



ISFSI FIRE INSTRUCTOR CREDENTIALING PROGRAM APPLICATION



THE INTERNATIONAL SOCIETY OF FIRE
SERVICE INSTRUCTORS
WWW.ISFSI.ORG



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Application Guidelines

The ISFSI fire instructor credentialing program (FICP) is designed to provide ISFSI member instructors a direct pathway to develop and advance as professional educators and will bridge the gap between fire service professional development, the professional credentialing of instructors, and the accreditation of emerging training curriculums and eLearning platforms and programs.

Candidates submit a portfolio representing their combination of life experience, education, and training, to be reviewed by a council of esteemed fire service and education professionals. This council is empowered by the ISFSI Board of Directors to award the appropriate professional credentials based on the determined guidelines and criteria. A credential is valid for three (3) years at which time the credentialed instructor must renew their certification.

Levels of Fire Instructor Credentialing: Who are you?

Master Instructor:

A master instructor (MI) plans, prepares, creates and delivers training to firefighters. A MI shall be responsible for the preparation of lesson objectives, outlines and delivery methods. The MI shall possess the knowledge, skills and abilities to inspire students to think creatively, solve problems and to practically master and apply lessons. The MI shall be able to transfer pertinent learning objectives to ensure the student possesses a thorough understanding of the subject matter. The MI shall be proficient and comfortable speaking to small and medium sized audiences within their organization as well as regionally.

Professional Instructor:

A professional instructor (PI) shall possess, understand and demonstrate the competencies of a master instructor. The PI shall possess the knowledge, skills and abilities to design and implement instructional systems. The PI shall be able to compose, design and deploy a complete instructional program including, course development, structure, lesson planning and delivery methodology. The PI shall demonstrate a proficiency and comfort with teaching, coaching and mentoring new and developing instructors.

Eligibility

Eligible candidates are:

- fire Instructors currently teaching through paid or volunteer service
- industry specialists providing training and education to firefighters, EMS, military personnel, industrial employees, or academies
- If not actively teaching, candidates must have accumulated related professional experience (minimum of 10 years for Master Fire Instructor and 13 years for Professional Fire Instructor)



Minimum Criteria

Criteria	Master Fire Instructor	Professional Fire Instructor
Membership	Current ISFSI Membership	Current ISFSI Membership
Educational Requirements	High School Diploma or Equivalent	Associates Degree or Equivalent
Certification Requirements (current and consecutive certification for last 5 years)	<ul style="list-style-type: none"> State certified Fire Instructor Level 2 (or States equivalent) or ProBoard or IFSAC Fire Instructor Level 2 	<ul style="list-style-type: none"> State certified Fire Instructor Level 3 (or States equivalent) or ProBoard or IFSAC Fire Instructor Level 3
NFPA Requirements	<ul style="list-style-type: none"> NFPA 1041/Fire Instructor 2 (or equivalent) and Fire Officer 1 and Firefighter 2 	<ul style="list-style-type: none"> NFPA 1041/Fire Instructor 3 (or equivalent) and Fire Officer 2 and Firefighter 2
Minimum Firefighter Experience	5 years	8 years
Minimum hours of Fire/EMS Instruction (current /consecutive instruction for last 3 years)	Teaching: 90 hours Evaluating: 45 hours Proctoring: 10 hours	Teaching: 45 hours Evaluating: 20 hours Proctoring: 10 hours
Professional Contributions	Varies	Varies
Adult Education Requirements (accepted courses include: Adult education teaching methods, Ethics, Technology, Psychology & Sociology of learning)	Additional 10 hours of course time related to adult education	Additional 20 hours of course time related to adult education
Additional Points Accepted	Additional points can be earned to complete credentialing at this level.	Additional points can be earned to complete credentialing at this level.

