

# **OFFICER INSTRUCTOR QUALIFICATION MANUAL**

In a continued effort to reduce the fire loss in the State of North Carolina, the State Legislature established GS 58-78.5.14b, which required the State Fire and Rescue Commission to establish voluntary minimum professional qualifications for all levels of fire and rescue service personnel. It is the intent of this manual to set forth requirements pertaining to Officer I-IV Instructor Qualification. The following guide was established to assist personnel in making application to the Officer Ad Hoc Committee for approval to become qualified to teach at the various levels of the Officer Certification program.

- Tim Bradley, Executive Director  
North Carolina Fire and Rescue Commission

# **NORTH CAROLINA STATE FIRE AND RESCUE COMMISSION**

## **OFFICER INSTRUCTOR QUALIFICATION**

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## **SECTION .0100 OFFICER I-IV INSTRUCTOR QUALIFICATION PROGRAM**

### ***.0101 Purpose***

The purpose of the Officer I-IV Instructor Qualification Program shall be to acknowledge demonstrated competence in all phases of officer development training and program delivery, to recognize professional standards of achievement in officer development theory and practice by instructors and to encourage the sharing of this knowledge in order to prepare the leaders of tomorrow's emergency service agencies.

### ***.0102 Officer Ad Hoc Committee***

Chairman of the certification board shall appoint all Ad Hoc committees. Only members of the committees shall have a vote on committee actions. The Chairman shall reappoint all committees every three years. These committees shall consist of no more than six members and shall consist of the following:

- 2 members from applicable association (where possible)
- 1 member at large (Chairman's appointment)
- 1 member of the NC Society of Fire and Rescue Instructors
- 1 member of the Fire and Rescue Certification Board shall serve as chairman of the committee; in their absence OSFM staff member would be acting chairman
- 1 staff member from OSFM shall serve as staff support (non voting member)
- 1 staff member from the NCCCS shall serve as staff support (non voting member)

The Ad Hoc Committee shall conduct all business of the committee in accordance with all guidelines set forth by the Certification Board.

The Fire and Rescue Commission, may, upon the recommendation of two-thirds of the Review Board membership, remove any member of the Board when it finds that such member:

- (1) Has knowingly made a material misrepresentation of any information supplied to them for review;
- (2) Has knowingly and designedly by any means of false pretense, deception, fraud, misrepresentation or misinformation made any unfair or untrue statements against any applicant, other Board member, or Commission member;
- (3) Provided any candidate for Certification any information not available to all candidates regarding the test, or misrepresented Board discussions to any candidate when refused or accepted by the Board.

### ***.0103 Minimum Standards for Qualification as an Officer Instructor***

Every applicant for certification as a Qualified Officer Instructor may only obtain certification by resume and examination. Every applicant for qualification, as a prerequisite to taking the examination, shall have achieved the minimum amount of points as required by the level of Officer Qualification they are seeking. Points will be based upon prior education and experience. Also, the candidate shall have been a certified Level II Instructor per NC Fire and Rescue Commission guidelines for a minimum of 5 years and have obtained certification to the Officer level above what they are seeking qualification to teach. Reciprocity for Instructor II will be acceptable so long as it follows NC Fire and Rescue Commission guidelines. The awarding of points shall be by the Review Board and shall be based upon the following:

#### **Experience**

Experience will be determined as outlined below. Related professionals who through their current professional status would be an asset to the Officer program may also apply to be considered as instructional staff. Fire or Emergency Services related professionals such as County Fire Marshals, Emergency Management, Public Safety Directors, and Fire and Rescue Training coordinators shall be defined as related professionals.

**Number of years as a company officer \_\_\_\_\_ x factor= \_\_\_\_\_**

	<b>Factor</b>
<b>0-50 person department-</b>	<b>1.25</b>
<b>51-100 person department-</b>	<b>1.50</b>
<b>100-250 person department-</b>	<b>1.75</b>
<b>250 and higher person department-</b>	<b>2.00</b>

Company officer will be defined as a person who has supervisory responsibility over a unit or section. Responsibilities include supervising, leading, directing, scheduling and other similar duties at a company level.

