



# Missouri Division of Fire Safety



# FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

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## **MISSION**

**The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.**



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

**CERTIFICATION PROCESS**

The guidelines for the state certification program are designed to insure the following: accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the State of Missouri.

**The main goals of the Certification program are:**

1. To raise the level of fire protection for the State of Missouri.
2. To improve training and education for the fire service of Missouri.
3. To establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have obtained state certification.

Fire Service Instructor Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify instructors based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, or disability. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

**Fire Service Instructor Certification**

The requirements for certification are designed to insure the accountability, consistency, and credibility of fire service instructors conducting courses and programs throughout the State of Missouri.

Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify fire service instructors based on a combination of requirements and qualifications.

All qualifications must be met and documentation supplied to the Division of Fire Safety.

Each designated level of instructor classification is based upon the Standard for Fire Service Instructor Professional Qualifications, NFPA 1041-2007.

When accepted, after fulfilling the entrance requirements of this standard, the individual shall be placed in the appropriate instructor level. The applicant must meet all requirements and prerequisites of that instructional level. Each objective must be met in its entirety.

**Applicants have one year from the time of course completion to complete the certification process.**



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

## **I. Fire Department Instructor**

The Fire Department Instructor level has been created to address the need for instructors in departments without Fire Service Instructors. The Fire Department Instructor classification is an entry level certification. The training required is the minimum amount to begin instructing fire department personnel. ***This level of certification does not comply with NFPA 1041.***

Fire Department Instructor classification will be issued to those individuals who have met the following guidelines.

- A. Submit an application for certification (enclosed).
- B. Submit an "Authorization for Release of Information" form (enclosed).
- C. Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of the department, or agency director in place of diploma or G.E.D.
- D. Applicant must be a resident of Missouri, or employed with a fire department or emergency services within the State.
- E. Have a minimum of two (2) years experience in the field of fire protection or emergency services or a letter of recommendation from agency/department director or chief attesting to the applicant's eligibility for certification.
- F. Completed the National Fire Academy course "Instructional Techniques for Company Officers" **and** the 4-hour Reports and Records course **OR**

Successful completion of the University of Missouri Fire & Rescue Training Institute's Fire Service Instructor I course, including written course exam and presentation. Individuals applying for Fire Department Instructor certification are not required to take the certification exam **OR**

The Division of Fire Safety will also review other Instructor courses not listed above for approval.

- G. Agree to the conditions stipulated by the Division of Fire Safety in conducting training, controlling examinations, maintaining records, and submitting reports.



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

**Fire Service Instructor Certification**

The intent of the Fire Service Instructor program is to establish minimum standards based on NFPA 1041-2007 for the professional development and classification of Fire Service Instructors. Classifications are granted at the level in which the requirements have been fulfilled and the level the instructor is currently operating.

**II. Fire Service Instructor I**

Fire Service Instructor I is defined as an instructor who has demonstrated the knowledge and the ability to conduct instruction from prepared material. Fire Service Instructor I - NFPA 1041-2007 is granted to those individuals who provide documentation of the following qualifications:

- A. Submit a "Fire Service Instructor Application for Testing and Certification" (enclosed).
- B. Submit an "Authorization for Release of Information" form (enclosed).
- C. Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of the department, or agency director.
- D. Applicant must be a resident of Missouri, or employed with a fire department or emergency services within the State.
- E. Successful completion of a Division of Fire Safety approved Fire Service Instructor I course, including a successful score on the written course exam and practical skills/presentation. Course certificate must accompany application. Completed/scored practical skills must be submitted to the Division of Fire Safety prior to certification being issued.
- F. Applicant must attain a minimum score of 70% on the Division of Fire Safety's Fire Service Instructor I certification examination.
- G. Have a minimum of three (3) years experience in the field of fire protection or emergency services or a letter of recommendation from agency/department director or chief attesting to the applicant's eligibility for certification.
- H. Agree to the conditions stipulated by the Division of Fire Safety in conducting training, controlling examinations, maintaining records and submitting reports.



