
FIRE AND

LIFE SAFETY

EDUCATOR



THIRD EDITION, AUGUST 1999

CERTIFICATION MANUAL



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FIRE AND LIFE SAFETY EDUCATOR

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FIRE & LIFE SAFETY EDUCATOR CERTIFICATION MANUAL

In a continued effort to reduce the fire loss in the State of North Carolina, the State Legislature established General Statute 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.

This is the Third Edition of the Fire and Rescue Commission's Fire & Life Safety Educator Standards. These standards are considered to be minimum standards and the Commission fully recognizes that due to differing requirements, many fire departments may require standards much higher than those included for their personnel. It is the intent, however, that through a voluntary program personnel that perform fire and life safety education services to the communities of our State, will meet or exceed these standards.

Although certification of Fire and Life Safety Educators may be achieved in several different fashions, the program will have to follow an established and controlled procedure. Guidelines are subsequently presented in this manual.

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SECTION 100

CERTIFICATION BOARD

The Certification Board, which was established under Section 100 of the Firefighter Certification Standards, and amended under Section 100 of the Rescue Technical Standard shall serve as the liaison between the fire and rescue service and the North Carolina Fire and Rescue Commission on Officer certification matters. Wherever in this document the term Certification Board is used, it shall refer to the Certification Board established under Firefighter and Rescue Technician Certification Standards.

Section 101 Duties

In addition to other responsibilities required by other standards, it shall be the responsibility of the Certification Board to:

- Hear appeals from the fire and rescue service in reference to Officer certification matters.
- Hear request for exemptions, exceptions, etc., received from firefighters, rescue personnel, instructors, institutions, schools, and fire and rescue departments
- To evaluate officer development and recognition programs from other agencies. Once approved, the Commission could certify officers based on these agency's programs.
- To evaluate individuals who might apply for certification without going through another agency's programs.

Section 102 Board Members

It shall be the responsibility of the Certification Board to:

- Elect a Chairman and Vice-chairman, one being from the fire service, and one from rescue, at the first meeting of each fiscal year.
- Execute fairness and equality in judging deviations from the standards, showing no form of bias.
- Meet within 60 days to hear the appeal and/or request.
- Upon request, respond in writing giving reason for approval or denial of appeal within 60 days of hearing.

- Follow guidelines established under entrance requirements and program qualifications in making their decisions.
- Keep all requests and/or appeals confidential.
- The Certification Board shall evaluate, for presentation to the Commission, changes in the standards at the minimum every five years.

Section 103 Appointment Procedures

The Certification Board shall consist of three permanent members and eleven members serving three-year terms.

Permanent members shall include the current:

- Executive Director of the N. C. Fire and Rescue Commission
- Director of Fire and Rescue Training Services Section, N. C. Department of Community Colleges
- Deputy Commissioner, Fire and Rescue Services Division, Department of Insurance

Three-year term members shall include:

(1) Member of the Fire and Rescue Commission nominated and appointed by the full Commission.

(1) From the Fire Service appointed by the Chairman, Fire and Rescue Commission

(1) From the Rescue Service appointed by the Vice-chairman, Fire and Rescue Commission

(4) Appointed by the full Fire and Rescue Commission, one from each of the following agencies after receiving two (2) recommendations from each:

- N. C. State Firemen's Association
- N. C. Association of Fire Chiefs
- N. C. Society of Fire Service Instructors
- N. C. County Fire Marshal's Association

(4) Appointed by the full Commission after receiving four (4) nominations and two (2) alternates from the N. C. Association of Rescue and EMS, Inc.

Each member of the Certification Board must be present at a hearing to have his/her vote and shall not be allowed to send a delegate in his/her place.

Robert's Rules of Order apply at meetings of the Board.

Section 200

Entrance Requirements

The candidate must meet the entrance requirements set forth in this section before certification can be issued.

Section 201 Age and Education

- The candidate must be at least 18 years of age, although, training and completion of objectives may begin prior to the candidate's 18th birthday. The candidate will be required to meet the current standard at the time of his/her certification.
- The candidate must have a high school diploma or equivalent recognized by the State Department of Public Instruction (i.e., G.E.D.) at the time of certification.

SECTION 300

Program Requirements

The instruction and evaluation given an educator candidate who achieves certification is critical in insuring a quality program. Qualified individuals, working in conjunction with responsible delivery agencies must accomplish training and evaluation of students.

Section 301 Instructor Requirements

A candidate desiring to instruct Fire and Life Safety Educators in the standards program must be:

- A certified Fire and Rescue Commission Level I or above Instructor.
- Qualified under the Instructor Qualifications Course for Fire & Life Safety Educators. (See North Carolina Fire and Rescue Instructor Certification Manual for details.)

Section 302 Proctor Requirements

A candidate utilized to Proctor a Fire and Life Safety Educator standards examination must be:

- A certified Fire and Rescue Commission Level II or above Instructor
- Qualified under the Instructor qualification course for educators. (See North Carolina Fire and Rescue Instructor Certification Manual for details.)

