Fire & Emergency Services

Instructor I

Certification Procedure Guide

This Certification Procedure Guide reflects the requirements of:

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

Dec 2021

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Introduction to Fire and Emergency Services Instructor I Certification

FSTB Certification website: https://dps.iowa.gov/divisions/state-fire-marshal/fire-service-training/certification-accreditation
Certification Program email: fstbcert@dps.state.ia.us
FSTB Certification phone number: 515-727-3447

Candidates wishing to attain national certification for Fire and Emergency Services Instructor I through the Iowa Fire Service Training Bureau Certification System must start the process by attending an approved course of instruction then submitting an Examination Registration Form along with the Registration Fee of $50 due at the time of registration.

The form is available on the certification page of the FSTB website (link provided above) or you can click on the following link to go directly to the form:

Written Examination Registration Form

Each Registration Form is updated regularly to reflect the current schedule of examination locations and dates. Candidates are given twelve (12) months to complete each certification process. This time limit starts when the candidate takes their FIRST examination in this level.

Starting July 1, 2019 the initial Registration Fee of $50 allows the candidate one (1) attempt to pass the written examination. If the candidate fails the written exam, they are charged $50 to retake **EACH** examination again.

The FSTB stopped the process of allowing free retakes of examinations beginning on July 1, 2019. If the candidate started their certification process prior to July 1, 2019 then the candidate will be allowed to continue their process under the former rules until that process is exhausted (after completing the one free retake). If the candidate fails the free retake, then the candidate will pursue certification under the current rules.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for this 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.

Local Documentation Forms and/or Projects must be submitted and approved within the twelve (12) months from when the candidate starts the certification process for this level.

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.

2. Be certified to the HazMat Awareness & Operations level according to the NFPA 472 - *Standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents* or the NFPA 1072 - *Standard for Hazardous Materials / Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications*

3. Be certified to the Fire Fighter I level according to the NFPA 1001 - *Standard for Fire Fighter Professional Qualifications*

4. Be an ACTIVE member in GOOD standing with any of the organizations referenced in (1.) for more than one (1) year.

5. Must have attended either a FSTB-approved Fire and Emergency Services Instructor I course of instruction with at least 75% attendance or an National Association of EMS Educators (NAEMSE) Level I Instructor course 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 I 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 I written examination contains 100 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.

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

Project:

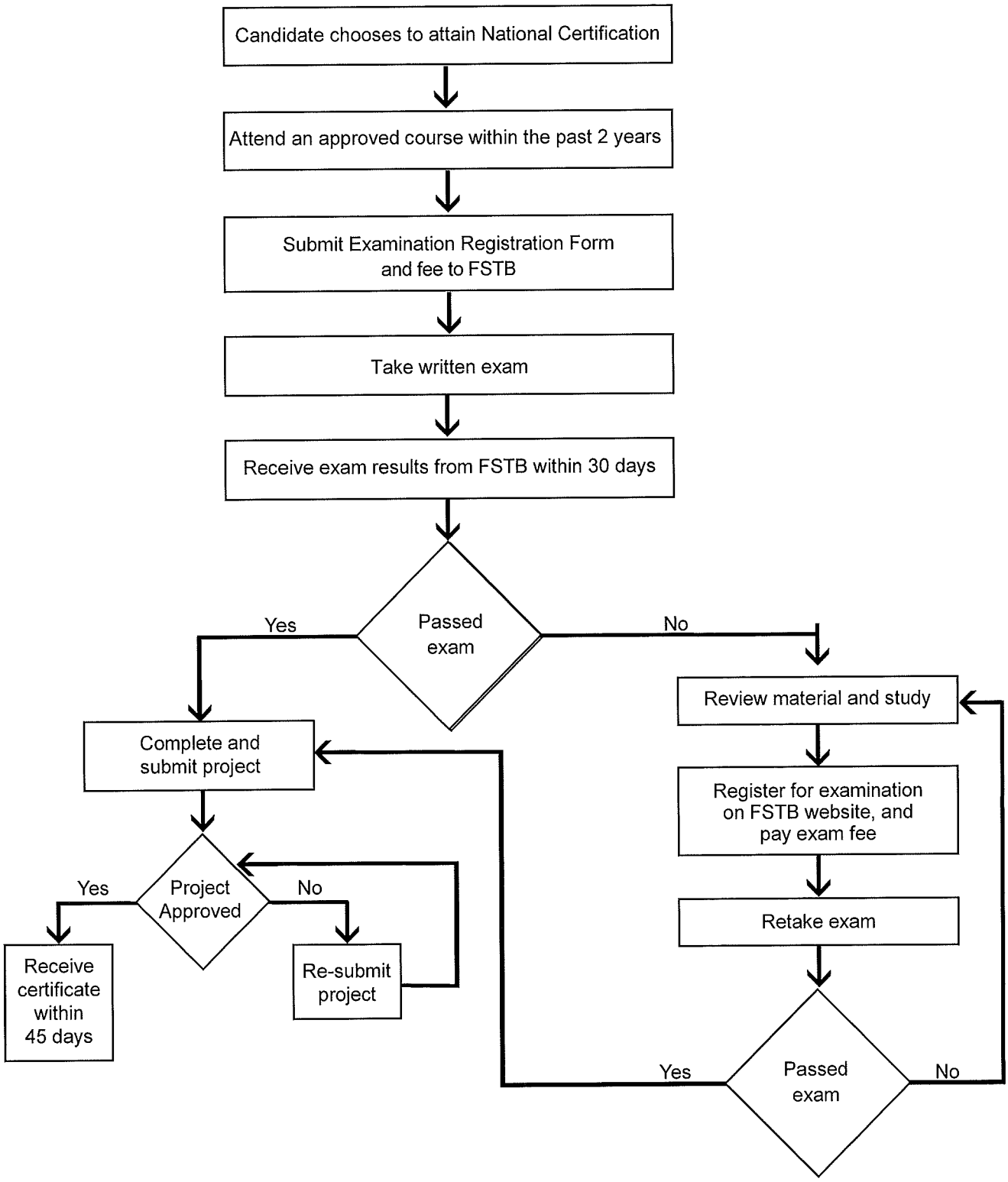
1. The Fire and Emergency Services Instructor I Project (Teaching Assignment) is based on Job Performance Requirements listed in NFPA 1041 - *Standard for Fire and Emergency Services Instructor Professional Qualifications*, 2019 edition, Chapter 4. The Project includes delivery of at least twenty-four (24) hours of evaluated instruction from prepared lesson plans relating to Fire or Emergency Medical Services topics. 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
- J&B, *Fire and Emergency Services Instructor: Principles and Practice,* 3rd Edition, 2020