Individuals seeking to utilize this process shall complete the application by typing all responses. **Handwritten applications will not be accepted.** Individuals are **required to submit their application and supporting documents electronically.** The following media formats will be accepted: CD, DVD, Portable Hard Drive, or USB Flash Drive. Folders should be arranged in the following order:

1. Completed Application PDF
2. Section 1 plus attachments (resume, position description and organization chart)
3. Section 2
4. Section 3 plus attachments (copies of official transcripts and certifications)
5. Section 4
6. Section 5
7. Section 6
8. Supplemental Documentation

**Suggested file naming convention = lastname_Section x.x*

The application form must be completed in its entirety. In the event there is an inquiry for which the applicant has no information, that element must be responded to with an “N/A”. Applicants must show some level of achievement in every category and core competency. Incomplete portfolios will delay processing and may disqualify the applicant for the credential designation.



If you choose to include additional or backup materials, they need to be scanned and included in a Supplemental Documentation Folder. If you choose to email one PDF file, include all supplemental information in a separate PDF. Including these materials in the main application folders may delay the review and approval of the application.

Below are the directions for completing each Section of the credential application. Note: paper copies will not be accepted. All materials not in an electronic format must be scanned.

Section 1: Personal & Employment Information

- Personal Information
- Employment Information –
 - Complete for current position only.
 - Attach a current resume
 - Attach a detailed organization chart verifying position within the department.
 - Attach a position description for current position only.
- Demographic Information – Complete for current position only.
- Supervisor Attestation Statement – Obtain signature from Fire Chief or second in command.

Section 2: References

- Submit 10-15 references from individuals who have been enrolled in one or more of your classes. Please include name, email, and phone number.
- Submit three (3) letters of reference. One letter must be from the applicant's current immediate supervisor. The remaining letters can be from anyone the applicant chooses, but should be from individuals who are knowledgeable of the applicant's experience, education and accomplishments.

Section 3: Professional Development

- Education –
 - List all formal educational degrees and certificate programs.
 - Attach copies of the official transcripts. (Please white-out your SSN and/or DOB, if listed.)
 - All degrees and education certificates must be from a regionally accredited institution.
- Certifications –
 - List current application certifications, i.e., Firefighter, Fire Officer, Fire Instructor, EMT, Paramedic, CFPS, CFEI, CEM, etc.
 - Attach copies of certificates.
- Training/Courses –
 - List fire and emergency services as well as business management or human resource development related courses/classes completed in the last five (5) years, i.e., NFA; state fire schools; local, state and national conferences;
 - Do **not** attach copies of certificates.
- Designee Instructor Video (Master Instructor Only) – In this section, the applicant should record themselves teaching.... The video should not be longer than 60 minutes should be in one of the following formats .avi, .wmv, .mpg or .mpeg, or .mov. Videos that do not follow the specific guidelines of the application process will not be considered.



Section 4: Professional Contributions

- In this Section, the applicant should list teaching, public speaking, research published or unpublished, professional articles or other contributions to the emergency services field as well as any professional recognition during the previous five (5) years. Each area does not need to be addressed.

Section 5: Professional Memberships, Affiliations and Community Involvement

- Professional Memberships and Affiliations
 - In this section, the applicant should list any organizations in which you are actively involved during the last five (5) years and the degree of involvement. These organizations should be fire and/or emergency services related, i.e., IAFF, IAFC, ISFSI, state and local firefighter/chiefs associations, NFPA, etc. Level of involvement includes: chair, president, director, member, etc.
- Community Involvement
 - In this section, the applicant should list the community and charitable organizations that you've participated in during the last five (5) years. Organizations include: civic groups (Rotary, Lions Club, American Legion); religious affiliations; youth organizations; scouts, school groups (PTA, PTO) and community organizations (American Red Cross, United Way), etc. Level of involvement includes: chair, president, member, coach, supporter, etc.

Section 6: Technical Competencies

There are eight (8) technical competencies to address. Each competency includes a list of "Learning Content" which outlines knowledge, skills and abilities related to that particular competency. The title and learning content dictate what the topical area is and should be followed. Applicants should have a general awareness of most of the elements of learning content contained within each of the Technical Competencies.

