



FIRE SERVICE INSTRUCTOR

CERTIFICATION DIRECTIVE

(NFPA 1041 2012 Edition)

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INSTRUCTOR DIRECTIVE OVERVIEW

The basis for the Fire Service Instructor (FSI) certification directive is industry standards and was developed by the AFSC to provide Alaska fire service agencies with a method to obtain the knowledge and skills necessary to provide high quality training to emergency responders within their organizations. The reference for the directive is the [NFPA 1041 Standard](#), *Fire Service Instructor Professional Qualifications*. The intent of this material is to improve the quality of established training programs and ensure delivery is proficient, professional, and uniform throughout the State of Alaska.

The International Fire Service Accreditation Congress ([IFSAAC](#)) accredits the Alaska Fire Standards Council ([AFSC](#)) to provide certification for Fire Service Instructor I, II and III. Training for each level is typically available through TEB/AFSC accredited programs. AFSC certifications acquired for level IV were from a previous program, and only individuals currently certified at level IV are eligible for renewal at this level.

Certification for Fire Service Instructor levels require that individuals meet AFSC application requirements and complete the following elements:

- 1) A Fire Service Instructor (FSI)/Methods of Instruction (MOI) course specific to the level of certification;
and
- 2) Successful evaluation of practical job performance requirements (JPR's) specific to the level of certification; *and*
- 3) Successful completion of the AFSC Fire Service Instructor written examination (70% minimum score) specific to the level of certification.

The AFSC uses the administration of a final examination to evaluate that applicants have met the requisite knowledge and skill requirements within the NFPA standard. Applicants that successfully complete the AFSC Fire Service Instructor examination process are eligible for certification. Certification for levels of Fire Service Instructor may available through a reciprocity process.

LEVELS OF CERTIFICATION

The basis for the original Alaska Fire Service Instructor program was the 1992 edition of NFPA 1041 Fire Service Instructor Professional Qualifications. In the 1996 edition, the NFPA removed Level IV and reorganized the other instructor qualification levels. Currently the AFSC instructor certification directive follows the 2012 edition of NFPA 1041. The current edition of NFPA 1041 does not list Level IV, but renewal at this level is still available through the AFSC for individuals previously certified at Level IV that have maintained certification at that level.

AFSC Fire Service Instructor Certification Levels:

Instructor I: (*NFPA 1041 2012 ed., 3.3.2.1*): An individual who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of authority having jurisdiction.

Instructor II: (*NFPA 1041 2012 ed., 3.3.2.2*): An individual who has met the requirements for FSI Level I qualifications, and has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions

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based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.

Instructor III: (*NFPA 1041 2012 ed., 3.3.2.3*): An individual who has met the requirements for FSI Level II qualifications, and has demonstrated the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; and develop training goals and implementation strategies.

FIRE SERVICE INSTRUCTOR CERTIFICATION REQUIREMENTS

Instructor I

To qualify for this level of certification, applicants must:

- a. be at least 18 years of age, and;
- b. applicant must be an Alaska resident or member of an organized fire department or an emergency response organization registered with the Division of Fire and Life Safety, and;
*successfully complete a TEB/AFSC approved Level I Fire Service Instructor (FSI)/Methods of Instruction (MOI) course, and;
- c. *successfully complete the AFSC written FSI I exam with a minimum score of 70% and pass the required practical skills.

Note: The course requirement and the written test requirement must be completed within **three years of application date and must meet NFPA 1041 core requirements.*

Instructor II

To qualify for this level of certification, applicants must:

- a. be an AFSC certified Level I, and;
- b. *successfully complete a TEB/AFSC approved Level II FSI/MOI course, and;
- c. *successfully complete the AFSC written exam with a score of 70% or higher and pass the required practical skills.

Note: The MOI requirement and the written test requirement must be completed within **three years of application date and must meet NFPA 1041 core requirements.*

Instructor III

To qualify for this level of certification, applicants must:

- a. be an AFSC certified Level II instructor, and;
- b. *successfully complete a TEB/AFSC approved Level III FSI/MOI course, and;
- c. *successfully complete the AFSC written exam with a score of 70% or higher and pass the required practical skills.

