

Fire Service Instructor I

Certification Procedures Guide

Based on NFPA 1041: Standard for Fire Service Instructor
Professional Qualifications, 2002 Edition



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Division of State Fire Marshal, Iowa Department of Public Safety

Foundation of the FSTB Certification System

Equal Access for All

Applications for certification will be accepted from any candidate meeting the criteria listed in this document. Applications will be accepted without regards to race, color, creed, gender, marital status, or status as a military veteran. Applications will be accepted without regard to age as long as the applicant is at least 18 years of age, and disability as long as that disability does not hinder the applicant's ability to perform the necessary skills and practices required by the National Fire Protection Association's Professional Qualifications Standards. If you have questions or comments regarding the certification, training, or other services provided by the Fire Service Training Bureau, please call 888-469-2374.

Legal Authority

Legislative authority for fire service certification was granted to the Fire Service Institute, Iowa State University Extension by the Iowa legislature in 1986. With the passing of HF 2492 and the permission of the governing International Fire Service Accreditation Congress, authority for fire service certification was granted to the Fire Service Training Bureau, Division of the State Fire Marshal effective July 1, 2000.

Accreditation

The Fire Service Training Bureau certification system has been accredited by the International Fire Service Accreditation Congress to certify fire service personnel to accepted national standards. Through this process, Iowa fire service personnel achieve international certification.

Accreditation of the Fire Service Training Bureau certification system assures the Iowa fire service that programs and standards used within this system adhere to the most current recognized national standards. The assurances gained through the accreditation process provide credibility and prestige for every fire fighter participating in the certification process. Fire fighters certified through the Iowa system are recognized throughout the United States (and the world) as qualified and meeting the standards set forth by the National Fire Protection Association.

Certification

After participants within the Fire Service Training Bureau certification system have met the performance requirements and successfully completed an objective evaluation process, the Fire Service Training Bureau awards National Certification. Upon awarding National Certification, the individual's name is entered in the Iowa certification data bank as well as the national certification data bank maintained by the International Fire Service Accreditation Congress and Oklahoma State University.

An official seal from the International Fire Service Accreditation Congress is attached to every certificate and includes an individual national certification number.

Standards

National Fire Protection Association (NFPA) Professional Qualifications Standards are used by the entities accredited by the International Fire Service Accreditation Congress. To maintain accreditation, entities must certify fire service personnel to the latest edition of the "Professional Qualifications Standards."

System Integrity

The requirements, criteria, and process explained above are used to ensure the highest possible credibility and stature for participants in the Fire Service Training Bureau certification system.

These processes help ensure that Iowa trained and certified fire service personnel are among the most highly qualified fire fighters in the world.

Entering the System

Qualified personnel within the Iowa fire service may enter the certification system for the purpose of seeking certification by contacting the Fire Service Training Bureau. Upon receipt of a request, the Fire Service Training Bureau will forward appropriate information to members of the fire service about any of the levels or categories of certification available.

Application & Fees

Every individual seeking certification within the Fire Service Training Bureau certification system must submit an application and the appropriate fee to secure entrance into the system. Applications for each level and category of certification may be obtained from the Fire Service Training Bureau at no cost. An application form is included with this document.

The Fire Service Training Bureau requires an application with payment or billing information prior to testing. All checks should be made out to the Fire Service Training Bureau, and reflect the exact amount owed. Purchase orders from cities/organizations will be accepted in-lieu of prior payment. Individuals seeking certification must pay the appropriate fees prior to testing. The Fire Service Training Bureau will not "bill" individuals for the certification fee. **Approved methods of payment are: Cash, Purchase Order, Check, Money Order, or Credit Card.**

All applications **MUST** be submitted with the appropriate fee or city/organization billing information. Any applications received without the fee/billing information will be returned.

The Fire Service Training Bureau accepts applications at any time. Candidates wishing to test at a specific exam site must file applications and send payment to the Fire Service Training Bureau at least **two weeks** prior to the exam date to be accepted. **NO "WALK-IN" REGISTRATIONS WILL BE ACCEPTED AT ANY TEST SITE!**

Upon receipt of the application and payment information, the individual will be notified of exam sites (current schedule) or be scheduled into a specific test site requested by the candidate. Candidates requesting a specific test site will receive a confirmation after the application has been processed.

Refunds of Application Fees

Application fees may be refunded only within the first two months after being received by the Fire Service Training Bureau. Application fees will only be refunded if the individual has not taken any action towards certification, other than the submission of the application and fee. Application fees will not be refunded if any step(s) of the certification process has been initiated (submitting local documentation form, taking written or practical exams).

Application Time Limits

Candidates testing for Fire Fighter I & II will be given six (6) months to complete the certification process. **The six (6) month time limit begins when the application is received** by the Fire Service Training Bureau and expires six (6) months from that date.

Candidates testing for any other level (Instructor I & II, Driver/Operator Pumper & Aerial, Officer I & II, Investigator, and Inspector) will be given one (1) year to complete the certification process. **The one (1) year time limit begins when the application is received** by the Fire Service Training Bureau and expires one (1) year from that date.