- Education –
 - For each competency, list and provide documentation for the courses/training classes you have completed that meet the minimum educational requirement for that competency. (if any of your courses are listed in Section 3, please reference)
List should include:
 - College level courses
 - National Fire Academy classes
 - Certification level courses
 - Special seminars and conferences
- Experience –
 - Provide a narrative and any specified required documentation that addresses relevant experience to the competency. Applicant should have experience in initial research, preparation, limited implementation and/or use of all core Technical Competencies. Present and/or prior work experience can be used.
 - Each narrative should only be a few paragraphs that provide the salient points as it relates to the learning content.



Each completed technical competency must be accompanied by a signed attestation statement from an individual who can verify your experience as it pertains to that competency. A supplemental information page shall be submitted if the attestation statement is signed by someone not listed in the detailed organization chart submitted in Section 1.

Section 7: Certification Statement

All applicants must sign and date the certification statement.

All new designation applications will be reviewed by a minimum of two peer reviewers. Peer reviewers are given the latitude to review the applicant's competency documentation and to discuss with the applicant their background and experience. The applicant shall keep a copy of the completed portfolio to aid in the discussion between the applicant and the peer reviewer. Upon completion of reviewing the applicant's portfolio, the peer reviewer will submit their recommendations to the Credentialing Board. The Credentialing Board has the sole authority to award the designation.

All materials submitted to the ISFSI Credentialing Program become the property of ICP. The ICP will take care to protect confidential information in the destruction or disposal of candidate applications.

FEES: The Master/Professional Credentialing application fee is \$350 and is due upon submission of the portfolios. To pay by credit card, please complete the following information:

Visa

MasterCard

AMEX

Credit Card #:

Exp. Date:

Name on Credit Card:

Billing Address:

Signature:



Credential Requirements

Applicants must have a minimum of 200 points in to apply for the *Master Credential* and 250 points to apply for the *Professional Credential*. Applicants must meet all minimum criteria. The Review Council will take all aspects of the application into consideration when determining eligibility and awarding the credential. This includes, but is not limited to professional contributions, applicant video, and references.

Criteria	Points	Master Points	Professional Points
EDUCATION			
High School Diploma or Equivalent	15		
Academic Certificate in a fire service related field (A college program designed to provide basic training in a specific field of study)	20		
Associates Degree (or international equivalent degree) in a non-fire service related field	25		
Associates Degree (or international equivalent degree) in a fire service related field	50		
Bachelors Degree in a non-fire service related field	75		
Bachelors Degree in a fire service related field	100		
Doctorate or Masters Degree	150		
CERTIFICATIONS			
Fire Instructor II (accredited)	25		
ProBoard	25		
IFSAC Fire Instructor Level II	25		
IFSAC Fire Instructor Level III	30		
NFPA 1041/Fire Instructor II	25		
NFPA 1041/Fire Instructor III	30		
Fire Officer I	25		
Fire Officer II	30		
Firefighter II	25		
PRESENT POSITION			
<i>Levels” are described as the number of supervisor positions between the applicant and the Fire Chief.</i>			
Fire Chief	60		
Level 1 “	50		
Level 2	40		
Level 3	30		
Level 4	20		
Level 5	10		
LENGTH OF SERVICE			
5-7 Years	10		
8-11 Years	20		
12-15 Years	30		
15 Years	40		



