

Fire Service Instructor I

Certification Procedures Guide



This Certification Procedure Guide reflects the requirements of
**NFPA 1041: Standard for Fire Service Instructor
Professional Qualifications, 2012 Edition**

Foundation of the FSTB Certification System

Equal Access for All

Registrations for certification will be accepted from any candidate meeting the criteria listed in the appropriate certification document. Applications will be accepted without regard 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 (FSTB), please call 515-294-6817.

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 FSTB certification system has been accredited by the IFSAC to certify fire service personnel to accepted national standards. Through this process, Iowa fire service personnel achieve international certification. Accreditation of the FSTB certification system assures the Iowa fire service that programs and standards used within this system adhere to the most current recognized and adopted national standards. The assurances gained through the accreditation process provide credibility and prestige for every firefighter participating in the certification process. Firefighters 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 (NFPA).

Certification

After participants within the FSTB certification system have met the performance requirements and successfully completed an objective evaluation process, the FSTB 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 IFSAC at Oklahoma State University. An official seal from the IFSAC is attached to every certificate and includes an individual national certification number.

Standards

NFPA Professional Qualifications Standards are used by the entities accredited by the IFSAC. To maintain accreditation, entities must certify fire service personnel to the latest edition of the "Professional Qualifications Standards" adopted by the issuing jurisdiction.

System Integrity

The requirements, criteria, and processes explained in this document are used to ensure the highest possible credibility and stature for participants in the FSTB certification system. These processes help ensure that Iowa trained and certified fire service personnel are among the most highly qualified firefighters 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 FSTB. Upon receipt of a request, the FSTB will forward appropriate information to members of the fire service about any of the levels of certification available.

Application & Fees

Every individual seeking certification within the FSTB certification system must submit an [Online Certification Testing Registration Form](#) and a \$50 Registration Fee to secure entrance into the system. Approved methods of payment are: Cash, Purchase Order, Check, Money Order, Credit Card, or Bill to Fire Department. Candidates must submit their Online Certification Registration Form and payment at least three (3) weeks prior to the requested exam date to be accepted and allow for processing.

NO "WALK-IN" OR LATE REGISTRATIONS WILL BE ACCEPTED AT ANY TEST SITE!

Refunds of Registration Fees

Registration fees may be refunded only within the first two (2) months after being received by the FSTB. Registration fees will only be refunded if the individual has not taken any action towards certification, other than the submission of the registration and fee payment. Registration fees will not be refunded if any of the steps of the certification process have been initiated (e.g., submitting local documentation form, taking written or practical exams).

Certification Process Timeline

Candidates testing for ALL LEVELS (Firefighter I and/or II, Hazardous Material Awareness and Operations, Driver/Operator - Pumper and/or Aerial, Fire Service Instructor I and/or II, Fire Officer I and/or II, Inspector I, and Fire Investigator) will be given twelve (12) months to complete the certification process. The twelve (12) month time limit begins when the application is entered into the database by the FSTB Certification and Accreditation Unit staff. The FSTB will NOT accept any documentation requirements until the candidate's registration has been entered into the certification database. After the twelve (12) month time period has expired, candidates not completing the certification process will be required to start the process over by submitting a NEW registration form and fee payment. 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 all required documentation. All information and paperwork from expired certification attempts will be removed from the FSTB database.

Certification Exam Availability

Every qualified individual seeking certification will be allowed access to the certification exam process (see "Certification Requirements"). Certification exams are offered in numerous locations throughout Iowa every year. They are conducted on a regional basis at many of the Iowa Community College regional fire schools, select fire departments, and at the Annual State Fire School conducted by the FSTB. A **Certification Schedule** is posted on the Certification Page of the FSTB website, www.dps.state.ia.us/fm/fstb. Each candidate seeking certification within the Iowa FSTB Certification System must submit the [Online Certification Testing Registration Form](#). 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 FSTB 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, mutton-chops, 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 FSTB begins the process of scoring and processing the test results. As soon as scoring and documentation are completed, the results are sent to the candidate via regular mail. To ensure candidate confidentiality, certification exam scores will not be released over the telephone or any other mechanism. The candidate should receive test results within 30 working days of the exam. If candidates do not receive their test results within 30 working days, they should notify the FSTB. Exam scores will still not be released by phone, but the FSTB will begin a trace of the notification and/or explain the delay.

