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

Dec 2021

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Introduction to Fire and Emergency Services Instructor II 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 II 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 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 with at least 75% attendance or more 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.

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

Project:

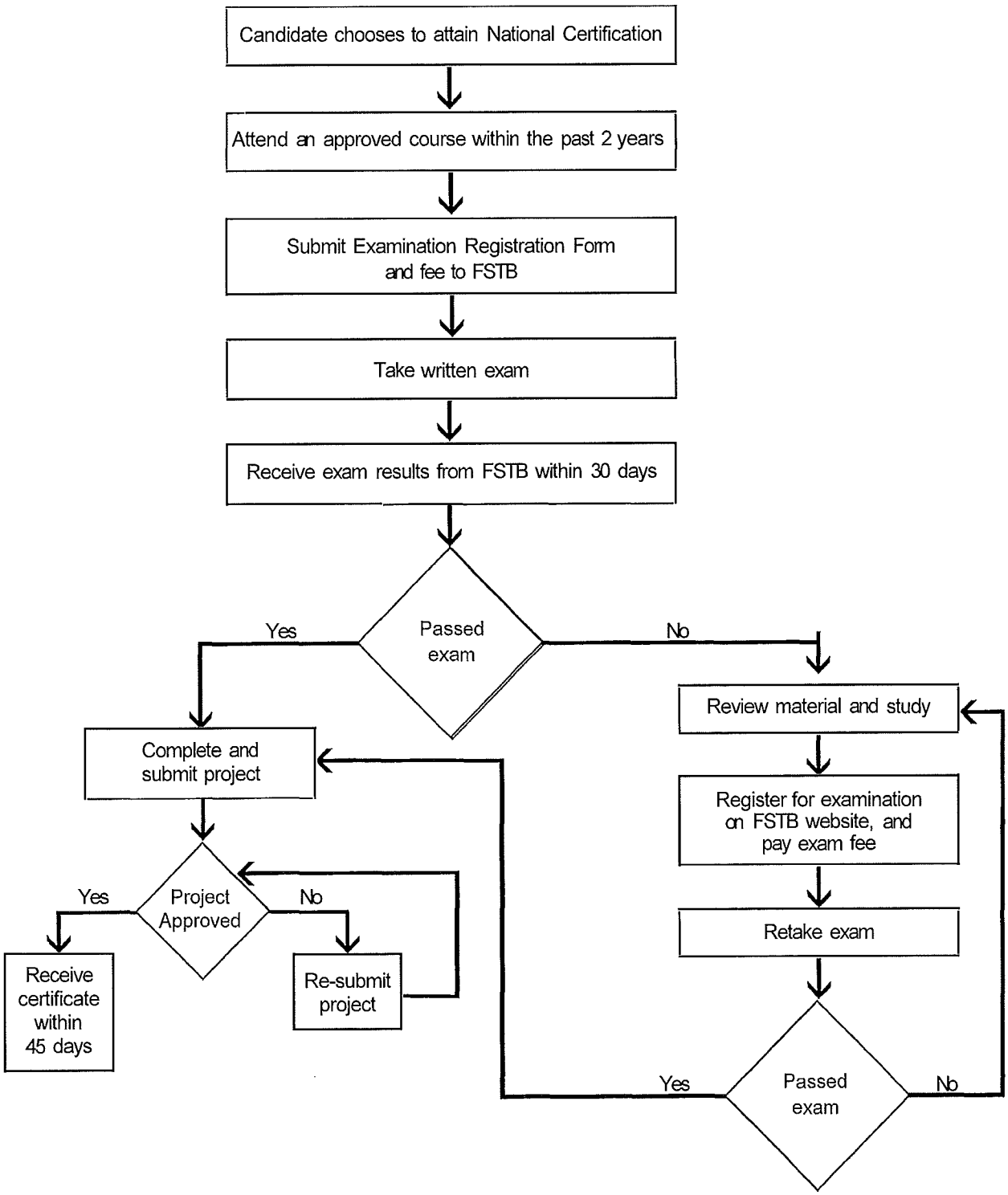
1. The Fire and Emergency Services Instructor II Project is based on Job Performance Requirements listed in NFPA 1041 - *Standard for Fire and Emergency Services Instructor Professional Qualifications*, 2019 edition, Chapter 5. The Project includes developing a training schedule, budgetary needs request, 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.

Certification Flow Chart for Fire & Emergency Services Instructor II



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

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:

   D **Assignment (Skill) 1:** Develop a Training Schedule **JPR 5.2.2**

   D **Assignment (Skill) 2:** Draft a Budgetary Needs Request to the Chief for the Training Schedule **JPR 5.2.3**

   D **Assignment (Skill) 3:** Draft a Training Resources Request to the Chief for the Training Schedule **JPR 5.2.4**

   D **Assignment (Skill) 4:** Develop an SOP on How to Create and Maintain Training Records **JPR 5.2.5**

   D **Assignment (Skill) 5:** Evaluate an Instructor and Provide a Means for Feedback Communication Back and Forth **JPR 5.2.6**

   D **Assignment (Skill) 6:** Create a Lesson Plan for a Training Topic **JPR 5.3.2**

   D **Assignment (Skill) 7:** Conduct a Class Using the Created Lesson Plan **JPR 5.4.2**

   D **Assignment (Skill) 8:** Supervise Instructors and Students During a Skills Training Evolution **JPR 5.4.3**

   D **Assignment (Skill) 9:** Develop a Quiz or Test for Students for the Created Lesson Plan **JPR 5.5.2**

   D **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 with 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. As you complete the project assignments (skills), please scan and email your documentation to: fstbcert@dps.state.ia.us. 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. This Assignment will be evaluated utilizing the F&ES Instructor II Project Evaluation Checklist #7 by either the certification candidate's Fire Chief or Training Officer. Once completed, the Affidavit included with this Guide MUST be submitted.