COMPLEXITY			
<i>Based on the department's workforce in your current department</i>			
751+	50		
400-750	40		
100-399	30		
Less than 99	20		
HOURS OF INSTRUCTION			
<i>Within the three years</i>			
Teaching: 45 to 89 Hours	25		
Teaching: 90 Hours or greater	25		
Evaluating: 20 to 44 Hours	25		
Evaluating: 45 Hours or Greater	25		
Proctoring: 10 to 19 Hours	25		
Proctoring: 20 Hours or Greater	25		
ADULT EDUCATION			
<i>Course time related to adult education within last three years</i>			
10 to 19 Hours of Course Time	20		
20 Hours or Greater of Course Time	40		
PROFESSIONAL CONTRIBUTIONS			
<i>Within the Last Five (5) Years</i>			
Published Research	15 per paper		
Professional Articles	10 per article		
Board Seat	10 per seat		
Service / Valor Award	15 per award		
Public Speaking Events	5 per event		
TOTAL POINTS			



Checklist

√ Completed	Required Sections
<input type="checkbox"/>	SECTION 1: Personal & Employment Information Attachments: <input type="checkbox"/> Current Resume <input type="checkbox"/> Organization Chart <input type="checkbox"/> Position Description <input type="checkbox"/> Attestation Statement
<input type="checkbox"/>	SECTION 2: <input type="checkbox"/> Letters of Reference <input type="checkbox"/> Student References
<input type="checkbox"/>	SECTION 3: Professional Development Attachments: <input type="checkbox"/> Instructor Video (Master Instructor Only) <input type="checkbox"/> E-Copies of Official Transcripts <input type="checkbox"/> E-Copies of Certification Certificates
<input type="checkbox"/>	SECTION 4: Professional Contributions
<input type="checkbox"/>	SECTION 5: Professional Memberships and Affiliations; Community Involvement
<input type="checkbox"/>	SECTION 6: Technical Competencies <input type="checkbox"/> Narrative <input type="checkbox"/> Lesson plan <input type="checkbox"/> Current Course Materials (quiz, test, student survey, course summary and list of 15 student names & emails to participate in candidate evaluation) (Master) <input type="checkbox"/> Two instructional or training procedures, policies or guidelines <input type="checkbox"/> Signed Attestation
<input type="checkbox"/>	SECTION 7: Certification Statement



Section 1: Personal & Employment Information

Personal Information

<input type="checkbox"/> Primary Mailing Address		
Last Name:	First Name:	MI:
Home Address 1:		
Home Address 2:		
Home City:	Home State:	Home Zip:
Home Phone:	Fax:	
Mobile Phone:		
E-mail:		

Employment Information

Please attach a current resume, detailed organization chart, and position description.

<input type="checkbox"/> Primary Mailing Address		
Agency Name:		
Position Title:		
Years in Position:	Immediate Supervisor:	
Work Address 1:		
Work Address 2:		
Work City:	Work State:	Work Zip:
Work Phone:	Ext.:	Fax:
Mobile Phone:		
E-mail:		



Section 3: Professional Development

Education

Includes formal academic degrees and certificate programs from regionally accredited colleges and universities.

Please attach copies of the official transcripts.

Name of Institution	Location	Degree	Graduation Year

Certifications

List current applicable certifications (i.e., Fire Instructor, EMT, Paramedic, CFPS, CFEI, CEM, etc.). *Please attach electronic/scanned copies of certificates.*

Certification	Certification Agency	Date(s)

Please do not list more than the space provided.



Section 3: Professional Development, Continued

Instructor Video

Candidates applying for Master Fire Instructor should submit a video demonstrating those areas of the Technical Competencies indicated with a (VD) designation.

- ✓ The maximum video length for all clips combined should not exceed sixty (60) minutes
- ✓ Video must be one file in one of the following formats: .avi, .wmv, .mpg or .mpeg, or .mov.
- ✓ Each segment should be preceded by introductory text that identifies the skill being demonstrated (ex: "Feedback to peer instructor")
- ✓ Classroom instruction should demonstrate proficiency with audio-visual technology.
- ✓ Classroom presentation video should demonstrate visual, auditory and kinesthetic teaching abilities.

