

Certification Board Meeting

September 15, 2017

Members

Kevin Gordon, Chairman
Ben Smith
Wesley Hutchins
Ken Hogue
Joel Faircloth

Terry Foxx, Vice Chairman
Jim Hanline
Tracy McPherson
Tim Pennell

Staff

Kim Williams
Wayne Bailey
Heidi Barrier
Brian Taylor

Devin Cockrell
Michael Caviness
Derrick Clouston

Chairman Kevin Gordon called the meeting to order at 10:00 A.M.

Wesley Hutchins gave the invocation.

Terry Fox made a motion to approve the agenda. Joel Faircloth seconded the motion. Motion passed.

Tim Pennell made a motion to approve the March 2017 minutes. Jim Hanline seconded the motion. Motion passed.

Standing Committee Reports

OSFM- Brian Taylor announces OSFM reports.

Ad Hoc Committee Reports

See attached

Wesley Hutchins made a motion to approve and amend both Community College and Delivery Agency policies with editing. Jim Hanline seconded the motion. Motion passed. Effective September 15, 2017.

Old Business

Kevin Gordon – Sharpsburg Delivery Agency

There is no desire to approve any third-party contractors for delivery agency status. Continue with College Delivery Agency, Fire Department, and High Schools. The delivery agency is held responsible and is to ensure all policy and procedures are followed.

Joel Faircloth made motion to approve third party contracting for Sharpsburg Fire Department. Ben Smith seconded the motion, motion passed.

Approved for Instructor and Fire Officer delivery through third party effective September 15, 2017.

New Business

Kevin Gordon- Technical Rescuer Ropes Sunset Date

Kevin Gordon proposed removing TR Ropes sunset date of 12/31/2017. Ben Smith made a motion to approve. Tim Pennell seconded the motion, motion passed.

Kevin Gordon – Proctor Proposal

Attached.

Terry Foxx made a motion to approve phase I effective January 1, 2018 and amend clarifying, definition and grammar. Jim Hanline seconded the motion, motion approved.

Kevin Gordon – Hazmat Operations

Attached.

Terry Foxx made a motion to approve the amendments to the Haz Mat program. Joel Faircloth seconded the motion, motion passed.

Kevin Gordon – Instructor Level and Qualification Changes

Attached.

Ben Smith made a motion to approve the Instructor Level I, II, and III changes. Jim Hanline seconded the motion, motion passed.

Ben Smith made a motion to approve the Instructor Qualification changes. Tim Pennell seconded the motion, motion passed.

Derrick Clouston – Chair and Vice Chair Positions

Jim Hanline made a motion to recommend Kevin Gordon as Chairman. Terry Foxx seconded the motion. Tim Pennell made a motion to close. Ben Smith seconded the motion, motion passed.

Jim Hanline made a motion to recommend Terry Foxx as Vice Chairman. Joel Faircloth seconded the motion. Tim Pennell made a motion to close. Ben Smith seconded the motion, motion passed.

2017 Upcoming Meetings

Fire and Rescue Commission

October 10, 2017

Certification Board

December 12, 2017

Meeting adjourned at 11:26 a.m.

Respectfully Submitted,
Devin Cockrell

I. SCOPE

IT IS THE POLICY OF THE NORTH CAROLINA FIRE AND RESCUE COMMISSION (NCFRC) TO DEVELOP AND DISSEMINATE TRAINING PROGRAMS TO DELIVERY AGENCY (DA'S), AND ADMINISTER A CERTIFICATION SYSTEM FOLLOWING THE CRITERIA OUTLINED BY THE INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (IFSAC) AND THE PROBOARD FIRE SERVICE PROFESSIONAL QUALIFICATIONS SYSTEM (PRO BOARD). THIS POLICY WILL OUTLINE THE DELIVERY OF ANY ONLINE OR HYBRID NCFRC CLASS.