**Number of years as a Battalion or Shift Chief \_\_\_\_\_ x factor= \_\_\_\_\_**

	<b>Factor</b>
<b>0-50 person department-</b>	<b>2.25</b>
<b>51-100 person department-</b>	<b>2.50</b>
<b>100-250 person department-</b>	<b>2.75</b>
<b>250 and higher person department-</b>	<b>3.00</b>

Battalion or Shift Chief will be defined as a person who has supervisory responsibility over multiple resources on a shift or specialized area of assignment. Responsibilities include supervising, leading, directing, scheduling multiple companies, teams, training, or special operations.

**Number of years as a chief officer \_\_\_\_\_ x factor= \_\_\_\_\_**

	<b>Factor</b>
<b>0-50 person department-</b>	<b>3.25</b>

<b>51-100 person department-</b>	<b>3.50</b>
<b>100-250 person department-</b>	<b>3.75</b>
<b>250 and higher person department-</b>	<b>4.00</b>

Chief Officer will be defined as a person who has supervisory responsibility over the entire department or major divisions or sections within the department. Responsibilities include supervising, leading, directing, strategic planning, budgeting, and other similar activities.

***Related Professionals:***

Number of years as a related professional \_\_\_\_\_ x factor= \_\_\_\_\_

	<b>Factor</b>
<b>0-50 person agency-</b>	<b>3.25</b>
<b>51-100 person agency-</b>	<b>3.50</b>
<b>100-250 person agency-</b>	<b>3.75</b>
<b>250 and higher person agency-</b>	<b>4.00</b>

Fire or Emergency Services related professionals such as County Fire Marshals, Emergency Management, Public Safety Directors, and Fire and Rescue Training coordinators shall be defined as related professionals.

The Ad Hoc Committee will look at the attached job description and organizational chart showing his/her position to help make this determination. A minimum of 10 points from the experience category is required for qualification for Officer I & II and 30 points for Officer III & IV. No one year of experience can be carried in more than one category.

**Education**

This section will consist of degree credit. The highest level of formal education must be noted on the application. Points for education vary from 10 points for a high school graduate, GED or certificate equivalency to 50 points for a doctoral degree in a field related to Officer Development.

**Professional Designations**

This section will consist of credit given for those who have completed the National Fire Academy Executive Fire Officer or are currently designated a Chief Fire Officer from the Center of Public Safety Excellence. A max of 10 points will be given for this section.

### ***.0104 Testing***

The Fire and Rescue Commission shall offer the written examination covering various phases of Officer Development that is being pursued by the applicant. These tests will be delivered at the sites designated as Regional Test sites as listed in the Training calendar found on the OSFM website. The following resources may be used to study for the qualification examination: IFSTA Company Officer for Officer I & II for Officer III & IV IFSTA Chief Officer.

The minimum passing grade is 70. Candidates who fail the written examination may take one additional test without Board Review and approval. Candidates failing the exam for the 2<sup>nd</sup> time must wait one (1) year from the date of the 2<sup>nd</sup> exam to reapply.

### ***.0105 Applications***

The Ad Hoc Committee shall prepare applications which shall be available, in printable format on the North Carolina Department of Insurance website at: [http://www.ncdoi.com/OSFM/FireAndRescueCommission/fr\\_officer.asp](http://www.ncdoi.com/OSFM/FireAndRescueCommission/fr_officer.asp) upon request to individuals seeking certification as a Qualified Officer Instructor. [NOTE: As of October 5, 2009, this application is now available as an Excel workbook formatted for printing after being filled out online. More information is available in [Appendix A](#)] A completed hard copy of the application must be submitted to the Ad Hoc Committee along with copies of supporting documentation and a copy of the applicant's job description, resume and 3 letters of support from the applicant (one must be from your supervisor) and the other two must be from industry peers who can attest to your training, education, and experience and can outline your current duties at least (3) weeks prior to the scheduled quarterly meeting. The meetings are conducted in January-April-July-October. The Ad Hoc Committee may verify information set forth in the application and may interview the applicant. Supporting documentation must be attached to the appropriate section in sequential order. Transcripts must be submitted for proof of degrees and National Fire Academy Training. Applications submitted without complete documentation shall be returned to the applicant without action.

### ***.0106 Certification***

The Commission shall issue qualification(s) to applicants approved by the Ad Hoc Committee and who pass the examination. These qualifications shall be valid for a five-year period from the date of issue.