<u>Competency</u>	<u>Video Clip Duration</u>
Small classroom (<25) program delivery	5-8 minutes
Large classroom (>50) program delivery	5-8 minutes
Practical (hands-on) program delivery	5-8 minutes
One-on-one student coaching	2-5 minutes
Provide feedback on individual student performance	2-5 minutes
Provide feedback on small-group performance	2-5 minutes
Student competency evaluation	2-5 minutes
Proctoring a practical skill	2-5 minutes
Deliver a podcast/webinar format message	2-5 minutes
Demonstrate the design and application of a training prop	2-5 minutes
Administering written and/or practical testing instructions	2-5 minutes
Administer an oral examination	2-5 minutes
Question/answer session in a group setting	2-5 minutes
Conduct a simulation activity	2-5 minutes
Conduct a role play activity	2-5 minutes



<u>Competency</u>	<u>Video Clip Duration</u>
Provide an example of an acceptable classroom support video	2-5 minutes
Demonstrate a pre-briefing for a practical exercise	2-5 minutes
Facilitate small-group discussion	2-5 minutes
Provide feedback to a peer instructor	2-5 minutes

*Note- Videos that do not follow the specific guidelines of the application process will not be considered.



Section 5: Professional Memberships, Affiliations and Community Involvement

Professional Memberships and Affiliations

In the spaces below, list professional memberships and relevant affiliations within the fire and emergency industry in which you are actively involved or have been involved during the last **five (5)** years.

Organization	Level of Involvement	Dates

Community Involvement

In the spaces below, list the community and charitable organizations and level of involvement you have participated in during the last **five (5)** years.

Organization	Level of Involvement	Hours of Involvement	Dates



Section 6: Technical Competencies

Provide a narrative and any specified required documentation that addresses relevant experience to the competency. Applicant should have experience in initial research, preparation, limited implementation and/or use of all core Technical Competencies. Present and/or prior work experience can be used.

Technical Competency #1: Instructional Delivery

Objective: The candidate demonstrates the appropriate use of contemporary adult teaching methodologies, student-centered learning and professional communication skills. The candidate uses appropriate ethics and instructor accountability in the classroom.

Competency Evaluation: The candidate demonstrates, through classroom instruction, the ability to design and deliver quality course material in a comprehensive and coherent manner.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Construct an effective lesson plan. (WD)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Construct appropriate performance objectives. (WD)	Conduct a needs assessment of individuals and/or organizations. (ST/WD)
Design instruction for various styles of learning: visual, auditory and kinesthetic. (VD)	Understand how to use the Instructional Systems Design when developing programs. (ST)
Design and deliver context-based, relevant, and student-centered learning. (VD)	Develop programs that engage and motivate students. (ST)
Incorporate active learning techniques into training. (VD)	Develop and implement a plan for program evaluation that satisfies the requirements of the instructor's institutional accountability and provide for program improvement. (ST)
Use a wide variety of presentation methods effectively. (VD)	
Apply adult learning methodologies to all instruction. (VD)	
Use a variety of experiential & simulation methods effectively. (VD)	
Use audience participation methods effectively. (VD)	



<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Use group dynamics and small group discussion techniques effectively. (VD)	
Construct and use tools and procedures for assessing competency. (WD/ST)	
Evaluate learning outcomes and processes. (ST)	

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** Submission of a lesson plan for a 1.5-3 hour session that incorporates and identifies all competencies.
- ✓ **Professional Fire Instructor:** Produce a needs assessment. Submit a lesson plan, based on the needs assessment, for a multi-day training program that incorporates and identifies all competencies from Master level.

References: N/A

NFPA 1041, State-based Fire Instructor programs and materials, “The Adult Learner” by Malcolm Knowles, “Telling Ain’t Training” by H. Stolovitch and E. Keeps, and “Thiagi’s Interactive Lectures” by Sivasailam “Thiagi” Thiagarajan. Professional Instructors can also use;
<http://www.nwlink.com/~donclark/hrd/sat.html> - Link to Instructional Systems Design explanation.