A. Definitions

1. Online courses- are those courses that are held solely in a distance learning format. Or courses in which less than one third of the class is held in a conventional classroom setting utilizing any of the approved methods,
2. Hybrid courses - are those courses that utilize both distance learning environments and conventional class formats to achieve the courses desired goals. In the hybrid format, a class must meet more than one third of the courses

total hours in a conventional classroom setting. Hybrid format requires a minimum of 50% of class work be delivered online.

B. Approval Process

1. The DA shall apply to be recognized as an online/hybrid DA. {Appendix A) Once the regional NCFRC staff member has received the application a one-time trial program may be set up. Once the trial program has been completed a Program Evaluation (Appendix B) shall be conducted. The findings shall be submitted to the Certification Board by staff and a recommendation made to include the following:
 - a. Approve the DA to offer the certification class online.
 - b, Approve the DA to make recommended revisions and offer a subsequent course.
 - c. Deny the DA the ability to offer online programs.

C. Agency Requirements

1. Each Online/Hybrid DA shall maintain and insure the following requirements are met for all distance learning courses.
 - a. The lead instructor over a course shall be qualified in the designated area by the NCFRC before being allowed to instruct the online portion of the course.

- b. Instructors will be required to receive training and qualify to teach an online/hybrid course. A hybrid training course that outlines the specifics of how to use and access hybrid programs can be found on the OSFM website. However, individual delivery agencies may require additional training according to their policies and procedures.
- c. A syllabus shall be developed for each online/hybrid training course by OSFM staff. The course syllabus shall contain, as a minimum, the following information:
 - i. Level of accepted student participation
 - ii. Course description
 - iii. Instructor expectations
 - iv. Procedures for making contact with the instructor
 - v. Format a paper or assignment should be in and how it is to be submitted
 - vi. How and when communication should take place with other students.
 - vii. Ethics statement that outlines the student's responsibility to maintain a code of conduct including mutual trust, personal respect, and individual integrity.
 - viii. Clear guidelines and procedures for grading of assignments and participation requirements.
- d. The DA shall provide each student with an information package which contains directions on how to access the class, login steps, and class navigation prior to the course start date. This information can be delivered by the lead instructor or IT support personnel.
- e. The DA shall maintain a class roster and student progression information for each online/hybrid course delivery.
- f. The DA shall provide students with an address, place, and contact person for issues or questions.
- g. Instructors shall have all course work completed and online prior to the start date of class. Instructors may allow students to work ahead with prior approval.
- h. Instructors shall be required to check the progress of the students by logging in to and surveying the course at least every 24 to 36 hours to facilitate student learning.
- i. Certification courses shall have an established schedule in which a minimum of 50% of the required hours for each course shall be in the

conventional education format to allow for hands on learning, practical evaluation and testing.

- j. The DA will meet all security requirements of the NC Community College System.

D. Student Requirements

1. Valid email address.
2. Internet connection (Required DSL or higher connection), Microsoft Word (or equivalent), PowerPoint (or equivalent), Adobe Reader, Video player (example Window's Media Player). Students will need BASIC computer knowledge in Internet navigation.

3. Appropriate reference manuals as required. (Example: IFSTA or Jones and Bartlett)
4. Students must pre-register through the approved delivery agency, and attend a mandatory orientation class prior to participating in the course. This orientation can be completed in person or online.
 - During orientation, students will be given a schedule and syllabus containing the following:
 - o Dates and times of assignments due
 - o Online and phone availability of instructors
 - o Test dates and times
 - o Any handout material the course instructors have provided.
5. Student shall provide a Department Chief's approval form (signed by the Chief or designee).
6. A registration deadline designated prior to the start date and time of the course shall be enforced to allow time for the delivery agency to confirm student eligibility.
7. All students enrolled shall be members in good standing with a state agency meeting the fee exemption status afforded to all Public Safety personnel. Standard tuition fees shall otherwise apply.
8. Students must show a valid photo ID at both the practical and written test sites.
9. Students may sign up for any or all certification courses as long as there are no conflicts with other college course schedules.

