

**DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
FIRE FIGHTERS TRAINING COUNCIL  
GENERAL RULES (Instructor Excerpt)**

Filed with the Secretary of State on December 20, 2016

These rules become effective immediately upon filing with the Secretary of State unless adopted under section 33, 44, or 45a(6) of 1969 PA 306. Rules adopted under these sections become effective 7 days after filing with the Secretary of State. (By authority conferred on the fire fighters training council by section 16 of 1966 PA 291 MCL 29.376, and Executive Order Reorganization No. 2003-1, MCL 445.2011)

*This excerpt contains the following rules:*

- R 29.408 Instructor classifications generally*
- R 29.408a Probationary associate instructor; associate instructor; requirements*
- R 29.408b Probationary instructor I; requirements*
- R 29.408c Instructor I; requirements*
- R 29.408d Instructor II; requirements*
- R 29.408e Certified instructors*
- R 29.408f Special instructor requirements*
- R 29.409 Instructor application process*

**R 29.408 Instructor classifications generally.**

Rule 8. (1) The professional classifications for fire service instructors I and II shall be based on the qualifications and performance requirements specified in nfpa standard 1041, "Standard for Fire Service Instructor Professional Qualifications," as adopted by reference in R 29.410.

(2) Performance standards shall be evaluated by department staff designated by the fire marshal.

The following are general performance based instructor classifications:

(a) An associate instructor is an instructor who has both of the following:

(i) The knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments.

(ii) The ability to teach according to his or her individual instructional training, by using a variety of teaching strategies, utilizing lesson plans and instructional aids as required.

(b) An instructor I is an instructor who has demonstrated the knowledge and ability to do all of the following:

(i) Deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments.

(ii) Adapt lesson plans to the unique requirements of the students, school, training center, and state laws.

(iii) Organize the learning environment so that learning and safety are maximized.

(iv) Meet all record-keeping requirements.

(c) An instructor II is an instructor who meets the instructor I performance standards and also demonstrates the knowledge and ability to do all of the following:

(i) Develop individual lesson plans for a specific topic including learning objectives, instruction aids, and evaluation instruments.

(ii) Schedule training sessions based on overall training plans.

(iii) Supervise and coordinate the activities of other instructors.

(3) All applicants and instructors shall comply with all fire training state statutes and rules.

**R 29.408a Probationary associate instructor; associate instructor; requirements.**

Rule 8a. (1) An applicant for a probationary associate instructor shall meet all of the following qualifications:

(a) Be a member, or have been a member, of an organized Michigan fire department within the last 5 years immediately prior to his or her application.

(b) Possess a fire fighter I certification or successfully completed the previous phases I and II to instruct subjects within the fire fighter I course.

(c) Possess a fire fighter II certification or successfully completed the previous 240-hour training course to instruct subjects within the fire fighter I and II courses.

(d) Have a minimum of 3 years fire suppression experience.

(e) Successfully complete the council approved educational methodology class.

(2) An applicant who successfully meets the qualifications for probationary associate instructor shall apply pursuant to the procedure under R 29.409.

(3) Upon approval of the application by the department, the probationary associate instructor shall do all of the following:

(a) Select an instructor I or II as a mentor to directly supervise and assist him or her with 12 hours of supervised teaching. The department shall provide a form to document the practice teaching hours. At the completion of 12 hours, the mentoring instructor shall use the form to recommend the approval or denial for the probationary associate instructor's certification. The mentor shall send the form to the department region coordinator.

(b) With the receipt of the approved form, the region coordinator shall arrange for the probationary associate instructor to be evaluated by department staff while instructing. A probationary

associate instructor must receive 1 satisfactory evaluation of classroom lecture within 2 years of obtaining probationary status.

(c) After 12 hours of supervised lecture and a positive evaluation, the region coordinator shall notify the department of the successful completion of the probationary status of the applicant. The period of time needed to accrue 12 supervised teaching hours must be completed within 2 years, but may be extended by the fire marshal or his or her designee for good cause due to circumstances beyond the control of the probationary associate instructor.

(d) An instructor I or II shall be present at the course and observe the instruction of a probationary associate instructor at all times. In cases of undue hardship, which may include, but are not limited to, unavailability of region coordinator, inclement weather, or circumstances outside of his or her control, the requirement of on-site supervision may be waived in writing by the region coordinator, upon written request of the course manager.

(4) An applicant for an associate instructor shall apply pursuant to the procedure under R 29.409, and meet all of the qualifications of a probationary associate instructor.

(5) An associate instructor who has successfully completed fire fighter I training may instruct any unit from the fire fighter I curriculum. An associate instructor who has successfully completed fire fighter I and II curriculum may instruct any unit from the fire fighter I and II curriculum in which he or she has shown competence.

#### **R 29.408b Probationary instructor I; requirements.**

Rule 8b. (1) An applicant for a probationary instructor I shall meet all of the following qualifications:

(a) Be a member, or have been a member, of an organized Michigan fire department within the last 5 years, or maintained active instruction status immediately prior to his or her application. An applicant shall maintain active instruction status by documentation of instruction hours on the department system maintenance on knowledge and education program.

(b) Possess a fire fighter I and II certification.

(c) Have a minimum of 5 years of experience in fire suppression at the time of application.

(d) Be certified at the level or course that he or she wishes to instruct and completed a minimum of fire fighter II certification for instruction.