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### **III. Fire Service Instructor II**

Fire Service Instructor II is defined as an instructor who, in addition to meeting Instructor I, 1041-2007 qualifications, has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic, as well as supervise and coordinate the activities of other instructors. Fire Service Instructor II - NFPA 1041-2007 is granted to those individuals who provide documentation of the following qualifications:

- A. Submit an application for testing and certification (enclosed).
- B. Submit an "Authorization for Release of Information" form (enclosed).
- C. Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of the department, or agency director.
- D. Applicant must be a resident of Missouri, or employed with a fire department or emergency services within the State.
- E. Successful completion of a Division of Fire Safety approved Fire Service Instructor II course including a successful score on the written course exam, skills and project. Completed/scored practical skills must be submitted to the Division of Fire Safety prior to certification being issued.
- F. Applicant must attain a minimum score of 70% on the Division of Fire Safety's Fire Service Instructor II certification examination.
- G. Have a minimum of three (3) years experience in the field of fire protection or emergency services or a letter of recommendation from agency/department director or chief attesting to the applicant's eligibility for certification.
- H. Agree to the conditions stipulated by the Division of Fire Safety in conducting training, controlling examinations, maintaining records and submitting reports.



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

#### **IV. Administration of the Fire Service Instructor Certification Examinations**

The Fire Service Instructor I Certification Examination will be generated and administered at least three times annually by the Division of Fire Safety. The certification exam bank is referenced to IFSTA's *Fire and Emergency Services Instructor*, seventh edition. Applicants must take the certification exam within one year of completing the appropriate course.

*Sample Test Question*

One of an instructor's basic responsibilities is to provide the student:

- a. handouts.
- b. comfortable seating.
- c. a good learning environment.
- d. A/V entertainment.

Applicants will have two hours to complete the 100 question, multiple-choice test. Following the exam, applicants will be notified by the Division as to whether they passed or failed. The applicant must achieve a score of 70% on the exam in order to qualify for certification. Applicants must successfully complete all practical skills and presentations conducted during the presentation of the Instructor I Course.

In the event an applicant fails the examination, the applicant may apply to retake the examination within one year from the course completion date. Should an applicant fail the exam a second time, he or she will be required to attend and successfully complete the approved Instructor I course, and submit documentation of to the Division of Fire Safety prior to taking the exam a third time. Individuals must pass the certification exam in order to qualify for certification.



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

The **Fire Service Instructor II Certification Examination** will be generated and administered at least three times annually by the Division of Fire Safety.

Applicants will have one-hour to complete the 50 question, multiple-choice test.

Applicants must successfully complete all practical skills and the instructional project conducted and assigned during the presentation of the Instructor II Course.

Following the exam, applicants will be notified by the Division as to whether they passed or failed. The applicant must achieve a score of 70% in order to qualify for certification.

In the event the applicant fails the examination, he or she may apply to retake the examination within one year from the course completion date. Should an applicant fail the exam a second time, he or she will be required to attend and successfully complete the approved Instructor II course, and submit documentation to the Division of Fire Safety prior to taking the exam a third time. Individuals must pass the certification exam in order to qualify for certification.



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

## **V. Course Approval Requirements**

The Division of Fire Safety will approve courses for the purpose of meeting the requirements of various instructor levels according to the following guidelines.

- A. Courses must be taught by an instructor who is recognized and approved by an educational institution, academy or state agency who has the approval of the Division of Fire Safety.
- B. Fire Service Instructor courses will be delivered by approved institutions and organizations meeting the guidelines of the Division of Fire Safety.
- C. The general course content will meet the appropriate objectives outlined in NFPA 1041.
- D. A copy of the following will be submitted to the Division of Fire Safety for review:
  - 1. Instructor's guide
  - 2. Text
  - 3. Student Workbook
  - 4. Tests & Evaluation Measures

The Division of Fire Safety will keep all materials submitted on file after approval has been granted. The Division shall be notified of any change or revision in course content or support materials.



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*FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM*

## VI. Recertification

All Fire Service Instructor Certification levels shall expire three years from the certification date or from date of recertification.

Notification of approaching expiration will be sent to the individual's home address prior to the recertification date. The individual is responsible for supplying the Division with a current home address.