E. Assignment Grading Criteria

1. Instructors shall be able to explain to the students how their work is going to be assessed. It may be as simple as stating that the students must achieve a passing score (70%+) to successfully complete the online portion of the course and be able to continue to the classroom portion. However, any standard grading scale can be used. If the instructor grades discussion forum participation the following example may be utilized.
2. DISCUSSION ASSIGNMENTS GRADING CRITERIA: (Example)

	0-10 POINTS	11-15 POINTS	16-20 POINTS
Quality of posting	Postings are not relevant to the questions posed.	Postings reflect the reading and some outside source material but outside source material not cited	Postings reflect the readings and outside information with proper outside source material citation
Quality of reply	Response not relevant to original posting	Response relevant to posting but fails to support position	Response relevant to posting and supports position with factual information

Understanding of reading and outside source material	Responds to the question posted but doesnot	Responds to the question posted and makes	Responds to question posted and demonstrates understanding of material and outside source
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	mention materials from the reading	reference to readings.	material and properly cited information
--	------------------------------------	------------------------	---

3. If written assignments are submitted and scored as part of the overall course scoring system, the instructor shall provide criteria on how to successfully pass the written assignment.

F. Classroom/Hands on Learning

1. The DA shall provide sufficient time for the student to learn the hands-on portion of the class. It shall not be assumed that the students have learned the skills needed when they come to the classroom session. It is recommended that the DA have sufficient instructors present depending on the skills required to be covered and the number of students. It is recommended that the DA conduct a course evaluation (Appendix B).

G. Testing

1. All NCFRC Policy of Testing requirements shall be followed. All certification testing will be conducted by the approved DA, during the designated date and time, in the DA's designated coverage area.

H. Auditing

1. The NCFRC regional certification specialist will be given access to the online/ hybrid portion of the class. They will be set up as an instructor in the system so they can view the program. Also, the class shall be reported the same as any other class being ran by the DA as stated in the NCFRC NC Certification Policy Manual.

I. Hybrid Course Offerings Approved by NCFRC:

1. Fire Officer I
2. Fire Officer II
3. Rescue Officer
4. Fire and Life Safety Educator I
5. Fire and Life Safety Educator II
6. Fire and Life Safety Educator III

400.03 APPENDIX A
Application to the
North Carolina Fire &
Rescue Commission
Certification Board

For Online/ Hybrid
Delivery Status

D Initial (Check One)
Accreditation

D Re-
Accreditation

SECTION I

TO: North Carolina Fire & Rescue Commission

Application is hereby made to gain Online/ Hybrid Delivery Status through the NCFRC to certify fire & rescue service personnel.

It is understood that such Online/ Hybrid Delivery Status entails the adherence to the criteria as established by the NCFRC and this application is submitted to maintain the certification program of the entity in accordance with the aforementioned criteria.

It is further certified that the statements and information contained in this form are, to the best of our knowledge, truthful and accurate and that where statements of intent are given, we undertake to fulfill this intent.

We further certify that the criteria for Online/ Hybrid Delivery Status through the NCFRC has been received and studied. The conditions contained therein are acceptable and do not present any conflict with applicable statute or law.

