

# **Instructor II Policy and Procedures**

**A certified instructor II is an instructor who, in addition to meeting instructor I qualifications, has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including, but not limited to, learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on an overall training plan; and supervise and coordinate the activities of other instructors, nfp 1041, 2012 edition, chapter 3, section 3.3.2.2**

**An applicant for a certified instructor II shall meet all of the following requirements:**

- (a) Be a member, or have been a member, within the last 5 years of an organized Michigan fire department.**
- (b) Possess 10 years of fire service experience.**
- (c) Possess 7 years of instructional experience including but not limited to, instruction of council approved courses, totaling a minimum of 32 hours per year, as documented in the bfs, electronic information management system.**
- (d) Possess 3 positive peer references, from bureau certified instructors, course managers or regional training center directors.**
- (e) Be a certified fire fighter II.**
- (f) Be a certified instructor I.**
- (g) Be a certified fire officer III.**
- (h) Submit an application through the bfs, electronic information management system.**
- (i) Request his or her fire chief or a region supervisor to access the bfs, electronic information management system and approve this application.**

**Upon receipt, the application shall be reviewed by the appropriate region supervisor. If all requirements are met, the region supervisor shall forward the document to the bureau. The application will then be placed on the agenda of the next regular council meeting for approval.**

**A certified instructor II shall do all of the following:**

- (a) Comply with bureau rules governing fire training. Failure to do so may result in suspension or revocation of the instructor II status.**
- (b) Maintain a current active e-mail address registered with the bureau.**

**An instructor II shall be authorized to perform the duties listed in nfp 1041, 2012, chapter 5, sections 5.1 through 5.5.4.**

**An instructor II shall also be allowed to perform the following, as authorized by the bureau:**

- (a) Develop and submit course material for council approval and certification.**
- (b) Instruct any course approved by the council, unless a third party certification is required.**

**(c) Provide instruction of any newly adopted council courses to instructor I level instructors.**

**(d) Schedule and conduct an instructor I certification course as approved by the bureau.**

**(e) Serve as a mentor for instructor I candidates, as approved by the bureau.**

**(f) Serve as an evaluator for instructors who want to change their instructor status, providing that the instructor II did not mentor the candidate or candidates, as approved by the bureau.**

**Instructor II certification shall expire every 3 years from the date listed on the bureau issued certificate. In order to recertify to the Instructor II level, the instructor shall do both of the following:**

**(a) Instruct council-approved courses, totaling a minimum of 24 hours per year, as documented within the bfs, electronic information management system.**

**(b) Show a minimum of 16 hours of attendance, instruction, or both during a 3 year period at a fire service conference, an emergency medical service instructor conference or a seminar that has been approved for instructor II recertification. Any organization requesting recognition for conferences, seminars or courses under this clause shall submit the request to the bureau at least 90 days prior to the date of the scheduled event. The official bfs/fftd instructor certification credit request form shall be completed in its entirety, including specifying the subject matter and the number of instructional hours.**

**An instructor II who fails to complete the recertification requirements in the prescribed period of time shall have his or her certification suspended. To re-acquire certification, within 1 year of the expiration date, the suspended instructor shall complete all of the necessary continuing education credits and satisfactorily complete a 4 hour mentoring session with another certified instructor of the same level. The mentor shall document the mentoring in a written report and submit it to the region supervisor and the council for final approval. If not completed within one year, the instructor shall repeat the course requirements of his or her classification to be reinstated.**

**An instructor II who retires from active service may continue to possess his or her certification as long as he or she meets the recertification requirements as described.**

**The state fire marshal may suspend, revoke or deny instructor status for an individual who has done one or more of the following:**

**(a) Knowingly committed, encouraged, allowed or participated in the misrepresentation of information required to apply for training, testing or certification.**

**(b) Knowingly committed, encouraged, allowed or participated in any act of falsifying documents, deception, fraud or cheating involving training, testing, certification or the issuance of official bureau documents.**

**(c) Knowingly made a misrepresentation of any bureau rule or document.**

**(d) Failed to comply with bureau rules governing fire training, testing or certification.**

**(e) Without authorization, retained copies, or divulged the content of a bureau examination or violated the integrity of the examination.**

**(f) Knowingly committed, encouraged or allowed the commission of harassment or any form of illegal discrimination, including but not limited to, gender, sexual orientation, age, religious belief, race, national origin or handicap.**

**(g) Knowingly committed, encouraged or allowed the commission of any illegal, immoral or unethical act during the conduct of bureau training, testing, certification or related activities.**

**(h) Showed an inability to convey the subject of training to the trainee or trainees.**

**(i) Was intoxicated or under the influence of a controlled substance while teaching.**

**(j) Failed to instruct as the lesson plan indicates.**

**(k) Failed to comply with the instructions given by the manager of training, region supervisor or training coordinator.**

**(l) Taught or presented a subject or course not approved by the council and represented it as a council course.**

**(m) Was convicted of a felony or a high misdemeanor.**

**(n) Fails to comply with all bureau rules.**

**Upon notification to the bureau of an alleged violation, the manager of training of the bureau shall direct an investigation into the allegation. The investigation shall include, but not limited to, interviewing the instructor who allegedly committed the violation, the individual or individuals who notified the bureau of the alleged violation, and any witness or witnesses who may support or negate the allegation or allegations. Upon completion of the investigation, the manager of the bureau shall submit a final report to the state fire marshal for official action. The report shall include findings of the investigation, including all statements given during the investigation, and the penalty to be assessed.**

**Penalties for violation specified above shall range from an additional probationary period to total revocation of instructor certification. The decision of the state fire marshal shall be final. Any penalty, other than permanent revocation of instructor certification, may include additional directives to be completed prior to recertification.**

**Instructors may appeal the decision of the state fire marshal to the council. The appeal shall be submitted to the manager of training of the bureau in writing 30 days prior to the next regular council meeting. The appellate may request an executive closed session of the council which may, or may not be, approved by the council.**

**Upon receipt of the request for an appeal to council, a hearing shall be scheduled for the next regular business meeting of the council. The chairperson of the council shall preside over the appeal process. Council members, the manager of training of the bureau and the recording secretary may attend the hearing. The appellate may appear with his or her legal representative. A witness or witnesses for both sides may be called in during the appeal session. The hearing shall be recorded electronically. An appeal hearing shall be conducted in the following manner:**

**(a) The manager of training of the bureau shall give a summary of the disciplinary action taken. Council members, appellate, or both may direct questions to the manager of training.**

**(b) The appellate shall present his or her appeal, within a 20 minute period. The manager of training of bureau or council members may question the appellate at this time.**

**(c) The manager of training, followed by the appellate, shall have 5 minutes to summarize the answers to the questions.**

**(d) The council chairperson shall then call for a vote either to uphold, deny or modify the state fire marshal's decision. If there is no motion to revoke or modify the state fire marshal's decision, the decision by the state fire marshal shall stand.**

**Upon completion of the appeal, the council chairperson shall adjourn the closed session, return to open session and announce the decision of the council.**

**The decision of the council shall be final. Notification of the decision shall be made in writing to the appellate, his or her fire department, and chairperson of the applicable county training committee.**