

Fire & Emergency Services Instructor I

Certification Procedure Guide



This Certification Procedure Guide reflects the requirements of:

**NFPA 1020: Standard for Fire and Emergency Services Instructor, Fire Officer,
and Emergency Medical Services Officer Professional Qualifications, 2025 Edition**

Introduction to Fire and Emergency Services Instructor I Certification

FSTB website:

[Fire Service Training Bureau | Iowa Department of Public Safety](#)

FSTB Certification phone number: 515-727-3447

Candidates wishing to attain national certification at the Fire and Emergency Services Instructor I level through the Iowa Fire Service Training Bureau Certification System must start the process by attending an FSTB-approved course of instruction prior to registering for and paying the fee for a seat at one of the State's regional examination sites. Per the Iowa Administrative Code Section 251.201(2) examination fees are due at the time of registration and no later than 2 weeks prior to the examination date.

Candidates will register for examinations through their Acadis portal account.

<https://iafstb.acadisonline.com/acadisviewer/login.aspx>

Candidates are given twelve (12) months to complete each certification process. This time limit starts when the candidate takes their FIRST examination for this level (pass or fail).

The initial registration fee of \$50 allows the candidate one (1) attempt to pass the written examination. After this, every RETAKE is charged a \$50 fee.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for this certification process, the candidate's record is archived, and the candidate will have to restart the process.

If it has been more than two (2) years since the candidate has taken the course of instruction, before they can pursue this level of certification, they will need to retake the course and provide proof of completion.

Fire and Emergency Services Instructor I - Certification Requirements

Prerequisites:

Candidates pursuing certification at the Fire and Emergency Services Instructor I level must meet the following conditions:

1. Be a current member of a fire, emergency or rescue organization within the State of Iowa or enrolled in a Fire Science program within the Iowa College System. All candidates pursuing certification shall be at least 18 years of age. (Iowa Administrative Code, Section 661-251.201(1))
2. Hold a current certification at the HazMat Awareness & Operations level according to NFPA 472 - Standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents or NFPA 1072 - Standard for Hazardous Materials / Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications or NFPA 470 - Hazardous Materials / Weapons of Mass Destruction (WMD) Standard for Responders
3. Hold a current certification at the Fire Fighter I level according to NFPA 1001 - Standard for Fire Fighter Professional Qualifications or NFPA 1010 - Standard on Professional Qualifications for Firefighters
4. Must have attended a FSTB-approved Fire and Emergency Services Instructor I course of instruction within the past two (2) years of starting the certification process.

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

Candidates can register for ONLY one exam site at a time. Multiple registrations for the same level examination will be DENIED.

Written Examination:

The Fire and Emergency Services Instructor I written examination is based on Job Performance Requirements listed in NFPA 1020 - Standard for Fire and Emergency Services Instructor, Fire Officer, and Emergency Medical Services Officer Professional Qualifications, 2025 edition.

- The Fire and Emergency Services Instructor I written examination contains 100 multiple-choice and/or True-False questions.
- Candidates are required to score a minimum of 70% on the written examination. Candidates who fail the written examination will have to register to retake the written examination at another examination site along with paying the registration fee of \$50.

- Candidates may not take the written examination more than once per day.
- This chart shows the maximum time allowed for the written examinations based on the number of questions on the examination.

# of Questions	Time
30	36 Minutes
50	60 Minutes
75	90 Minutes
100	120 Minutes

Project:

1. The Fire and Emergency Services Instructor I Project (Teaching Assignment) is based on Job Performance Requirements listed in NFPA 1020 - Standard for Fire and Emergency Services Instructor, Fire Officer, and Emergency Medical Services Officer Professional Qualifications, 2025 edition, Chapter 4. The Project includes delivery of at least twenty-four (24) hours of evaluated instruction from prepared lesson plans relating to Fire or Emergency Medical Services topics observed by an evaluator certified in Iowa at least to the Instructor I level, and a documented inspection of a training prop. Detailed instructions and associated documents are located at the end of this Procedure Guide.

