

Fire Marshal's Office/Fire Instructors Association Best Practices for Fire Instructors

To be eligible to participate in the Fire Instructors course you must be an active member for a minimum of five years on a Fire Department. You must have completed the Certified Firefighter course with a passing score of 80% or greater on the Unit I and Unit II tests.

A nomination letter is to be completed and sent into the Fire Marshal's Office by the active Fire Chief of your Fire Department to be eligible to attend the Instructor Class. Class announcements for a planned instructor's course will be sent to the Fire Chief.

All active Instructors are required to complete an Instructor Recertification card by January 31 of the year due.

All Instructors are to complete all requirements of the Instructor Recertification card, classes taught, train the trainer, Chief's signature, driver's license number, address, department and your signature.

A lapse in recertification of two recertification cycles (4 years) you will be removed from the active instructor list and will be required to participate in the instructor's course for reinstatement of an active Instructor.

Train – the – Trainer courses are deemed any course/class that is a hand off type course/class for the instructors to use themselves or an instructional class to better educate the instructor on adult methodology to improve skills for Instructing.

If you are an instructor who will be the lead instructor of a Certified Course offered through the Fire Marshal's Office, a District Fire School, or a State Fire School class you are to be current with your dues to the Fire Instructors Association.

The requirements of becoming a Lead Evaluator require a minimum of 2 years of service as a Certified Fire Service Instructor. The Instructor must have 3 letters of recommendation, from 3 different Fire Chiefs along with the nomination form found on the Fire Marshal web site.