GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

Memorandum

DATE: October 6, 2023

TO: Michigan Fire Service

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

SUBJECT: Continuing Education Clarification

As we begin our second year of the three-year cycle (10/1/22 – 9/30/25) requiring continuing education for fire service members of all levels (firefighter through fire chief/public safety director), all fire service members should have documentation of their training.

- 36 hours of training during the three-year cycle, with a minimum of 6 hours per year in firefighting knowledge and practical skills consistent with NFPA 1001 (Firefighters Training Council (FFTC) General Rules, R 29.418 (5)(a), page 31). We recommend 12 hours of fire training per year towards the required 36 hours of training during the three-year cycle.

- An individual with Fire Instructor I, Fire Officer I, or higher certification shall minimally meet the 36 continuing education hours, as well as the additional 12 continuing education hours, as required for these certifications per the three-year cycle. Methods for acquiring these instructor and officer continuing education hours are further described in the FFTC Rules on pages 31-32 under R 29.418 (5)(b) and (c) respectively.

The Bureau of Fire Services (BFS) does not specify what topics or skills shall be taught by any fire department or public safety department. The fire department or public safety department is the local Authority Having Jurisdiction (AHJ) which determines the training, as the AHJ best knows the needs of their department and the community they serve. A point of clarification is that all training conducted, documented, and approved by a fire department or public safety department in this state applies towards meeting the continuing education requirement. **There is *not* a requirement to get any local AHJ continuing education pre-approved by the BFS prior to providing local training, nor must the training be taught by a Michigan Fire Fighters Training Council (MFFTC) certified instructor.** The topics can be presented by anyone of the AHJ's choosing if the topic meets the needs of the AHJ.

Further, attending or hosting MFFTC courses and Q Courses can count towards continuing education during the three-year cycle. These courses must be entered and approved in the SMOKE system.

Documentation of Continuing Education:

For continuing education training to apply towards the continuing education requirement, the individual conducting the training shall complete a fire department or a public safety department specific training roster or provide documentation of completion of the training to the student. The department can store the training rosters in any manner they choose (electronically, with vendor software, or on paper). The individual can also put together a document recording their individual training hours which will show at least the minimum number of training hours required. Training rosters and individual training records are not sent to the BFS unless an individual has been randomly selected to be audited, in which case the documentation must be provided upon request.

Time Away From Employment:

Those who are "in-between jobs", have not gained employment after completion of their initial firefighter training, or who have left the department are not required to acquire continuing education hours for the time they are not an active rostered member of a fire or public safety department. When the individual becomes employed and is listed as a member/employee of a fire department or public safety department the individual must start acquiring continuing education hours. These continuing education hours will be pro-rated based on when they returned as an active rostered member during a continuing education cycle.

Note: The BFS does not consider you an active firefighter unless you are on a fire department or public safety department roster and active in SMOKE. You should not be running calls or responding to incidents unless you are an active member of the department.

Retired but Instructing:

Those who are retired from the fire service yet continue to teach in Michigan must meet the continuing education requirements of the FFTC Rules. For those who teach for a regional training center, your AHJ is effectively the agency that hires you to teach to fire/public safety department members or pre-service students. These instructors shall minimally meet the 36 continuing education hours, as well as the additional 12 continuing education hours, as required for an Instructor I or higher certification per the three-year cycle.

You may acquire the required continuing education through the organizations linked below or similar:

- Frontline Strong Together: https://fst5.org
- Fire Hero Learning Network (FHTN) Independent Study: https://www.fireherolearningnetwork.com/
- UL Fire Safety Research Institute (FSRI) Independent Study: https://training.fsri.org/

- NFA Independent Study: https://www.usfa.fema.gov/nfa/courses/online/self-study.html
- FEMA Independent Study: https://training.fema.gov/is/crslist.aspx?lang=en

If you have any questions, please contact:

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