References / Textbooks:

- IFSTA, *Fire and Emergency Services Instructor*, 10th Edition, 2025
- J&B, *Fire and Emergency Services Instructor: Principles and Practice*, 4th Edition, 2027

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

Fire and Emergency Services Instructor I - Project (Teaching Assignment)

DIRECTIONS:

1. You will need to present (deliver) a minimum of twenty-four (24) hours of instruction utilizing prepared Lesson Plans that include subject matter relating to the Fire Service or Emergency Medical Services (EMS). A maximum of twelve (12) of the hours of instruction can be from EMS related topics. The remaining hours must be related to Fire Service topics. All twenty-four (24) hours **MUST** be evaluated and documented by an individual certified at least to the **Iowa** Fire and Emergency Service Instructor I level. For each “block” of instructional delivery, the candidate and evaluator must complete a Instruction Report and the respective Skills Performance Evaluation Checklist.
 - Skill Item #'s 1 - 20 **MUST** be completed for **EACH** block of instructional delivery, regardless of the duration, along with providing comments.
 - Skill #4 - Submit a copy of a **COMPLETED** attendance report (roster) for **EACH** of the training block(s) of the twenty-four (24) hours of instruction.
 - Skill Item #'s 21 - 24 **MUST** be completed at least **ONCE** during the delivery of the twenty-four (24) hours of instruction.
 - Skill #21 - Submit a copy of the Training Prop Inspection Form
 - Skill #22 - Submit a copy of a test and associated answer key utilized for **ANY** of the individual training sessions “blocks” of the twenty-four (24) hours of instruction.
 - Skill #23 - Please submit **ONE (1)** copy of a student’s graded test utilized for **ANY** of the training block(s) of the twenty-four (24) hours of instruction.
- Only **ACTUAL** instructional delivery shall be counted. Drive-time to and from the location, classroom set-up, equipment set-up and tear-down **SHALL NOT** be included in the instructional hours.
- Public education hours such as open houses, station tours, fire drills, and safety speeches **SHALL NOT** be included in the instructional hours.
- **ACTUAL** instructional delivery during Live Fire training **CAN** be included in the instructional hours. Skills performance and evolution time **SHALL NOT** be included in the instructional hours.

2. **Letter of Recommendation:** A letter of recommendation is required to be submitted by the Instructor that evaluated **ALL** or a **MAJORITY** of the twenty-four (24) hours of instruction, if multiple evaluators were utilized. The purpose of the letter is to allow the Evaluator to describe the qualities, characteristics, and capabilities of the Instructor Candidate pursuing certification 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 request for time extension to allow the candidate to improve and meet the acceptable instructional ability level.
3. Once the Project has been completed, scan ALL documentation into a file and submit it through your ACADIS portal account utilizing the Webform: iafstb.acadisonline.com. As a reminder, please keep a copy of ALL your paperwork for your records.

Fire & Emergency Services Instructor I

Instruction Report

A separate report is required for each session “block” of instruction presented.

Candidate Name: _____

ACADIS Academy ID#: _____

Subject: _____

☐

Fire Related

☐

EMS Related

Hours of Instruction: _____ Date Instructed: _____

Number of Participants: _____

Submit a copy of the departmental / organization attendance roster that corresponds to this report.

Iowa Certified Fire Instructor Evaluator Name (print) Candidate Name (print)

Iowa Certified Fire Instructor Evaluator Name (signature) Candidate Name (signature)

Once the Project has been completed, scan ALL documentation into a file and submit it through your ACADIS portal account utilizing the Webform: iafstb.acadisonline.com

Please keep a copy of ALL your paperwork for your records.

Each of the following skill evaluation points are **REQUIRED** to be **completed for each** instructional session “block” provided during the delivery of the 24 hours of evaluated instruction. This checklist **MUST** be completed and submitted with the corresponding Instruction Report.

No.	F&ES Instructor I Project Evaluation Skill Checklist	Pass	Fail
	Assemble course materials, so that the lesson plan and all materials resources and equipment needed to deliver the lesson are obtained. (JPR 4.3.2)		
1.	Candidate assembled course materials required for the lesson.		
	Prepare request for resources, so that the resources required to meet training goals are identified and documented. (JPR 4.3.3)		
2.	Candidate prepared a request for resources required for the lesson.		
	Schedule single instructional sessions, so that the specified sessions are delivered according to AHJ procedure. (JPR 4.3.4)		
3.	Candidate scheduled single instructional sessions.		
	Complete training records and reports, so that required reports are accurate and submitted in accordance with the procedures. (JPR 4.3.5)		
4.	Candidate completed required reports and accurately documented training records. ** SUBMIT A COPY OF THE COMPLETED ATTENDANCE RECORD (ROSTER) **		
	Review instructional materials, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified. (JPR 4.4.2)		
5.	Candidate reviewed instructional materials for applicability to the lesson.		
6.	Candidate analyzed the learning environment and resources for applicability to the lesson.		
	Adapt a prepared lesson plan, so that the needs of the student and the objectives of the lesson plan are achieved. (JPR 4.4.3)		
7.	Candidate adapted a prepared lesson plan to meet the needs of the student.		
8.	Candidate achieved the objectives of the lesson plan.		
	Organize the learning environment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are addressed. (JPR 4.5.2)		
9.	Candidate organized and provided a safe learning environment.		
10.	Candidate ensured the lighting and climate control was appropriate.		
11.	Candidate provided noise control and ensured distractions were minimized.		
12.	Candidates ensured the seating was appropriate for the lesson.		

