

### *Reference Materials*

The jurisdictional entity in which the Fire Instructor Personnel serves must have access to the most current editions of the following training manuals:

#### IFSTA

*Fire and Emergency Services Instructor*

#### NFPA

*NFPA 1041: Standard for Fire Service Instructor Professional Qualifications*

#### Jones & Bartlett

*Fire Service Instructor: Principles and Practice*

### *Minimum Requirements*

Individuals with SFFMA Instructor I, II, III, or Master Instructor certification are approved by the Certification Board to teach other departments' personnel as well as within the certifying department.

The certification Program offers four (4) levels of Instructor Certification:

#### Instructor I

- i. Applicants must have served a minimum of three (3) years in a fire department, state or federal agency, educational institute, or a public or private entity devoted to fire service training and related responsibilities.
- ii. Applicants must complete one (1) of the following:
  - a) 40-Hour Methods of Teaching course;
  - b) NFPA 1041: Instructor I;
  - c) Bachelor's Degree in any field;
  - d) Texas Teaching Certification; or
  - e) Any Board-approved comparable educational instructional course
- iii. Applicants **must hold, or apply concurrently for**, the following SFFMA certifications:
  - a) Firefighter I;
- iv. Level II Instructor certifications with an effective date prior to June 1, 2008 are grandfathered into the Instructor I certification.

#### Instructor II

- i. Applicants must complete one (1) of the following:
  - a) NFPA 1041: Instructor II;
  - b) TCFP Instructor II certification;
  - c) Bachelor's Degree in Education; or
  - d) Texas Teaching Certification
- ii. Applicants **must hold, or apply concurrently for**, the following SFFMA certifications:
  - a) Firefighter I; and
  - b) Instructor I

### Instructor III

- i. Applicants must complete one (1) of the following:
  - a) NFPA 1041: Instructor III;
  - b) TCFP Instructor III certification;
  - c) Bachelor's Degree in Education; or
  - d) Texas Teaching Certification
- ii. Applicants **must hold, or apply concurrently for**, the following SFFMA certifications:
  - a) Firefighter I; and
  - b) Instructor I; and
  - c) Instructor II.

### Master Instructor

- i. Applicants **must hold, or apply concurrently for**, the following SFFMA certifications:
  - a) Firefighter I; and
  - b) Firefighter II; and
  - b) Instructor I; and
  - c) Instructor II; and
  - d) Instructor III.

### *Roles and Responsibilities*

The following are roles and responsibilities of the Fire Instructor, divided by the three certification levels. Each list is not all inclusive and additional roles and responsibilities may be added or omitted by the Authority Having Jurisdiction (AHJ). Each instructor certification will require the ability to perform the roles and responsibilities of the previous certification levels (i.e., An Instructor III should possess the abilities of both the Instructor I and Instructor II levels).

### Instructor I

- i. Delivers instruction from a prepared lesson plan;
- ii. Assembles course materials;
- iii. Reviews and adapts lesson plans to meet the needs of individual students, groups, and the AHJ
- iv. Organizes the instructional environment to maximize the learning experience while maintaining a safe learning environment;
- v. Ability to adjust the prepared lesson plan presentation as required to ensure that objectives are attained; and
- vi. Prepares and maintains training records in accordance to the AHJ requirements.

### Instructor II

- i. Manages instructional resources to include facilities, personnel, time, funding, and records;
- ii. Schedules training sessions based on federal, state, local, and/or AHJ requirements;
- iii. Supervises and coordinates the activities of other instructors;
- iv. Evaluates subordinate instructors for training program improvement;
- v. Develops instructional materials to include the creation of a new or original lesson plan or the modification of existing plans;
- vi. Develops student, course, and instructor evaluation instruments; and
- vii. Analyzes the results of student evaluations to determine test validity.

### Instructor III

- i. Administers organizational policy and procedures;
- ii. Administers a training record system;
- iii. Creates a selection process and management process for instructional staff;
- iv. Creates an instructor evaluation plan;
- v. Conducts organizational needs analysis;
- vi. Develops organizational training goals and implementation strategies;
- vii. Creates or modifies programs, curricula, and course requirements to fulfill the organizational training needs; and
- viii. Creates a program evaluation plan.

### Curriculum for Instructor I

- FSI-01.01 Trainee shall assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.  
**NFPA 1041 4.2.2**  
(FD can document with Fire Instructor Skill Sheet 1-1 found in appendix and retain on file)
- FSI-01.02 Trainee shall prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented.  
**NFPA 1041 4.2.3**  
(FD can document with Fire Instructor Skill Sheet 1-2 found in appendix and retain on file)
- FSI-01.03 Trainee shall schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure.  
**NFPA 1041 4.2.4**  
(FD can document with Fire Instructor Skill Sheet 1-3 found in appendix and retain on file)
- FSI-01.04 Trainee shall complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures.  
**NFPA 1041 4.2.5**  
(FD can document with Fire Instructor Skill Sheet 1-4 found in appendix and retain on file)
- FSI-01.05 Trainee shall review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.  
**NFPA 1041 4.3.2**  
(FD can document with Fire Instructor Skill Sheet 1-5 found in appendix and retain on file)
- FSI-01.06 Trainee shall adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.  
**NFPA 1041 4.3.3**  
(FD can document with Fire Instructor Skill Sheet 1-5 found in appendix and retain on file)
- FSI-01.07 Trainee shall organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.  
**NFPA 1041 4.4.2**  
(FD can document with Fire Instructor Skill Sheet 1-6 found in appendix and retain on file)

