

Fire Service **Instructor II**

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 II 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 completing a modification of an existing prepared lesson plan along with the creation of a new original lesson plan. The lesson plans can be either EMS or fire service related. The candidate must present either the modified or new lesson plan to a targeted audience. The candidate must also supervise the delivery of their lesson plan by other instructors. This Practical Skills Project includes other objectives from NFPA 1041 that also must be completed: these additional objectives are detailed in the included Skill Set evaluation forms. All components of this project must be evaluated by an active FSTB Field Staff instructor and submitted to the FSTB within the twelve (12) month time limit.

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.

Projects must be submitted and approved within the twelve (12) months from when candidate's certification application was entered into 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 II Certification Requirements

Prerequisites:

Candidates seeking certification, for Fire Service Instructor II, 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. Candidate must be nationally certified as NFPA 472 Hazmat Operations, NFPA 1001 Firefighter I, NFPA 1001 Firefighter II, and NFPA 1041 Fire Service Instructor I.
3. Candidate must have successfully completed the FSTB Fire Service Instructor II course equalling 75% or more of the required course hours, within the past two (2) years.

Written Examination:

The Fire Service Instructor II written certification exam is based on the Requisite Knowledge objectives listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition, Chapter 5.

- Candidates are required to score a minimum of 70% on the written examination.
- The written certification exam contains seventy-five (75) true/false and multiple choice questions covering Fire Instructor II.

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

Practical Examination Project:

The Fire Service Instructor II practical examination project is based on Requisite Knowledge and Requisite Skills objectives listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition.

- Candidates are required to complete all skills in the project, which are graded on a Pass/Fail basis.

Evaluated Skills:

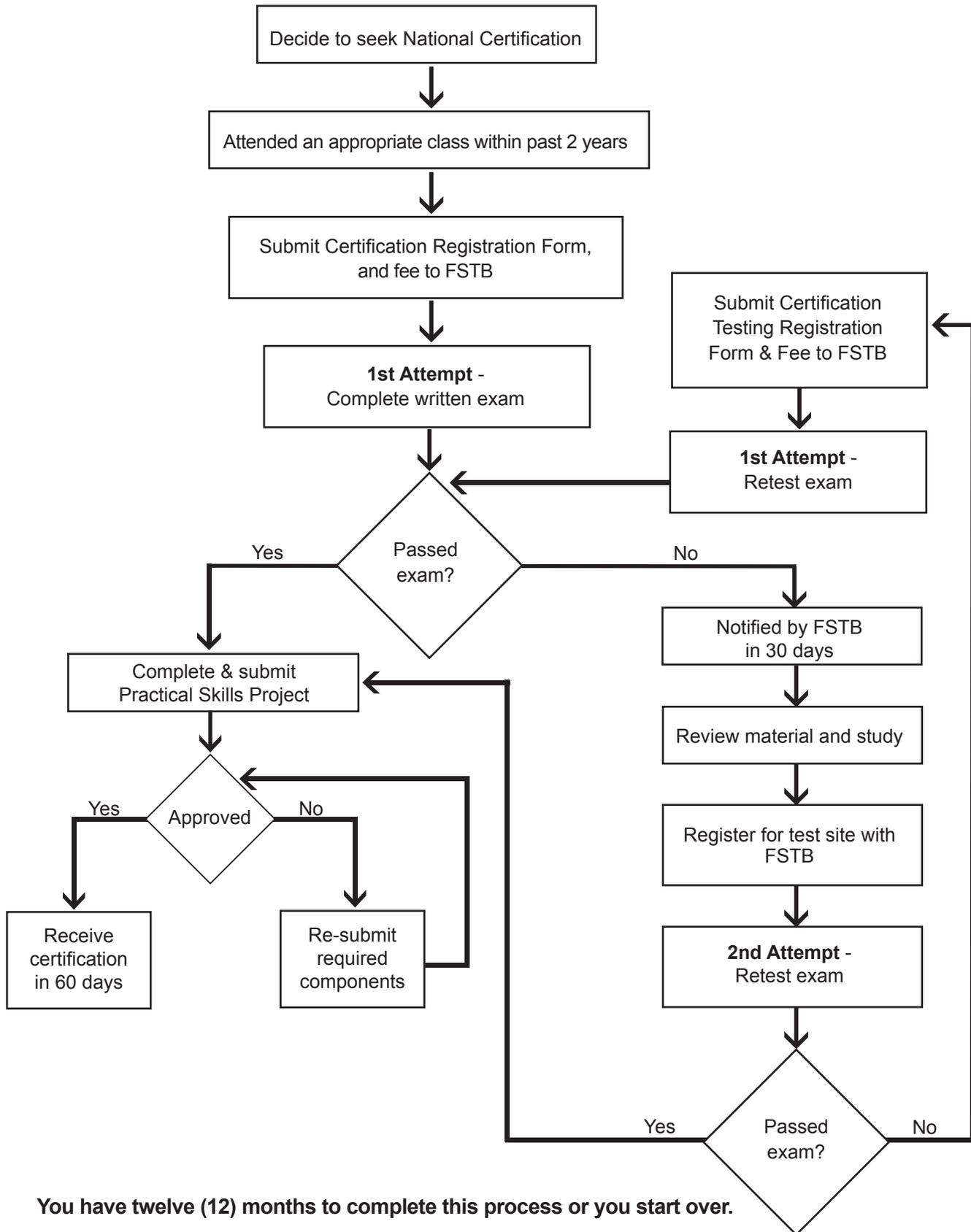
- Conducting a Needs Analysis
- Formulate Budget Needs
- Acquire Training Resources
- Modify Existing Educational Materials
- Create Educational Materials
- Delivery of Educational Materials

