

WYOMING FIREFIGHTERS CERTIFICATION SYSTEM



WYOMING FIRE INSTRUCTOR III STANDARD

**NFPA 1041
2007 Edition**

**WYOMING DEPARTMENT OF FIRE PREVENTION
AND ELECTRICAL SAFETY**



EVERYONE GOES HOME® FIREFIGHTER LIFE SAFETY INITIATIVES

16 Firefighter Life Safety Initiatives

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility. ***From top to bottom the culture of the fire service must change. You can change your behavior today. Lead by example and make a difference – be an agent of change.**
2. Enhance the personal and organizational accountability for health and safety throughout the fire service. *** Each fire service organization must promote safe practices; each individual must have the tools to be safe and adhere to safe practices at ALL TIMES.**
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities. *** Learn the concept of "Risk Management," ensure everyone understands the difference between acceptable risk and an unacceptable risk. Develop and implement a system to pre-identify unacceptable risk. GO and NO GO.**
4. All firefighters must be empowered to stop unsafe practices. *** Firefighters must be allowed to identify and report unsafe practices. Be aware of safe practices and look for unsafe ones.**
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform. *** Seek state and national certifications at all levels available to your department. Support refresher training, promote teaching new methods and improve skills which are used infrequently.**
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform. ***Departments should establish and enforce SOP's which support wellness. Adopt a "heart healthy" life style.**
7. Create a national research agenda and data collection system that relates to the initiatives. *** Encourage your department to participate in WFIRS. Support data gathering at your department.**
8. ***Utilize available technology wherever it can produce higher levels of health and safety.**
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses. ***Implement investigation without delay.**
10. *** Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.**
11. National standards for emergency response policies and procedures should be developed and championed. *** National standard for emergency response policy and procedures should be developed. At the local level – help adopt safe driving rules and enforce them – "arrive alive."**
12. National protocols for response to violent incidents should be developed and championed. *** Fire and EMS workers deserve to have policies which will reduce their exposure to all threats of violence.**
13. Firefighters and their families must have access to counseling and psychological support. *** Firefighting is a high risk occupation, which can put firefighters and their families under extreme stress. They deserve access to mental health care.**
14. Public education must receive more resources and be championed as a critical fire and life safety program. *** Public education is a responsibility of all fire service personnel. It should not be reserved for one week in October. Make communicating the fire prevention message to the community a priority.**
15. Advocacy must be strengthened for the enforcement of fire code. *** Make sure all firefighters understand how sprinkler systems operate and the value they bring to reducing Line of Duty Death.**
16. Safety must be a primary consideration in the design of apparatus and equipment. *** Encourage your department to make safety the highest priority in equipment and apparatus purchases – as high as design and price.**



16 Firefighter Life Safety Initiatives

The 16 initiatives, listed on the preceding page, address the 6 root causes of firefighter injuries, close calls, and Line of Duty Death.

1. Ineffective policies and procedures.
2. Ineffective decision making.
3. Lack of preparedness.
4. Ineffective leadership.
5. Lack of personal responsibility.
6. Extraordinary and unpredictable circumstances.

For more information on the

Courage to be safe So everyone goes home program

Contact the Department of Fire Prevention

Training Division

At 307-777-7288

Or

View the Courage to be Safe Drills on our website at: <http://wyofire.state.wy.us>

Wyoming Firefighters Certification Committee

The WFCC is a 10 member board, which consists of 8- members from the fire service; 1- member from the State Forestry Rural Training Officer, 1- member representing the State Fire Marshals Office. The committee members function as liaison between the fire service and the Wyoming State Fire Marshal. The committee also serves in an advisory capacity to consider needs and plans of the DFPES.

Please visit the SFMO website at

<http://wyofire.state.wy.us>

**For a current list of the members of the
Wyoming Firefighters Certification Committee**

Wyoming State Fire Marshal

Department of Fire Prevention and Electrical Safety

Please direct Wyoming Firefighter certification questions and comments to:

Certification Coordinator
DFPES-Training Division
Herschler Building 1 West
122 W. 25th Street
Cheyenne, Wyoming 82002

PH: (307) 777-7288

FAX: (307) 777-7119

Please visit our Web site at: <http://wyofire.state.wy.us>

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INTRODUCTION

The world we live in is changing so fast, and the many phases of the fire service are becoming so technical and complex that 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.