Note: The FSI/MOI requirement and the written test requirement must be completed within **three years of application date and must meet NFPA 1041 core requirements.*

FIRE SERVICE INSTRUCTOR COURSES

For eligibility to complete Fire Service Instructor certification examinations applicants must have completed a AFSC approved training course. Training courses are offered through TEB, or, through fire department training programs that have been accredited by TEB/AFSC before the course start date. The National Fire Protection Association (NFPA) 1041, *Standard for Fire Service Instructor Professional Qualifications*, is the basis for certification examinations. A level I course must meet the knowledge and skill requirements for chapter 4, a Level

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II course must meet the knowledge and skill requirements for chapter 5, and a Level III course must meet the knowledge and skill requirements for chapter 6. Fire departments or organizations conducting a TEB approved course must follow the requirements of the [Training Program Accreditation Manual](#).

Alternative to FSI Courses

In addition to the TEB accredited courses, the AFSC recognizes a number of other courses and/or certifications. For eligibility to test for FSI, completion of an approved course must be within the last 3 years, and the corresponding certificate must be valid at the time of AFSC [Application for Certification](#). Applicants requesting recognition of FSI training for any other course must provide the AFSC with course documentation and curriculum when submitting an [Application for Certification](#). AFSC approved courses and certifications are:

- Alaska Police Standards Council MOI course/certification recognition
- Alaska Emergency Medical Services Section MOI course/certification recognition
- National Fire Academy course – Fire Service Course Design (R129)– Level II only (must have AFSC FSI I to challenge level II written examination)
- Current Alaska EMT or Paramedic Instructor Certification

FIRE SERVICE INSTRUCTOR EXAMINATIONS

The Fire Standards Council has a validated written examination test bank for each level of certification. Each FSI examination contains 100 questions. Test bank questions reference NFPA 1041 *Standard for Fire Service Instructor Professional Qualifications*, 2012 edition. Fire Service Instructor certification examinations are typically administered immediately following an AFSC approved course. For certificate issuance, written examinations must be completed with a score of 70% or higher. There is a two-hour time limit for the final written examination.

In cases where an individual is eligible to test, but is not testing with a group, an approved AFSC Certifying Officer (CO) may request an examination be mailed for local administration. If a CO is not available in the local community, the AFSC office may authorize mailing the exam to an approved individual to serve as a test Proctor in the applicant's community. Exam distribution procedures shall follow the Written Test Proctor policy specified in the [Certification Policy Manual](#). The examination must be completed and returned to the AFSC office within 30-days of receipt.

For individuals with reasonable access to the AFSC office local staff will proctor written examinations. The AFSC **will not** send examinations to the individual taking the exam.

The AFSC office will grade all certification examinations and notify the applicant of final scores.

Fire Service Instructor I, II & III Written Examination References

- a. NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition
- b. Text/Curriculum (either of the following)
 - IFSTA, *Fire and Emergency Services Instructor*, 8th Edition; **OR**,
 - Jones & Bartlett, *Fire Service Instructor: Principles and Practice*, 2nd edition

Fire Service Instructor Practical Skills Evaluation References

- a. NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition

See each level of [Fire Service Instructor Practical Skills Evaluation Sheets](#)

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RECIPROCIITY

The AFSC can certify individuals at Fire Service Instructor Levels I, II, and III through the reciprocity directive. Reciprocity is available to an individual who has completed his or her certification through an entity accredited by the International Fire Service Accreditation Congress ([IFSAAC](#)) or the National Fire Service Professional Qualifications Board ([ProBoard](#)). The AFSC can only certify qualified individuals at levels that the AFSC has approved.

Fire Instructor Reciprocity Requirements

1. applicant must provide an [Application for Certification](#); *and*
2. applicant must be an Alaska resident or member of an organized fire department or an emergency response organization registered with the Division of Fire and Life Safety; *and*
3. applicant must submit a copy of the following IFSAC or ProBoard certificate(s) for AFSC reciprocity approval:
 - a) Fire Service Instructor I (level I only);
 - b) Fire Service Instructor II (level I *and* II)
 - c) Fire Service Instructor III (level I, II *and* III)

Reciprocity applicants must meet all AFSC requirements for renewal. Certificates issued for Fire Service Instructor under reciprocity will have an Alaska renewal date based on the original date of issuance, as defined in the AFSC renewal requirements. If the initial IFSAC/ProBoard date of issuance was greater than 5 years prior to the AFSC application date reciprocity may be approved, but the AFSC certificate will expire on December 31 of the year reciprocity was granted. See the [Instructor Renewal Requirements](#) for details.

EQUIVALENCY CHALLENGE

To initiate the challenge process, an individual must have documentation of completion of an FSI/MOI training program. The AFSC will only accept Fire Service Instructor challenge applicants if he or she is affiliated with an Alaska fire department or organization with an accredited firefighter training program for the level of the challenge request. All challenge requests must be coordinated through the fire department the individual is affiliated with. The fire department Training Program Manager/Training Officer has the responsibility to verify the applicant meets the requirements for testing and must complete and sign-off a Fire Service Instructor Training Record before the applicant is eligible to complete an AFSC certification exam.