(2) An applicant for instructor I who has not previously attained an associate instructor status shall serve a probationary instructor I status. A probationary instructor I shall only be authorized to instruct the courses approved at the associate instructor level.

(3) An applicant possessing a current Michigan teacher's certificate, a currently licensed ems/ic, or an individual certified as an instructor I through an internationally accredited fire service organization shall not be required to complete the council instructor I course and shall also be exempt from the probationary period.

(4) An applicant who is an associate instructor shall not be required to serve a probationary period.

(5) Within a 2-year period, a probationary instructor I shall do all of the following:

(a) Select a mentor instructor I or II to directly supervise and assist him or her with the teaching process. A probationary instructor I candidate shall complete 12 hours of direct supervised teaching with 6 hours being lecture and 6 hours being practical.

(b) The mentoring instructor shall document the practice and teaching hours on a form provided by the department. At the completion of 12 supervised hours, the mentoring instructor shall use the form to confirm the completion of the required instruction hours for the probationary instructor's certification as an instructor I. The mentoring instructor shall send the form to the region department coordinator for his or her review.

(c) With receipt of the form, the region coordinator shall arrange for the probationary instructor to be evaluated by department staff while the probationary instructor is instructing. A probationary instructor shall receive 1 satisfactory evaluation of classroom lecture within 2 years of obtaining probationary status.

(d) The period of time needed to accrue 12 supervised teaching hours must be completed within 2 years, but may be extended by the fire marshal or his or her designee for good cause due to circumstances beyond the control of the probationary instructor.

**R 29.408c Instructor I; requirements.**

Rule 8c. (1) An instructor I shall meet all of the following qualifications:

(a) NFPA instructor I classification specified in nfpa 1041, chapter 3, "Fire Service Instructor Professional Qualifications," as adopted by reference in R 29.410b.

(b) If not a certified instructor pursuant to R 29.408(e), have completed all requirements of a probationary instructor I, as required under R 29.408b.

(c) Be a member, or have been a member, of an organized Michigan fire department within the last 5 years, or maintained active instructor status immediately prior to his or her application. An applicant shall maintain active instructive status by documenting instruction hours on the department's records management system operated by the department for purposes of maintaining records of approved fire fighters and instructors.

(d) Have 5 years of fire suppression experience.

(e) Completed an instructor I course, or the equivalent, meeting the requirements for requisite skills and knowledge of chapter 4 under instructor I, for nfpa 1041, "Fire Service Instructor Professional Qualifications," as adopted by reference in R 29.410b.

(2) An instructor I shall perform the duties listed in nfpa 1041, "Fire Service Instructor Professional Qualifications," chapter 4, as adopted by reference in R 29.410.

(3) An instructor I is authorized to teach all courses that he or she has successfully completed unless a third party certification is required.

**R 29.408d Instructor II; requirements.**

(1) An applicant for instructor II shall meet the following qualifications:

(a) Have an NFPA instructor II classification under nfpa 1041, chapter 3, "Fire Service Instructor Professional Qualifications," as adopted by reference in R 29.410.

(b) Have 7 years of fire suppression experience.

(c) Have 160 hours of instructional experience in firefighting and emergency medical responder related materials. An applicant shall maintain active instructive status by documenting instruction hours on the department's records management system operated by the department for purposes of maintaining records of approved fire fighters and instructors.

(d) Completed an instructor II course, or the equivalent, meeting the requirements for requisite skills and knowledge of chapter 5 under instructor II, nfpa 1041, "Fire Service Instructor Professional Qualifications," as adopted by reference in R 29.410b.

(e) Be a certified as a fire fighter II.

(f) Be certified as instructor I.

(2) An instructor II shall perform the duties listed in nfpa 1041, chapter 5, "Fire Service Instructor Professional Qualifications," as adopted by reference in R 29.410.

(3) An instructor II may perform the following:

(a) Instruct any course approved by the council, unless a third-party certification is required.

- (b) Provide instruction of any newly adopted council courses to instructor I level instructors.
- (c) Schedule and conduct an instructor I certification course.
- (d) Serve as a mentor for instructor I candidates.

**R 29.408e Certified instructors.**

Rule 408e. (1) An instructor who is approved by the department at the effective date of these rules as a certified instructor, according to qualifications established prior to 2010, shall maintain his or her status as a certified instructor.

(2) A certified instructor is an instructor who has demonstrated the knowledge and ability to coordinate other instructors, and who is capable of using a variety of teaching strategies to develop lesson plans and instructional aids based on a task analysis.

(3) A certified instructor may teach all courses he or she is qualified to instruct as of the effective date of these rules or that he or she has successfully completed unless a third party certification is required.

**R 29.408f Special instructor requirements.**

Rule 408f. (1) An applicant for instructor may meet the qualifications through special training and experience if he or she is able to provide the following evidence:

(a) The training or experience was obtained within the last 5 years.

(b) The training or experience occurred within the United States, and is an acceptable training mechanism for certification in any of Michigan's neighboring states.

(c) The training and experience is relevant to the training and experience required of Michigan instructors.

(2) If the applicant is not qualified as an instructor or an associate instructor under these rules, the applicant shall complete the educational methodology course approved by the council.

(3) If department staff is uncertain whether a particular special instructor's qualifications are sufficient to meet the requirements of this rule, staff may seek the advice of the council.

(4) An instructor approved due to special instructor requirements may instruct according to those training and experience mechanisms to the extent he or she is allowed to instruct under these rules.

**R 29.409 Instructor application process.**