- FSI-01.08 Trainee shall present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method (s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.  
**NFPA 1041 4.4.3**  
(FD can document with Fire Instructor Skill Sheet 1-6 found in appendix and retain on file)
- FSI-01.09 Trainee shall adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved.  
**NFPA 1041 4.4.4**  
(FD can document with Fire Instructor Skill Sheet 1-6 found in appendix and retain on file)
- FSI-01.10 Trainee shall adjust to differences in learning styles, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained.  
**NFPA 1041 4.4.5**  
(FD can document with Fire Instructor Skill Sheet 1-6 found in appendix and retain on file)
- FSI-01.11 Trainee shall operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.  
**NFPA 1041 4.4.6**  
(FD can document with Fire Instructor Skill Sheet 1-6 found in appendix and retain on file)
- FSI-01.12 Trainee shall utilize audiovisual materials, given prepared topical media and equipment, 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.  
**NFPA 1041 4.4.7**  
(FD can document with Fire Instructor Skill Sheet 1-6 found in appendix and retain on file)
- FSI-01.13 Trainee shall administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the agency, so that bias or discrimination is eliminated the testing is conducted according to procedures, and the security of the materials is maintained.  
**NFPA 1041 4.5.2**  
(FD can document with Fire Instructor Skill Sheet 1-7 found in appendix and retain on file)
- FSI-01.14 Trainee shall grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.  
**NFPA 1041 4.5.3**  
(FD can document with Fire Instructor Skill Sheet 1-8 found in appendix and retain on file)
- FSI-01.15 Trainee shall report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.  
**NFPA 1041 4.5.4**  
(FD can document with Fire Instructor Skill Sheet 1-9 found in appendix and retain on file)
- FSI-01.16 Trainee shall provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.  
**NFPA 1041 4.5.5**  
(FD can document with Fire Instructor Skill Sheet 1-10 found in appendix and retain on file)

## Curriculum for Instructor II

- FSI-02.01 Trainee shall schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to department policy.  
**NFPA 1041 5.2.2**  
(FD can document with Fire Instructor Skill Sheet 2-1 found in appendix and retain on file)
- FSI-02.02 Trainee shall formulate budget needs, given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented.  
**NFPA 1041 5.2.3**  
(FD can document with Fire Instructor Skill Sheet 2-2 found in appendix and retain on file)
- FSI-02.03 Trainee shall acquire training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.  
**NFPA 1041 5.2.4**  
(FD can document with Fire Instructor Skill Sheet 2-2 found in appendix and retain on file)
- FSI-02.04 Trainee shall coordinate training record-keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.  
**NFPA 1041 5.2.5**  
(FD can document with Fire Instructor Skill Sheet 2-3 found in appendix and retain on file)
- FSI-02.05 Trainee shall evaluate instructors, given an evaluation form, department policy, and JPRs, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.  
**NFPA 1041 5.2.6**  
(FD can document with Fire Instructor Skill Sheet 2-4 found in appendix and retain on file)
- FSI-02.06 Trainee shall create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the JPRs or learning objectives for the topic are addressed, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.  
**NFPA 1041 5.3.2**  
(FD can document with Fire Instructor Skill Sheet 2-5 found in appendix and retain on file)
- FSI-02.07 Trainee shall modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so that the JPRs or learning objectives for the topic are addressed and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.  
**NFPA 1041 5.3.3**  
(FD can document with Fire Instructor Skill Sheet 2-6 found in appendix and retain on file)
- FSI-02.08 Trainee shall conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.  
**NFPA 1041 5.4.2**  
(FD can document with Fire Instructor Skill Sheet 2-7 found in appendix and retain on file)
- FSI-02.09 Trainee shall supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met.  
**NFPA 1041 5.4.3**  
(FD can document with Fire Instructor Skill Sheet 2-8 found in appendix and retain on file)

FSI-02.10 Trainee shall develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives; the instrument evaluates relevant performance in an objective, reliable, and verifiable manner; and the evaluation instrument is bias-free to any audience or group.

**NFPA 1041 5.5.2**

(FD can document with Fire Instructor Skill Sheet 2-9 found in appendix and retain on file)

FSI-02.11 Trainee shall develop a class evaluation instrument, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.