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

Certification Flow Chart for Fire & Emergency Services Instructor I



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

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 include 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 evaluator must complete a Teaching Report and the respective Skills Performance Evaluation Checklist.

   - Skill Item #'s 1 - 19 **MUST** be completed for **EACH** block of instructional delivery, regardless of the duration, along with providing comments.
   - Skill #4 - Please submit **ONE (1)** copy of a **COMPLETED** training report (roster) for **EACH** of the training block(s) of the twenty-four (24) hours of instruction.
   - Skill Item #'s 20 - 23 **MUST** be completed at least **ONCE** during the delivery of the twenty-four (24) hours of instruction.
   - Skill #20 - Please submit a copy of the test utilized for **ANY** of the training block(s) of the twenty-four (24) hours of instruction.
   - Skill #21 - Please submit a copy of the graded test and the associated answer key 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, 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.

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 and email ALL documentation to: fstbcert@dps.state.ia.us. As a reminder, please keep a copy of ALL your paperwork for your records.

Fire & Emergency Services Instructor I
Instruction Report

A separate Instruction Report is required for each "block" of instruction presented.

Candidate Name: _____ FSTB ID#: _____

Subject: _____

☐ Fire Related ☐ EMS Related

Hours of Instruction: _____ Date Instructed: _____

Number of Participants: _____

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

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

** Please also include a copy of the departmental / organization training 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 and email ALL documentation to: fstbcert@dps.state.ia.us.

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 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 Checklist	Pass	Fail
	Assemble course materials, so that all materials needed to deliver the lesson are obtained. **(JPR 4.2.2)**		
1.	Candidate assembled course materials required for the lesson.		
	Prepared request for resources, so that the resources required to meet training goals are identified and documented. **(JPR 4.2.3)**		
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 4.2.4)**		
3.	Candidate scheduled lesson on training schedule.		
	Complete training records and reports, so that required reports are accurate and submitted according to AHJ procedure. **(JPR 4.2.5)**		
4.	Candidate completed required reports and accurately documented training records. **** PLEASE SUBMIT A COPY OF A COMPLETED TRAINING RECORD (ROSTER) ****		
	Review instructional materials, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified. **(JPR 4.3.2)**		
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 4.3.3)**		
7.	Candidate adapted a prepared lesson plan to meet the need 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 4.4.2)**		
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 presentation methods are used and the learning objectives or outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed. **(JPR 4.4.3)**		
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 4.4.4)**		
17.	Candidate adjusted the lesson as needed to meet learner's needs.		
	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 4.4.5)**		
18.	Candidate operated instructional technology tools and demonstration devices properly.		
19.	Candidate transitioned between media sources and other parts of the presentation properly.		

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

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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 Checklist	Pass	Fail
	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 4.5.2)**		
20.	Candidate correctly administered oral, written and performance tests in accordance with procedures, ensuring the security of the materials throughout the entire process. **** PLEASE SUBMIT A COPY OF THE UTILIZED TEST(S) ****		
	Grade student oral, written, or performance tests, so the examinations are accurately graded and properly secured. **(JPR 4.5.3)**		
21.	Candidate accurately graded tests and maintained test security. **** PLEASE SUBMIT A COPY OF THE GRADED TEST(S) ALONG WITH THE ASSOCIATED ANSWER KEY(S) ****		
	Report test results, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported. **(JPR 4.5.4)**		
22.	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 4.5.5)**		
23.	Candidate provided feedback to the students that was timely, objective, and relevant.		