- Test Evaluation Instruments
- Observe & Evaluate Instructors on Self-Developed Educational Materials
- Develop a Course Evaluation
- Complete a Training Record

References/Textbooks:

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

Certification Flow Chart for Fire Service Instructor II



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

Skill Set 1: Conducting a Needs Analysis

Reference: NFPA 1041 - 2012, Chapter 5, Section 5.2.2

Instructions to the Candidate

For this take home project, you will be required to complete a needs analysis that relates to the educational material you will be modifying or creating for your Instructor II Project. The needs analysis should be at least two pages in length and should contain the targeted group to be trained, reasoning for selecting the topic, and goals and criteria to be met.

The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete all portions of this assignment.

To pass this assignment, you must successfully complete 100% of the steps

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
1.	Completed a needs analysis at least two pages in length or greater.				
2.	Identified targeted group.				
3.	Identified reasoning for selecting the topic.				
4.	Identified goals and criteria to be met.				

Skill Set 2: Formulate Budget Analysis

Reference: NFPA 1041-2012, Chapter 5, Section 5.2.3

Instructions to the Candidate

For this take home project, you will be required to complete a budget needs analysis that relates to the educational material you will be modifying or creating for your Instructor II Project. The budget needs analysis should be at least two pages in length and should contain the anticipated costs of completing the training development and delivery such as overtime, equipment purchases, travel, course materials, etc.

You may use worksheets, SOPs/SOGs and other forms provided by your department to complete the budget needs analysis. Attach any utilized forms to this assignment.

The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete all portions of this assignment.

To pass this assignment, you must successfully complete 100% of the steps

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
1.	Conduct a budget/resource analysis.				
2.	Complete necessary forms.				

Skill Set 3: Acquire Training Resources

Reference: NFPA 1041-2012, Chapter 5, Section 5.2.4

Instructions to the Candidate

For this take home project, you will be required to begin locating training resources that relate to the educational material you will be modifying or creating for your Instructor II Project. The training resources must be evaluated for different advantages and disadvantages. In a document at least two pages in length, you must summarize/describe two different training resources along with explaining their advantages and disadvantages.

The answers you submit must be your own work or given proper citation. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete all portions of this assignment.

To pass this assignment, you must successfully complete 100% of the steps

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
1.	Complete all required forms and documentation.				

Skill Set 4: Modify Existing Educational Materials

Reference: NFPA 1041-2012, Chapter 5, Section 5.3.3

Instructions to the Candidate

As a take home project, you will be required to modify an existing lesson plan that equals 3 (three) hours in length or greater.

You must submit the original lesson plan or other original materials along with the modified lesson plan or modified materials. The modified lesson plan should contain deleted material, material modifications, and material additions that would equal a total change of 50% or greater.

Your modified lesson plan should also include developing/modifying behavioral objectives or JPRs, needs assessment, instructional resource analysis, developing/modifying instructional material, and a lesson outline.

The answers you submit must be your own work or giving proper citation. You will be graded on your assessment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete all portions of this station.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 5.3.3 - Modify an existing lesson plan.				
1.	Conduct basic research, using JPRs to modify/develop behavioral objectives.				
2.	Conduct a student needs assessment.				
3.	Conduct a needs analysis.				
4.	Modify/develop instructional media.				
5.	Demonstrate lesson outlining techniques.				