Please DO NOT contact the FSTB Certification and Accreditation Unit prior to the 30-working day timeframe.

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 IFSAC. Candidates will also receive (at no additional cost), an "Iowa/Nationally Certified" patch, a certification level bar, and an individualized certificate awarding National Certification from the FSTB. This certificate will bear a numbered seal from the IFSAC. When you have completed all of the necessary steps for your certification level, please allow 60 working days for the completed certificate. If you have not received your certification within that time period, please contact the FSTB to verify all materials are completed and received.

Please keep a copy of all your documentation for your records.

Reciprocity

Individuals in possession of certifications from out-of-state/other IFSAC entities may request reciprocity from the FSTB. The FSTB will only grant reciprocity for the levels of certification that the FSTB is accredited to by the IFSAC. Individuals must complete and submit the [Online Request for Reciprocity Form](#), available on the FSTB website along with a \$50 Reciprocity Fee. Once the provided IFSAC seal has been verified, the certificate information will be entered into the Iowa certification database and the FSTB will recognize the individual as having attained national certification at the requested level. The FSTB will not provide a new IFSAC certification seal number or certificate as the individual has already attained national certification and recognition at said level. If the individual or their affiliated organization specifically desires or requires an Iowa certification for the level in question, they must complete the steps for Certification Testing Registration, as described previously, and complete the written and practical exams, along with payment of the Certification Registration Fee.

Denial and Revocation of Certification

The FSTB may deny or revoke a candidate's certification if the candidate submits false, copied, or plagiarized information to the FSTB or is found to be cheating during any phase of the certification process.

Testing Accommodations

The Americans with Disabilities Act (ADA) requires that reasonable accommodations be provided to qualified individuals with disabilities. This law defines disabilities as physical or mental impairments that substantially limit one or more of a person's major life activities (e.g., walking, hearing, speaking, seeing, reading, or writing). The FSTB will provide reasonable and appropriate accommodations to qualified candidates who have documented disabilities and demonstrate a need for accommodations during the examination. A candidate must initiate a request for accommodation by completing the FSTB [Request for Accommodation Form](#), available on the FSTB website. In addition to submitting the on-line request form, a candidate must provide documentation from a qualified health professional, to include:

1. A statement of the specific diagnosis of the disability.
2. Cite the diagnostic criteria and tests given, with dates, results, and interpretations. Cite how the results support the diagnosis.
3. Describe the candidate's functional limitations due to the disability, and the impact of those limitations on physical, perceptual and cognitive abilities.
4. Recommend specific accommodation(s) and for each accommodation, provide a rationale as to how it will reduce the impact of the functional limitation(s).
5. State your professional credentials, training, work experience and any licenses you hold that support your qualifications to diagnose and/or treat this candidate's disabilities.
6. If no prior accommodations have been made for this candidate, explain why. If they have - state what was done and provide past documentation of prior accommodations.

Please note: The aforementioned supporting documentation provided by a qualified health professional must be received at the FSTB at least 10 calendar days prior to the test date.

Please mail supporting documentation to:

Certification Unit
Fire Service Training Bureau
1015 Haber Road
Ames, IA 50011

Appeal Process

If certification is denied or revoked, the individual is entitled to due process, including an appeal and hearing. Any person believing that they have 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 Manager at the FSTB. This initial contact is intended to be an informal review of the specific details. The official appeal process must be initiated in writing by email within 30 days of the action being appealed. The appeal must include the following:

- Individual's FSTB Identification number.
- Current address, phone number and email address.
- Statement of the issue(s) involved & date incident took place.
- Remedy requested.

