



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF FIRE SERVICES  
MICHAEL DEPREZ  
ACTING STATE FIRE MARSHAL

RICK SNYDER  
GOVERNOR

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DIRECTOR

# Memorandum

**DATE:** February 4, 2016  
**TO:** County Training Committee Chairpersons  
**FROM:** Michael Deprez, Acting State Fire Marshal  
**SUBJECT:** Program Updates

Below are several program updates that the Bureau would like to bring to your attention. Thank you in advance for your continued efforts to foster excellence in fire fighter training. As always, do not hesitate to contact the Fire Fighter Training Division (FFTD) with any questions, suggestions and/or concerns.

- **Closing Courses:** As you speak to the instructors and course managers in your respective areas please let them know that currently the course manager needs to close out courses via the electronic Instructor Activity and Payment form (BFS-250) even if they have submitted a paper copy or if the course is unfunded. The FFTD is starting to accumulate courses that are not finalized due to this issue and we do not want to delay payment or certificates to students who have completed the courses.
- **Course Approvals:** Because the former exam request process is not completely functional within the SMOKE system we are resurrecting the Exam Request Form (BFS-230) and will make the form available to you soon. In the interim, please send an email to the SMOKE email address at [LARA-BFS-SMOKE@michigan.gov](mailto:LARA-BFS-SMOKE@michigan.gov) to help ensure that you receive your course materials in a timely fashion.
- **Reallocation of Funds:** The FFTD is still awaiting the reallocation of the funds from the Department of Licensing and Regulatory Affairs (LARA). At this time, there is no way to estimate the amount of the reallocation to the individual counties, nor when these funds will be disbursed.
- **Reciprocity:** As you are aware, Public Act 291 was amended in December to allow for additional reciprocity parameters for Fire Fighter I, II, and I & II. Individuals seeking reciprocity can now submit a request for approval to the State Fire Marshal for Fire Fighter I/II certificates accredited by Department of Defense, IFSAC, or ProBoard and will be processed by the FFTD.

Below is a link to the Request for Reciprocity application (BFS-291):

[http://www.michigan.gov/documents/lara/Request\\_for\\_Reciprocity\\_12\\_3\\_15\\_507469\\_7.pdf?20160201154449](http://www.michigan.gov/documents/lara/Request_for_Reciprocity_12_3_15_507469_7.pdf?20160201154449)

- **Instructor Applications:** Instructor applications are now being processed by staff and approved by the State Fire Marshal. The applications are being processed in accordance with LARA Policy 2-1, which is available on the [FFTD](#) section of the BFS website. Applications have switched back to paper applications and can be obtained from your Region Coordinator. If you need a copy of the application please don't hesitate to [contact](#) your Region Coordinator.

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