INSTRUCTOR APPLICATION

Please review the "Fire Service Instructor Qualifications" information which begins on page 3.

An approved instructor will be responsible for the delivery of the classroom or drill ground instruction of a Firefighter I subject and must have demonstrated the knowledge and ability to conduct instruction.

Personal Information:

First Name	M.I.	Last Name	Social Security Number

Residence Address	City	State	Zip Code

Residence Phone	Facsimile Phone	E-mail Address

Department Information:

Name	County	Region

Address	City	State	Zip Code

Business Telephone	Facsimile Telephone	Fire Chief

Current Rank	Time in Rank	Current Assignment	Time in Assignment	Total Time in Fire Service

Indicate category where you would like to teach:

☐ Regions ☐ Fire Training Academy ☐ State Recruit School ☐ Outreach

Instructor Subject Area:

Please check the subjects listed below in which you are interested in instructing. IFSTA Essentials, Fourth Edition, is the primary reference for most of these subjects. Lesson plans and PowerPoint presentations may be available for some of these subjects.

- ☐ Arson
- ☐ Auto Extrication
- ☐ Interior Structure Fire Fighting
- ☐ CPR, First Aid
- ☐ Driver Training
- ☐ Fire Detection Systems
- ☐ Fire Investigation
- ☐ Fire Prevention
- ☐ Flammable Liquid Fires
- ☐ Fire Behavior
- ☐ Forcible Entry
- ☐ Ground Ladders
- ☐ HazMat Awareness
- ☐ Hose, Appliances, Fire Streams & Water Systems
- ☐ ICS & On-Scene Accountability System
- ☐ LPG Fires
- ☐ MCO
- ☐ Operations Level
- ☐ Overhaul
- ☐ Public Education
- ☐ Radio Procedures
- ☐ Respiratory Protection
- ☐ Ropes and Knots
- ☐ Safety
- ☐ Salvage
- ☐ Search and Rescue
- ☐ Sprinkler Systems
- ☐ Ventilation
- ☐ Wild Land Firefighter 2 (NWCG)

Please provide the following information as it relates to certificates and/or training received that would enhance your abilities to perform as a Fire Service Instructor:

☐ Fire Instructor 1 ☐ Fire Instructor 2

☐ Community & Technical College Vocational Instructor Certification

Education, Certificates, or Other Documentation of Knowledge and Experience:

	Title / Description	Year Completed
1.		
2.		
3.		
4.		
5.		
6.		

References:

1.

Name		Contact Ph:	
Mailing Address	City	State	Zip Code

2.

Name		Contact Ph:	
Mailing Address	City	State	Zip Code

3.

Name		Contact Ph:	
Mailing Address	City	State	Zip Code

Applicant's Signature

Signature of
(Fire Chief, Dean, Program Director)

For OSFM Review and Approval

Reviewed By: _____ Date: _____ Region: _____

Approved By: _____ Date: _____ Office of Fire Marshal

Clear Form

FIRE SERVICE INSTRUCTOR QUALIFICATIONS

Quality instruction is *the* key to a successful firefighter training program, and most importantly, firefighter safety. Whether instructors teach at their own department, at the Fire Training Academy, or around the region/state, they have a responsibility to ensure that quality instruction is presented and their responsibilities remain the same. These responsibilities include, but are not limited to:

- Maintaining instructional quality
- Ensuring current, recognized subject matter/curriculum is being taught
- Advising participants
- Ensuring accurate documentation of training sessions
- Ensuring proper testing procedures
- Providing a safe learning environment for the students

The Office of the State Fire Marshal, in conjunction with the Regional Training Councils, will provide evaluators, instructors, and instructor development courses directed to the needs of all fire service instructors.

DEFINITIONS

Certified Evaluator

- An individual certified to evaluate through state evaluator training program.

County Recruit School Instructor

This individual:

- Is a certified Instructor I;
- Is Washington State-certified evaluator[1];
- Meets the requirements for a departmental instructor;
- Has completed Instructor I Development Series A[2]; and
- Has the approval of a Training Officer.

Departmental Instructor/Evaluator

This individual:

- Is currently a Firefighter I or has at least 3 years' experience as a firefighter with knowledge and experience in the subject matter and skills being presented from a prepared lesson plan;
- Is a Washington State-certified evaluator[1]; and
- Has the approval of his/her chief (or executive director).

Regional Instructor

This individual:

- Is an Instructor I;
- Is a Washington State-certified evaluator[1];
- Has completed Instructor I Development Series A[2], B[2]; and
- Has a satisfactory instructor evaluation.
- Currently a Firefighter I or has at least 3 years' experience with knowledge and experience in the subject matter and skills being presented in a prepared lesson plan.

State Recruit School Instructor

Requirements: This individual will, in addition to presenting acceptable teaching credentials, have completed:

- The Recruit School Indoctrination;
- An Orientation to Safety policies/procedures; and
- Has specific Recruit School subject training.