Section 303 Agency Requirements

An agency (school, institution, or department) wishing to deliver training courses and conduct evaluations for the purpose of certifying Fire and Life Safety Educators must:

- Meet the requirements set forth by the Certification Policy and Procedures Manual for delivery agencies
- Have a signed contract with the Commission that details the agreement.

SECTION 400

Student Evaluation

Proper evaluation of the candidate for certification is a critical link in maintaining validity within the certification process. A certified Level II Instructor must proctor candidate evaluation. The evaluation must be performed completely separate from coaching or the training process. The candidate must complete both the practical and written exam with a score of 70% or better, and meet the attendance requirements of the delivery agency.

Section 401 Practical Examination

The practical exam shall measure the manipulative skills of the Fire and Life Safety Educator. The examination process shall follow the guidelines set forth in the "Certification Policy for Testing" manual. The examination shall be capable of testing 100% of the practical objectives, but shall test a pre-selected number based on testing scenarios provided to the proctor. A score of 70% or better is required.

Section 402 Written Examination

The written exam shall be designed to measure the cognitive skills of the Fire and Life Safety Educator. The examination process shall follow the guidelines set forth in the "Certification Policy for Testing" manual. The examination shall be a randomly generated exam, provided to the evaluator by the delivery agency. The proctor shall keep the exam secure in the sealed package provided by the delivery agency, until time to administer the examination. Under no conditions will the exam security be compromised. A score of 70% or better is required.

Section 403 Reciprocity

Reciprocity may be granted for an individual's certifications accredited by the National Board of Fire Service Professional Qualifications or the International Fire Service Accreditation Congress.

To receive reciprocity an individual must be a member in good standing with a state recognized fire/rescue organization and must submit an application to the Fire and Rescue Commission office.

SECTION 500

Performance Requirements

The performance requirements listed in this section are those required of a Fire and Life Safety Educator for certification. The evaluation requirements listed in Section 400 are based on the requirements of this Section.

Section 501 Performance Standard

The National Fire Protection Association's 1035 Professional Qualifications for Fire and Life Safety Educator, 1998 Edition will be the performance standard used for Fire and Life Safety Educator Certification. Exceptions or clarifications are listed in Section 502.

Section 502 Exceptions and Clarifications

Whenever conflicts arise between the testing, administrative, or entrance requirements listed in NFPA 1035 and those listed in the North Carolina Fire and Rescue Commission's Fire & Life Safety Educator Certification Manual, or the Certification Policy and Procedures Manual, the Commission manuals shall take precedence over NFPA 1035.

SECTION 600

Re-Certification Requirements

To help insure that the Fire and Life Safety Educator maintains and enhances the skills acquired while gaining certification, he/she is obligated to meet certain requirements to be re-certified at the end of five (5) years. Re-certification may be obtained by either of two (2) methods.

Section 601 Re-Certification Training

Automatic re-certification may be obtained at the end of the five- (5) year period by continuous training hours following the procedure listed below:

- Thirty (30) hours of fire and life safety educator training every five- (5) years on subjects listed in NFPA 1035.
- At the end of the five (5) year period, the educator shall receive a request to document training hours for re-certification.

Section 602 Re-Certification by Evaluation

Re-certification may also be obtained by passing an exam offered at the end of the five- (5) year period by the Commission. This exam will cover subjects in NFPA 1035 and will be based on the teaching outline and practices in use by Commission Instructors. Two attempts to successfully complete the exam will be allowed. After the second unsuccessful attempt, twelve (12) hours of additional education training will be required, and then a third attempt may be given. After the third attempt, re-certification will require going back through the certification process.

SECTION 700

Certification Authority and Records

Section 701 Issuance of Certificates

The Commission office will issue I – III certificates for Fire and Life Safety Educator Levels when the candidate has met the requirements listed in this manual for the appropriate level.

Section 702 Record Retention

Fire and Life Safety Educator records regarding certification will be maintained in the Commission office. Applications and re-certification information would be sent to the Commission office per the forms shown in this manual.

Section 703 Suspension, Revocation, and Denial

The Certification Board may suspend, revoke, or deny the certification of any person or delivery agency when it finds that such individuals or agencies has:

- Knowingly misrepresented any information required for certification records.
- Knowingly and designedly by any means of false pretense, deception, fraud, misrepresentation, or cheating by obtaining or attempted to obtain credit, training, certification, or qualification from the commission
- Knowingly allowed a candidate to receive credit falsely toward certification
- Knowingly shown prejudice in the passing or failing of any candidate, based on sex, religion, race, etc.
- Shown continuous, wanton non-professional conduct.

Appointed representatives of the Certification Board can suspend, revoke or deny certification for any violation found within the provisions of this section, pending final decision of the Certification Board.

Section 704 Penalties

Suspension, revocation, and denial shall be for a period of five (5) years. The candidate or agency must apply for reinstatement at the end of the suspension period.

