Utah Fire Service Certification System

FIRE INSTRUCTOR I & II



CERTIFICATION STANDARD

SEPTEMBER 2021
update January 25, 2023, Fees – October 2024

Utah Fire Service Certification Council

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www.uvu.edu/ufra

Fire Instructor Technical Committee

The Certification Council would like to recognize and extend a voice of appreciation to the following fire service professionals for their work on this Fire Instructor Certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1041 standard, certification test banks, textbooks, and developing the skills for this standard.

Thank You…

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INTRODUCTION

The Utah Fire and Rescue Academy (UFRA) has evolved into a dynamic organization that provides fire and emergency service–related training, professional accredited certification, and resource assistance. The Utah Fire Service Certification System (UFSCS) has been administered by UFRA since the system's inception in the early 1980s. The governing body for the firefighter certification system in the state of Utah is the Utah Fire Service Certification Council (UFSCC). The members of the council represent various areas of the state as well as a variety of department types.

The entire system is based on international professional job performance standards from NFPA and NWCG. Fire service training must be utilized to its maximum potential. Any overlap, fragmentation, and lack of basic structure must be eliminated. Standardization is the natural complement and necessity. Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities, and knowledge. Testing takes place all over the state of Utah and is usually scheduled by fire department training officers for members of one or more local agencies to test at their own facilities using their own equipment.

The Utah Fire Service Certification System creates uniformity through certification. Certification allows a fire service professional to be a part of the National Registry (Pro Board and IFSAC), which verifies that a person has been trained at a national standard. Firefighters, hazardous materials responders, and rescue personnel can earn various certifications. Volunteer, part-time, and career firefighters must all meet the same standard to certify. Most fire departments in Utah have certified personnel even though there is no law requiring it.

> "Certification from an accredited entity is a statement of success, an indisputable mark of performance belonging to individual fire service professionals. Each successful candidate for certification from an accredited entity knows that he or she has been measured against peers and meets rigorous national standards. Certification affords the individual a uniformity and portability of qualifications. In addition, the creditability of an organization is enhanced by having members certified to national consensus standards."
>
> —theproboard.org
>
> IFSAC "provides accreditation to entities that certify the competency of and issue certificates to individuals who pass examinations based on National Fire Protection Association (NFPA) fire service professional qualifications and other standards approved by the Assembly."
>
> —ifsac.org

The following certification requirements are based on the objectives listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications* (National Fire Protection Association, 2019), as verified and adopted by the Utah Fire Service Certification Council.

FIRE INSTRUCTOR I

CERTIFICATION STANDARD

FIRE INSTRUCTOR I CERTIFICATION REQUIREMENTS

Entrance Requirements

In order to certify within the Utah Fire Instructor I program, candidates must fulfill the following requirements:

1- Complete entrance requirements.
2- Set up and maintain department records.
3- Train on the required written and practical objectives.
4- Pass a department in-house practical skills examination.
5- Meet any other training requirements/prerequisites as defined by the Certification Council.
6- Pass both written and practical skills examination administered by the Certification Council.
7- Request Fire Instructor I certification.
8- Request recertification at the end of each 3-year certification period.

Physical Fitness Requirements

The UFSCC acknowledges the importance of and need for physical fitness requirements as listed in the NFPA 1001, 2019 edition, Standard on *Fire Fighter Professional Qualifications.* Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of physical fitness requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the UFSCC. The Council will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of physical fitness requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, **the Utah Fire Service Certification Council strongly recommends careful evaluation before altering or doing away with any existing physical fitness requirements.**

The requirements listed in NFPA 1001, 2019 ed., Chapter 1 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.

2. The Utah Fire Service Certification Council Policy 11.3 requires that a candidate must be 18 years of age to test and be certified.

3. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments,* chapter 5, subsection 5.1.1, as determined by the medical authority of the AHJ.

4. Physical fitness requirements for entry-level personnel should be developed and validated by the authority having jurisdiction. Physical fitness requirements should be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

Department Training Officers

For departments to enroll in the certification process, it is necessary for the department to assign training officers. Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at (801) 863-7700 or 1-888-548-7816 for assistance in setting up and monitoring certification training.

Department training instructors shall be certified at the level they are teaching. In addition, the Certification Council strongly recommends that training officers and instructors be state certified at the Instructor I level.

Department training officers or instructors will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and in-house test department personnel on the skill and evolution requirements for each level of certification training.

The final entrance requirement is to complete the "Intent to Participate" form provided in Appendix C and return it to the Certification Council. Remember, participation in the certification process is **VOLUNTARY**. Once you have enrolled, you can withdraw if desired.

If a department is already participating in the Utah Fire Service Certification System, it will not be necessary to file another "Intent to Participate" form.

DEPARTMENT TRAINING

Participants in the Utah Fire Instructor I program must successfully complete one of the following training courses or requirements to qualify to take the state examination. Participants must complete one of the following methods to become eligible for examination:

1. Instructor I course sponsored by the Utah Fire & Rescue Academy.

2. Fire Instructor I course as taught by: Utah Valley University / Utah Fire & Rescue Academy

3. Department Based Training – Departments can create their own Fire Instructor I course which meets the requirements as outlined in NFPA 1041 Chapter 4 (2019 Edition). The skills and training record as given in this standard must be completed for each person and a completed training record must exist for each participant. Testing will be conducted at the conclusion of the course upon request from the department training officer or administrator.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

Written Objectives

The written objectives for Fire Instructor I are covered in the following text:

- **Fire and Emergency Services Instructor, 9th Edition.**
- **UFRA Student workbook**

- **NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2019 Edition.**

This text book is available from various fire service bookstores. A current list of IFSTA textbook sources is available by calling the certification office at 1-888-548-7816.

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge that is required of a Fire Instructor I, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both skill and written requirements. The course as offered by the Utah Fire & Rescue Academy uses a combination of classroom assignments and a workbook to prepare students for the written examination. This workbook is referenced to the IFSTA manual and provides a strong basis for preparing the student.

Skill Objectives

Each participant **must** be trained and evaluated in the performance of skill objectives by giving a 15-minute (+/- 2 min) presentation. During this presentation the skill objectives (skill # 2,3,4,5,6,7) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – The presentation must be completed within the allotted time of 15 minutes (+/- 2 min).

- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.

- **Competence** - The skill objectives shall be performed during the 15-minute presentation in accordance with the Utah standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

Department Training Records

Each candidate shall have a current, accurate, and complete training record on file with the department which indicates that they have been trained on all skill objectives. The Training Record must be completed in its entirety in order to test. Training Records may be completed on a computer or by hand. Departments may set up their own training records, or use the one provided in this standard, or the fillable Excel Training Record found online on UFRA's website. If a department chooses to set up their own training record it must meet the following requirements:

1. Certification level clearly defined with NFPA standard number and edition.
2. Signature line for the candidate attesting that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed.
3. Signature line for the Chief/Training Officer attesting that the candidate has been trained on all skills and a complete In-House Comprehensive Exam was administered and passed.
4. The date of completion for the training record is recorded.
5. All skills from the Utah Certification Standard for this level are listed on the training record and columns exist for:
    a. Training Record – Date/Inst
    b. In-House Comprehensive Exam –Date/Inst/Pass

Department in-house Skill Examination

At the completion of the department's skill training, the department is required to hold an in-house skill examination. For the Fire Instructor I level this would be the 15 minute (+/- 2 min) presentation. This is a comprehensive in-house skill test conducted by the department training officers. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are in-house testing.

Proctor instructions for the examination are in Appendix B. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the exam. It is recommended that participants be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If skill weaknesses are evident, the department shall conduct additional training and hold a new department in-house skill examination. Only those participants who successfully pass the department skill in-house test will be allowed to participate in the state certification exam. Department training records must show that all participants have successfully passed the in-house examination.

CERTIFICATION EXAMINATIONS

After completion of the training process, the chief/administrator can request testing for the department. Using the "Examination Request" form in Appendix C, the chief/administrator may request a written examination and skill

test for certification. The candidate will then have three attempts to pass the written examination and three attempts to pass the skill "spot check" examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days prior** to the examination date. The entire examination process must be completed within **1 year** of the **first** exam date.

Written Examinations

The written examination is a randomly generated **60-question** test covering the written objectives of the Fire Instructor I standard. A minimum score of **70%** is required to pass the certification exam. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Three attempts are given to pass the exam. If a participant fails the written examination three times, he/she has failed the certification process and must wait **1 year** from the date of the last failed exam before re-entering testing. Exam results on a pass/fail basis are forwarded to the chief/administrator within 30 days following the receipt of the completed examination.

SAMPLE WRITTEN EXAMINATION QUESTIONS:
A good instructor is a sincere person with:
a. a desire to teach.
b. in-depth knowledge of the student.
c. a sense of empathy.
d. all of the above.

Performance standards for the fire instructors are identified in:
a. NFPA 1001.
b. NFPA 1041.
c. NFPA 1403.
d. NFPA 1000.

Skill "Spot Check" Examinations

This is a two-step examination. The first step is a department records check and the second step is a skill examination. A certification tester appointed by the Utah Fire Service Certification Council conducts the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

1. Participant has been trained in each skill for the level being evaluated.

2. A department training officer has signed off each skill.

3. Each participant has passed a department in-house skill examination.

The skill examination is a 15 minute (+/- 2 min) presentation graded on a 100% pass/fail basis. During this presentation the skill objectives (skill #3,4,5,6,7) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – The presentation must be completed within the allotted time of 15 minutes (+/- 2 min).

- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.

- **Competence** - The skill objectives shall be performed during the 15-minute presentation in accordance with

the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

Participants are required to give a 15-minute (+/- 2 min) presentation following the checklist as found in Appendix **A.** Participants are given two attempts if necessary to perform the 15-minute presentation. If they fail on the second try, then they have failed the examination. Applicants must wait **30 days** before the third and final attempt. Participants taking third attempts will give one additional presentation. **No training, teaching, or coaching is allowed during this state test.**

Participants who have failed the third attempt of the written examination or the skill examination have failed the certification process and must wait **1 year** from the date of the failed third attempt to re-enter state testing. The participant will begin testing with a new 1st attempt of the written examination.

FIRE INSTRUCTOR I CERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The chief/administrator may apply to the Utah Fire Service Certification Council for certification for those candidates who have successfully completed the certification training/testing process. Requests for state certification must be submitted to the Certification Office using the Certification/Recertification Request form provided in Appendix C. The names are then checked against the official state records to ensure that each individual listed has met all requirements and prerequisites.

Re-certification

Certification at Fire Instructor I Level is valid for a three-year (3) period. Each certified Fire Instructor I may renew certification by having the chief/administrator of the participating agency submit the "Certification/Re-certification Request" provided in Appendix C. There is a re-certification fee of $5.00 per person that should accompany the application.

Each certified Fire Instructor I shall participate in at least 36 hours of structured class and skill training per year. A total of 108 hours of training is required during the previous certification period.

For More Information on Utah Firefighter Certification, contact the:

Utah Fire Service Certification Council
Utah Fire & Rescue Academy
3131 Mike Jense Parkway
Provo, UT 84601
1-888-548-7816
www.uvu.edu/ufra

FIRE INSTRUCTOR I CERTIFICATION CHECKLIST

ENTRANCE REQUIREMENTS:

- ❑ Each participant has met requirements listed in NFPA 1001.
- ❑ Department has filed an "Intent to Participate" form with the UFSCC.

DEPARTMENT TRAINING RECORDS:

- ❑ Each candidate has a training record on file with the department that shows:
  1- A learning experience in each skill objective.
  2- Dates of training.
  3- Initials of instructors.
- ❑ Each participant has trained on the Fire Instructor I Level written and skill examination.

DEPARTMENT in-house SKILL EXAMINATION:

- ❑ Each participant has successfully completed an in-house Presentation.
- ❑ Results of presentation are documented in department training records.

CERTIFICATION EXAMINATIONS:

- ❑ Each participant has passed the UFSCC written examination.
- ❑ Each participant has passed the UFSCC skill examination administered by an approved Certification Tester.

FIRE INSTRUCTOR I - CERTIFICATION:

- ❑ Chief/administer request certification for participants using the "Certification/Re-certification Request" form.

FIRE INSTRUCTOR I SKILL OBJECTIVES

PROGRAM MANAGEMENT

1. **Prepare training records and report forms so that required reports are accurate, complete, and in accordance with procedures.**

   REFERENCE: NFPA 1041, 2019 Edition, 4.2.5

   CONDITION: Given a training record, based on policies and procedures for reports.

   COMPETENCE:
   - Date of training recorded.
   - Name(s) of instructors for training session.
   - Participant(s) attending instruction.
   - Topic taught during training session.
   - Hours of instruction.
   - Record test or evaluation scores of participants (if applicable).

   TIME: 2:00 Minutes

2. **Schedule training to be delivered in your department and request needed resources following AHJ procedures.**

   REFERENCE: NFPA 1041, 2019 Edition, 4.2.3, 4.2.4

   CONDITION: Given a scenario, paper and pen, or computer.

   COMPETENCE:
   - Create a course syllabus/timeline.
   - Date, time, location.
   - Resources needed.
   - Facilities needed.

   TIME: 15:00 Minutes

INSTRUCTIONAL DEVELOPMENT

3. **Assemble, review and adapt a lesson plan/instructional material so that elements of the lesson plan learner characteristics, learning environment and all resources that need adaptation are identified.**

   REFERENCE: NFPA 1041, 2019 Edition, 4.2.2, 4.3.2, 4.3.3

   CONDITION: Given the materials, equipment and resources for a specific topic, an audience; a learning environment; elements of a lesson plan; and identified resources that need adaptation.

   COMPETENCE:
   - Review lesson plan with the training organization.
   - Identify additional sources of information, i.e., library, Internet, or SOP's.
   - Adapt learned information for a presentation as needed for target audience and learner characteristics.
   - Needs of students are met and objectives of lesson plan achieved.

   TIME: 30:00 Minutes

INSTRUCTIONAL DELIVERY

4. **Organize the classroom/learning environment so that lighting, distractions, climate control, noise control, seating, audiovisual equipment, teaching aids, and safety considerations are ready for presentation.**

   REFERENCE: NFPA 1041, 2019 Edition, 4.4.2, 4.4.5

   CONDITION: Given a facility (classroom), an assignment (lesson plan), audiovisual equipment, distractions, climate control, weather, teaching aids and safety are considered, and method or techniques for instruction.

   COMPETENCE:
   - Arrange classroom based on type of instruction methodology.
   - Consider for the classroom: lighting, distractions, climate control, weather, teaching aids and safety.
   - Eliminate noise and distractions, i.e., turn off loudspeakers, etc.
   - Determine how audiovisual equipment work, on/off switch.
   - Know how to adjust and focus AV equipment.
   - Effectively transition between media and other parts of the presentation.
   - Perform cleaning and field maintenance of demonstration devices and technology tools.

   TIME: 15:00 (+/- 2 min) Minutes

5. **Given a prepared lesson so that the method(s) indicated in the lesson plan is used and the stated objectives or learning outcomes are achieved. Present and adjust presentation and changing circumstances to ensure class continuity.**

   REFERENCE: NFPA 1041, 2019 Edition, 4.4.3, 4.4.4

   CONDITION: Given a prepared lesson plan that specifies the presentation method(s), basic coaching and motivational techniques, learning objectives and achieved desired outcomes.

   COMPETENCE:
   - State lesson objective to class.
   - Speak clearly and distinctly, using correct grammar.
   - Make eye contact with students in classroom.
   - Avoid distracting mannerisms that will disrupt learning environment.
   - Pause for questions from students.
   - Address questions from students.
   - Follow lesson plan.
   - Utilize question techniques (at least two different techniques).
   - Adjust presentation as required due to the learner characteristics.
   - Maintain a safe learning environment.
   - Summarize accomplished lesson objectives.

   TIME: 15:00 (+/- 2 min) Minutes

6. **Utilize instructional technology tools and demonstration devices so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth and media are returned to storage.**

REFERENCE: NFPA 1041, 2019 Edition, 4.4.2, 4.4.5

CONDITION: Given a lesson plan, a safe environment, a prepared topical media and equipment so that intended objectives are clearly presented.

COMPETENCE:
- Use media at appropriate point in lesson.
- Demonstrate proper use of tools, props, and instructional technology tools.
- Demonstrate proper use of projectable/non-projectable media.
- Smooth transition between media and other parts of the presentation.
- Return media to storage.
- Maintain classroom management and safety.

TIME: 15:00 (+/- 2 min) Minutes

EVALUATION AND TESTING

7. **Administer and grade an oral, written, or performance tests so that the testing is conducted according to procedures and the security of the material is maintained.**

REFERENCE: NFPA 1041, 2019 Edition, 4.5.2, 4.5.3

CONDITION: Given a lesson plan, evaluation instrument, an answer sheet or skills checklist, answer key, procedures for administering a test and procedures for test security.

COMPETENCE:
- Students understand the type of test to be administered.
- Instructions are given in a clear and consistent manner.
- Questions from the student about the test are answered before testing occurs.
- Classroom environment is arranged for testing.
- Test is administered in accordance to testing policies.
- Testing material is maintained and secured during use.
- Tests are evaluated based on a skills checklist or answer key.
- Maintain test results in secure manner.
- Report any unusual circumstances and document them based on policy.

TIME: 15:00 (+/- 2 min) Minutes

8. Report and provide evaluation feedback to students for an oral, written, and performance tests so that the results are accurately recorded, the forms are forwarded and testing is conducted according to procedures and the security of the material is maintained.

REFERENCE: NFPA 1041, 2019 Edition, 4.5.4, 4.5.5

CONDITION: Given a lesson plan, evaluation instrument, skills checklist, answer key, procedures for administering a test and procedures for test security.

COMPETENCE:
- Feedback to students is timely and specific.
- Tests are evaluated based on a skills checklist or answer key.
- Results and feedback are given to each student following policies on releasing test results.
- Assist student in correcting performance behavior based on test results.
- Maintain recorded test results in secure manner.

TIME: 15:00 (+/- 2 min) Minutes

UTAH FIRE SERVICE CERTIFICATION SYSTEM

FIRE INSTRUCTOR I

NFPA 1041, 2019 Edition

FIRE INSTRUCTOR I

TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM

Candidate Name:	**Department:**
Candidate Signature:	**Date of Completion:**
Chief/Training Officer Name:	**Chief/Training Officer Signature:**

This form may be completed on a computer but must be printed out for the Certification Tester to verify on test day. Date of completion and signatures of Chief/Training Officer and Candidate must be original signatures. Signatures attest that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed. Falsification of signatures or any component of this document may result in the revocation, suspension, or denial of certification.

SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILL DEMONSTRATE
	DATE	INST	DATE	INST	PASS	
PROGRAM MANAGEMENT						1. Prepare training records and report forms.
						2. Schedule training to be delivered in your department and request needed resources.
INSTRUCTIONAL DEVELOPMENT						3. Review and adapt a lesson plan and instructional material.
INSTRUCTIONAL DELIVERY						4. Organize the classroom/learning environment for teaching.
						5. Present and adjust a prepared lesson plan including questioning techniques (at least two different techniques).
						6. Utilize instructional technology tools and demonstration devices during a presentation.
EVALUATION & TESTING						7. Administer and grade an Oral, Written, and Performance test.
						8. Report and provide feedback from an Oral, Written, and Performance test.

FIRE INSTRUCTOR II

CERTIFICATION STANDARD

FIRE INSTRUCTOR II CERTIFICATION REQUIREMENTS

Entrance Requirements

In order to certify within the Utah Fire Instructor II program, candidates must fulfill the following requirements:

1- Complete entrance requirements.
2- Be certified as an Instructor I with UFSCC.
3- Set up and maintain department records.
4- Train on the required written and practical objectives.
5- Pass a department in-house practical skill examination.
6- Meet any other training requirements/prerequisites as defined by the certification Council.
7- Pass both written and practical skills examination administered by the certification Council.
8- Request Fire Instructor II certification.
9- Request recertification at the end of each 3-year certification period.

Physical Fitness Requirements

The UFSCC acknowledges the importance of and need for physical fitness requirements as listed in the NFPA 1001, 2019 edition, Standard on *Fire Fighter Professional Qualifications.* Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of physical fitness requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the UFSCC. The Council will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of physical fitness requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, **the Utah Fire Service Certification Council strongly recommends careful evaluation before altering or doing away with any existing physical fitness requirements.**

The requirements listed in NFPA 1001, 2019 ed., Chapter 1 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.

2. The Utah Fire Service Certification Council Policy 11.3 requires that a candidate must be 18 years of age to test and be certified.

3. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments,* chapter 5, subsection 5.1.1, as determined by the medical authority of the AHJ.

4. Physical fitness requirements for entry-level personnel should be developed and validated by the authority having jurisdiction. Physical fitness requirements should be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

Department Training Officers

For departments to enroll in the certification process, it is necessary for the department to assign training officers. Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at (801) 863-7700 or 1-888-548-7816 for assistance in setting up and monitoring certification training.

Department training instructors shall be certified at the level they are teaching. In addition, the Certification Council strongly recommends that training officers and instructors be state certified at the Instructor I level.

Department training officers or instructors will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and in-house test department personnel on the skill and evolution

requirements for each level of certification training.

The final entrance requirement is to complete the "Intent to Participate" form provided in Appendix C and return it to the Certification Council. Remember, participation in the certification process is **VOLUNTARY**. Once you have enrolled, you can withdraw if desired.

If a department is already participating in the Utah Fire Service Certification System, it will not be necessary to file another "Intent to Participate" form.

DEPARTMENT TRAINING

Participants in the Utah Fire Instructor II program must successfully complete one of the following training courses and requirements to qualify to take the state examination. Participants must complete one of the following methods to become eligible for examination:

1. Instructor II Course – sponsored by the Utah Fire & Rescue Academy.

2. Fire Instructor II course as taught by: Utah Valley University / Utah Fire & Rescue Academy

3. Departments can create their own Fire Instructor II course which meets the requirements as outlined in NFPA 1041 Chapter 5, 2019 Edition. The skills and training record as given in this standard must be completed for each person and a completed training record must exist for each participant. Testing will be conducted at the conclusion of the course upon request from the department training officer or administrator.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

Written Objectives

The written objectives for Fire Instructor II are covered in the following text:

- **Fire and Emergency Services Instructor, 9th Edition.**
- **UFRA Student workbook**

- **NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2019 edition.**

This text book is available from various fire service bookstores. A current list of IFSTA textbook sources is available by calling the certification office at 1-888-548-7816.

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge that is required of a Fire Instructor II, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both skill and written requirements. The course as offered by the Utah Fire & Rescue Academy uses a combination of classroom assignments and a workbook to prepare students for the written examination. This workbook is referenced to the IFSTA manual and provides a strong basis for preparing the student.

Skill Objectives

Each participant **must** be trained and evaluated in the performance of skill objectives by giving a 20-minute (+/- 2 min.) presentation. During this presentation the skill objectives (skill # 3,4,5,6,7,8) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – The presentation must be completed within the allotted time of 20 minutes (+/- 2 min.).

- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.

- **Competence** - The skill objectives shall be performed during the 20-minute presentation from a lesson plan developed by the firefighter in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

Department Training Records

Each candidate shall have a current, accurate, and complete training record on file with the department which indicates that they have been trained on all skill objectives. The Training Record must be completed in its entirety in order to test. Training Records may be completed on a computer or by hand. Departments may set up their own training records, or use the one provided in this standard, or the fillable Excel Training Record found online on UFRA's website. If a department chooses to set up their own training record it must meet the following requirements:

1. Certification level clearly defined with NFPA standard number and edition.
2. Signature line for the candidate attesting that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed.
3. Signature line for the Chief/Training Officer attesting that the candidate has been trained on all skills and a complete In-House Comprehensive Exam was administered and passed.
4. The date of completion for the training record is recorded.
5. All skills from the Utah Certification Standard for this level are listed on the training record and columns exist for:
    a. Training Record – Date/Inst
    b. In-House Comprehensive Exam –Date/Inst/Pass

Department in-house Skill Examination

At the completion of the department's skill training, the department is required to hold an in-house skill examination. For the Fire Instructor II level this would be the 20-minute presentation based on a lesson plan develop by the firefighter. This is a comprehensive in-house skill test conducted by the department training officers. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are in-house testing.

Proctor instructions for the examination are in Appendix C. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the exam. It is recommended that participants be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If skill weaknesses are evident, the department shall conduct additional training and hold a new department in-house skill examination. Only those participants who successfully pass the department's skill in-house test will be allowed to participate in the state certification exam. Department training records must show that all participants have successfully passed the in-house examination.

CERTIFICATION EXAMINATIONS

After completion of the training process, the chief/administrator can request testing for the department. Using the "Examination Request" form in Appendix C, the chief/administrator may request a written examination and test for certification. The candidate will then have three attempts to pass the written examination and three attempts to pass the skill "spot check" examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days prior** to the examination date. The entire examination process must be completed within **1 year** of the **first** exam date.

