



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

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## Memorandum

**DATE:** February 5, 2018  
**TO:** Michigan Fire Service Instructors  
**FROM:** Kevin J. Sehmeyer, State Fire Marshal/Director  
**SUBJECT:** Course Roster(s)

The Bureau of Fire Services would like to officially share a change in required course paperwork for all courses registered in the SMOKE system, regardless if the course is funded or unfunded with fireworks training funds. This change comes after a closing conference with the Office of the Auditor General that now requires the Bureau of Fire Services to collect course rosters for every class (funded or unfunded) in the SMOKE system each time the course meets. This change applies to all courses that started on or after October 1, 2017.

**Example:** A 16-hour Incident Safety Officer course meets on Saturday, February 3, 2018 and Sunday, February 4, 2018, from 8:00 am to 5:00 pm both days. The instructor(s) must provide the students a separate student roster to sign each day. At the end of the course, the course manager will submit two (2) rosters (one (1) for Saturday and one (1) for Sunday) to the Bureau of Fire Services along with the final course paperwork.

### ***Course Roster Requirements:***

1. A student roster must be completed every time a course meets for a lecture or practical session until the course is complete.
2. All student rosters must be signed by the instructor that taught each course session. The instructor must print their name after their signature.
3. All student rosters for each course session must be sent with the final course paperwork to the Bureau of Fire Services to close out each course.
4. All student rosters and final course paperwork must be submitted to the Bureau of Fire Services within 30 days of the end of the each course.
5. Student roster(s) and final course paperwork may be mailed to the Bureau of Fire Services, Attn: Fire Fighter Training Division – Exams, 3101 Technology Blvd., Suite H Lansing, MI 48910 or emailed to [LARA-BFS-SMOKE@michigan.gov](mailto:LARA-BFS-SMOKE@michigan.gov) email box.

6. If you send student roster(s) and final course paperwork via email, please include the course number in the subject line of the email. (Example: 2017-1-49-A15D-0015 Course Rosters, Final Paperwork.)

Thank you in advance for your cooperation. If you have any questions, please contact your region coordinator.

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