### ***.0107 Recertification***

Requalification will be awarded to a qualified instructor who completes the required requalification subjects required during the five year period that the qualification is active.

### ***.0108 Suspension, Revocation or Denial***

The Fire and Rescue Commission may, upon recommendation of the Ad Hoc Committee, suspend revoke or deny the qualification(s) of an instructor when it finds that such individual:

- (1) Has knowingly made a material misrepresentation of any information required for certification;
- (2) Has knowingly and designedly, by any means of false pretense, deception, fraud, misrepresentation or cheating whatsoever, obtained or attempted to obtain credit, training or certification from the Board;
- (3) Fails to achieve a score of 70% or above on the examination.

### ***.0109 Appeal Process***

Any applicant or qualified instructor or aggrieved by an adverse decision may appeal to the Commission. (2) Request for hearing must be made, in writing, to the Executive Director, who shall inform the applicant or qualified instructor of the time, date and location of the hearing. (3) The hearing shall be held before the full Commission. (4) The Commission shall conduct a hearing and allow all parties an opportunity to be heard. The hearing may be recorded and witnesses may be heard. (5) The Commission shall have complete control of the proceedings including, but not limited to setting time allotments for presentation, methods of presenting information, prevention of repetitious presentation and management of the proceedings. (6) The Commission shall make and issue its final decision, in writing, within 60 days after the appeal is heard.

## **APPENDIX “A”: APPLICATION PROCESS**

Candidates for qualification should complete the application spreadsheet at <http://www.ncdoi.com/osfm/FireAndRescueCommission/Documents/Certification/FOInstructorApp.xls> and print it out when completed and include with it a copy (no originals) of all awards, certificates, diplomas, and transcripts for documentation of credits claimed packaged as described in the application. This Excel workbook consists of 9 sheets that calculate points automatically for the convenience of applicants and committee members. A pdf version to be filled out by hand will be available to those who request it from [andrea.reif@ncdoi.gov](mailto:andrea.reif@ncdoi.gov). Please direct all questions about this application form to this email address as well.

Additional certification may be required by the Ad Hoc Committee. The copies will not be returned to the applicant.

Applicants will be notified of examination dates and locations. A Regional Testing schedule can be accessed by visiting the North Carolina Department of Insurance website at: <http://www.ncdoi.com/OSFM/FireAndRescueCommission/Documents/RegionalTesting/RegionalTestingSchedule.pdf>

Submission of an application, but subsequent failure to take the examination within one year of approval, will result in forfeiture of the application.

Recertification will be provided for by the applicants' demonstration of continuing education, training, and experience in the field of officer development and training.

Mailing address:  
North Carolina Fire and Rescue Commission  
Officer Review Board  
1202 Mail Service Center  
Raleigh, NC 27699-1202

## **APPENDIX B: RELATED DEGREES, ACCREDITING BODIES and REGIONS**

### ***Related Degrees***

Allied Health, Bio-Technology, Business, Chemistry, Communications, Construction Trades, Criminal Justice, Fire Administration, Fire Science, Fire Engineering, Fire Protection Technology, Education, Emergency Management, Emergency Medical Services, Engineering, Healthcare Administration, Human Resources, Human Services, Industrial Construction, Industrial Safety, Labor Relations, Leadership and Management, Management, Medical Assistant, Nursing, Occupational Safety, Organizational Studies, Paramedic Technology/Science, Public Administration, Public Health, Respiratory Management, and Risk Management.

### ***Accrediting Bodies***

**Accrediting Commission of Career Schools and Colleges of Technology**

**Accrediting Council for Independent Colleges and Schools**

**New England Association of Schools and Colleges, Commission on Institutions of Higher Education**

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

**North Central Association of Colleges and Schools, The Higher Learning Commission**

Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming

**Northwest Commission on Colleges and Universities**

Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington

**Southern Association of Colleges and Schools, Commission on Colleges**

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia

**Western Association of Schools and Colleges, Accrediting Commission for Schools**

California, Hawaii, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and the Republic of the Marshall Islands.

**Source:** [http://www.ed.gov/admins/finaid/accred/accreditation\\_pg7.html](http://www.ed.gov/admins/finaid/accred/accreditation_pg7.html)