



# **FIRE SERVICE INSTRUCTOR**

## **CERTIFICATION PROGRAM**

*(NFPA 1041 2007 Edition)*

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## INSTRUCTOR PROGRAM OVERVIEW

The Fire Service Instructor (FSI) certification program was developed to provide Alaska fire service agencies with a method to obtain the knowledge and skills necessary to adequately train emergency responders within their organizations. This program also provides support for Training and Education Bureau ([TEB](#)) sponsored programs, and it is based on the [NFPA 1041 Standard](#), Fire Service Instructor Professional Qualifications. The intent of this material is to improve the quality of established training programs and ensure that they are administered in a proficient, professional, and uniform manner throughout the State of Alaska.

The Alaska Fire Standards Council ([AFSC](#)) is accredited through the International Fire Service Accreditation Congress ([IFSAC](#)) and provides certification for Fire Service Instructor I and II. Training for either level is typically available through TEB offered courses. Certification for Levels III and IV were acquired through a previous program, and only individuals currently certified at Level III or IV are eligible for recertification at these levels.

The Fire Service Instructor Level I and II certifications require that individuals meet AFSC application requirements and complete the following elements:

- 1) A Methods of Instruction (MOI) course specific to the level of certification;
- 2) Practical (JPR) requirements specific to the level of certification;
- 3) Successful completion of the AFSC Fire Service Instructor written examination (70% minimum score) specific to the level of certification.

A written examination is administered to ensure applicants have met the requisite knowledge requirements within the NFPA standard. Applicants with three years of fire service experience who successfully complete the MOI course and the AFSC Fire Service Instructor written examination are eligible for certification. Certification for Fire Service Instructor I and II is also available through a reciprocity process.

In addition to the core Fire Service Instructor certification program, the AFSC also certifies instructors in other specialty fields of the emergency services. Presently these other specialty fields include Marine Fire Instructor, Emergency Vehicle Driver (EVD) Instructor, and Rescue Intervention Technician (RIT) Instructor. Contact the AFSC office for information regarding specialty instructor certifications.

## LEVELS OF CERTIFICATION

The original Alaska Fire Service Instructor program was based on the 1992 edition of NFPA 1041 Fire Service Instructor Professional Qualifications. In the 1996 edition, the NFPA removed Level IV and reorganized the other instructor qualification levels. The present AFSC instructor certification program follows the 2007 edition of NFPA 1041. Although Level IV is no longer in NFPA 1041, recertification at this level is still available through the AFSC for individuals that were previously certified at Level IV and have maintained certification at that level.

## ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM

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### AFSC Fire Service Instructor Certification Levels:

**Instructor I** (*NFPA 1041 2007 ed., 3.3.2.1*): A Fire Service Instructor (FSI) who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of authority having jurisdiction.

**Instructor II** (*NFPA 1041 2007 ed., 3.3.2.2*): This individual has met the requirements for FSI Level I qualifications, and has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.

**Instructor III** (*NFPA 1041 1996 ed., 1-4*): This individual has met the requirements for FSI Level II qualifications, and has demonstrated the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; and develop training goals and implementation strategies (presently the TEB does not have a training program for this level and the AFSC cannot issue new certification for FSI III).

**Instructor IV** (*NFPA 1041 1992 ed., 1-4*): This individual has met the requirements for FSI Level III qualifications, and demonstrated the knowledge and ability to administer and manage a fire service training program, including budget preparation, personnel management, maintenance of positive public relations, and organized goal setting. (eliminated from NFPA 1041 in 1996; the TEB does not have a training program for this level and the AFSC cannot issue new certification for this level).

**Marine Instructor:** These are individuals who are certified as a Fire Service Instructor, Level I or higher, and have also completed the training program required for certification at this level, within the Marine Fire Instructor Certification program.

**Rapid Intervention Technician Instructor:** These are individuals who are certified as a Fire Service Instructor, Level I or higher, and have also completed the training program required for certification at this level, within the RIT Instructor certification program.

**Emergency Vehicle Driver Instructor:** These are individuals who are certified as a Fire Service Instructor, Level I or higher, and have also completed the training program required for certification at this level, within the Emergency Vehicle Driver Instructor certification program.