The fire service in Wyoming, through a state certification program, can meet the needs of future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of Wyoming.

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The DFPES and the Wyoming Firefighters Certification Committee believe by participating in this certification program, firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

CERTIFICATION REQUIREMENTS

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1041, Chapter 6, *Standard for Fire Service Instructor Professional Qualifications*, as verified and adopted by the Wyoming Firefighters Certification Committee (WFCC).

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities, and knowledge. The DFPES believes by participating in this certification program firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

Entrance Requirements

In order to certify within the Wyoming Fire Service Instructor III program, departments/firefighters must fulfill the following requirements:

1. Be certified as a Fire Service Instructor II with the DFPES.
2. Successfully complete all documents required for Fire Service Instructor III certification standard. This completed documentation will constitute the Certification Portfolio.
3. Submit completed training record to the DFPES.
4. Request Fire Service Instructor III certification.

Written Objectives

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

1. International Fire Service Training Association (IFSTA), *Fire and Emergency Services Instructor*, 7th Edition course kit.

This textbook is available from various fire service bookstores.

A current list of textbook sources is available by calling the DFPES at (307) 777-7288 or 307-857-6820. The Wyoming Fire Service Library catalog is available at <http://wyofire.state.wy.us>.

Training Courses

There is no set course to obtain Fire Service Instructor III certification. Due to the nature of the requirements for Fire Service Instructor III, training is received by on the job training and practical experience. This is documented by completing the Fire Service Instructor III Requirements Form, contained within this standard, which will lead to the development of a Portfolio.

Process for Receiving Fire Service Instructor III

Candidates in the DFPES Fire Service Instructor III program must successfully complete the Fire Service Instructor III Requirements Form contained within this standard.

This Requirement Form is self-directing in what is being required by the DFPES to become eligible to receive Fire Service Instructor III certification.

Documentation is required to provide proof that all requirements and skills are met, these documents should remain on file at the Fire Department.

The Training Record for Fire Instructor III must be completed and sent to the Certification Office along with your request for certification.

It is realized by the Wyoming Fire Fighters Voluntary Certification Committee that there are several ways possible to meet the qualifications for this standard. This would include, but not be limited to: attending professional classes that the Certification Committee has pre-approved, that meet the requirements of this standard; attendance of various NFA or other professional classes; real life experiences or projects; assigned duties; or a combination of the above. When addressing the individual tasks listed, it is requested that documentation or reports be attached that would sufficiently fulfill or describe the fulfillment of the qualification.

There is no manipulative or written test for the Fire Service Instructor III level. These are met through a Portfolio process.

FIRE SERVICE INSTRUCTOR III CERTIFICATION

When all requirements for certification have been met, candidates are eligible to be certified. The Fire Chief/Head of Department may apply to the DFPES for certification for those candidates who have successfully completed the certification training/testing process. Request for state certification will be submitted to the DFPES using the “**Request for Certification**” form provided in Appendix D. The names are then checked against the official state records to ensure each individual listed has met all requirements.

Those candidates who have met the requirements are issued a certificate and patch. These are sent to the Fire Chief/Head of the Department for disbursement.

For more information on Wyoming Fire Service Instructor III certification contact the:

DFPES Certification Coordinator
Herschler Building 1 West
122 W. 25th Street
Cheyenne, WY 82002
307-777-7288

FIRE SERVICE INSTRUCTOR III REQUIREMENT FORM

DATE OF REQUEST: _____

NAME: _____

DEPARTMENT: _____

PRESENT JOB TITLE: _____

To obtain Certification for Fire Service Instructor III please complete the following form and provide documentation as required. Please address each requirement in the standard and document how you met the criteria.

Pre-requisites for certification as Fire Service Instructor III: Fire Service Instructor II.

These requirements are based on NFPA 1041, Chapter 6.

NFPA 1041 Requirements	Written Report or Requirement	Pass/Date Evaluator	Documentation on file with Department (Fire Chief or Training officers Initials)
Section 6.2.2	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. Requisite Skills. Development of forms and report generation.		
Section 6.2.3	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. Requisite Skills. Technical writing.		
Section 6.2.4	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. Requisite Skills. Evaluation techniques.		

NFPA 1041 Requirements	Written Report or Requirement	Pass/Date Evaluator	Documentation on file with Department (Fire Chief or Training officers Initials)
Section 6.2.5	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. Requisite Skills. Evaluation techniques.		
Section 6.2.6	Write equipment purchasing specifications, given curriculum information, training goals, and agency guidelines, so that the equipment is appropriate and supports the curriculum. Requisite Skills. Evaluation methods to select the equipment that is most effective and preparation of procurement forms.		
Section 6.2.7	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. Requisite Skills. Presentation skills and report preparation following agency guidelines.		
Section 6.3.2	Conduct an agency needs analysis, given agency goals, so that instructional needs are identified. Requisite Skills. Conducting research, committee meetings, and needs and task analysis; organizing information into functional groupings; and interpreting data.		
Section 6.3.3	Design program 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. Requisite Skills. Technical writing and selecting course reference materials.		

NFPA 1041 Requirements	Written Report or Requirement	Pass/Date Evaluator	Documentation on file with Department (Fire Chief or Training officers Initials)
Section 6.3.4	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. Requisite Skills. Technical writing and selecting course reference materials.		
Section 6.3.5	Write program and course goals, given job performance requirements (JPRs) and needs analysis information, so that the goals are clear, concise, measurable, and correlate to agency goals. Requisite Skills. Writing goal statements.		
Section 6.3.6	Write course objectives, given JPRs, so that objectives are clear, concise, measurable, and reflect specific tasks. Requisite Skills. Writing course objectives and correlating them to JPRs.		
Section 6.3.7	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. Requisite Skills. None required.		
Section 6.5.2	Develop a system for the acquisition, storage, and dissemination of evaluation results, given agency goals and policies, so that the goals are supported and those impacted by the information receive feedback consistent with agency policies, federal, state, and local laws. Requisite Skills. The evaluation, development, and use of information systems.		

NFPA 1041 Requirements	Written Report or Requirement	Pass/Date Evaluator	Documentation on file with Department (Fire Chief or Training officers Initials)
Section 6.5.3	Develop course evaluation plan, given course objectives and agency policies, so that objectives are measured and agency policies are followed. Requisite Skills. Decision making.		
Section 6.5.4	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. Requisite Skills. Construction of evaluation instruments.		

**APPENDIX A
TRAINING RECORD**

FIRE SERVICE INSTRUCTOR III – TRAINING RECORD / ASSIGNMENT COMPLETION SHEET
--

NAME: _____ SSN: _____ - _____ - _____ DEPARTMENT: _____

SECTION	TASK PERFORMANCE			IN-HOUSE REVIEW			DEMONSTRATE
	DATE	INST	HRS	DATE	INST	P/F	
General							6.1 Fire Officer I & Fire Service Instructor II Certified
Program Management							6.2.2 Administers a training record system.
							6.2.3 Develop recommendations for policies to support training program.
							6.2.4 Select instructional staff meeting agency policies and achievements of agency and instructional goals.
							6.2.5 Construct performance based instructor evaluation plan.
							6.2.6 Write equipment purchasing specifications.
							6.2.7 Present evaluation findings, conclusions, and recommendations to agency administrator.
Instructional Development							6.3.2 Conduct an agency needs analysis.
							6.3.3 Designs programs or curriculums.
							6.3.4 Modify an existing curriculum.
							6.3.5 Write program and course goals.
							6.3.6 Write course objectives, given JPR's.
							6.3.7 Construct a course content outline.
							6.5.2 Develop a system for the acquisition, storage, and dissemination of evaluation results.
							6.5.3 Develop course evaluation plan.
						6.5.4 Create a program evaluation plan.	

**APPENDIX B
CERTIFICATION CHECKLIST**

FIRE SERVICE INSTRUCTOR III PRESENTATION CHECKLIST

Skill: Demonstrate the ability to administer agency policies and procedures for the management of instructional resources, staff, facilities, records and reports.