Signed: _____

Title:

Name: _____
(Please Print)

Witnessed: _____
(Signature) (Print Name)

Date of Application: _____

(Complete each part and provide supplementary documentation as required)

1. Name or title of entity for which Online/ Hybrid Delivery Status is sought.

2. Address of entity:

3. Executive Officer/ Department Head of entity:

(Name)

(Title or Status)

4. School Director responsible for certification program(s):

(Name)

(Title or Status)

5. Address where communications in regard to Delivery Status should be sent:

We request Online/ Hybrid Delivery Status to deliver the following levels:

Delivery-of Levels Requested: *(Check appropriate block (s) below)*

CORRESPONDING NFPA LEVEL
(S)

Fire and Life Safety Educator I	NFPA 1035
Fire and Life Safety Educator II	NFPA 1035
Fire and Life Safety Educator III	NFPA 1035
Fire Officer I	NFPA 1021
Fire Officer II	NFPA 1021
Rescue Officer	NFPA 1021

YES NO

7. Is there a current agreement between North Carolina Fire and Rescue Commission and the Delivery Agency for compliance for implementation of all applicable rules and standards and for administration of certification classes?

400.03
Appendix B
Online/ Hybrid
Class Evaluation

North Carolina Office of State
Fire Marshal Hybrid
Course Evaluation

Course
Content

1. What was your primary motivation to participate in this

course? -----

2. Did you feel enough time was allotted between assignments? _____

3. What aspects of the online content did you find most beneficial?

4. What would you recommend improving regarding online course content?

5. Do you feel as if the online practical assignments provided adequate reinforcement of the learning objectives? _____

Please feel free to use the space below for any additional comments/concerns/suggestions you may have for the improvement of Fire Officer I Hybrid.

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Signed: _____

Title:

Name: _____
(Please Print)

Witnessed: _____
(Signature) (Print Name)

Date of Application: _____

(Complete each part and provide supplementary documentation as required)

1. Name or title of entity for which Online/ Hybrid Delivery Status is sought

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Fire Marshal Hybrid
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3. What aspects of the online content did you find most beneficial? _____

4. What would you recommend improving regarding online course content? _____

5. Do you feel as if the online practical assignments provided adequate reinforcement of the learning objectives? _____

Please feel free to use the space- below for any additional comments/concerns/suggestions you may have for the improvement of Fire Officer I Hybrid.

QI/QA Ad Hoc Committee Proposal - B

Phase I - Effective date - 01/01/2018

1. Develop an OSFM agency course reporting portal.
 - a. Course name
 - b. Instructor(s)
 - c. location of course
 - d. Proctor(s)
 - e. Practical test date(s)
 - f. Written test date

2. It would be the responsibility of the Delivery Agency representative to enter all the information into the portal.

Phase II - Effective date – 01/01/2019

1. Create a new level of qualification for written test proctoring that aligns with NFPA 1041.
 - a. A North Carolina Fire and Rescue Commission Proctor program will be developed by the Office of State Fire Marshal.
 - b. Only qualified Test Proctors or Delivery Agency Directors, who have completed the NCFRC proctor program, can be used to deliver written testing.
 - c. The State Test Proctor shall have no disciplinary actions on record with the **NCFRC**.

2. A Delivery Agency Director course shall be developed by the Office of State Fire Marshal.
 - a. All current Delivery Agency Directors will be required, within one (1) year of the course release date, to attend the class. Projected dates for this course are: 01/01/2018-12/31/1018.
 - b. All newly appointed Delivery Agency Directors shall take the course within six (6) months of their appointment.
 - c. This course will be required regardless if the position is full-time, part-time, or volunteer.

3. Align the North Carolina Fire/Rescue Instructors with NFPA 1041
 - a. Conduct a statewide instructor upgrade for all instructors to assure alignment with the standard. This would be a 3-6 hour abbreviated indoctrination course.
 - b. The Proctor course would be available after the upgrade for those instructors who wish to become Test Proctors.

4. **Any instructor who takes part in the course delivery shall NOT, in any circumstances , be allowed to administer the written**

examination for either a single course, a series, or a block of instruction.

5. The Delivery Agency would be required to keep the last page of the skill book for each course given. This would be kept a minimum of three years.
 - a. The completed, and signed, skills book shall be made available to the Proctor so that it is assured that all skills have been completed before the written examination can be administered.