13.	Candidates ensured that training aids and audiovisual equipment were appropriate and adequate for the lesson.		
	Present and adjust prepared lessons, so that the method(s) indicated in the plan is used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed. (JPR 4.5.4)		
14.	Candidate presented and/or adjusted the presentation as needed by the lesson plan.		
15.	Candidate achieved the stated learning objectives and outcomes.		
16.	Candidate used appropriate communication techniques and teaching methods.		
	Adjust to differences in learner characteristics, abilities, cultures, and behaviors, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained. (JPR 4.5.5)		
17.	Candidate adjusted the lesson as needed to meet learner's needs (i.e., verbal coaching, handling class disruptions).		
	Operate instructional technology tools and demonstration devices, so that the equipment functions, the intended objectives are presented, and transitions between media and other parts of the presentation are accomplished. (JPR 4.5.6)		
18.	Candidate operated instructional technology tools and demonstration devices properly.		
19.	Candidate transitioned between media sources and other parts of the presentation properly.		
	Monitor training participants to safeguard participants, so that signs and symptoms of fatigue and distress are recognized and that appropriate actions are taken to prevent injury. (JPR 4.5.7)		
20.	Candidate monitored training participants during training session.		

Required Evaluator Comments (please provide an overview of candidate's instructional performance during this instructional session):

Each of the following skill evaluation points are **REQUIRED** to be **completed at least once** during the delivery of the 24 hours of evaluated instruction. This checklist **MUST** be completed and submitted with the corresponding Instruction Report.

No.	F&ES Instructor I Project Evaluation Skill Checklist	Pass	Fail
	Inspect the training prop and associated equipment, so that all safety features of the prop are present and operate as intended, equipment is in a safe and useable condition, and unsafe props and equipment are removed from service in accordance with AHJ procedures. (JPR 4.5.3)		
21.	Candidate inspected a training prop and associated equipment, ensuring safe conditions and operations. ** SUBMIT A COPY OF THE PROP INSPECTION FORM **		
	Administer oral, written and performance tests, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained. (JPR 4.6.2)		
22.	Candidate correctly administered oral, written and performance tests in accordance with procedures, ensuring the security of the materials throughout the entire process. ** SUBMIT A COPY OF THE UTILIZED TEST AND ASSOCIATED ANSWER KEY **		
	Grade student oral, written, or performance tests, so the examinations are accurately graded and properly secured. (JPR 4.6.3)		
23.	Candidate accurately graded tests and maintained test security. ** SUBMIT ONE (1) COPY OF A STUDENT'S GRADED TEST **		
	Report test results, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported. (JPR 4.6.4)		
24.	Candidate correctly reported test results according to procedures.		
	Provide evaluation feedback to students, so that the feedback is timely; specific enough for the students to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data. (JPR 4.6.5)		
25.	Candidate provided feedback to the students that was timely, objective, and relevant.		

FSTB TRAINING PROP INSPECTION FORM

Candidates Name: _____

ACADIS Academy ID#: _____

Prop Details:

Name of Prop: _____

Manufacturer: _____

Model/Serial Number: _____

Inspection Checklist:

Item	Description	Status (Yes/No/NA)	Comments/Notes
Visual inspection of prop surface	Checks for cracks, corrosion, damage		
Structural integrity	Ensure frame & support are secure		
Fuel system	Check for leaks, proper connections		
Hoses	Checks for cracks, bulging, clamps		
Ventilation/Openings	Clear, unobstructive & operable		
Safety devices	Verify fire extinguishers, alarms & deadman		
Electrical components	Check wiring, switches, connections		
Signage and labels	Proper signage flammable product identification, HazMat placards,		
Prop functionality	Test operation if applicable		
Cleanliness	Surface clean and free of debris		
Other conditions	-----		

comments _____

Candidate Signature: _____

Date: _____