Minimum Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of eight (8) instructional hours of public speaking.
- ✓ **Professional Fire Instructor:** Documentation of sixteen (16) hours of course development.

Continuing Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of twelve (12) instructional hours of public speaking, eight (8) hours of instructor development training and four (4) hours of coursework on classroom ethics. The completion of the ISFSI web based program for adult student centered learning.
- ✓ **Professional Fire Instructor:** Eight (8) hours of instructor development training and four (4) hours of coursework on ethical leadership. The completion of the ISFSI web based program for adult student centered learning.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____
Email: _____ Phone: _____



Technical Competency #2: Evaluation & Feedback

Objective: The candidate demonstrates the ability to fairly and appropriately evaluate and document student performance. The candidate evaluates student competency to ensure a mastery of the subject matter and practical skills. The candidate assesses program effectiveness and makes recommendations for program revision and updates. The candidate ensures evaluations and feedback are provided in an ethical and unbiased fashion.

Competency Evaluation: The candidate demonstrates, through classroom leadership, the ability to evaluate student performance. The candidate provides quality and effective feedback on student performance. The candidate demonstrates the ability to evaluate student performance and provide feedback in a fashion that is ethical and unbiased.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Evaluate and document didactic learning. (WD/ST)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Provide honest and constructive student feedback that is evidenced by improved student performance. (VD/ST)	Evaluates feedback of instructors to ensure competencies of master instructor are achieved. (ST)
Construct and end-of-program summary to provide management and assessment of program effectiveness, including recommendations. (ST)	Evaluates the process used by instructors to determine student mastery of course material. (ST)
Develop supplemental quizzes or tests that are consistent with proper test development procedures. (WD/ST)	Evaluates end of course summaries, identifying and implementing strategies for program improvement. (ST)
Demonstrate the ability to identify and correct ambiguous or irrelevant test questions. (ST)	Evaluate test scores to identify and correct potential deficiencies in instructor abilities or testing methods. (ST)

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** Submission of quizzes and tests currently in use by the candidate. Submission of a student survey. Submission of a course summary. Submission of 15 student names & emails to participate in candidate evaluation.
- ✓ **Professional Fire Instructor:** not applicable to this competency



References: N/A

Minimum Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of four (4) instructional hours of performance evaluation programming
- ✓ **Professional Fire Instructor:** Documented minimum of eight (8) hours of instructor evaluation oversight.

Continuing Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of two (2) instructional hours of coursework on conducting student evaluations and feedback.
- ✓ **Professional Fire Instructor:** Documented minimum of two (2) hours of coursework on instruction evaluation.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Email: _____ Phone: _____



Technical Competency #3: Proctoring

Objective: The candidate demonstrates the ability to fairly evaluate, document, and communicate student performance in formal and informal testing or evaluating environments.

Competency Evaluation: The candidate demonstrates proficiency of proctoring by maintaining the integrity of the testing process, conducts oneself in a professional manner, has a positive attitude, is unbiased, displays good judgment, reviews training records prior to examination, uses safe methods of testing for practical examinations, analyzes and corrects issues that arise during testing, and provides appropriate feedback to students after testing.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Administer and grade an oral, written, and performance test so that the testing is conducted according to procedures and the security of the evaluation material is maintained. (ST)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Report and provide evaluation feedback to students for an oral, written, and practical test so that the results are accurately recorded, the forms are forwarded and testing is conducted according to procedures and the security of the evaluation material is maintained. (ST)	Analyze a student evaluation instrument to ensure validity, making changes as necessary. (ST)
Prepare accurate training records and report forms in compliance with local or state procedures. (ST)	Supervise instructors during the administration of an oral, written, and performance tests to ensure the testing is conducted according to procedures and the security of the evaluation material is maintained. (ST)
Develop a student evaluation instrument that demonstrates if the student has achieved the learning objectives. (WD)	Evaluate a proctor during a presentation. (ST)
Evaluate a peer instructor during a presentation. (WD/VD)	