6. Make available series/block level testing for all certification courses.
 - a. Currently the only courses that do not have a block or series level testing option are: Firefighter, Driver Operator Pumps, and Driver Operator Aerials.

7. **Develop an Office of State Fire Marshal Certificate of Completion for all blocks of instruction.**
 - a. These would be issued upon successful completion of the course, practical skills, practical skills testing, and written test.
 - i. The only block of instruction that would receive certificates of Completion would be the Firefighter blocks. All others would receive automatic NCFRC Certification upon completion.
 - b. These would be available on an individual's transcript.

8. Upon successful completion of all requirements certification, the individual would be issued a NCFRC certification along with the appropriate IFSAC and Pro Board recognition.

9. Definitions for clarification:
 - a. Instructor (s)- a person who has been identified as the lead instructor, is a minimum of a NC Level I Instructor, and has been qualified in the subject area.
 - i. Instructors would teach the course and go through 100 % of the skills book.
 - b. Proctor- a person who is a NC Level II Instructor and has completed an additional qualification to become recognized as a NCFRC Proctor.
 - i. Proctors would assure that the skills have been completed and administer the written examination.
 - c. Single Course - any one course within a certification program; for example, Fire Behavior or TR Victim Management. Each will have its own certification test.
 - d. Series of Instruction - a complete sequence of single courses; for example, TR Confined Space Series. Each will have its own certification test.
 - e. Block of Instruction - any group of single courses put together

for a certification program; for example, FF Fire Control, FF Ropes, and FF Rescue. Each block of instruction would have one cumulative certification test. All blocks are required to be completed before certification is issued. See *Example Below*

Block Program Example

Firefighter Block 1	Firefighter Block 2	Firefighter Block 3	
Orientation and Safety	Water Supplies	Fire and Life Safety Preparedness	
Health & Wellness	Sprinkler Systems	Rescue	Alarms and Ladders
Communications			
Fire Behavior	Forcible Entry	Self-Survival	
Building Construction	Ventilation	Mayday	
PPE, Hose Streams, and Appliances	Portable Extinguishers	Fire Control	
	Loss Control	Emergency Medical Care	(if needed)
Foam Streams	Test	Test	
Test			

1. Haz-mat Level 1 certificates are printed to represent one of four certifications based the objectives met through approved training. Currently the four categories are represented on the responder's transcript **where each responder level is clearly identified on a separate line item.**

These four certificates read:

- a. Level 1 Responder, NFPA 472 -2008 edition
- b. Level 1 Mission Specific- PPE, NFPA 472 - 2008 edition
- c. Level 1 Mission Specific- Mass and Technical Decontamination, NFPA 472-2008 edition
- d. Level 1 Mission Specific- Air Monitoring and Sampling, NFPA 472 - 2008 edition

2. Under this proposal, of September 02, 2011, the following classes continue

to receive the following certificates:

Class	Certificate to be awarded
FIP 3351 Level 1 Responder	Level 1 Responder NFPA 472 - 2008 edition and Level 1 Mission Specific- PPE, NFPA 472 - 2008 edition
FIP 3352 Level 1 Responder PPE	Level 1 Mission Specific- PPE, NFPA 472 - 2008 edition
FIP 3353 Level 1 Responder Decontamination	Level 1 Mission Specific- Mass and Technical Decontamination, NFPA 472 - 2008 edition and Level 1 Mission Specific- PPE, NFPA 472 - 2008 edition
FIP 3354 Level 1 Air Monitoring and Sampling	Level 1 Mission Specific - Air Monitoring and Sampling, NFPA 472 - 2008 edition and

	Level 1 Mission Specific- PPE, NFPA 472 - 2008 edition
Note...the mission specific PPE objectives are met in all of the classes listed above. The PPE certificate is only issued once.	