**Hazardous Materials Instructors:** These are individuals who are certified as a Fire Service Instructor, Level I or higher, and have also completed the training program required for certification at this level, within the Hazardous Materials Instructor certification program.

# ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM

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## CERTIFICATION REQUIREMENTS

### **Instructor I**

- a. applicant must be at least 21 years of age, and;
- b. have three years fire service experience with a recognized/organized fire department or fire organization, and;
- c. \*successfully complete a TEB approved Level I Methods of Instruction (MOI) course, and;
- d. \*successfully complete the AFSC written FSI I exam with a minimum score of 70%.

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

### **Instructor II**

- a. must be an AFSC certified Level I instructor for at least six months, and;
- b. \*successfully complete a TEB approved Level II MOI course, and;
- c. \*successfully complete the AFSC written exam with a score of 70% or higher.

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

### **Instructor III**

Certification at this level was available through a previous program and was discontinued after 1996. Recertification is only available for individuals who have maintained original certification through established recertification guidelines.

### **Instructor IV**

Certification at this level was available through a previous program and was discontinued after 1996. Recertification is only available for individuals who have maintained original certification through established recertification guidelines.

### **Marine Instructor**

- a. must be an AFSC certified Fire Service Instructor at any level, and;
- b. must have successfully completed the required Marine Instructor training program through the TEB.

### **Rapid Intervention Technician Instructor**

- a. must be an AFSC certified Fire Service Instructor at any level, and;
- b. must have completed the required RIT Instructor training program approved by TEB.

### **EVD Instructor**

- a. must be an AFSC certified Fire Service Instructor at any level, and;
- b. must complete the required EVD Instructor training program approved by TEB.

### **Hazardous Materials Instructors**

- a. must be an AFSC certified Fire Service Instructor at any level, and;

## ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM

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- b. must complete the required Hazardous Materials Instructor training program approved by TEB.

### CERTIFICATION TIME LINES

Although IFSAC does not have an expiration policy, the AFSC Fire Service Instructor certifications have an expiration date. The AFSC believes that Alaska fire service personnel should maintain requisite skills associated with fire instruction, and AFSC recertification guidelines were developed to ensure that individuals retain the basic knowledge and skills related to instruction.

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

The AFSC uses the date of an applicant's initial examination for certification to determine the Alaska certificate expiration date. If an applicant takes the FSI exam prior to October 1, the certificate expiration will be December 31 of the fourth calendar year. If an applicant takes the exam on or after October 1, the certificate expiration will be December 31 of the fifth calendar year.

Marine, RIT, Hazardous Materials, and EVD Instructors must recertify according to the instructor recertification requirements of each individual program.

### CERTIFICATION THROUGH RECIPROACITY

The AFSC can certify individuals at Fire Service Instructor Levels I and II through the reciprocity program. This reciprocity is offered to an individual who has completed his or her certification through an entity accredited by the International Fire Service Accreditation Congress ([IFSAC](#)) or the National Fire Service Professional Qualifications Board ([ProBoard](#)). Candidates for reciprocity must provide an [Application for Certification](#) and a copy of their IFSAC or ProBoard certificate to the AFSC.

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

## INSTRUCTOR RECERTIFICATION REQUIREMENTS

### Fire Service Instructor Level I Recertification

Soon to expire, or recently expired, must complete **one** of the options below.

- a. Successfully complete a TEB approved Level I Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. Successfully complete an AFSC FSI I written exam with a minimum score of 70%.
- d. \*Conduct a short course (minimum of 3 hours in length) while observed and evaluated by a current AFSC Fire Service Instructor.

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

Expired more than 12 months, must complete Level I written exam with a minimum score of 70%, **AND** one of the following:

- a. Successfully complete a TEB approved Level I Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. \*Conduct a short course (minimum of 3 hours in length) while observed and evaluated by a current AFSC Fire Service Instructor.

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

### Fire Service Instructor Level II Recertification

Soon to expire, or recently expired, must complete **one** of the options below.

- a. Successfully complete a TEB approved Level II Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. Successfully complete the AFSC FSI II written exam with a minimum score of 70%.
- d. Conduct a short course (minimum of 3 hours in length) while being observed and evaluated by a current AFSC Fire Service Instructor.

