

Fire & Emergency Services Instructor II

Certification Procedure Guide



This Certification Procedure Guide reflects the requirements of:

**NFPA 1041: Standard for Fire and Emergency Services Instructor Professional
Qualifications, 2019 Edition**

Introduction to Fire and Emergency Services Instructor II 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 II 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 II - Certification Requirements

Prerequisites:

Candidates pursuing certification at the Fire and Emergency Services Instructor II 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.
2. Be certified to the Fire and Emergency Services Instructor I level according to the NFPA 1041 - Standard for Fire and Emergency Services Instructor Professional Qualifications
3. Must have attended a FSTB-approved Fire and Emergency Services Instructor II 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.

Written Examination:

The Fire and Emergency Services Instructor II written examination is based on Job Performance Requirements listed in NFPA 1041 - Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 edition.

- The Fire and Emergency Services Instructor II written examination contains 75 multiple choice questions.
- Candidates are required to score a minimum of 70% on the written examination. Candidates who fail the written examination are responsible for notifying the FSTB of their desire to retake the written examination by registering for another examination site and paying another registration fee of \$50. Candidates may not take the written examination more than once per day.
- The below 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
80	96 Minutes
100	120 Minutes

Project:

1. The Fire and Emergency Services Instructor II Project is based on Job Performance Requirements listed in NFPA 1041 - *Standard for Fire and Emergency Services Instructor Professional Qualifications*, 2019 edition, Chapter 5. The Project includes developing a training schedule, budgetary needs request, gathering required resources, records keeping, instructor evaluation, creating and instructing a lesson plan, and developing evaluation instruments and reports. Detailed instructions and associated documents are located at the end of this Procedures Guide.

References / Textbooks:

- IFSTA, *Fire and Emergency Services Instructor*, 9th Edition, 2019
- Jones & Bartlett, *Fire and Emergency Services Instructor: Principles and Practice*, 3rd Edition, 2020

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

Fire and Emergency Services Instructor II - Project

DIRECTIONS:

1. For this project, you have been newly appointed as the Department Training Officer. The required assignments (skills) in this project reflect job tasks that would normally be completed by an individual in this position. The following checklist is a quick reference of each component of the project and also references the NFPA 1041 JPR the skill is derived from:
 - ☐ **Assignment (Skill) 1:** Develop a Training Schedule **JPR 5.2.2**
 - ☐ **Assignment (Skill) 2:** Draft a Budgetary Needs Request to the Chief for the Training Schedule **JPR 5.2.3**
 - ☐ **Assignment (Skill) 3:** Draft a Training Resources Request to the Chief for the Training Schedule **JPR 5.2.4**
 - ☐ **Assignment (Skill) 4:** Develop an SOP on How to Create and Maintain Training Records **JPR 5.2.5**
 - ☐ **Assignment (Skill) 5:** Evaluate an Instructor and Provide a Means for Feedback Communication Back and Forth **JPR 5.2.6**
 - ☐ **Assignment (Skill) 6:** Create a Lesson Plan for a Training Topic **JPR 5.3.2**
 - ☐ **Assignment (Skill) 7:** Conduct a Class Using the Created Lesson Plan **JPR 5.4.2**
 - ☐ **Assignment (Skill) 8:** Supervise Instructors and Students During a Skills Training Evolution **JPR 5.4.3**
 - ☐ **Assignment (Skill) 9:** Develop a Quiz or Test for Students for the Created Lesson Plan **JPR 5.5.2**
 - ☐ **Assignment (Skill) 10:** Develop a Class Evaluation Form for the Created Lesson Plan **JPR 5.5.3**

Upon completion of Assignments 7 & 8, the certification candidate MUST have a completed Affidavit signed by either the certification candidate's Fire Chief or Training Officer. The Fire Chief or Training Officer's signature on the Affidavit attests that the certification candidate has completed these two (2) Assignments in accordance the instructions and guidelines provided in this Procedures Guide. The Affidavit is included as part of this Guide and MUST be included with this multi-part Project.

2. 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.

Assignment (Skill) 1: Develop a Training Schedule

Reference: NFPA 1041 JPR 5.2.2: Assign instructional sessions, given AHJ scheduling policy, instructional resources, staff, facilities, and timeline for delivery so that the specified sessions are delivered according to AHJ policy.

Directions: As the newly assigned Training Officer for your department, the Fire Chief has tasked you with developing a training schedule for the next 6 months. The department consists of 3 stations manned by 3 shifts of 6 firefighters at each station. The shifts work a standard 24/48 rotation. The Fire Chief wants to ensure that there are varied training topics and that all personnel receive the training. Provide a copy of the training schedule for this assignment.

Assignment (Skill 2): Draft a Budgetary Needs Request to the Chief for the Training Schedule

Reference: NFPA 1041 JPR 5.2.3: Recommend budget needs, given training goals, AHJ budget policy, and current resources, so that the resources required to meet training goals are identified and documented.

Directions: Draft a letter (minimum of 1 page) to the Fire Chief outlining your budgetary needs request to accomplish the training schedule developed in Assignment #1. Take into consideration the current resources the department has available, and provide a cost analysis for the additional resources that will be required. Provide a copy of the completed letter for this assignment.

Assignment (Skill 3): Draft a Training Resources Request to the Chief for the Training Schedule

Reference: NFPA 1041 JPR 5.2.4: Gather training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to AHJ policy.

Directions: Draft a letter (minimum of 1 page) to the Fire Chief outlining your resource needs request to accomplish the training schedule developed in Assignment #1. Take into consideration the current resources the department has available, and identify the additional resources that will be required. Provide a copy of the completed letter for this assignment.