The Certification Manager shall, within 21 working days from the date the appeal is received, provide a written response by email to the individual requesting the appeal. If the appeal is not resolved during this step, the individual appealing may move to the second step and appeal to the Bureau Chief of the FSTB. This appeal must be submitted in writing by email to the Bureau Chief within 7 working days from the Certification Manager's response. An individual may request a formal review of the appeal through an in-person meeting with the Bureau Chief. The Bureau Chief shall within 21 working days after the 2nd step appeal is received, provide a response in writing by email to the individual requesting the appeal. The decision of the Bureau Chief will be final.

Please keep a copy of all your certification documentation for your records.

Certification Questions may be directed to:

fstbcert@dps.state.ia.us

515-294-6818

Introduction to Fire Service Instructor I Certification

[Online Certification Testing Registration Form](#)

Certification Unit email: fstbcert@dps.state.ia.us

FSTB website: www.dps.state.ia.us/fm/fstb

FSTB Certification phone number: 515-294-6817

Each individual seeking certification within the Iowa Fire Service Training Bureau Certification System must submit the online [Certification Testing Registration Form](#), and a \$50 Registration Fee, to secure entrance into the system.



The form is available on the Certification Page of our website at www.dps.state.ia.us/fm/fstb or scan the code to go directly to the registration form.

A **Certification Schedule** (located on the Certification web page) is updated regularly to reflect a current list of available written and practical test sites.

Candidates are given twelve (12) months in which to complete the certification process. This time limit starts when the candidate's FIRST registration to test form is submitted and entered into the FSTB database.

Certification candidates are given two (2) attempts to pass each component, written and practical, of the examination process for each \$50 registration fee paid within the twelve (12) month time limit.

Candidates failing the written exam are responsible for notifying the FSTB of their desire to retest by registering for another scheduled exam on the FSTB Certification web page. Candidates may not take the written exam more than once per day. If the candidate has failed both attempts at the written exam, they must submit another \$50 registration fee, which will allow them two (2) more attempts.

Candidates will be required to submit a Practical Skills Project for this certification level. This project involves submitting twenty four (24) hours of documented and evaluated training within the twelve (12) month time limit. Specific details of this project are located later in this Procedures Guide.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for the certification process, the candidate will have to restart the process. All information and documentation relating to the previous certification attempt will be removed from the FSTB database.

An official picture ID (e.g., driver's license, state-issued identification card, military ID, etc.) must be presented for admittance to ALL written and practical exams.

Fire Service Instructor I Certification Requirements

Prerequisites:

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

1. Be a current member of an Iowa fire, emergency or rescue organization. In addition to the membership requirement, all persons must be at least 18 years of age.
2. Must be certified NFPA 472 HazMat Operations and NFPA 1001 Firefighter I.
3. Must be an active member of an Iowa fire, emergency or rescue organization in good standing for more than **one (1)** year.
4. Candidate must be competent in all objectives listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition.
5. Candidate must have completed the FSTB Fire Service Instructor I Course with class attendance equaling 75% or more of the required course hours, within the past two (2) years.

Written Examination:

The Fire Service Instructor I written certification exam is based on the Requisite Knowledge objectives listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition, Chapter 4.

- Candidates are required to score a minimum of 70% on the written examination.
- The written certification exam contains one hundred (100) true/false and multiple choice questions covering Instructor I.

Number of Questions	Time
25	30 Minutes
50	60 Minutes
75	90 Minutes
100	120 Minutes

Practical Exam Project:

The Fire Service Instructor I Practical Examination Project is based on Requisite Knowledge and Requisite Skills objectives listed in NFPA1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition, Chapter 4.