For those wishing to qualify in HM Ops and/or the mission specific disciplines, there are three options:

1. Following the requirements in this table:

HM - Ops	3 years certified	Instructor Level I
HM - PPE	3 years certified	Instructor Level I
HM -Decon	3 years certified	Instructor Level I
HM -Air	3years certified	Instructor Level I

2. Any Instructor who is qualified to teach Haz-mat Ops, and is certified as a Haz-Mat Technician, meets all requirements to teach all of the mission specific areas. These Instructors can simply request the applicable **qualification areas be added to their transcript by contact Commission Staff.**
3. Any Instructor who is qualified to teach Haz-mat Technician, and is certified as a Haz-Mat Technician, meets all requirements to teach all of the mission specific areas. These Instructors can simply request the applicable qualification areas be added to their transcript by contact Commission Staff.
4. Any Instructor who is certified as a Haz-mat Technician, can to qualify to teach Haz-Mat Ops, and all mission specific disciplines, by attending Q- school and passing the job-knowledge exam with a score of 80% or higher on the Haz-mat Ops exam. No practical exams are required

for those meeting the requirements listed in#4.

Instructor Certification Requirements - October 01, 2017

Instructor I Requirements

- The instructor candidate must be at least 21 years of age.
- The instructor candidate must have a high school diploma or equivalent recognized by the State Department of Public Instruction. The instructor candidate must be certified a minimum of three (3) years as a FF II, TR, Haz- mat Ops, or FLSE.
- Complete the Commission Approved Instructor I course.

Instructor II Requirements

- The instructor candidate must be certified as an Instructor I.
- Complete the Commission Approved Instructor II course.

Instructor III Requirements

- The instructor candidate must be certified as an Instructor II.
- Complete the Commission Approved Instructor III course.

Qualification Areas for

Instructor I - To become

a qualified instructor:

- Candidate must be certified, as an Instructor I, by the NC Fire and Rescue Commission or meet the "external equivalent credit qualification option" defined below.
- Candidate must complete an approved Instructor Indoctrination Course and successfully pass the applicable qualification course at a Q-school offering.
- Candidate must be certified a minimum of three (3) years in the certification

subjects listed with the table below:

	Years Certified	Instructor Level
Airport FF	3	Level I
D/O Pumps	3	Level I
D/O Aerial	3	Level I
D/O Mobile Water	3	Level I
EVD	3	Level I
FF	3	Level I
FLSE 1	3	Level I
FLSE 2	3	Level I
FLSE 3	3	Level I
HM - Oos	3	Level I
HM - PPE	3	Level I
HM - Decon	3	Level I
HM - Air	3	Level I
Marine FF	3	Level I
TR - Technical Rescuer	3	Level I
TR - Rope	3	Level I
TR- VR	3	Level I
RIC	3	Level I

External equivalent credit qualification option - The NCFRC recognizes, and accepts, certifications accredited by any IFSAC or Pro-Board entity as being equivalent to the Commission certification for comparable titled levels.

1. Under this provision, eligible candidates, may progress within the Commission qualification process using external IFSAC or Pro-Board

Accredited certifications to meet the prerequisites as identified by each specific program.

2. The candidate must meet all pre-requisite(s) of the qualification(s) for which external equivalent credit is being sought.
3. Candidate must complete an approved Instructor Indoctrination Course and successfully pass the applicable qualification course at a Q-school offering.
4. Candidate must be certified a minimum of three (3) years in the certification subjects listed with the table below:

	Years Certified	Instructor Level
Airoort FF	3	Level I
D/O Pumps	3	Level I
D/O Aerial	3	Level I
D/O Mobile Wat er	3	Level I
EVD	3	Level I
FF	3	Level I
FLSE 1	3	Level I
FLSE 2	3	Level I
FLSE 3	3	Level I
HM - Oos	3	Level I
HM - PPE	3	Level I
HM - Decon	3	Level I
HM - Air	3	Level I
Marine FF	3	Level I
TR - Techni cal Rescuer	3	Level I
TR - Rope	3	Level I
TR - VR	3	Level I
RIC	3	Level I

NOTE: The courses, Chief 101, Haz-Mat Technician, Fire Officer III, Fire Officer IV, Fire/Rescue Instructor III, and Fire Investigator Technician each have unique requirements and specific qualification processes for Instructors to become qualified. Please contact your regional Certification Specialist for additional information.