Candidates are encouraged to complete as many documentation requirements as possible prior to applying for certification. Detailed information on these documents are located in this guide.

After the expiration of the time limit allotted for your certification, candidates not completing the certification process will be required to submit a new application and pay a new certification fee. Candidates will also be required to retake the written and practical exams (regardless of the pass/fail status from the previous exams); and re-submit the required documents. **All non-completed certifications will be deleted from the system at the end of the time limit.**

Certification Exam Availability

Every qualified individual seeking certification will be allowed access to the certification exam process (see "*Certification Requirements*" and *Membership & Residency*" below). Certification exams are offered in numerous locations throughout Iowa every year.

Certification exams are conducted on a regional basis at many of the Iowa community college regional fire schools, many local fire departments, and at the Annual Winter and Summer Fire Schools conducted by the Fire Service Training Bureau throughout the year.

A list of exam sites is maintained by the Fire Service Training Bureau and available to any interested party. Candidates are required to pre-register for exams through the Fire Service Training Bureau. The pre-registration process ensures that adequate resources are available and that no test site is overburdened with too many candidates to test within the allotted time. Pre-registration may be accomplished as explained in the "*Application and Fees*" section above.

Restricted test sites are also conducted for fire departments having enough candidates to "fill" a test site. Fire departments wishing to schedule a restricted test site should contact the Fire Service Training Bureau for more information.

Certification Requirements

Facial Hair Policy

Persons with beards or facial hair in the area of the SCBA face piece seal (including full-face beards, muttonchops, goatees, etc.) will not be allowed to participate in the skills exam for any certification level. This policy will be enforced regardless of the skills being tested at any site. No exceptions to this policy will be granted. This is in conjunction with 29 CFR 1910.134 Respiratory Protection Standard.

Exam Results

After candidates have completed the exam process, the Fire Service Training Bureau begins the process of scoring and processing the test results. As soon as grading, processing, and documentation is complete, the results are sent to the candidates via U.S. Mail.

To ensure candidate confidentiality, certification exam results will not be released on the telephone or any other mechanism. The candidate should receive test results within 10-20 working days of the exam. If candidates do not receive their test results within 20 working days, they should notify the Fire Service Training Bureau. Exam scores will still not be released by phone, but the Fire Service Training Bureau will begin a trace of the notification or explain the delay. **Please do NOT contact the Fire Service Training Bureau prior to the 20 working days.**

Certification

Upon successful completion of the certification process, the applicant's name will be entered into the Iowa certification database and the National Certification Database maintained by the International Fire Service Accreditation Congress. Individuals will also receive (at no additional cost), an "Iowa/National Certified" patch, a certification level bar, and an individualized certificate awarding National Certification from the Fire Service Training Bureau. This certificate will also bear a numbered seal from the International Fire Service Accreditation Congress.

When you have completed all of the necessary means for your certification level, please allow 10-20 working days for the completed certificate. If you have not received your certification within that time period, please contact the Fire Service Training Bureau to verify all materials are completed and received. **Please keep a copy of all your documents for your records!!**

Denial and Revocation of Certification

The Fire Service Training Bureau may deny or revoke an individual's certification if that individual: knowingly submits false information to the Fire Service Training Bureau or cheats during the evaluation process.

Appeal Process

If certification is denied or revoked, the individual is entitled to due process, including an appeal and hearing. Any person believing that he/she has not received fair treatment within the certification process is also entitled to the appeal process.

The first step in the appeal process is for the individual to contact the certification coordinator at the Fire Service Training Bureau. This step is intended to be an informal review of the specific details. This step of the appeal process may be initiated in writing or by personal contact (or telephone) and must be initiated within 90 days of the action being appealed. The candidate may request the review be conducted through a meeting with the certification coordinator.

If the appeal is not resolved at the first step, a candidate may appeal to the bureau chief of the Fire Service Training Bureau. This appeal must be submitted in writing within 30 days of the certification coordinator's review. Candidates may request a formal review of the appeal through a meeting with the bureau chief. The decision of the bureau chief will be final.

Introduction to Fire Instructor I Certification

Each individual seeking certification within the Iowa Fire Service Training Bureau Certification System must submit an application and the appropriate fee to secure entrance into the system. Candidates are given one year in which to complete the certification process. An application form is included in this document and may be used and/or duplicated at the local level. Application forms may also be downloaded at: <http://www.state.ia.us/government/dps/fm/fstb/certific.htm>

A list of current fees may be obtained by calling 1-888-469-2374. Purchase orders from cities/organizations will be accepted. The Iowa Fire Service Training Bureau will not "bill" individuals for the certification fee. Checks or credit cards are accepted from individuals.

Applicants may register for an exam site at the time of application by completing the appropriate block on the application form. Candidates will receive a confirmation letter by mail upon receipt of the application. A current list of test sites may also be downloaded from the website.

Certification candidates are given three (3) attempts at each component, written and practical. If the candidate takes either component of the exam three (3) times without passing, the candidate is required to resubmit a certification application form as well as an additional certification fee.