Skill Set 5: Create Educational Materials

Reference: NFPA 1041-2012, Chapter 5, Section 5.3.2

Instructions to the Candidate

As a take home project, you will be required to create a lesson plan that equals 3 (three) hours in length or greater.

Your created lesson plan should also include developing behavioral objectives or JPRs, needs assessment, instructional resource analysis, developing instructional material, and a lesson outline.

The answers you submit must be your own work. You will be graded on your assessment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete all portions of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 5.3.2 - Create a lesson plan.				
1.	Conduct basic research, using JPRs to develop behavioral objectives.				
2.	Conduct a student needs assessment.				
3.	Conduct a needs analysis of instructional resources.				
4.	Develop instructional media.				

Skill Set 6: Delivery of Educational Materials

Reference: NFPA 1041-2012, Chapter 5, Section 5.4.2

Instructions to the Candidate

You will be required to deliver either the modified lesson plan or created lesson plan material to a selected group of individuals. The delivery must be longer than 3 (three) hours in length and completed in one of two (2) ways:

1. The candidate can present the modified lesson plan or created lesson plan material at their own Fire Department but will be required to have the FSTB Program Manager or designee in attendance. The candidate will need to coordinate with the FSTB Program Manager or designee at least thirty (30) days in advance to schedule a specific date.
2. The candidate can present the modified lesson plan or created lesson plan material at the Fire Service Training Bureau, Ames Iowa; but will be required to have the FSTB Program Manger or designee in attendance. The candidate will need to coordinate with the FSTB Program Manager or designee at least thirty (30) days in advance to schedule a specific date.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 5.4.2				
1.	Transition between different teaching methods.				

Skill Set 7: Testing Evaluation Instruments

Reference: NFPA 1041-2012, Chapter 5, Section 5.5.2

Instructions to the Candidate

In a document of at least two pages in length, explain your analysis of the test results and more importantly how you are plan to use the information to make or implement changes to the educational material.

You are to select one option to create specific knowledge-based and/or skills-based student evaluations. Provide a test that the student would be using along with an answer key.

Bank #1

Multiple Choice – 5 Questions Total

True/False – 5 Questions Total

Matching – 5 Topics and 7 Possible Options

Short Answer – 2 Short Answer Questions and Outline an acceptable answer

Essay – 1 Essay Question and Outline an acceptable answer

Bank #2

Multiple Choice – 5 Questions Total

True/False – 5 Questions Total

Matching – 5 Topics and 7 Possible Options

Practical Skills – 2 Practical Skills; each composed of at least 5 evaluation items/steps

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 5.5.2 - Develop student evaluation instruments.				
1.	Demonstrate evaluation item construction.				
2.	Demonstrate assembly of evaluation instruments.				

Skill Set 8: Observe & Evaluate Instructors on Self-Developed Educational Materials

Reference: NFPA 1041-2012, Chapter 5, Sections 5.2.6 & 5.4.3

Instructions to the Candidate

As a take home project you will be required to supervise and evaluate other instructors.

You will be required to observe an instructor delivering the modified or developed educational material. You will evaluate the instructor’s performance, complete a self developed evaluation form, and develop an improvement plan that addresses any deficiencies. You will also need to create an incident management system diagram that relates to the observed developed educational material.

The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answer.

Ensure that you complete all portions of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 5.2.6 - Evaluate instructors.				
1.	Coach other instructors.				
2.	Use observation techniques.				
3.	Complete evaluation forms.				
	Section 5.4.3 - Supervise other instructors and students during training.				
4.	Implement an incident management system used by the department.				

Skill Set 9: Develop a Course Evaluation

Reference: NFPA 1041-2012, Chapter 5, Section 5.5.3

Instructions to the Candidate

At this station, you will be required to develop a course evaluation. This instrument will be used by students in a class taught by another instructor. Upon receipt of the completed course evaluations, you will analyze the results and summarize them in a memo to the instructor.

You will be graded on your completeness of response; using a positive attitude when presenting results and making recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete all portions of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 5.5.3				
1.	Develop class evaluation forms.				

Skill Set 10: Complete a Training Record

Reference: NFPA 1041-2012, Chapter 5, Section 5.2.5

Instructions to the Candidate

For this take home project, you will be required to complete a training record that documents that you or another instructor presented educational materials that were either modified or created. You may use worksheets or other forms provided by your department for training record documentation. If your department does not use such items, or you are denied access, you are to create your own forms to act as a form of documentation.

The answers you submit must be your own work or given proper citation. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete all portions of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 5.2.5				
1.	Complete an audit of training records.				