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

## **ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM**

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Expired more than 12 months, must complete Level II written exam with a minimum score of 70%, **AND** one of the following:

- a. Successfully complete a TEB approved Level II Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. \*Conduct a short course (minimum of 3 hours in length) while being observed and evaluated by a current Alaska Fire Service Instructor.

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

### **Fire Service Instructor Level III and IV Recertification:**

Individuals who are certified at levels III and IV are generally program supervisors and are seldom involved in direct classroom delivery. Fire Service Instructor III and IV certifications were only available through previous programs. If either certification level is expired more than 12 months they cannot be renewed, and recertification is only available at Levels I or II under the preceding guidelines.

Soon to expire, or expired less than 12 months, must complete the following:

- a. An application for recertification for Level III or IV, and;
- b. Clear documentation of 48 hours of continuing education units (CEU's) at the instructor or instructor management level. CEU's must be from courses or seminars that the individual has attended that are specific to instructor training or instructor management. These can include a TEB approved MOI course, or an TEB/AFSC Instructor Seminars. CEU's must have been completed within the most recent certification period (not to exceed 5 years).

### **Marine Instructor Recertification**

Individuals must maintain AFSC Fire Service Instructor certification, and recertification at this level may require the completion of a Marine Instructor refresher specific to this certification level. Recertification as a Fire Service Instructor will generally recertify the applicant as a Marine Instructor.

### **EVD Instructor Recertification**

Individuals must maintain their AFSC Fire Service Instructor certification and their primary EVD certification status, and recertification at this level may require the completion of a EVD Instructor refresher specific to this level of certification. Recertification as a Fire Service Instructor will generally recertify the applicant as a EVD Instructor.

### **Rapid Intervention Technician Instructor Recertification**

Individuals must maintain their AFSC Fire Service Instructor certification, and recertification at this level may require the completion of a RIT Instructor refresher specific to this level of certification. Recertification as a Fire Service Instructor will generally recertify the applicant as a RIT Instructor.

# ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM

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## **Hazardous Materials Instructor Recertification**

Individuals must maintain their AFSC Fire Service Instructor certification, and recertification at this level may require the completion of a Hazardous Materials Instructor refresher specific to this level of certification. Recertification as a Fire Service Instructor will generally recertify the applicant as a Hazardous Materials Instructor.

## **METHODS OF INSTRUCTION COURSES**

### **Fire Service Instructor Training Course**

The TEB, or a fire department program accredited through TEB, can conduct a Methods of Instruction (MOI) course. In reference to NFPA 1041, 2007 edition, the Level I course must meet the knowledge and skill requirements for chapter 4, and the Level II course must meet the knowledge and skill requirements for chapter 5. These courses are taught throughout Alaska in various locations.

The MOI courses are primarily designed to satisfy the practical skill requirements of NFPA 1041. Due to extensive knowledge requirements within the NFPA standard there is generally not enough time within the MOI course to satisfy each of these requirements, and pre-course work is usually required for these courses. The course text is also reference material for the AFSC certification examination, which is generally administered at the end of each course. The [Final Examination Packet](#) is utilized for testing to ensure the candidate has met the requisite skill requirements before issuance of certification.

### **Alternative MOI Courses**

In addition to the TEB approved courses, the AFSC recognizes a number of other courses and/or certifications. To qualify, these courses must have been completed within the last 3 years, and the certificate must be valid at the time of AFSC certification application. Applicants requesting MOI credit for any other course must supply AFSC with complete course documentation and curriculum with an application for certification. Approved courses and certifications are listed as follows:

- Alaska Police Standards Council MOI course
- Alaska Emergency Medical Services Section MOI course
- National Fire Academy course – Fire Service Course Design (R129)– Level II only
- Alaska EMT or Paramedic Instructor
- Current Primary or Secondary Teaching certificate
- FAA certified flight instructor
- LGS Rescue Diver Instructor

## **WRITTEN EXAMINATIONS**

The Fire Standards Council has developed a written examination test bank for each level of certification. The Level I examination has a total of 75 questions; the Level II examination has a total of 75 questions. Questions from the test banks are referenced to NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, 2007 edition. Fire Service Instructor

## ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM

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certification examinations are typically administered immediately following an TEB approved MOI course. For certificate issuance, written examinations must be completed with a score of 70% or higher.

