

### Minimum Requirements

1. Applicant must have:
  - a. ten (10) years of fire fighting service; and  
EITHER
  - b. a minimum of forty (40) hours from five (5) categories of training; and
  - c. a minimum of four hundred (400) total hours above NFPA 1001: Firefighter I & II  
OR
  - d. provide documentation of TCFP Master Firefighter certification.
2. Applicants must hold, or apply concurrently for an SFFMA-issued NFPA 1001: Firefighter II or (Accredited Advanced Firefighter certification issued prior to January 1, 2012).
3. Applicant MUST provide a photocopy of every training course taken.

### Application Notes

1. Each course taken must be successfully completed; and only forty (40) hours per course will be applicable toward the four hundred (400) hours. Attendance certificates are not accepted toward certification.  
*Example:* "Information Management System" is an eighty (80) hour course. Only forty (40) hours of this course can be used towards one category credit. Three hundred sixty (360) additional hours must be obtained from other courses in a minimum of four (4) other categories.
2. If there is no listing for a college or national-level course, or a course with multiple subject areas, a breakdown of the number of hours applicable toward the Master certification MUST accompany the application in the form of a course outline, syllabus or summary.

*Courses for Master Firefighter* – includes, but is not limited, to the following list of EXAMPLES:

### CATEGORY 1 MEDICAL

- 1-01 Management of Emergency Medical Services
- 1-02 Texas Department of State Health Services (DSHS): ECA, EMT, EMT Specialized/EMT Intermediate, Paramedic
- 1-03 American Red Cross: First Aid, CPR, Water Safety, Instructors Courses and Basic Life Support

### CATEGORY 2 MANAGEMENT/SUPERVISION OPERATIONS

- 2-01 Fire Service Officer Development II - 30 Hours

The course must cover:

- |                                      |                               |
|--------------------------------------|-------------------------------|
| 2-01.01 Public Relations             | 2-01.05 Public Fire Education |
| 2-01.02 Stress and Stress Management | 2-01.06 Safety                |
| 2-01.03 Problem Solving              | 2-01.07 Physical Fitness      |
| 2-01.04 Pre-Planning                 |                               |

- 2-02 Fire Service Officer Development III - 30 Hours

The course must cover:

- |                                     |  |
|-------------------------------------|--|
| 2-02.01 Fire Ground Safety          | 2-02.04 Standard Operations Procedures |
| 2-02.02 Multiple Company Operations | 2-02.05 Public Information Officers    |
| 2-02.03 Functions of Command        | 2-02.06 Fire Stream Management         |

- 2-03 Fire Service Officer Development IV - 30 Hours

The course must cover:

- |         |                                 |         |                                       |
|---------|---------------------------------|---------|---------------------------------------|
| 2-03.01 | Fire Department Governments     | 2-03.10 | Procurement                           |
| 2-03.02 | Fire Department Organization    | 2-03.11 | Specifications                        |
| 2-03.03 | Internal and External Policies  | 2-03.12 | Research and Development              |
| 2-03.04 | Recruitment and Retention       | 2-03.13 | Key Rate                              |
| 2-03.05 | Substance Abuse                 | 2-03.14 | Intergovernmental Relations           |
| 2-03.06 | Officer Selection and Ethics    | 2-03.15 | Documentation                         |
| 2-03.07 | Budgets                         | 2-03.16 | SOPs Rules, Regulations, and Policies |
| 2-03.08 | Funding Sources                 | 2-03.17 | Legal Problems                        |
| 2-03.09 | Planning - Short and Long Range |         |                                       |

2-04 Fire Service Officer Development V - 30 Hours

The course must cover:

- |         |                                       |         |   |
|---------|---------------------------------------|---------|---|
| 2-04.01 | Analyzing Behavior                    | 2-04.06 | MBOs and MBEs                                 |
| 2-04.02 | Objective Task Needs                  | 2-04.07 | Policies                                      |
| 2-04.03 | Information Assimilation              | 2-04.08 | Instructional Techniques for Company Officers |
| 2-04.04 | Planning, Organizing, and Controlling |         |   |
| 2-04.05 | Writing Objectives                    |         |   |

2-05 Advanced Fire Service Supervision Phase I - 20 Hours

The course must cover:

- 2-05.01 How to Improve Professional Effectiveness
- 2-05.02 Management Styles
- 2-05.03 Time Management
- 2-05.04 Professional Development

2-06 Fire Service Supervision Phase II - 20 Hours

The course must cover:

- 2-06.01 Interpersonal Communication
- 2-06.02 Counseling
- 2-06.03 Conflict Resolution

2-07 Executive Development

2-08 Strategic Analysis of Fire Department Operations

2-09 Executive Leadership

2-10 Fire Service Leadership and Communications

2-11 Command & Control of Fire Department Major Operations

2-12 Command & Control of Fire Department Operations at Catastrophic Disasters

2-13 Interpersonal Dynamics in Fire Service Organizations

2-14 Fire Service Financial Management

2-15 Fire Service Information Management

2-16 Fire Command Operations

2-17 Community Fire Protection: Master Planning

2-18 Advanced Techniques in Recruiting, Training & Maintaining Volunteer Firefighters - 16 Hrs.

2-19 Advanced Fire Fighting Training

2-20 Human Relations

- 2-21 Training Center & Classroom Organization & Management
- 2-22 Staff and Command
- 2-23 Company Officer Training
- 2-24 Volunteer Fire Service Management
- 2-25 Command & Control of Wildland/Urban Interface Operations for the Structural Chief Officer
- 2-26 Community Risk Issues & Prevention Interventions
- 2-27 Cooperative Leadership Issues in Wildland/Urban Interface
- 2-28 Emergency Response to Terrorism: Basic Concepts
- 2-29 Emergency Response to Terrorism: Strategic Considerations for Command Officers
- 2-30 Emergency Response to Terrorism: Tactical Considerations – Company Officer
- 2-31 Emergency Response to Terrorism: Tactical Considerations – Emergency Medical Services
- 2-32 Emergency Response to Terrorism: Tactical Considerations – Hazardous Materials
- 2-33 Health and Safety Officer (Revised Course)
- 2-34 Incident Command for High Rise Operations
- 2-35 Incident Command System for Emergency Medical Services
- 2-36 Incident Command System for Structural Collapse Incidents
- 2-37 Incident Safety Officer
- 2-38 Introduction to Unified Command for Multiagency and Catastrophic Incidents
- 2-39 Introduction to Wildland and Wildland/Urban Interface Firefighting for the Structural Company Officer
- 2-40 Leadership I: Strategies for Company Success
- 2-41 Leadership II: Strategies for Personal Success
- 2-42 Leadership III: Strategies for Supervisory Success
- 2-43 Managing Company Tactical Operations: Preparation
- 2-44 Managing Company Tactical Operations: Decision-making
- 2-45 Managing Company Tactical Operations: Simulations
- 2-46 Managing a Changing Environment
- 2-47 Shaping the Future
- 2-48 Strategy and Tactics for Initial Company Operations
- 2-49 Training Operations in Small Departments
- 2-50 Firefighter Health & Safety: Program Implementation & Management
- 2-51 Firefighter Safety and Survival: Company Officer’s Responsibility
- 2-52 Infection Control for Emergency Response Personnel: The Supervisor’s Role & Responsibility
- 2-53 ICS-300: Intermediate ICS
- 2-54 ICS-400: Advanced ICS
- 2-55 IS-701: NIMS Multiagency Coordination System
- 2-56 IS-702: NIMS Public Information Systems
- 2-57 IS-703: NIMS Resource Management
- 2-58 IS-704: NIMS Communication and Information Management
- 2-59 IS-705: NIMS Preparedness

- 2-60 IS-706: NIMS Intrastate Mutual Aid
- 2-61 IS-707: NIMS Resource Typing
- 2-62 P-400: All-Hazards Incident Commander
- 2-63 P-430: All-Hazards Operations Sector Chief
- 2-64 P-440: All-Hazards Planning Section Chief
- 2-65 P-450: All-Hazards Logistics Section Chief
- 2-66 P-460: All-Hazards Finance Section Chief
- 2-67 P-480: All-Hazards Intelligence/Investigations Function
- 2-68 P-402: All-Hazards Liaison Chief
- 2-69 P-403: All-Hazards Public Information Officer
- 2-70 P-404: All-Hazards Safety Officer

### CATEGORY 3 RESCUE/HAZARDOUS MATERIALS

#### 3-01 Agro-Rescue Practices - 30 Hours

The course must cover:

- |   |  |
|---|--|
| 3-01.01 Basic Safety                    | 3-01.04 Emergency Shut Down Procedures |
| 3-01.02 Lifting and Cribbing Techniques | 3-01.05 Rescue Procedures              |
| 3-01.03 Cutting Techniques              | 3-01.06 Victim Care                    |

#### 3-02 Rope Rescue - 40 Hours

The course must cover:

- |  |                               |
|--|-------------------------------|
| 3-02.01 Basic Rope Characteristics             | 3-02.06 Hauling Systems       |
| 3-02.02 Knot Tying                             | 3-02.07 Rappelling            |
| 3-02.03 Rescue Equipment                       | 3-02.08 Rope Ascension        |
| 3-02.04 Anchor System Construction & Placement | 3-02.09 Traverse Systems      |
| 3-02.05 Lowering Systems                       | 3-02.10 Confined Space Rescue |

#### 3-03 Agricultural Chemical Fire and Spill Control - 15 Hours

The course must cover:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 3-03.01 Hazard Recognition      | 3-03.04 Fire Control Tactics    |
| 3-03.02 Information Resources   | 3-03.05 Post Incident Operation |
| 3-03.03 Command Post Operations | 3-03.06 Emergency Planning      |

#### 3-04 Mass Casualty-Transportation Emergencies (Rescue III) - 30 Hours

#### 3-05 High Rise Rescue - 30 Hours

#### 3-06 Chemistry of Hazardous Materials

#### 3-07 Hazardous Materials Operating Site Practices

#### 3-08 Hazardous Waste Site Personal Protection & Safety Training EmTech Environmental Services (OSHA 29CFR1910.120) - 40 Hours

#### 3-09 Vertical Rescue

#### 3-10 On-Site Basic Vertical Rescue

#### 3-11 Confined Space Rescue

#### 3-12 Swift Water Rescue - 30 Hours

#### 3-13 Industrial Rescue Course II

#### 3-14 Industrial Hazardous Material Control Course II

3-15 Hazardous Materials: The Pesticide Challenge

**CATEGORY 4 FIRE PREVENTION**

4-01 Fire Prevention III - 30 Hours

The course must cover:

- |   |  |
|---|--|
| 4-01.01 Visual Aids                           | 4-01.07 Key Rates                          |
| 4-01.02 Fire Protection Systems               | 4-01.08 Interviewing and Interrogation     |
| 4-01.03 Fixed Systems and Sprinklers          | 4-01.09 Arson Investigation                |
| 4-01.04 Court Demeanor                        | 4-01.10 Hazardous Materials Transportation |
| 4-01.05 Building Codes                        | 4-01.11 Fire Inspection Practices          |
| 4-01.06 Tank Vehicle Operation and Inspection |  |

4-02 Public Relations - 12 Hours

The course must cover:

- |   |                                       |
|---|---------------------------------------|
| 4-02.01 What is Public Relations?                         | 4-02.05 General Public                |
| 4-02.02 Why Public Relations                              | 4-02.06 Role of Publicity             |
| 4-02.03 Public Opinion and Persuasion                     | 4-02.07 Other Tools of Communications |
| 4-02.04 Formula for Successful Public Relations Practices |                                       |

4-03 Fire Prevention VII - 30 Hours

The course must cover:

- |  |  |
|--|--|
| 4-03.01 Public Fire Prevention Education     | 4-03.06 Program Design                 |
| 4-03.02 Role of Public Fire Safety Education | 4-03.07 Field Program Presentation     |
| 4-03.03 Overview of Fire Programs            | 4-03.08 Classroom Program Presentation |
| 4-03.04 Audio Visual Resources               | 4-03.09 Resource Networking            |
| 4-03.05 Public Education Resource Books      |  |

4-04 Fire Prevention VIII - 30 Hours

The course must cover:

- 4-04.01 Management of Public Education
- 4-04.02 Community Support of Fire Prevention
- 4-04.03 Identifying Local Fire and Burn Problems
- 4-04.04 Selecting Fire Prevention Programs
- 4-04.05 Designing Fire Prevention Programs
- 4-04.06 Implementing Fire Prevention Programs in Your City
- 4-04.07 Shriner Burn Prevention Programs
- 4-04.08 Electrical Fire Safety
- 4-04.09 Working with the Media

4-05 Fire Prevention VI: Phase I, II, or III - 30 Hours

4-06 Strategic Analysis of Fire Prevention Programs

4-07 Management of Fire Prevention Programs

4-08 Texas A&M Fire & Arson Investigation

4-09 Code Management: A Systems Approach

4-10 Plans Review for Inspectors

4-11 Developing Fire & Life Safety Strategies

4-12 State Agency Fire Prevention & Control

4-13 Advanced Fire Prevention Training

- 4-14 Fire Prevention Inspection Training
- 4-15 Fire Prevention Inspection “C” Certification
- 4-16 Fire Prevention Inspection “B” Certification
- 4-17 Fire Prevention Inspection “A” Certification
- 4-18 Life Safety Code
- 4-19 Marketing Fire Prevention in your Community
- 4-20 Prevention and Mitigation Advocacy for Small Department Responders