Written Examinations

The written examination is a randomly generated **70-question** test covering the written objectives of the Fire Instructor II standard. A minimum score of **70%** is required to pass the certification exam. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Three attempts are given to pass the exam. If a participant fails the written examination three times, he/she has failed the certification process and must wait **1-year** from the date of the last failed exam before re-entering testing. Exam results are forwarded to the department within 30 days following the receipt of the completed examination.

SAMPLE WRITTEN EXAMINATION QUESTIONS:
The term that embodies the concept that an individual's records are confidential is:
a. contractual agreement.
b. right of privacy.
c. employee rights.
d. agreement act.

The most common method of budgeting utilized by the fire departments is the_____budget:
a. performance.
b. program.
c. zero based.
d. line item.

Skill "Spot Check" Examinations

This is a two-step examination. The first step is a department records check and the second step is a skill examination. A certification tester appointed by the Utah Fire Service Certification Council conducts the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

1. Participant has been trained in each skill for the level being evaluated.

2. A department training officer has signed off each skill.

3. Each participant has passed a department in-house skill examination.

The skill examination is a 20 minute (+/- 2 min.) presentation, based on a lesson plan developed by the firefighter, and is graded on a 100% pass/fail basis. **Before the firefighter is allowed to give their presentation, they shall provide a copy of their prepared lesson plan to the certification Tester.** During this presentation the skill objectives (skill #3,4,5,6,7,8) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – The presentation must be completed within the allotted time of 20 minutes (+/- 2 min).

- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.

- **Competence** - The skill objectives shall be performed during the 20-minute presentation from a lesson plan developed by the firefighter in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

Participants are required to give a 20-minute presentation following the checklist as found in Appendix A. Participants are given two attempts if necessary to perform the 20-minute presentation. If they fail on the second try, then they have failed the examination. Applicants must wait **30 days** before the third and final attempt. Participants taking third attempts will give one additional presentation. **No training, teaching, or coaching is allowed during this state test.**

Participants who have failed the third attempt of the written examination or the skill examination have failed the certification process and must wait **1 year** from the date of the failed third attempt to re-enter state testing. The participant will begin testing with a new 1st attempt of the written examination.

FIRE INSTRUCTOR II CERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The chief/administrator may apply to the Utah Fire Service Certification Council for certification for those candidates who have successfully completed the certification training/testing process. Requests for state certification must be submitted to the Certification Office using the Certification/Recertification Request form provided in Appendix C. The names are then checked against the official state records to ensure that each individual listed has met all requirements and prerequisites.

Prerequisites for Fire Instructor II Certification

Prior to certification at the Fire Instructor II level, applicants must be state certified through the Utah Fire Service Certification System at the Fire Instructor I (or M-410 Facilitative Instructor) level .

Re-certification

Certification at Fire Instructor II Level is valid for a three-year (3) period. Each certified Fire Instructor I may renew certification by having the chief/administrator of the participating agency submit the "Certification/Re-certification Request" provided in Appendix C. There is a re-certification fee of $5.00 per person that should accompany the application.

Each certified Fire Instructor II shall participate in at least 36 hours of structured class and skill training per year. A total of 108 hours of training is required during the previous certification period.

For More Information on Utah Firefighter Certification, contact the:

Utah Fire Service Certification Council
Utah Fire & Rescue Academy
3131 Mike Jense Parkway
Provo, UT 84601
801-863-7709 www.uvu.edu/ufra

FIRE INSTRUCTOR II CERTIFICATION CHECKLIST

ENTRANCE REQUIREMENTS:

- ❑ Each participant has met requirements listed in NFPA 1001.
- ❑ Department has filed an "Intent to Participate" form with the UFSCC.

DEPARTMENT TRAINING RECORDS:

- ❑ Each candidate has a training record on file with the department that shows:
  1- A learning experience in each skill objective.
  2- Dates of training.
  3- Initials of instructors.
- ❑ Each participant has trained on the Fire Instructor II Level written and skill examination.

DEPARTMENT in-house SKILL EXAMINATION:

- ❑ Each participant has successfully completed an in-house Presentation.
- ❑ Results of presentation are documented in department training records.

ADDITIONAL TRAINING /PREREQUISITE REQUIREMENTS:

- ❑ Each candidate is certified at the Fire Instructor I Level.

CERTIFICATION EXAMINATIONS:

- ❑ Each participant has passed the UFSCC written examination.
- ❑ Each participant has passed the UFSCC skill examination administered by an approved Certification Tester.

FIRE INSTRUCTOR II - CERTIFICATION:

- ❑ Chief/administer request certification for participants using the "Certification/Re-certification Request" form.

FIRE INSTRUCTOR II SKILL OBJECTIVES

PROGRAM MANAGEMENT

1. **Schedule an instructional session, assign instructors, and formulate a budget to support the delivery of the session, so that the specified session is delivered according to department policy. Formulate budget needs so that resources meet training goals and are identified and documented.**

   REFERENCE: NFPA 1041, 2019 Edition, 5.2.2, 5.2.3, 5.2.4

   CONDITION: Given a training goal, agency policies for scheduling, budgets, instructional resources, appropriate forms, staff, a facility and a timeline for delivery.