The instructor will be required to complete the following criteria in order to renew certification:

- A. Complete and submit the Recertification Application
- B. Summary of how your duties over the past three (3) years reflect your current certification level.
- C. Verification of 24 hours additional training related to instructional areas. For every hour of verifiable instruction of a certificated course in either a fire academy, Missouri Fire and Rescue Training Institute, or National Fire Academy, or documented in-service training, you will receive one hour of credit, not to exceed 12 hours of credit. **A minimum of 12 hours of training must come from instructional development courses or seminars attended.**

In the event an individual does not submit the required documentation for recertification as a Fire Service Instructor, his or her certification status will be revoked. In order to regain certification, that individual must successfully complete an approved Fire Service Instructor course, including successful score on the written course exam and practical skills/presentation. Individuals must meet all requirements for certification including but not limited to passing the certification exam in order to qualify for certification.



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

## **VII. Applying for Fire Service Instructor Equivalency/Reciprocity**

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

### Equivalency

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member of a Missouri Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
- C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
- D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable.
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

### Reciprocity

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC or ProBoard Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-Missouri certifying authority that the applicant's certification is current, valid and in good standing.
- D. The candidate must be a member of a Missouri Fire Department and must have signature of the Fire Chief in order to request reciprocity
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The Missouri Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.



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***FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM***

**VIII. Saving Clause**

The qualifications developed in this program shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of this certification program.

**IX. Suspension, Revocation or Denial**

The Director of the Division of Fire Safety may suspend, revoke or deny certification to any fire service instructor when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the certification examination or fails to successfully complete the practical skills exercise or assigned skills project during the course.

All certifications currently held by the individual will be reviewed.



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## **.X. Appeal Process**

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

A representative of the Missouri Division of Fire Safety, Fire Safety Advisory Board appointed by the State Fire Marshal.

A representative of the Missouri Division of Fire Safety, Fire Education Commission appointed by the State Fire Marshal.

A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for an appeal.

Date Received	 <b>Department of Public Safety</b> <b>Division of Fire Safety</b> PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: <a href="http://www.dfs.dps.mo.gov">www.dfs.dps.mo.gov</a>	 	Date Approved To Test
Received By			Approved By
<b>Application for Testing and Certification</b>			

<b>Location for Testing:(see website for testing locations and dates)</b>	<b>Date of Testing</b>

<b>Personal Information:</b>					
<b>Social Security #</b>	<b>Last Name</b>	<b>Suffix</b>	<b>First Name</b>	<b>M.I.</b>	
<b>Mailing Address of Applicant</b>			<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Driver's License #</b>	<b>D.L. State</b>	<b>Personal Phone #</b> <input type="checkbox"/> Home <input type="checkbox"/> Cell	<b>Email Address</b>		
<b>Date of Birth</b>	<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>High School Diploma?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>GED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>County of Residence</b>	

<b>Current Agency Information:</b>					
<b>FDID No.</b>	<b>Agency Name</b>	<b>Phone #</b>	<b>Yrs of Serv.</b>	<b>County</b>	
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	

<b>Agency Type</b>
<input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other Local, State or Federal Agencies

<b>Check the Certification Test(s) Applying For:</b>					
<b>Fire Protection</b>	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> Firefighter II	<b>Was Firefighter II taken online?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Hazardous Materials</b>	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	<b>Was Haz-Mat Awareness taken online?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Fire Officer</b>	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II			
<b>Fire Service Instructor</b>	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II			
<b>Driver/Operator</b>	<input type="checkbox"/> Pumper				
<b>Fire Inspector</b>	<input type="checkbox"/>				
<b>Fire Investigator</b>	<input type="checkbox"/>				

**Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?**

Yes  No

**If yes, download a "Criminal Offense Statement" at  
[www.dfs.dps.mo.gov/Criminal%20Offense%20form.pdf](http://www.dfs.dps.mo.gov/Criminal%20Offense%20form.pdf)**

**This form MUST be fully completed and submitted with this application.**

**Authorization for Release of Information**

I, (Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course**

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hazardous Materials Levels & Fire Fighter I and II ONLY**  
**To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the \_\_\_\_\_ (Authority Having Jurisdiction) to perform the duties of the applicable NFPA standard.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Testing will be scheduled by the State Fire Marshal's Office, Training and Certification Unit.*

**COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING**