

FIRE INSTRUCTOR III CERTIFICATION WORKBOOK

April 2007



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Fire Instructor III **CERTIFICATION WORKBOOK**

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INTRODUCTION

The North Carolina Fire & Rescue Commission established the Fire Instructor III Program in accordance with NFPA 1041 (Standard for Fire Officer Professional Qualification; most current edition). The Educational Methodology sub committee, established by the North Carolina Fire & Rescue Commission was charged with updating the Fire Instructor III program to meet the latest edition of NFPA 1041. In doing so the committee decided the best way to assess the qualifications of potential Level III instructors was through a workbook.

The enclosed workbook is the first step toward meeting the requirements for Fire Instructor III in North Carolina. The candidate shall complete the activities accurately and thoroughly according to his or her department guidelines. Documentation of knowledge and abilities may be allowed, provided that complete documentation in the form of college transcript, course descriptions with verification of attendance, and individual resume are attached to the workbook. The workbook will then be evaluated by the Educational Methodology Sub-committee. The candidate will be notified in writing regarding the results of the Committee Review. An approved candidate will also be notified of testing dates and sites of the next Fire Instructor III Exam. Candidates not meeting the requirements in the workbook will be allowed to re-submit after meeting the missing requirements.

The instructional design for this course is self-paced with a maximum time frame of 12 months to completion.

Operational Performance Evaluation

(First Name)

(Middle Name)

(Last Name)

The Instructor Level III candidate listed above has demonstrated the following job performance requirements to the performance levels of our fire department.

1. The Fire Instructor Level III Administers Agency policies and procedures for the management of instructional resources, staff, facilities, records and reports.

Method of Completion JPR 6.2.1
Chief or Agency Head _____ Date: _____

2. The Fire Instructor Level III candidate has administered 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, and can be readily accessed.

Method of Completion JPR 6.2.2
Chief or Agency Head _____ Date: _____

3. The Fire Instructor Level III develops recommendations for policies to support the training program, given agency policies procedures and the training program goals, so that the training and agency goals are achieved.

Method of Completion JPR 6.2.3
Chief or Agency Head _____ Date: _____

4. The Fire Instructor Level III candidate selects instructional staff, given personnel qualifications, instructional requirements, and agency policies and procedures, so that staff selection meets agency policies and achievements of agency and instructional goals.

Method of Completion JPR 6.2.4
Chief or Agency Head _____ Date: _____

5. The Fire Instructor Level III candidate constructs a performance-based Instructor Evaluation Plan, given agency policies and procedures and job requirements, so that instructors are evaluated at regular intervals, follow agencies policies.

Method of Completion JPR 6.2.5
Chief or Agency Head _____ Date: _____

6. The Fire Instructor Level III candidate writes equipment purchasing specifications, given curriculum information, training goals, and agency guidelines, so that the equipment is appropriate and supports the curriculum.

Method of Completion JPR 6.2.6
Chief or Agency Head _____ Date: _____

7. The Fire Instructor Level III candidate presents evaluation findings, conclusions, and recommendations to agency administrator, given data summaries and target audiences, so that recommendations are unbiased, supported, and reflect agency goals, policies, and procedures.

Method of Completion JPR 6.2.7
Chief or Agency Head _____ Date: _____

8. The Fire Instructor Level III candidate develops 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.

Method of Completion JPR 6.5.2
Chief or Agency Head _____ Date: _____

9. The Fire Instructor Level III candidate develops course evaluation plan, given course objectives and agency policies, so that objectives are measured and agency policies are followed.

Method of Completion JPR 6.5.3
Chief or Agency Head _____ Date: _____

10. The Fire Instructor Level III candidate creates 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.

Method of Completion JPR 6.5.4
Chief or Agency Head _____ Date: _____

Please return documentation to:

NC Dept. of Insurance / Office of State Fire Marshal
Attn: North Carolina Fire and Rescue Commission
1202 Mail Service Center
Raleigh, NC 27699-1202
919-662-4670 fax

Program Management

Objective 6.2.2(A)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Agency Policy
2. Record Keeping
3. Professional standards addressing training records
4. Legal Requirements

Objective 6.2.2(B)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Development of forms used in Training Program
2. Report generation on Training Program

Objective 6.2.3(A)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Agency procedures
2. Format for agency policies

Objective 6.2.3(B)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Technical writing:

Alternative method of objective completion:

Course Name: _____

Course Number: _____

Documentation must be included. Specific course details/descriptions are required.

Objective 6.2.4, 6.2.5(A) & 6.3.2

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Agency policy regarding staff selection
2. Instructor and job requirements
3. Selection methods
4. Capabilities of instructional staff
5. Agency goals
6. Staff schedules

Program Management

Objective 6.2.4(B), 6.2.5(B) & 6.3.2

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Evaluation techniques written on Practical for Training Program

Objective 6.2.6(A)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Equipment purchasing procedures
2. Available department resources
3. Curriculum needs

Objective 6.2.6(B)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Evaluation methods to select the equipment that is most effective
2. Preparation of procurement forms

Objective 6.2.7(A)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Statistical evaluation and agency goals

Objective 6.2.7(B)

The Level III Instructor candidate shall demonstrate in writing the following skills:

1. Presentation skills of instructional staff
2. Report preparation following agency guidelines. Report preparation of Instructor's staff guidelines.

Objective 6.3.3 through 6.3.7

The Level III Instructor candidate shall submit a copy of his/her General Level II Instructor certification for this JPR.

Objective 6.4

No JPRs.