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## INSTRUCTOR TRAINING

### SCOPE

This guideline applies to all members of the Stoney Point Fire Department and shall be adhered to by all members.

### PURPOSE

To establish the procedures on the training of Stoney Point Fire Department Instructors.

### DEFINITIONS

**Guideline** - a general rule, principle, outline of a policy

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**Office of the State Fire Marshal** – (OSFM) North Carolina state agency responsible for certification, training, and regulation of the fire service

**Shall** - indicates a mandatory requirement

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### GUIDELINES

Stoney Point Fire Department requires both Office of the State Fire Marshal Qualified Instructors for formal certification training and competent Department training Instructors for informal training. The majority of the training conducted by any emergency response agency is provided to maintain previously acquired skills or knowledge. This training does not require a an OSFM Qualified Instructor to achieve the training objectives. Formal training that generates a certification requires an OSFM Qualified Instructor. This guideline addresses the training required for both types of Instructors.

First, to address the training of informal Department training Instructors, competence and experience are the main factors to be considered. Prior to assigning any member to the role of training Instructor an evaluation of that member’s knowledge, skills and abilities must be conducted. The potential Instructor shall be provided with the appropriate instructional material and required to “instruct” the training to the Training or Division Chief for approval. This shall be completed for every subject that the Instructor will be required to instruct. Every effort shall be made to persuade the Instructor to attend the Fire Instructor I or Fire Instructor I & II combination course to improve their skills.

Certified Fire Officers are required to successfully complete the Fire Instructor I course. Prospective Company Officers shall be encouraged to become certified Fire Instructor I.



Formal certification training requires Qualified Fire Instructor II certification. The prospective Instructor must complete the Fire Instructor certifications up to Fire Instructor II and pass the North Carolina State Qualification test (Q School) to be able to instruct certification courses. A Qualified Fire Instructor I may instruct classes in a certification course, but a Qualified Fire Instructor II must supervise and administer the tests. Below are the requirements for Fire Instructor certification and qualification:

**Fire Instructor I (FI-I)** – Minimum instructor certification for Fire Officers. The Level I Instructor successfully completed the Fire Instructor I course and successfully completed the state instructor qualification test. The Level I instructor can teach Firefighter courses. This level of qualification cannot administer certification tests.

**Fire Instructor II (FI-II)** – Minimum instructor qualification to administer state certification courses. The Level II instructor successfully completed the Fire Instructor I & II courses and successfully completed the state instructor qualification test. The Level II instructor can instruct and test Firefighter certification courses.

**Qualification Test (Q School)** – North Carolina Instructor Qualification test for each subject area (Firefighter, Technical Rescue, Fire Officer, EVD, Driver/Operator, etc.) Consists of a 100-question test of the subject area followed by a practical skills test.

#### **In Service Instructor Training**

In-service instructor training is conducted by the Office of the State Fire Marshal. This program provides instructor updates required to maintain instructor credentials.

#### **References**

NFPA 1041

Office of the State Fire Marshal

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