CONDITION: Given an administrative training duty; develop policy and procedures to administer a training record system; analyze, identify, and write equipment purchasing to support training. Develop JPRs, and design curricula to support the training program goals. Develop an evaluation plan for course instructor and students input to track course improvement.

TIME:

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>		<u>2nd Att.</u>	
	Y	N	Y	N
1. Administer a training record system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Develop policies to support training program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Select instructional staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Construct a performance-based instructor evaluation plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Write equipment purchasing specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Present evaluation findings to agency administrator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Develop JPRs,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Design programs for curricula and modify.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Write concise and measurable program and course goals and conduct an agency needs analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Construct a course content outline and develop a system for acquisition, storage, and dissemination of evaluation results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Develop and create an evaluation plan, for course instructors, and student input.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

First Attempt
Second Attempt

PASS

FAIL

**APPENDIXC
CERTIFICATION FORMS**

Wyoming Department of Fire Prevention & Electrical Safety

EXAMINATION REQUEST / CERTIFICATION REQUEST FORM

Please complete all information on BOTH sides of this form and return to the DFPEs at least **30 days prior** to the requested examination date. A separate request **MUST** be made for each level of certification exam desired and for each exam date. Phone Number: 307-777-7288. FAX: 307-777-7119

Department Information

Department Name: _____

Examination Request for Written / Skills – Circle the appropriate level

WRITTEN Examination: FF I FF II HMA HMO ADO –Aerial ADO –Pumper Fire Officer I Fire Instructor I

MANIPULATIVE Examination: FF I FF II HMO ADO –Aerial ADO –Pumper Fire Officer I Fire Instructor I

Requested Date and Time: _____

Number taking Written Examination: _____ Number taking Manipulative exam: _____

Examination Location: _____

Street Address: _____ City/State: _____ Zip: _____

By your signature below we acknowledge that training records exist to support that each individual who will attend the exam has received a learning experience in each subject area required for testing and has met all other requirements for the level being examined for as specified in the Certification Policy and Procedures. Department requesting the above exam, will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

Fire Chief/Head of Department (Signature)

Training Officer (Signature)

Fire Chief/Head of Department (typed/printed)

Training Officer (type/printed)

Department Mailing Address

Daytime Phone Number

Second contact number

Certification Request

The following department or agency requests that the Department of Fire Prevention & Electrical Safety certify the individuals listed on reverse side of this form. **NOTE: The original "Training Record" of the individuals must be sent with this form - if the "Training Record" has not been presented to the DFPEs during a "Spot Check Skills" testing event. Please keep a copy of the "Training Record" for your files.**

Department Name _____

By my signature below, I attest that the individuals listed on the reverse side of this form have completed all requirements for certification as defined in the Wyoming Firefighters Policy and Procedures Manual.

Fire Chief/Head of Department (Signature)

Fire Chief/Head of Department (typed/Printed)

Department Mailing Address

Daytime Phone Number

Second contact number

Department Name: _____ Date: _____

Type or print names and SSN of participants who will be taking the examination.

APPLICANT NAME	SSN	LEVEL REQUESTED
1. _____	____-____-____	_____
2. _____	____-____-____	_____
3. _____	____-____-____	_____
4. _____	____-____-____	_____
5. _____	____-____-____	_____
6. _____	____-____-____	_____
7. _____	____-____-____	_____
8. _____	____-____-____	_____
9. _____	____-____-____	_____
10. _____	____-____-____	_____
11. _____	____-____-____	_____
12. _____	____-____-____	_____
13. _____	____-____-____	_____
14. _____	____-____-____	_____
15. _____	____-____-____	_____
16. _____	____-____-____	_____
17. _____	____-____-____	_____
18. _____	____-____-____	_____
19. _____	____-____-____	_____
20. _____	____-____-____	_____
21. _____	____-____-____	_____
22. _____	____-____-____	_____
23. _____	____-____-____	_____
24. _____	____-____-____	_____

Send Request form to:
 Department of Fire Prevention And Electrical Safety
 122 W. 25th Street, Herschler 1 West,
 Cheyenne, WY 82002
 Attention: Certification Coordinator