The following guidelines apply to all equivalency challenge requests:

- a. A candidate must complete an [Application for Certification](#) and attach supporting documentation; *and*
- b. the candidate must be a member of a Fire Department registered in Alaska and must have a letter of support from the Fire Chief/Designated Supervisor; *and*
- c. the candidate must provide documentation of training that complies with each component of the appropriate NFPA Standard for desired level of certification (documentation must be dated within the last 3 years); *and*
- d. the candidate must successfully pass the AFSC's written exam with a minimum score of 70% for the requested level of certification and successfully complete a practical skills exam, where applicable; *and*
- e. the candidate must meet the general requirements for certification as outlined in the appropriate certification directive.

Applicants with an endorsement from his or her Training Program Manager/Training Officer can complete an approved Fire Service Instructor examination locally, but the AFSC will not schedule a Fire Service Instructor

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examination for a single individual. If no test opportunity is possible locally, applicants can contact the AFSC office for information on other certification test sites.

A candidate **is not** permitted to attend a final exam at an alternate test site without the explicit pre-approval of the AFSC office *and* the agency that is authorized for the exam. To test at a site other than his or her fire department, the challenge candidate must:

1. have permission from the agency that is scheduled to test
2. provide evidence of AFSC written approval to test
3. provide a photocopy of official ID
4. provide a completed training record for the level of the examination signed off by the candidate's Training Program Manager/Training Officer
5. have the necessary tools, equipment, or material to complete the practical exam components

FIRE SERVICE INSTRUCTOR CERTIFICATION TIME LINES

In recognition of NFPA 1041, section 1.3.7, the AFSC supports maintaining professional competency through continuing education, instructional development, and delivery associated with fire instruction skills. The AFSC renewal guidelines ensure that individuals retain core knowledge and skills related to instruction.

All AFSC Fire Service Instructor certifications are valid for up to 5 calendar years. The certified individual is ultimately responsible for monitoring his or her certification expiration date. For FSI renewal, an individual must submit an [Application for Certification](#) and renewal documents prior to the expiration date listed his or her certificate. Renewal must be complete within one year of expiration or renewal requirements are applied.

INSTRUCTOR RENEWAL REQUIREMENTS

Fire Service Instructor Certificate Renewal- All levels

A Fire Service Instructor can renew instructor certification by providing documentation under item 1 *and* 2 as follows:

1. Documentation of instructional learning or delivery
 - a. Documentation that an individual instructed at least 8 classroom/field hours each year of the *5-year certification period (40 hours).
 - b. Documentation of attendance at 1 or more courses annually totaling 8 classroom/field hours each year of the *5-year certification (40 hours) with primary objectives that meet the following criteria:
 - i. address instructional techniques;
 - ii. are train-the-trainer for learning instruction of new courses
 - iii. apply specifically to advanced fire service instructor
 - c. Any combination of **a** and **b** above equivalent to 8 hours in each year over the *5-year certification period (total of 40 hours). Beginning in January of 2015 the total hourly renewal requirement will start at 8 hours (as required in previous directive) and will increase by 8 hours every year until 2019. The full 40 hours of instruction or delivery time will apply beginning January 1, 2019.

**The AFSC will allow a carryover of up to 16 hours from one year to the next.*

2. Submit an Instructor Evaluation packet completed by a current AFSC Fire Service Instructor. An individual must complete the evaluation within one-year of the application submittal date.

***Note:** For item "2", the AFSC has an [Instructor Renewal Packet](#) available online. The evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC to comply with the renewal requirements.

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The AFSC FSI certificate expiration date is 5-years from the date of an applicant's initial examination for certification. For renewal applications, the expiration date will be 5-years from the date of the renewal application approval.

Instructor Certification Expired More Than 12 Months

The individual must complete a written exam for each level up to highest level of previous AFSC certification with a minimum score of 70%, **AND** documentation under item 1 *and* 2 as follows:

1. Documentation of instructional learning or delivery
 - a. Documentation that an individual instructed at least 8 classroom/field hours each year of the *5-year certification period (40 hours).
 - b. Documentation of attendance at 1 or more courses annually totaling 8 classroom/field hours each year of the *5-year certification (40 hours) with primary objectives that meet the following criteria:
 - i. address instructional techniques;
 - ii. are train-the-trainer for learning instruction of new courses
 - iii. apply specifically to advanced fire service instructor
 - c. Any combination of **a** and **b** above equivalent to 8 hours in each year over the *5-year certification period (total of 40 hours). Beginning in January of 2015 the total hourly renewal requirement will start at 8 hours (as required in previous directive) and will increase by 8 hours every year until 2019. The full 40 hours of instruction or delivery time will apply beginning January 1, 2019.