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. This Assignment will be evaluated utilizing the F&ES Instructor II Project Evaluation Checklist #8 by either the certification candidate's Fire Chief or Training Officer. Once completed, the Affidavit included with this Guide MUST be submitted.

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

Local 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 7- Conduct a Course of Instruction from a Created Lesson Plan

Printed Name and Title	Signature	Date

Assignment 8 - Supervise Instructors and Students during a Skills Training Evolution

Printed Name and Title	Signature	Date

Candidate Name:_____ **FSTB ID#:**_____

FSTB Evaluator Name: _____ **Date Evaluated:** _____

No.	F&ES Instructor II Project Evaluation Checklist	Pass	Fail
	Assign instructional sessions so that the specified sessions are delivered according to AHJ policy. **(JPR 5.2.2)**		
1.	Candidate generated a training schedule for the specified time frame including varied topics of instruction for all personnel. **** PLEASE SUBMIT A COPY OF THE COMPLETED TRAINING SCHEDULE ****		
	_____ _____ _____ _____ _____		
	Recommend budget needs so that the resources required to meet training goals are identified and documented. **(JPR 5.2.3)**		
2.	Candidate prepared a written budget request for resources required for the prepared training schedule. **** PLEASE SUBMIT A COPY OF THE COMPLETED BUDGET REQUEST ****		
	_____ _____ _____ _____ _____		
	Gather training resources so that the resources are obtained within established timelines, budget constraints, and according to AHJ policy. **(JPR 5.2.4)**		
3.	Candidate prepared a written resources request listing the resources required for the prepared training schedule, taking into consideration currently available resources. **** PLEASE SUBMIT A COPY OF THE COMPLETED RESOURCE REQUEST ****		
	_____ _____ _____ _____ _____		
	Manage training records-keeping so that all AHJ and legal requirements are met. **(JPR 5.2.5)**		
4.	Candidate generated a Standard Operating Procedure (SOP) for creating a training record for departmental personnel and included requirements for maintaining these records. **** PLEASE SUBMIT A COPY OF THE COMPLETED SOP ****		
	_____ _____ _____ _____ _____		

	Evaluate instructors 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. **(JPR 5.2.6)**		
5.	Candidate evaluated an instructor during the delivery of a training topic utilizing a departmental evaluation report or a self-generated report. The evaluation report identified the instructor's strengths and weaknesses, and provided recommendations for changes in instructional style and communication methods. The report included an area for the instructor to provide feedback to the evaluator. **** PLEASE SUBMIT A COPY OF THE COMPLETED EVALUATION REPORT ****		
	_____		
	Create a lesson plan so that a lesson outline, course materials, instructional technology tools, and evaluation plan, and learning objectives for the topic are addressed. **(JPR 5.3.2)**		
6.	Candidate created a lesson plan from one of the training topics identified on the training schedule developed in Assignment (Skill) #1. The lesson plan was a minimum of 1.5 hours of instruction. The lesson plan included 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. **** PLEASE SUBMIT A COPY OF THE COMPLETED LESSON PLAN ****		
	_____		
	Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques so that the lesson is delivered in a safe and effective manner and the objectives are achieved. **(JPR 5.4.2)**		
7.	Candidate conducted a course of instruction from the lesson plan developed in Assignment (Skill) #6. The course was a minimum of 1.5 hours in duration and involved the utilization of multiple teaching methods and techniques so that the lesson objectives were achieved and covered and the lesson was delivered in a safe and effective manner. The Fire Chief or Training Officer **MUST** sign the included Affidavit attesting to the completion of this Assignment.		
	_____		

	Supervise other instructors and students during training so that applicable safety standards and practices are followed and instructional goals are met. **(JPR 5.4.3)**		
8.	Candidate was the Lead Instructor for a group of students facilitating a Skills Training Evolution (lesson topic:_____). The course included at least two other instructors whom were supervised during the evolution. The candidate will ensure that applicable safety standards and practices were followed and instructional goals were met. The Fire Chief or Training Officer **MUST** sign the included Affidavit attesting to the completion of this Assignment.		
	_____ _____ _____ _____ _____		
	Develop student evaluation instruments so that the evaluation instrument measures whether the student has achieved the learning objectives. **(JPR 5.5.2)**		
9.	Candidate developed and provided either a quiz or test from the training topic created in Assignment (Skill) #6. The evaluation instrument included 5 multiple choice questions, 5 true/false questions, 5 matching term questions, and 2 short answer questions. (If the training topic included a practical skills component then 5 evaluation points for the skill were included. An answer key for the created instrument was 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. **** PLEASE SUBMIT A COPY OF THE QUIZ OR TEST AND ANSWER KEY ****		
	_____ _____ _____ _____ _____		
	Develop a class evaluation instrument so that students have the availability to provide feedback on instructional methods, communication techniques, learning environment, course content, and student materials. **(JPR 5.5.3)**		
10.	Candidate developed an evaluation form (minimum of 1 page) for the training topic created in Assignment (Skill) #6. The evaluation included areas for the student(s) to provide feedback on the following: Instructional methods; Communication techniques; Learning environment; Course content; and the Student materials. **** PLEASE SUBMIT A COPY OF THE COMPLETED EVALUATION FORM ****		
	_____ _____ _____ _____ _____		