For the Instruction Project, the candidate is responsible for presenting a minimum of twenty four (24) hours of instruction using prepared Lesson Plans that includes subject matter relating to the fire or emergency medical service. The twenty four (24) hours of instruction can be composed of fire and EMS related subjects, with at least twelve (12) hours being fire specific (example: PPE, hoses, ladders, operations, etc.). These hours of instruction shall be observed by a

Certified Fire Instructor who must document in writing the hours taught and complete a Teaching Report for each subject taught. The instructor candidate will submit all paperwork to the FSTB upon completing twenty four (24) hours of instruction, paperwork can be submitted as a PDF to fstbcert@dps.state.ia.us.

- Teaching Report Skills 1-26 are required to be completed for each instructional block along with the comment section.
- Teaching Report Skills 27-45 are required to be completed at least once during the delivery of the 24 hours of instruction.
- Teaching Report Skills 46-50 are NOT required, but should be documented if any skills occur during the instructional block.
- Classroom Set-Up, Skills Set-Up, Equipment Set-Up, and Drive Time to the location **SHALL NOT** be included into the instructional hours. Only hours of actual instruction shall be counted.
- Public education hours such as open houses, extinguisher training, fire drills, and safety speeches **SHALL NOT** be included in the instructional hours.
- Live Fire Training **SHALL NOT** be included in the instructional hours.
- **Letter of Recommendation** - A letter of recommendation is required to be submitted by the Certified Fire Instructor upon completion of the twenty four (24) hours of observed instruction. The purpose of this letter is to allow the supervising member to describe the qualities, characteristics, and capabilities of the Instructor candidate being recommended in terms of that individual's ability to perform a particular task. This letter shall either provide a recommendation for certification based on successful demonstration of instructional abilities or provide a development strategy and time extension to have the candidate improve and meet the acceptable instructional ability level.

References/Textbooks:

- IFSTA, *Fire and Emergency Services Instructor*, IFSTA, 8th Edition

Instructor I Teaching Report

A separate Teaching Report is required for each block of instruction provided.

Instructor I Candidate Name: _____ ID #: _____

Subject: _____

Fire Related

EMS Related

Hours of Instruction: _____ Date Taught: _____

Number of Participants: _____

Participant (Student) Emergency Service Organization Name (list all organizations represented):

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

Certified Fire Instructor Evaluator (Print)

Instructor Candidate (Print)

Certified Fire Instructor Evaluator (Signature)

Instructor Candidate (Signature)

Instructor I Skills Sheet - Performance Review

Reference: NFPA 1041, 2012 Edition - Chapter 4, Sections 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7, 4.5.2, 4.5.3, 4.5.4, and 4.5.5

Evaluator's Instructions to the Candidate

For this instruction project, you will be required to teach a fire or EMS related subject under the supervision of a Certified Fire Instructor. The Instructor candidate is responsible for presenting a minimum of twenty four (24) hours of instruction using prepared lesson plans that includes subject matter relating to the fire service. The twenty four (24) hours of instruction can be composed of fire and EMS related subjects, with at least 12 hours being fire specific subjects (example: PPE, hoses, ladders, operations, etc.).

The Instructor candidate is required to have the supervising Certified Fire Instructor observe and complete a Teaching Report upon completion of each instructional period/lesson. The Instructor candidate will retain all copies of the Teaching Reports and submit all copies to the FSTB once twenty four hours of instruction are completed, paperwork can be submitted as a PDF to fstbcert@dps.state.ia.us.

Each of the following skills are **REQUIRED** to be completed for each instructional block provided during the delivery of the 24 hours of monitored instruction. These skills are to be completed and documented on the teaching reports.