**The AFSC will allow a carryover of up to 16 hours from one year to the next.*

2. Submit an Instructor Evaluation packet completed by a current AFSC Fire Service Instructor. An individual must complete the evaluation within one-year of the application submittal date.

Note: For item "2", the AFSC has an [Instructor Evaluation Packet](#) available online. The evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC with appropriate signatures to comply with the renewal requirements.

BACKGROUND CHECKS

A background check is not required for certification as a Fire Service Instructor.

INSTRUCTOR RELATED COURSES

Periodically, the AFSC conducts Certifying Officer Workshops to assist Training Program Managers, Training Officers, and Fire Service Instructors with the management of courses that result in certification testing. These workshops are generally 4– 8 hours in length and attendance is applicable towards renewal requirements.

Other applicable courses can include attendance at Fire Department Instructor Conference (FDIC) and training classes with objectives that:

- a. address instructional techniques; or,
- b. are train-the-trainer for learning instruction of new courses; or,
- c. apply specifically to advanced fire service instructor techniques or education

The AFSC will utilize designated committee members and/or the Executive Board to determine acceptance of attendance certificates that do not explicitly state that it meets the above requirements.

**PREVIOUS ALASKA FIRE SERVICE INSTRUCTOR
CERTIFICATION/GRANDFATHER CERTIFICATION**

The Alaska Fire Standards Council recognizes State of Alaska fire service instructor certifications that have not expired. Due to ongoing changes with NFPA fire service instructor certification standards the grandfather request for IFSAC seals are not available. This clause does not prohibit an individual that was certified in Alaska prior to 2001 from receiving an IFSAC seal. Individual IFSAC seal requests for a certificate issued before 2012 will be required to successfully complete a current written and practical examination before he/she is issued a certificate with an IFSAC seal.

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Frequently Asked Questions

Q. I am a certified Fire Service Instructor from another state. Can I get certified in Alaska?

A. **Yes – as long as you meet the reciprocity requirements ([pg. 6](#)).**

Q. Can a person begin at Level II or are they required be a Level I instructor for a while first?

A. **You must be certified at Level I for 6 months before becoming eligible for Level II ([pg. 3](#)).**

Q. Does a person have to be a certified Firefighter before they can qualify for instructor certification?

A. **There is no requirement that an applicant be certified as a Firefighter before beginning instructor training, but it is necessary for a person to have basic experience in the field they are instructing. That is the reason this requirement includes 3-years of experience with a recognized/organized fire department or an emergency response organization.**

Q. How do I begin the Fire Service Instructor Certification process?

A. **Contact your local fire department training officer and/or contact the Alaska Fire Standards Council or Training & Education Bureau. Individuals must complete the FSI/MOI requirement for eligibility to take the written examination.**

Q. Can Fire Service Instructor Level I be completed and delivered as a home study course?

A. **No. An FSI/MOI course is required and this course includes a significant amount of requisite skills that the candidates must successfully complete prior to the AFSC examination to receive a Fire Service Instructor certificate.**

Q. If my certificate expires what can I do to renew it?

A. **Contact the AFSC office or refer to the renewal requirements specified in this document ([pg. 7](#)). The renewal requirements must be completed within one year, or the applicant will be required to complete additional renewal requirements.**

Q. If I am an Instructor IV and my certificate expires before I am able to renew, what are my options?

A. **Contact the AFSC office or refer to the renewal requirements specified in this document ([pg. 7](#)). The renewal requirements must be completed within one year of expiration, or the applicant will lose the ability to renew at Fire Service Instructor IV.**

Q. Who is considered a *qualified evaluator* for the [Instructor Renewal Packet](#)?

A. **A qualified evaluator is defined as a current Fire Service Instructor AFSC certified at any level.**

Q. I am a Police or EMS instructor. Do I automatically qualify for Fire Service Instructor?

A. **No. An individual must successfully complete the examination before certification is issued.**

Q. Does the AFSC offer specialty instructor recognition for levels not otherwise listed in NFPA 1041?

A. **No. The AFSC has no established criterion for levels of certification that are not identified in the NFPA 1041 standard.**