Assignment (Skill 4): Develop an SOP on How to Create and Maintain Training Records

Reference: NFPA 1041 JPR 5.2.5: Manage training records-keeping, given training records, AHJ policy, and training activity, so that all AHJ and legal requirements are met.

Directions: Generate a Standard Operating Procedure (SOP) for creating a training record for departmental personnel and include requirements for maintaining these records so that departmental policies and legal requirements are adhered to. Provide a copy of the completed SOP for this assignment.

Assignment (Skill 5): Evaluate an Instructor and Provide a Means for Feedback Communication Back and Forth

Reference: NFPA 1041 JPR 5.2.6: Evaluate instructors, given an evaluation tool, AHJ policy, and objectives, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style, and communication methods, and provides opportunity for instructor feedback to the evaluator.

Directions: Evaluate an instructor during the delivery of a training topic utilizing a departmental evaluation report or a self-generated report. The evaluation report needs to identify the instructor's strengths and weaknesses, availability to provide recommendations for changes in instructional style and communication methods. The report should also include an area for the opportunity of the instructor to provide feedback to the evaluator. Provide a copy of the completed evaluation report for this assignment.

Assignment (Skill 6): Create a Lesson Plan for a Training Topic

Reference: NFPA 1041 JPR 5.3.2: Create a lesson plan, given a topic, learner characteristics, and a lesson plan format, so that a lesson outline, course materials, instructional technology tools, and evaluation plan, and learning objectives for the topic are addressed.

Directions: Create a lesson plan for one of the training topics identified on the training schedule developed in Assignment #1. The lesson plan should provide for a minimum of 1.5 hours of instruction. The lesson plan should include a lesson outline with the specific learning objectives, required course materials and instructional technology tools needed to facilitate the course, and an evaluation tool for the students to provide feedback. Provide a copy of the completed lesson plan for this assignment.

Assignment (Skill 7): Conduct a Class Using the Created Lesson Plan

Reference: NFPA 1041 JPR 5.4.2: Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and target audience, so that the lesson is delivered in a safe and effective manner and the objectives are achieved.

Directions: Conduct a course of instruction with the lesson plan developed in Assignment #6. The course should be a minimum of 1.5 hours in duration and involve the utilization of multiple teaching methods and techniques, so that the lesson objectives are achieved and covered and the lesson is delivered in a safe and effective manner. The course will be evaluated by a member of the FSTB Central Staff and can be presented either at the FSTB, the candidate's department, or another department that the candidate is teaching. Contact the FSTB Certification Manager to coordinate the specifics of date, time, and location.

Assignment (Skill) 8: Supervise Instructors and Students During a Skills Training Evolution

Reference: NFPA 1041 JPR 5.4.3: Supervise other instructors and students during training, given a specialized training scenario, so that applicable safety standards and practices are followed and instructional goals are met.

Directions: For this assignment, you will be the Lead Instructor for a group of students facilitating a Skill Training Evolution (the topic of instruction is your choice). This course of instruction must involve at least two other instructors whom you will supervise during the evolution. You will also ensure that applicable safety standards and practices were followed and instructional goals were met. The course will be evaluated by a member of the FSTB Central Staff and can be presented either at the FSTB, the candidate's department, or another department that the candidate is teaching. Contact the FSTB Certification Manager to coordinate the specifics of date, time, and location

Assignment (Skill) 9: Develop a Quiz or Test for Students for the Created Lesson Plan

Reference: NFPA 1041 JPR 5.5.2.: Develop student evaluation instruments, given learning objectives, learner characteristics, and training goals, so that the evaluation instrument measures whether the student has achieved the learning objectives.

Directions: Develop and provide either a quiz or test from the training topic created in Assignment #6. The evaluation instrument should include 5 multiple choice questions, 5 true/false questions, 5 matching term questions, and 2 short answer questions. If the training topic includes a practical skills component then also include 5 evaluation points for the skill. An answer key for the created instrument must also be provided with the correct answer choices, an outline of an acceptable answer for the short answer questions, and pass/fail criteria for the practical skill, if applicable.

Assignment (Skill) 10: Develop a Class Evaluation Form for the Created Lesson Plan

Reference: NFPA 1041 JPR 5.5.3: Develop a class evaluation instrument, given AHJ policy and evaluation goals, so that students have the availability to provide feedback on instructional methods, communication techniques, learning environment, course content, and student materials.

Directions: Develop an evaluation form (minimum of 1 page) for the training topic created in Assignment #6. The evaluation form should include areas for the student(s) to provide feedback on the following: Instructional methods; Communication techniques; Learning environment; Course content; and the Student materials. Provide a copy of the evaluation form for this assignment.



Fire Service Training Bureau

Division of State Fire Marshal • Iowa Department of Public Safety

Fire Chief or Training Officer Affidavit

The Fire Service Training Bureau offers certification for Fire and Emergency Services Instructor II based upon the current NFPA 1041 Standard titled "*Standard for Fire and Emergency Services Instructor Professional Qualifications*, 2019 edition." This affidavit is required to be completed by the certification candidate's Fire Chief and/or Training Officer to verify compliance with certification project requirements.

By signing this affidavit, you are ensuring the Fire and Emergency Services Instructor II certification candidate has completed the two (2) project Assignments listed below:

Assignment (Skill) #7- Conduct a Class Using the Created Lesson Plan

Printed Name and Title

Signature

Date

Assignment (Skill) #8 - Supervise Other Instructors and Students during Training

Printed Name and Title

Signature

Date