Candidates failing the written exam are responsible for notifying their desire to retest and enroll at the next scheduled exam that has available space. Candidates may not take the written exam more than once per day.

Candidates are responsible for **all of the skills** required by the applicable standard during the practical exam. An exact list of specific skills is at the end of this study guide. A minimum of four skills per standard will be selected to be tested at each exam site. **Candidates should be prepared to test on any skill outlined in the standard.** The intent of this process is to insure that candidates are prepared to test on all skills required by the NFPA 1041-2002 standard.

Practical skill exams are graded on a pass/fail basis. Candidates will choose a lesson plan prepared by Fire Service Training Bureau for their practical presentation. The prepared lesson plan includes audio visuals and a test. **Please do not alter the lesson plan-the evaluator will be following the original lesson plan and grading accordingly.** Each candidate will receive a copy of the presentation evaluation form as part of the course handout prior to the certification exam. The candidate's practical presentation will be graded based only on the items specified on the presentation evaluation form. Each candidate is allowed three (3) attempts at the practical presentation.

Candidates failing the practical exam are responsible for notifying the Fire Service Training Bureau of their desire to retest by pre-registering for another regularly scheduled exam. Candidates may not take the practical exam more than once per exam day.

An official picture ID must be shown for admittance to a written or practical exam.

Fire Service Instructor I

NFPA 1041-2002

Prerequisites:

Candidates seeking certification, for **Instructor I**, within the Iowa Fire Service Training Bureau Certification System must meet the following:

1. Candidate must be competent in all objectives listed in:
 - *NFPA 1041-2002 Standard for Fire Service Instructor Professional Qualifications*

Written Examination:

The **Instructor I** written certification exam is based on knowledge objectives listed in *NFPA 1041 Standard for Fire Service Instructor Professional Qualifications*. Candidates will be required to score a minimum of 70%. The written test will consist of fifty (50) questions.

Practical Examination:

The **Instructor I** practical certification exam is based on skill objectives listed in *NFPA1041 Standard for Fire Service Instructor Professional Qualifications*. Candidates will be required to score a minimum of 70% on the skills checklist when delivering a prepared lesson plan, provided by the Fire Service Training Bureau, to a student and the evaluator.

References/Textbooks:

Fire and Emergency Services Instructor, IFSTA, 6th Edition

**Fire Service Training Bureau
National Certification Application Form**

Return Application to: Fire Service Training Bureau
3100 Fire Service Rd.
Ames, Ia 50011
Fax: 800-722-7350



PLEASE TYPE OR PRINT

Personal Information

Please check the level of certification for which you are applying:

First Name **MI** **Last Name** **SSN** **Date of Birth**
 Home Address **City** **State** **Zip**
 Day Phone **Email**
 Fire Department/Organization **Fire Department Address**

- Haz-Mat Aware Haz-Mat Ops *
- Fire Fighter 1 Fire Fighter 2 *
- D/O Pumper * D/O Aerial*
- Instructor 1 Instructor 2 *
- Officer 1 * Officer 2 *
- Inspector 1 * Investigator *

* Certification at this level requires a pre-requisite certification.

Test Site Registration

If you know the location and date of the test site you wish to attend, please list that information below. A certification exam schedule can be obtained by contacting up toll free at: (800)469-2374, or visit our website (<http://www.state.ia.us/government/dps/fm/fsfb>), under services. Please make sure you have reviewed the certification guidelines and procedures prior to finishing this application.

I wish to register for the following test site: Location: Test Date: _____

Payment Method

Each application must be accompanied by a \$50.00 payment for the certification fees. Approved methods of payment are listed below. Please indicate the method you will use. If you choose to bill your department, your chief also needs to sign the application before submission.

- Payment Enclosed (Check or Money Order) Bill my department or organization Visa/Mastercard/Discover
 P.O.#: Check #: Account Number: Expiration Date:

Name as it appears on card: _____

I verify that I have reviewed the certification guidelines as stated in the Fire Service Training Bureau Certification Criteria and Procedures guide and agree to conform to those guidelines. I further verify that all information submitted on this form is accurate.

I verify the person listed on this form has been fit tested as per OSHA Part 1910.134. This form must be signed by the person conducting the fit testing or the Fire Chief.

For Office use only:

Entered: Invoice #: _____
 Date: AP#: _____

Applicant's Signature

Chief's Signature

Special Accommodations:
 If you will need any special accommodations, please check the box preceding this statement and you will be contacted by a member of our staff.

Instructor I Teaching Report

Instructor I Candidate Name: _____ SSN: _____

(Please Print All Information On This Report)

Subject: _____

Hours of Instruction: _____ Dates(s) Taught: _____

Number of Participants: _____

Participants (students) Emergency Service Organization Name (list all organizations represented):

I verify that the information in this report is true and correct.

Host Dept. Head/Training Officer
(signature)

Instructor
(signature)

Subject: _____

Hours of Instruction: _____ Dates(s) Taught: _____

Number of Participants: _____

Participants (students) Emergency Service Organization Name (list all organizations represented):

I verify that the information in this report is true and correct.

Host Dept. Head/Training Officer
(signature)

Instructor
(signature)