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency



References: N/A

- ✓ NFPA 1401, State-based Fire instructor programs and materials

Minimum Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of ten (10) instructional hours of proctoring experience
- ✓ **Professional Fire Instructor:** not applicable to this competency

Continuing Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of sixteen (16) instructional hours of proctoring experience & two (2) hours of continuing education on proctoring.
- ✓ **Professional Fire Instructor:** Documented two (2) hours of continuing education on instructor evaluations.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Email: _____ Phone: _____



Technical Competency #4: Curriculum

Objective: The candidate possesses the ability to develop curriculum that is comprehensive and ensures the transfer of learning to students.

Competency Evaluation: The candidate has participated in the successful development or revision of a formal training program. This curriculum is coherent and comprehensive. The candidate has demonstrated the ability to identify training needs and translate that assessment into functioning course work.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Documented experience in the creation or revision of a formal training program (i.e. formal department, regional, state or national programming). (WD/ST)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Conducts a formal training needs analysis. (ST)	Provided oversight to the process of creating or revising a formal training program. (ST)
Applies benchmarks and best practices developed for the region or state. (ST)	Develops benchmarks and best practices for training topics and implements program changes best on trends. (ST/WD)
Leads core training programs for the department or AHJ. (ST)	Develops core training programs for the department or AHJ. (ST)

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency

References: N/A

Minimum Education Requirement:

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency



Continuing Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of eight (8) instructional hours of curriculum design course work & four (4) hours of coursework on curriculum development.
- ✓ **Professional Fire Instructor:** Documented four (4) hours of coursework on training program development.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Email: _____ Phone: _____



Technical Competency #5: Technology

Objective: The candidate possesses an understanding and mastery of modern classroom technology including audio and visual delivery hardware and software.

Competency Evaluation: The candidate is capable of using modern classroom technology to enhance the student learning experience and further facilitate student-centered learning.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Identifies coursework appropriate for distance-education delivery. (ST)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Capable of developing and teaching online learning material. (ST)	Manage and provide oversight to hybrid learning opportunities. (ST)
Capable of creating and launching alternative web interfaced teaching methods (ex. Podcasts). (ST/VD)	Capable of managing platforms to provide alternative web interfaced teaching methods (ex. Podcasts). (ST)
Create and facilitate virtual student feedback opportunities. (ST)	Capable of managing online learning programs. (ST)
Develop professional quality digital training media. (ST)	

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** Demonstrate technology capabilities in deliverable video production task. Can provide a link to current online programming designed and managed by candidate.
- ✓ **Professional Fire Instructor:** not applicable to this competency

References: N/A

Minimum Education Requirement:

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency

Continuing Education Requirement:

- ✓ **Master Fire Instructor:** Documented minimum of eight (8) instructional hours of modern technology courses, or contribute a minimum of three (3), four (4) minute segments to be added as a digital asset to the ISFSI online member archives.



- ✓ **Professional Fire Instructor:** Documented minimum of four (4) hours of coursework on the use of technology in course design.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Email: _____ Phone: _____



Technical Competency #6: Utilization of Resources

Objective: The candidate makes the most efficient use of resources to reinforce creativity and to support a realistic learning environment.

Competency Evaluation: The candidate possesses the ability to utilize and manage what resources they have immediately available to them. The candidate is capable of procuring the necessary resources to create pertinent and accurate programming.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Designs realistic props to support a hands-on learning experience. (VD/ST)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Utilizes simulation and roll play where appropriate. (VD)	Capable of developing and managing a training budget and/or available program funds. (ST/WD)
Uses professional handouts and audio visuals support material. (VD/WD)	Works collaboratively with other departments, organizations, and training institutions to increase program efficiency. (ST)
Incorporates a variety of training resources in a curriculum in the creation of a seamless learning environment. (ST/VD)	Effectively develops and uses operational plans, training programs and schedules, personnel, analytical data, budgetary, and strategic planning in the training program. (ST/WD)
Capable of managing multiple emergency apparatus, equipment, and supplies in the support of training evolutions. (ST)	
Displays resourcefulness in achieving training objectives within the confines of limited budget resources. (ST)	