In cases where an individual is eligible to test, but is not testing with a group, examinations may be mailed to an approved AFSC Certifying Officer (CO) upon request. If a CO is not available in the local community, the AFSC office may authorize the exam to be mailed to an approved individual in the applicant's community. Exam distribution procedures shall follow the Test Examination Security Plan specified in the [Certifying Officer Manual](#). The examination must be completed within 30 days of receipt and returned to the AFSC office.

For regions with reasonable access to TEB training centers, the TEB staff will proctor written examinations. Examinations **shall not** be sent to the individual taking the exam.

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

### **AFSC Written Examination References**

- a. NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 Edition
- b. IFSTA, *Fire and Emergency Services Instructor*, 7th Edition
- c. Jones & Bartlett, *Fire Service Instructor: Principles and Practice*, 2<sup>nd</sup> edition

## APPLICATION FOR CERTIFICATION

To qualify for issuance of instructor certification, at a minimum the AFSC office must have the following required elements:

- a. [Application for Certification](#)
- b. MOI course completion certificate (within past three years)
- c. Completed FSI I Training Record
- d. Evidence of successful completion of an approved AFSC examination (minimum score of 70%)

Upon receipt and verification of the above the AFSC will process the Fire Service Instructor certificate and mail it to the applicant.

## INSTRUCTOR SEMINARS

Periodically, the TEB conducts Instructor Seminars to assist Instructors with their programs, and to satisfy the recertification requirements of Level I and II. These seminars are generally 8 – 24 hours in length and are intended to introduce the student to new styles, programs, and issues regarding adult education. When possible, these courses are held in different areas of the state. To receive credit for these Instructor Seminars they must be coordinated with the AFSC and TEB in advance. Certificates shall be issued to serve as documentation of attendance.

## Frequently Asked Questions

- Q. I am a certified Fire Service Instructor from another state. Can I get certified in Alaska?  
A. **Yes – as long as you meet the reciprocity requirements (pg. 4).**
- Q. Can a person begin at Level II or are they required be a Level I instructor for a while first?  
A. **You must be certified at Level I for 6 months before becoming eligible for Level II (pg. 4).**
- Q. Does a person have to be a certified Firefighter before they can qualify for instructor certification?  
A. **There is no requirement that an applicant be certified as a Firefighter before beginning instructor training, but it is necessary for a person to have basic experience in the field they are instructing. That is the reason this requirement includes 3-years of experience with a recognized/organized fire department or an emergency response organization.**
- Q. How do I begin the Fire Service Instructor Certification process?  
A. **Contact your local fire department training officer and/or contact the Alaska Fire Standards Council or Training & Education Bureau. Individuals must complete the MOI requirement for eligibility to take the written examination.**
- Q. Can Fire Service Instructor Level I be completed and delivered as a home study course?  
A. **No. An MOI course is required and this course includes a significant amount of requisite skills that the candidates must successfully complete prior to the AFSC examination to receive a Fire Service Instructor certificate.**
- Q. If my certificate expires what can I do to get recertified?  
A. **Contact the AFSC office or refer to the recertification requirements specified in this document (pg. 6). The recertification requirements must be completed within one year, or the applicant will be required to complete additional recertification requirements.**
- Q. If I am an Instructor III and my certificate expires before I am able to recertify, what are my options?  
A. **Contact the AFSC office or refer to the recertification requirements specified in this document (pg. 6). The recertification requirements must be completed within one year of expiration, or the applicant will lose the ability to recertify at Fire Service Instructor III.**
- Q. I have decided to complete an [Instructor Recertification Evaluation Packet](#) for recertification. Who is considered a *qualified evaluator*?  
A. **A qualified evaluator is defined as a current Fire Service Instructor certified at any level through the AFSC.**
- Q. I am a Police or EMS instructor. Do I automatically qualify for Fire Service Instructor?  
A. **No. An individual must have 3-years of experience within the fire service to be eligible to take the Fire Service Instructor examination.**