Fire Academy Assistant Instructor

Requirements: This individual will, in addition to presenting acceptable teaching credentials:

- Have completed Instructor I;
- Have completed Instructor I Development Series A, B, C [5];
- Have student evaluations reviewed by Fire Training Academy;
- Have documented experience in designated subject field; and
- Have received recommendations from a Fire Protection Bureau region.

Experience or assignments:

- Participates as observer in designated course; or
- Participates as an instructor in a demonstration role; and
- Instructs in the subject matter course, using a provided lesson plan, and has been evaluated by a Fire Training Academy program manager.

Outreach Instructor

This individual has:

- A GED/Diploma;
- A current Firefighter I certificate; or
  - 3 years' experience as a firefighter; or
  - Waiver from Training Council; or
  - Vocational Technical Teaching Certificate.
- A Current Instructor I certificate;
- Completed Instructor I Development Series A, B, C [2];
- A Washington State-certified evaluator [1]; and
- Hazardous material awareness and operations. [4]

FOOTNOTES:

[1] This requirement only applies to instructors who will evaluate and sign skill books.

[2] This requirement may be met by attending state conference classes or Office of the State Fire Marshal-offered classes. This requirement does not have to be fully met until July 2004.

[3] Training will be available to support this requirement through the Office of the State Fire Marshal. Contact the Staff Development Coordinator for details. This requirement does not have to be fully met until July 2004.

[4] Instructors must have completed a WSP HazMat Train-the-Trainer course to use WSP-provided training materials.

[5] This requirement is in accordance with the Instructor Development Plan of the Fire Training Academy and Office of the State Fire Marshal (courses will become required as available).

NOTES

Regional Instructor applicants must have recommendations from one of the following:

- Local chief or dean; or
- Local or County Training Council, if available; or
- Regional Training Council; or
- Fire Marshal's Staff Development Coordinator.

Fire Training Academy Instructors must have demonstrated breadth of instructional experience and depth of technical knowledge. We seek applicants who have been active in teaching in the Fire Protection regions; however, this is not a requirement. They should be aware that a background check and polygraph test administered by Washington State Patrol staff will be required.

Recruit School Instructors must have demonstrated breadth of instructional experience and depth of technical knowledge. We seek applicants who have been active in teaching in the Fire Protection regions or county or department academies. However, this is not a requirement.

Outreach Instructors must:

- Commit to professional growth and learning.
- Conduct a minimum of 32 hours of instruction per year.
- Maintain status as a Washington State Qualified Evaluator.[1]
- Have a bi-annual peer review of teaching by another Outreach Instructor or Fire Protection Bureau Staff Development Coordinator or designee.
- Have trainee evaluations reviewed by Regional Training Council or Fire Protection Bureau Staff Development Coordinator or designee prior to re-recognition of Instructor status.
- Receive a minimum of 8 hours of continuing instructor development education .[3]
- Have recommendations from:
    - Local or County Training Council, if available.
    - Regional Training Council.
    - Peer review evaluator.

An outreach instructor's professional development will be reviewed every three years. When an instructor first teaches after certification, that instruction must be under supervision. Contact the Staff Development Coordinator for details.

SUGGESTED INSTRUCTOR COMPETENCIES & INSTRUCTOR DEVELOPMENT PROGRAM

VIII. Fire Training Academy Lead Instructor-2, Outreach Instructor-2

VII. Fire Instructor-2

VI. Fire Training Academy Lead Instructor-1, Outreach Instructor-I

Instructor I Development Series C
Recommendations from regions/Fire Training Academy program manager/Office of the State Fire Marshal
Conduct 32 hours of instruction per year
Maintain status as Certified Evaluator
Peer review of teaching each subject taught annually
Student evaluations reviewed by Office of the State Fire Marshal or Fire Training Academy
Receive 16 hours of continuing instructor development education every three years
Overall review every three years
Experience or assignments:
12 months of fireground or professional (teaching) experience or Fire Officer I

V. Company Officers School for Recruit School Instructors

Indoctrination
Specific Curriculum training

IV. Fire Academy Assistant Instructor

Instructor I (IFSAC Certified)
Instructor I Development Series A, B
Student evaluations reviewed by the Fire Training Academy
Orientation to Safety policies/procedures
Documented experience in designated subject field
Recommendations from region, past employer, professional
Experience or assignments:
Participates as observer in designated course; or
Participates as an instructor in a demonstration role; and
Instructs in the subject matter course, evaluated by a program manager

III. Regional Instructor

Instructor I
Instructor I Development Series A, B
Evaluation from region or Office of the State Fire Marshal
Experience or assignments:
Local academy instructor

II. County Academy Instructor

Instructor I Certification
Instructor IA
Experience or assignments:
Approval of County Academy Training officer

I. Department Instructor

Approval of Training Officer