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency



References:

- ✓ NFPA 1401, "Managing the Fire Service" published by the International City Managers Association

Minimum Education Requirement:

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency

Continuing Education Requirement:

- ✓ **Master Fire Instructor:** Documented four (4) hours of coursework on a topic related to utilization of resources.
- ✓ **Professional Fire Instructor:** Documented four (4) hours of coursework on a topic related to utilization of resources.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Email: _____ Phone: _____



Technical Competency #7: Student Interaction

Objective: The candidate must interact, engage and support students.

Competency Evaluation: The candidate serves as a role model and mentor for students. Candidate maintains a professional image in all student interaction.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Provides direct feedback to students to improve and enhance performance. (VD/ST)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Coaches students to overcome barriers to success. (VD/ST)	Ensures instructors provide effective feedback to students that improves and enhances performance. (ST)
Provides academic support to students. (ST)	Mentors instructors to ensure their coaching techniques are effective. (ST)
Promotes physical and mental readiness. (ST)	Provided administrative support to instructors. (ST)
Serves as a role model for students and other participants. (ST)	Ensures instructors are physically and mentally prepared for teaching assignments. (ST)
Provides documentation of student performance and develops action plans for improvement. (ST/WD)	Serves as a role model for instructors. (ST)
	Provides documentation of instructor performance and develops action plans for improvement. (ST/WD)

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency

References: N/A



Minimum Education Requirement:

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency

Continuing Education Requirement:

- ✓ **Master Fire Instructor:** Documented four (4) hours of coursework related to interpersonal dynamics and/or the psychology of learning.
- ✓ **Professional Fire Instructor:** Documented four (4) hours of coursework related to interpersonal dynamics and/or the psychology of learning.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Email: _____ Phone: _____



Technical Competency #8: Regulation & Policy

Objective: The candidate is knowledgeable of and complies with local, state, and national regulations and standards that guide emergency services training. The candidate is instrumental in the development and enforcement of training regulations and policies.

Competency Evaluation: The candidate ensures that compliance with local, state, and national regulations and standards for training emergency personnel. The candidate contributes to the development and compliance of training policies, procedures and standards for the AHJ.

<u>Master Fire Instructor</u>	<u>Professional Fire Instructor</u>
Possesses a comprehensive knowledge of local, regional, state and federal training regulations and standards. (ST)	Demonstrate all competencies of the Master Fire Instructor. (ST)
Assists in the development of organizational training procedures and policies. (ST)	Identifies, develops and recommends new and updated training policies, procedures, regulations and standards. (ST/WD)
Identifies and recommends updates for training procedures and policies. (ST)	Ensures training program complies with policies, procedures, regulations and standards. (ST)
Ensures regulations and standards are upheld during instructional delivery. (ST)	

Required Documentation: The following required documents must be submitted with candidate application.

- ✓ **Master Fire Instructor:** Candidate must submit two instructional or training procedure, policy or guideline that was written by the candidate or that the candidate was instrumental in creating.
- ✓ **Professional Fire Instructor:** not applicable to this competency

References: N/A

Minimum Education Requirement:

- ✓ **Master Fire Instructor:** not applicable to this competency
- ✓ **Professional Fire Instructor:** not applicable to this competency



Continuing Education Requirement:

- ✓ **Master Fire Instructor:** The candidate must submit three instructional or training procedure, policy or guidelines that were created, updated, or revised. Documented attendance of two (2) hours of training on training standards and/or statutes.
- ✓ **Professional Fire Instructor:** Documented attendance of two (2) hours of training on training standards and/or statutes.

Attestation Statement: (from an individual who can verify your experience with this competency.)

I, _____, do attest that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Email: _____ Phone: _____