

# Instructor Levels and Certification Process

## Certified Associate Instructor

### Application process:

The applicant will be applying for Probationary Associate Instructor status.

The applicant must have the following credentials:

- Must be a member, or have been a member within the last five years, of an organized fire department.
- FF II certified (or old 240 hour class).
- Have three years fire suppression experience.
- Have completed the MFFTC Educational Methodology Course.
- Have completed the MFFTC Instructor Orientation Course on or since 2009.
- Have all information up to date and entered in SMOKE.
- Submit a paper Probationary Associate Instructor application to the Region Supervisor which has been signed by the Fire Chief of the applicant's department.

The application will be reviewed and requirements will be verified by FFTD staff. Once staff verification is complete, staff will recommend approval or denial and electronically forward all documents and recommendation to the State Fire Marshal for their approval or denial. The Fire Marshal's determination letter will be emailed to the applicant.

### Probationary Associate Instructor requirements:

When the applicant is informed they have been approved at the Probationary Associate Instructor level they have two years from that date to complete the following:

- Must have five years fire suppression experience.
- Minimum of 12 hours mentoring instruction including at least 6 hours of lecture and 6 hours of practical instruction under the direction of a Certified Instructor I.
- One lecture evaluation by a Training Coordinator after the mentoring hours have been completed.

### Certified Associate Instructor requirements:

When all of the probationary requirements are met the Training Coordinator will forward the Mentoring Form and the Evaluation to the Region Supervisor. The Region Supervisor will review the documents to verify that the requirements are met and submit their recommendation of upgrade to the State Fire Marshal. The Fire Marshal will give their approval or denial. The Fire Marshal's determination letter will be emailed to the applicant. If all requirements are met the letter will be congratulatory in nature indicating the requirements have been met and upgrading their status to Certified Associate Instructor.

*Certified Associate Instructors are only authorized to teach FFI, FFII, and FF I & II courses which does not include Hazardous Materials courses.*

# Instructor Levels and Certification Process

Instructor I Certification

## **Application Process**

All applicants will submit a Probationary Instructor I application to the Region Supervisor.

The applicant must have the following credentials:

- Must be a member, or have been a member within the last five years, of an organized fire department.
- FF II certified (or old 240 hour class).
- Have three years fire suppression experience.
- Have completed the MFFTC Instructor I Course, or provide documentation of a current EMS/IC license, current Michigan teaching certificate, or Instructor I certificate with an IFSAC or ProBoard seal affixed.
- Have completed the MFFTC Instructor Orientation Course on or since 2009.
- Have all information up to date and entered in SMOKE.
- Submit a paper Probationary Instructor I application to the Region Supervisor which has been signed by the Fire Chief of the applicant's department.

## **Probationary Instructor I requirements**

When the applicant is informed they have been approved at the Probationary Instructor I level they have two years from that date to complete the following:

- Must have five years fire suppression experience.
- Minimum of 12 hours mentoring instruction including at least 6 hours of lecture and 6 hours of practical instruction under the direction of a Certified Instructor I instructor.
- A letter of recommendation from an Instructor I certified instructor recommending the applicant be upgraded to the Certified Instructor I level.

## **Certified Instructor I requirements**

When all of the probationary requirements are met the Training Coordinator will forward the Mentoring Form and the Evaluation to the Region Supervisor. The Region Supervisor will review the documents to verify that the requirements are met and submit their recommendation of upgrade to the State Fire Marshal. The Fire Marshal will give their approval or denial. The Fire Marshal's determination letter will be emailed to the applicant. If all requirements are met the letter will be congratulatory in nature indicating the requirements have been met and upgrading their status to Certified Instructor I.

Applicants who have met all of the applicant requirements for Instructor I and are currently certified to the Certified Instructor or Certified Associate Instructor level will not have to complete the Probationary Instructor I requirements and will be recommended for upgrade to Certified Instructor I.

*Certified Instructor I instructors can teach any course they have attended that does not require a Train the Trainer (3<sup>rd</sup> party requirement). Instructor I instructors are not authorized to teach wildland courses unless approved by the Michigan DNR or US Forest Service.*

# Instructor Levels and Certification Process

## Instructor II

### Application Process

All applicants will submit a Probationary Instructor I application to the Region Supervisor.

The applicant must have the following credentials:

- Must be a member, or have been a member within the last five years, of an organized fire department.
- FF II certified (or old 240 hour class).
- Must be currently be Instructor I certified.
- Must be certified to the Fire Officer III level.
- Must have completed one of the following courses or documentation of equivalent training, knowledge, and experience:
  - The National Fire Academy (NFA) Fire Service Design Course, or
  - The MFFTC/FFTD Instructor II Course.
- Have all information up to date and entered in SMOKE.
- Submit a paper Instructor II application to the Region Supervisor which has been signed by the Fire Chief of the applicant's department.

### Certified Instructor II requirements

When all of the Instructor II requirements are met the Region Supervisor will review the documents to verify that the requirements are met and submit their recommendation of upgrade to the State Fire Marshal. The Fire Marshal will give their approval or denial. The Fire Marshal's determination letter will be emailed to the applicant. If all requirements are met the letter will be congratulatory in nature indicating the requirements have been met and upgrading their status to Certified Instructor I.

*Certified Instructor II instructors can teach any course on the FFD course menu that does not require a Train the Trainer (3<sup>rd</sup> party requirement). Instructor II instructors are not authorized to teach wildland courses unless approved by the Michigan DNR or US Forest Service.*