**NFPA 1041 5.5.3**

(FD can document with Fire Instructor Skill Sheet 2-10 found in appendix and retain on file)

### Curriculum for Instructor III

FSI-03.01 Trainee shall administer a training record system, given agency policy and type of training activity to be documented, so that the information captured is concise, meets all agency and legal requirements, and can be readily accessed.

**NFPA 1041 6.2.2**

(FD can document with Fire Instructor Skill Sheet 3-1 found in appendix and retain on file)

FSI-03.02 Trainee shall develop recommendations for policies to support the training program, given agency policies and procedures and the training program goals, so that the training and agency goals are achieved.

**NFPA 1041 6.2.3**

(FD can document with Fire Instructor Skill Sheet 3-2 found in appendix and retain on file)

FSI-03.03 Trainee shall select instructional staff, given personnel qualifications, instructional requirements, and agency policies and procedures, so that staff selection meets agency policies and achievement of agency and instructional goals.

**NFPA 1041 6.2.4**

(FD can document with Fire Instructor Skill Sheet 3-3 found in appendix and retain on file)

FSI-03.04 Trainee shall construct a performance-based instructor evaluation plan, given agency policies and procedures and job requirements, so that instructors are evaluated at regular intervals, following agency policies.

**NFPA 1041 6.2.5**

(FD can document with Fire Instructor Skill Sheet 3-4 found in appendix and retain on file)

FSI-03.05 Trainee shall write equipment purchasing specifications, given curriculum information, training goals, and agency guidelines, so that the equipment is appropriate and supports the curriculum.

**NFPA 1041 6.2.6**

(FD can document with Fire Instructor Skill Sheet 3-5 found in appendix and retain on file)

FSI-03.06 Trainee shall present evaluation findings, conclusions, and recommendations to agency administrator, given data summaries and target audience, so that recommendations are unbiased, supported, and reflect agency goals, policies, and procedures.

**NFPA 1041 6.2.7**

(FD can document with Fire Instructor Skill Sheet 3-6 found in appendix and retain on file)

- FSI-03.07 Trainee shall conduct an agency needs analysis, given agency goals, so that instructional needs are identified and solutions are recommended.  
**NFPA 1041 6.3.2**  
(FD can document with Fire Instructor Skill Sheet 3-7 found in appendix and retain on file)
- FSI-03.08 Trainee shall design programs or curricula, given needs analysis and agency goals, so that the agency goals are supported, the knowledge and skills are job-related, the design is performance-based, adult learning principles are utilized, and the program meets time and budget constraints.  
**NFPA 1041 6.3.3**  
(FD can document with Fire Instructor Skill Sheet 3-8 found in appendix and retain on file)
- FSI-03.09 Trainee shall modify an existing curriculum, given the curriculum, audience characteristics, learning objectives, instructional resources, and agency training requirements, so that the curriculum meets the requirements of the agency, and the learning objectives are achieved.  
**NFPA 1041 6.3.4**  
(FD can document with Fire Instructor Skill Sheet 3-9 found in appendix and retain on file)
- FSI-03.10 Trainee shall write program and course goals, given JPRs and needs analysis information, so that the goals are clear, concise, measurable, and correlate to agency goals.  
**NFPA 1041 6.3.5**  
(FD can document with Fire Instructor Skill Sheet 3-10 found in appendix and retain on file)
- FSI-03.11 Trainee shall write course objectives, given JPRs, so that objectives are clear, concise, measurable, and reflect specific tasks.  
**NFPA 1041 6.3.6**  
(FD can document with Fire Instructor Skill Sheet 3-11 found in appendix and retain on file)
- FSI-03.12 Trainee shall construct a course content outline, given course objectives, reference sources, functional groupings and the agency structure, so that the content supports the agency structure and reflects current acceptable practices.  
**NFPA 1041 6.3.7**  
(FD can document with Fire Instructor Skill Sheet 3-12 found in appendix and retain on file)
- FSI-03.13 Trainee shall develop a system for the acquisition, storage, and dissemination of evaluation results, given agency goals and policies, so that the goals are supported and so that those affected by the information receive feedback consistent with agency policies and federal, state, and local laws.  
**NFPA 1041 6.5.2**  
(FD can document with Fire Instructor Skill Sheet 3-15 found in appendix and retain on file)
- FSI-03.14 Trainee shall develop course evaluation plan, given course objectives and agency policies, so that objectives are measured and agency policies are followed.  
**NFPA 1041 6.5.3**  
(FD can document with Fire Instructor Skill Sheet 3-13 found in appendix and retain on file)
- FSI-03.15 Trainee shall create a program evaluation plan, given agency policies and procedures, so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.  
**NFPA 1041 6.5.4**  
(FD can document with Fire Instructor Skill Sheet 3-14 found in appendix and retain on file)
- FSI-03.16 Trainee shall analyze student evaluation instruments, given test data, objectives, and agency policies, so that validity is determined and necessary changes are made.  
**NFPA 1041 6.5.5**  
(FD can document with Fire Instructor Skill Sheet 3-16 found in appendix and retain on file)