**CATEGORY 5 EDUCATIONAL/INSTRUCTIONAL**

**5-01 Methods of Teaching Fire Service Subjects - 40 Hours**

The course must cover:

- |   |  |
|---|--|
| 5-01.01 Introduction to Training              | 5-01.06 The Four Stage Plan of Instruction |
| 5-01.02 The Instructor                        | 5-01.07 Instructions Aids                  |
| 5-01.03 The Learner                           | 5-01.08 The Lesson                         |
| 5-01.04 How We Learn                          | 5-01.09 Writing the Lesson Plan            |
| 5-01.05 Methods and Techniques of Instruction | 5-01.10 Practice Teaching                  |

**5-02 Public Speaking - 18 Hours**

The course must cover:

- |  |  |
|--|--|
| 5-02.01 Selecting the Subject                | 5-02.05 Image Transfer to the Audience |
| 5-02.02 Organizing Subject Matter            | 5-02.06 Voice Control                  |
| 5-02.03 Knowledge of Subject to be Presented | 5-02.07 Ability to Convey Thoughts     |
| 5-02.04 Proper Attitude                      | 5-02.08 Clarity of Presentation        |

- 5-03 Organizational Theory & Practice
- 5-04 Instructor Program: Chemistry of Hazardous Materials
- 5-05 Fire Service Instructional Methodology
- 5-06 Fire Service Course Development
- 5-07 Organization & Use of Instructional Material
- 5-08 Analysis & Course-making
- 5-09 Instructional Aids
- 5-10 Instructional Techniques for Company Officers
- 5-11 Methods of Enhancing Safety Education

**CATEGORY 6 OTHER**

**6-01 Fire Department Pump Maintenance - 30 Hours**

The course must cover:

- |                                      |  |
|--------------------------------------|--|
| 6-01.01 Pump Theory                  | 6-01.05 Service Test                             |
| 6-01.02 Pump Maintenance and Repairs | 6-01.06 Determining Net Pump or Engine Pressures |
| 6-01.03 Special Problems             |  |
| 6-01.04 Pump Test                    |  |

6-02 Breathing Apparatus Specialist - 40 Hours

The course must cover:

- |  |   |
|--|---|
| 6-02.01 Use, Care, Maintenance, and Inspection | 6-02.05 Cascade Systems                           |
| 6-02.02 Toxicology                             | 6-02.06 Emergency Procedures                      |
| 6-02.03 Donning Drills                         | 6-02.07 Confined Space Entry Procedures with SCBA |
| 6-02.04 Time vs. Consumption Test              |   |

6-03 Building Construction: Wood and Ordinary Construction - 12 Hours

The course must cover:

- 6-03.01 Basic Construction Principles
- 6-03.02 Common Causes and Indicators of Failure
- 6-03.03 Hazards Related to Building Construction

6-04 Building Construction: Non-Combustible and Fire Resistive Construction - 12 Hours

The course must cover:

- 6-04.01 Basic Construction Principles
- 6-04.02 Common Causes and Indicators of Failure
- 6-04.03 Hazards Related to Building Construction

6-05 Public Safety Emergency Service Dispatcher - 30 Hours

The course must cover:

- |                                     |  |
|-------------------------------------|--|
| 6-05.01 Role of the Dispatcher      | 6-05.07 History of Public Safety Communication |
| 6-05.02 Dispatcher Work Environment | 6-05.08 Communication Systems                  |
| 6-05.03 Telephone Usage             | 6-05.09 FCC Rules and Regulations              |
| 6-05.04 Telephone Techniques        | 6-05.10 Communication Operations               |
| 6-05.05 Disaster Communications     | 6-05.11 Dispatching Practices                  |
| 6-05.06 Records                     |  |

6-06 Advanced Self Contained Breathing Apparatus - 30 Hours

6-07 Protective Equipment & Practices

6-08 Annual International Aircraft Rescue & Fire Fighting Academy

6-09 Firefighter Safety & Survival

6-10 Firefighter Health & Safety

6-11 Computer Literacy, Fire Service Related

6-12 Fire Department Finance

6-13 Industrial Fire Protection Course

6-14 Industrial API Storage Tank Fire Fighting Course

6-15 Marine Fire Fighting & Emergency Training

6-16 Marine Fire Fighting Strategy & Tactics

6-17 LNG Fire Fighting

6-18 Shipboard Fire Fighting for Land Based Firefighters

6-19 Public Safety Emergency Dispatcher – Basic Concepts

### *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.