No.	Evaluated Skill Items	Pass	Fail
	Section 4.2.2		
1.	Course materials required for the class were assembled.		
	Section 4.2.3 & 4.2.5		
2.	Wrote basic reports.		
3.	Completed records and forms.		
	Section 4.2.4		
4.	Completed training schedule.		
	Section 4.3.2		
5.	Reviewed instructional materials for applicability to the class.		
6.	Analyzed resources, facilities, and materials for applicability to the class.		
	Section 4.3.3		
7.	An adapted, prepared lesson plan was used.		
8.	Instructor was prepared to teach the lesson.		
9.	Instructor demonstrated appropriate organizational skills.		
	Section 4.4.2		
10.	The learning environment was organized and safe.		
11.	The lighting was appropriate.		
12.	Distractions were minimized.		
13.	Noise level was minimal.		
14.	Training aids were appropriate.		
15.	Seating arrangement was appropriate.		
16.	Correctly used instructional media and materials.		
	Section 4.4.3		
17.	The learning material was presented as indicated in the lesson plan.		
18.	The stated outcomes were achieved.		
19.	Used appropriate communication techniques.		
20.	Used correct teaching methods and techniques.		
21.	Used the lesson plan in the instructional setting.		
	Section 4.4.4		
22.	Class continuity and lesson objectives were achieved.		

(Continued)

No.	Evaluated Skill Items	Pass	Fail
	Section 4.4.7		
23.	Transition techniques within and between media were effective.		
	Section 4.5.2		
24.	The instructor appropriately administered oral, written, and/or skill performance tests.		
	Section 4.5.4		
25.	The record forms were forwarded properly.		
26.	Good communication skills were used.		

Required Comments (please provide an overview of candidate's instructional performance): _____

(Continued)

Each of the following skills are to be **completed at least once** during the delivery of the 24 hours of monitored instruction. Skills may be repeated for different instructional blocks but all skills must be completed upon completion and any additional required materials must be submitted with the teaching reports (example: Test or Training Record).

