if true, and click **Save Application**.
- Once BFS Staff validates the submitted **BFS-253 Form** we will check the box and click the **Submit Application** button to finish the application process.
- Note: BFS Staff or Applicant can **Save Application** for later completion by either party.
- Once BFS Staff confirms your BFS-253 form you will receive an approval email along with information to your email address on file in SMOKE.
- Once you receive the email, you will have the credentials to instruct at this level and the certificate is now available in SMOKE to print.

See images

Application

Application: Certified Fire Instructor 1 (BFS-209 Form)

Applicant Name: Doe, John

SMOKE ID #: 123456

Are you currently an active Probationary Instructor? (expires two (2) years from Start Date).

Do you have 36 months of fire service experience? *SMOKE will check the first five (5) boxes based upon data in your profile. Application cannot be processed until ALL boxes are checked.*

Are you Firefighter II certified (or old 240 hour program)? *If you believe something is incorrect, please see instructions below**

Have you successfully completed the 40 hour NFPA 1041 Instructor I Course (within the past 60 months)?

Have you completed the FFD Instructor Orientation Course on or after 2009? (This is not needed if the Instructor I (H07C) course was taken). *When BFS Staff validates your BFS-253 Form, we will check this box and Submit Application to finish the process*

BFS-253 Probationary Instructor Mentoring Form completed, submitted and approved by BFS. *When you submit your BFS-253 Form, click this box (if true and understood) and then Save Application*

I certify I will comply with the policies and procedures governing fire training set forth by the Michigan Fire Fighter Training Council and the Bureau of Fire Services Fire Fighter Training Division as outlined in the Instructor Guide and Administrative Manual. I further certify that I did not start my mentoring prior to receiving my probationary status approval letter from the state fire marshal. I attest that I have not been convicted of a felony.

***You have not completed all the requirements to submit this application. If you have confirmed that all your credentials/certificates to apply for Certified Fire Instructor 1 exist, but SMOKE is not reporting such, please complete and submit a [BFS-209 Instructor Application](#) form.**

Save Application

Once all your boxes are checked off and the **Save Application** has been selected the following message appears.

Application has been saved.

Alternate Order Method

If BFS Staff receives and validates your **BFS-253 Mentoring Form** before you have checked the final “certification/attestation” box we will save the application so that you may check off the last box and **Submit Application** at your convenience.

Have you completed the FFD Instructor Orientation Course on or after 2009? (This is not needed if the Instructor I (H07C) course was taken).

BFS-253 Probationary Instructor Mentoring Form completed, submitted and approved by BFS.

In the event BFS checks off the BFS-253 Form first, please check this box (if true) and Submit Application

I certify I will comply with the policies and procedures governing fire training set forth by the Michigan Fire Fighter Training Council and the Bureau of Fire Services Fire Fighter Training Division as outlined in the Instructor Guide and Administrative Manual. I further certify that I did not start my mentoring prior to receiving my probationary status approval letter from the state fire marshal. I attest that I have not been convicted of a felony.

Submit Application

Once ALL the credentials are checked off and the **Submit Application** is selected, the following message appears, and SMOKE returns to the Profile page.

Application Submitted Successfully and you have been approved. You may print your certificate in your Training Activity list. ×

John Doe (DoeJohn@fake.com)

Profile

[User Roles](#)

[Training Activity](#)

[Applications](#)

Paper Applicants

If SMOKE does not check all the expected boxes, please complete and submit a **BFS-209 Probationary Instructor Application** (for both Probationary or Certified Fire Instructor I). This form is available on the [Fire Fighter Training Division](#) website.

If the applicant falls into one of these alternate reciprocity application methods, please follow the Paper Applicant Instructions below:

- EMS I/C License
- MDE Teaching Certificate
- M-410 National Wildland Coordinating Group
- DHS Instructor Course
- NFA Instructor Course
- FEMA Instructor Course

Paper Applicant Instructions

Complete and submit the following form with supplemental documents:

- **BFS-258 Request for Reciprocity Application** form
 - Complete the “*Fire Instructor Alternate Reciprocity Method*” section and all other requirements
 - Be sure to read and follow all instructions closely
 - This form is available on the [Fire Fighter Training Division](#) website.