   COMPETENCE:
   - Identify training need or goal.
   - Identify department policies for scheduling a facility.
   - Identify required instructional resources, timelines, and budget constraints needed to deliver course.
   - Identify required instructor(s) to deliver course.
   - Create a timeline that identifies due dates for the delivery of a course.
   - Complete required forms to request facility, materials and budget needs.

   TIME: 30:00 Minutes

2. **Coordinate training records so that all AHJ and legal requirements are met.**

   REFERENCE: NFPA 1041, 2019 Edition, 5.2.5

   CONDITION: Given a training record, department policy, and a training activity.

   COMPETENCE:
   - Date of training recorded.
   - Name(s) of instructors for training session.
   - Participant(s) attending instruction.
   - Topic taught during training session.
   - Hours of instruction.
   - Record test or evaluation scores of participants.

   TIME: 30:00 Minute

3. **Evaluate an instructor during a presentation.**

   REFERENCE: NFPA 1041, 2019 Edition, 5.2.6

   CONDITION: Given an evaluation form, AHJ policy and objectives.

   COMPETENCE:
   - Identify instructor strengths and weaknesses.
   - Recommend changes in instructional style.
   - Recommend changes in communication methods.
   - Instructor follows lesson plan/course outline.
   - Provide feedback to the instructor being evaluated.
   - Complete evaluation records for instructor.

   TIME: 25:00 Minutes

INSTRUCTIONAL DEVELOPMENT

4. Create a lesson plan so that the learning objectives for the topic are achieved, and the plan includes learner characteristics, a lesson outline, course materials, instruction aids, and an evaluation plan.

REFERENCE: NFPA 1041, 2019 Edition, 5.3.2

CONDITION: Given a topic, learner characteristics, and a standard lesson plan format.

COMPETENCE:
- Learning objectives are identified.
- Identify student needs based on an assessment tool.
- Development of instructional media.
- Develop an outline.
- Develop an evaluation tool.
- Identify needed resources for course delivery.

TIME: 60:00 Minutes

INSTRUCTIONAL DELIVERY

5. Conduct a class using a lesson plan that the instructor has prepared (Can use lesson plan from skill # 4) and involves the utilization of multiple teaching methods and techniques so that the lesson objectives are achieved and delivered in a safe and effective manner.

REFERENCE: NFPA 1041, 2019 Edition, 5.4.2

CONDITION: Given a topic, target audience, teaching material as identified in a lesson plan, with a minimum of three types of structural media, one of which must be a projected type.

COMPETENCE:
- Facilitate instructional session.
- Apply student center learning.
- Evaluate instructional delivery.
- Use and evaluate instructional technology tools, evaluation techniques, and resources.

TIME: 20:00 Minutes

6. Supervise other instructors and students during a specialized training scenario so that applicable safety standards and practices are followed and instructional goals are met.

REFERENCE: NFPA 1041, 2019 Edition, 5.4.3

CONDITION: Given a training scenario with specialized training (i.e., live fire exercise, hazardous materials, high angle or below grade rescue scenarios).

COMPETENCE:
- Conduct a safety briefing with instructors and students.
- Identify safety issues and concerns.
- Identify emergency procedures in the event of an emergency.
- Establish an Incident Management System to be used during the scenario.
- Identify regulations and practices to be followed during training scenario.

TIME: 10:00 Minutes

EVALUATION AND TESTING

7. Develop a student evaluation instrument so that the evaluation instrument measures whether the student has achieved the learning objectives.

REFERENCE: NFPA 1041, 2019 Edition, 5.5.2

CONDITION: Given a learning objective, learner characteristics, training goals, and testing procedures.

COMPETENCE:
- Identify the learning objective.
- Identify type of evaluation method best for learning objective to be tested.
- Develop an evaluation tool that is objective and bias free.
- Reference evaluation tool to learning objective.
- Evaluation tool is reliable and verifiable.
- Follow evaluation policies during testing process.

TIME: 30:00 Minutes

8. Develop Class Evaluation Form so that the students have the ability to provide feedback to the instructor.

REFERENCE: NFPA 1041, 2019 Edition, 5.5.3

CONDITION: Given provided AHJ policy and evaluation goals.

COMPETENCE:
- Evaluation form contains: date, location of course and instructor name.
- Form identifies instructional methods.
- Form identifies instructor communication techniques.
- Form identifies learning environment.
- Form identifies course content.
- Form identifies student materials.
- Form does not require student name.

TIME: 30:00 Minutes

UTAH FIRE SERVICE CERTIFICATION SYSTEM

FIRE INSTRUCTOR II

NFPA 1041, 2019 Edition

FIRE INSTRUCTOR II

TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM

Candidate Name:	**Department:**
Candidate Signature:	**Date of Completion:**
Chief/Training Officer Name:	**Chief/Training Officer Signature:**

This form may be completed on a computer but must be printed out for the Certification Tester to verify on test day. Date of completion and signatures of Chief/Training Officer and Candidate must be original signatures. Signatures attest that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed. Falsification of signatures or any component of this document may result in the revocation, suspension, or denial of certification.

SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILL DEMONSTRATE
	DATE	INST	DATE	INST	PASS	
PROGRAM MANAGEMENT						1. Schedule an instructional session, assign instructors, and formulate budget.
						2. Coordinate training records.
						3. Evaluate an instructor during a presentation.
INSTRUCTIONAL DEVELOPMENT						4. Create a lesson plan.
INSTRUCTIONAL DELIVERY						5. Conduct a class using a lesson plan.
						6. Supervise other instructors/students during a specialized training scenario.
EVALUATION & TESTING						7. Develop a student evaluation instrument.
						8. Develop a class evaluation form.

APPENDIX – A
PRESENTATION CHECKLIST

INSTRUCTOR I SKILL CHECKLIST

SKILL: **Demonstrate the ability to present a prepared lesson plan.**

CONDITION: Given a prepared lesson plan, target audience, classroom, instructional technology tools and demonstration devices, non-projectable media, evaluation material and a training record.

TIME: 15:00 (+/- 2 min) Minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	Yes	**No**
1. Prepare classroom for presentation.		
2. Determine that instructional technology tools and demonstration devices are ready.		
3. Present lesson plan to audience as outlined including questioning techniques (at least two different techniques).		
4. Use technology/demonstration tools during presentation.		
5. Transition between technology/demonstration tools and lecture.		
6. Prepare classroom/site for testing, remove all references prior to test.		
7. Administer a performance test.		
8. Provide feedback to students of evaluation.		
9. Training record for student's attendance is completed.		
10. Complete skill in allotted time (within 13 to 17 minutes).		

INSTRUCTOR II SKILL CHECKLIST

SKILL: **Demonstrate the ability to present a lesson plan prepared by the candidate.**

CONDITION: Given a lesson plan prepared by the candidate, target audience, classroom, , instructional technology tools and demonstration devices, projectable media, non-projectable media, evaluation material, and a training record.

TIME: 20:00 (+/- 2 min) Minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	Yes	**No**
1. Create a lesson plan.		
2. Prepare classroom for presentation.		
3. Present lesson to audience as outlined.		
4. Use 3 types of media during presentation.		
5. Transition between media types and lecture.		
6. Follow lesson plan as outlined.		
7. Prepare classroom/site for testing, remove all reference materials prior to test.		
8. Administer a performance test.		
9. Use course evaluation form during class.		
10. Coordinate records for training session.		
11. Evaluate an instructor during a presentation.		
12. Complete skill in allotted time (within 18 to 22 minutes).		

APPENDIX – B
IN-HOUSE PROCTOR INSTRUCTORS

Proctor Instructions for In-House Comprehensive Examination

As the training officers for your department, you are authorized by the Certification Council to conduct an in-house skills examination (100%) for this level of certification. You must be certified to the level that you are testing. For example, if you're FF II you can test both FF I and II, Awareness and Operations. The in-house skills examination must be completed and signed off prior to the actual certification spot check exam (administered by a UFRA certification tester).

- **Prior to conducting the test, review each candidate's training record.**
  It is important that before doing this in-house training skills test, the candidate has completed training in all areas for the level being tested.

- **Select and brief a safety officer.**
  Select a safety officer to assist you during the test. This person is there to protect the candidates from injury during the testing process, is not taking the test, and is not assisting with the testing process. The safety officer must be qualified at the level being tested.

To better evaluate the skills being tested and determine the candidate's readiness for the <u>State Spot Check exam</u>, follow these in-house exam instructions:

1. This is a TEST and there should be NO COACHING or TRAINING during the testing process. If a candidate fails to perform a skill, that skill will count as a first attempt failure and they will be given a second attempt. If they fail a second attempt, they need to be retrained on that skill and tested again. Only **qualified** candidates that have passed with **100%** should be allowed to take the State Spot Check exam.

2. Before beginning the testing process, conduct a meeting with all candidates and review the testing process. Explain that this is a test and that the same process being used for the in-house exam will be used during the state exam.

3. Designate two separate areas for students testing: One area for those who are in the testing process and one area for those who have not yet begun the testing process. If separate areas are not available, make sure someone is in the room to ensure that students do not discuss the testing material. Make sure these areas have no training manuals or other reference materials for students to look at while awaiting testing.

4. To evaluate a candidate's performance, use the following as a guide:
   a. The skill is completed in the allotted time.
   b. Competence is shown by completing all performance criteria.
   c. Safety is a priority while completing the skill.

5. At each test station, the tester will read the skill to be demonstrated, the condition to be met, and the time limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing station. Ask for any questions. As each skill is tested and completed, sign it off in the section provided on the candidate's training record.

By conducting the in-house skills examination in this manner, you will prepare your candidates to successfully pass the State Spot Check exam. This will also ensure that training records are current and that only those who are truly prepared take the Certification Examination.

APPENDIX - C

CERTIFICATION FORMS & FEES

Certification forms and fees are located on our website at UVU.edu/UFRA under Certification
https://www.uvu.edu/ufra/certification/certification_forms.html