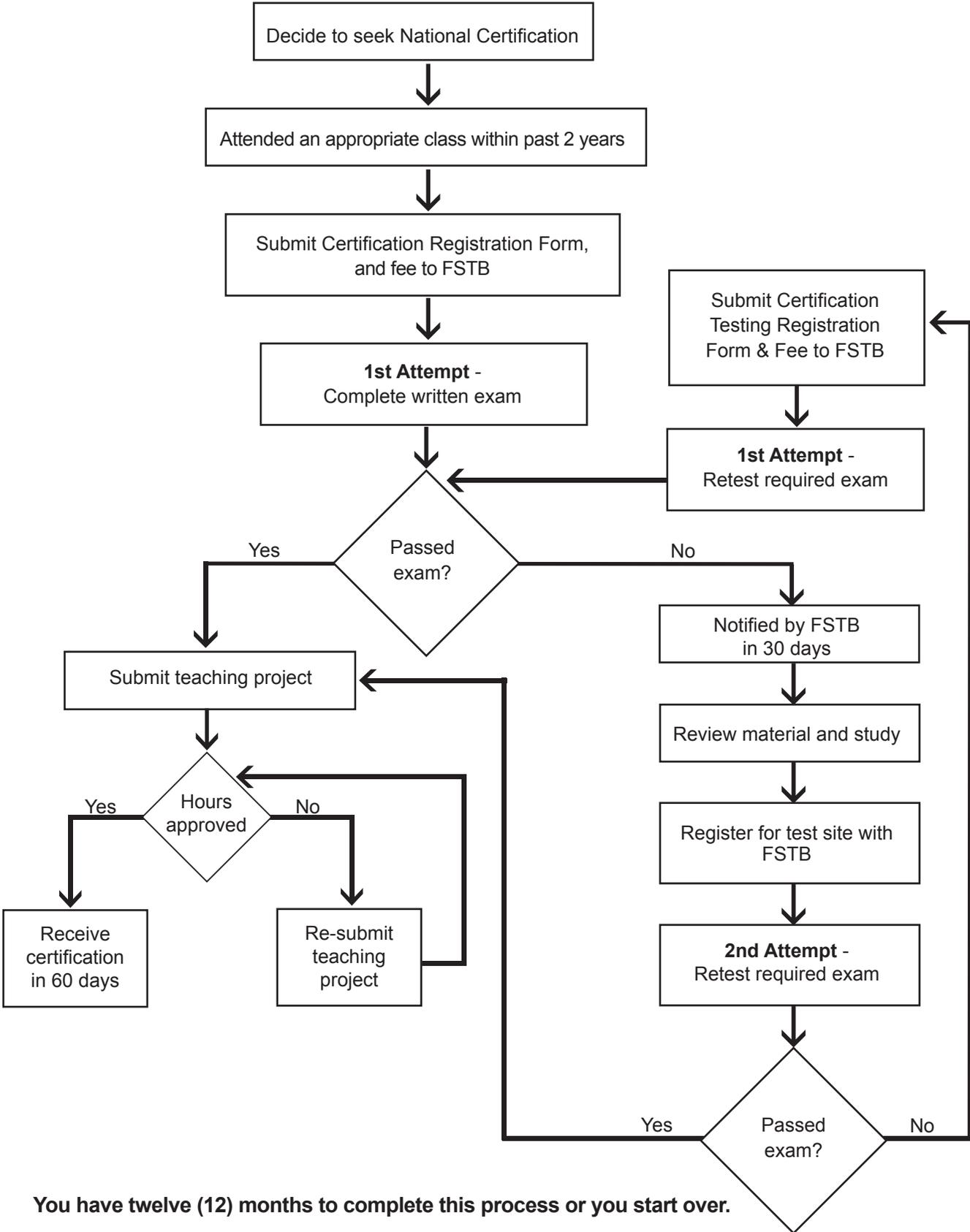
No.	Evaluated Skill Items	Pass	Fail	N/A
	Section 4.2.3 & 4.2.5			
27.	Prepared training records. (Attach a copy of completed record)			
	Section 4.4.2			
28.	Audio visual equipment was adequate.			
	Section 4.4.5			
29.	Disruptive behavior was properly addressed.			
30.	Basic coaching and motivational techniques were used.			
	Section 4.4.6			
31.	Audio visual equipment & training aids were properly operated.			
32.	If required, cleaned audiovisual equipment.			
33.	Demonstrated field level maintenance on audio visual equipment.			
	Section 4.4.7			
34.	Audio visual equipment & training aids were used and properly returned to the storage mode.			
	Section 4.5.2			
35.	Skills checklists were used.			
36.	Appropriate oral questioning techniques were used.			
	Section 4.5.3			
37.	Tests were accurately graded. (Attach copy of utilized test)			
39.	Tests were properly secured. (Attach copy of utilized test)			
	Section 4.5.4			
39.	Test scores were recorded accurately.			
40.	Basic coaching techniques were used.			
	Section 4.5.5			
41.	Basic coaching techniques were used.			
42.	Evaluation/feedback was provided to students in a timely manner.			
43.	Evaluation/feedback was provided to students in specific terms.			
44.	Privacy requirements were maintained.			
45.	Good communication skills were used.			

(Continued)

The following skills are additional skills that may occur during the delivery of the 24 hours of monitored instruction. These skills are not required, but should be documented if any of the listed skills occur during the instructional block.

No.	Evaluated Skill Items	Pass	Fail	N/A
	Section 4.4.2			
46.	Adjustments were made for weather conditions (if necessary).			
	Section 4.4.4			
47.	The lesson plan or presentation was adjusted/adapted for changing circumstances.			
	Section 4.4.5			
48.	The lesson plan or presentation was adjusted/adapted for student learning styles & abilities.			
49.	Adjusted/adapted lesson plan and/or materials to specific instructional situation.			
	Section 4.5.4			
50.	Any unusual circumstances were reported			

Certification Flow Chart for Fire Service Instructor I



You have twelve (12) months to complete this process or you start over.