Qualification Areas for Instructor II -

To become a qualified instructor:

- Candidate must be certified as, both Instructor I and Instructor II, by the NC Fire and Rescue Commission or meet the "external equivalent credit qualification option" defined below,
- Candidate must complete an approved Instructor Indoctrination Course and successful pass the applicable qualification course at a Q-school offering,
- Candidate must be certified a minimum of five (5) years in the certification subjects listed with the table(s) below:

	Years Certified	Instructor Level
Officer 1	5	Level II
Officer 2	5	Level II
Officer 3	5	Level II
TR - CSR	5	Level II
TR- MAG	5	Level II
TR - Structural	5	Level II
TR - Water Rescue	5	Level II
TR - Trench	5	Level II
TR - Wilderness	5	Level II
Rescue Officer	5	Level II

	Education	Years Certified	Instructor Level
Instructor 1	*Associate's	5	Level II
Instructor 2	*Associate's	5	Level II
Instructor 1	**Bachelor's	3	Level II
Instructor 2	**Bachelor's	3	Level II

**Associate's Degree must be form a regionally accredited Institution,*

***Bachelor's Degree must be form a regionally accredited Institution.*

External equivalent credit qualification option - The NCFRC recognizes, and accepts, certifications accredited by any IFSAC or Pro-Board entity as being equivalent to the Commission certification for comparable titled levels.

1. Under this provision, eligible candidates, may progress within the Commission qualification process

using external IFSAC or Pro-Board

accredited certifications to meet the prerequisites as identified by each specific program.

2. The candidate must meet all pre-requisite(s) of the qualification(s) for which external equivalent credit is being sought.
3. Candidate must complete an approved Instructor Indoctrination Course and successfully pass the applicable qualification course at a Q-school offering.
4. Candidate must be certified a minimum of five (5) years in the certification subjects listed with the table(s) below:

	Years Certified	Instructor Level
Officer 1	5	Level II
Officer 2	5	Level II
Officer 3	5	Level II
TR - CSR	5	Level II
TR - MAG	5	Level II
TR - Structural	5	Level II
TR - Water Rescue	5	Level II
TR - Trench	5	Level II
TR - Wilderness	5	Level II
Rescue Officer	5	Level II

	Education	Years Certified	Instructor Level
Instructor 1	<i>*Associate's</i>	5	Level II
Instructor 2	<i>*Associate's</i>	5	Level II
Instructor 1	<i>**Bachelor's</i>	3	Level II
Instructor 2	<i>**Bachelor's</i>	3	Level II

**Associate's Degree must be from a regionally accredited Institution.*

*** Bachelor's Degree must be from a regionally accredited Institution.*

Note: The courses, Chief 101, Haz-Mat Technician, Fire Officer III, Fire Officer IV, Fire/Rescue Instructor III, and Fire Investigator Technician each have unique requirements and specific qualification processes for Instructors to become qualified. Please

contact your regional Certification Specialist for additional information.

Subject Specific Exceptions for Qualification Areas for Instructors -

To become qualified in new programs the candidate will be required to obtain certification in the subject with no time requirement for holding certification for the first 2 years of the inception of the new program. After the first two years of a new program release the candidate will be required to be certified in the subject for five years, *this exception was approved by the NCFRC; December 07, 2011.*

To become a **Technical Rescuer** qualified instructor, the candidate must be certified in TR Ropes (Chapter 06) or as a Technical Rescuer (Chapters 05 and 06 combined). All other prerequisites will remain.

- *Changes to the TR program area were approved for the NCFRC; April 21, 2015. This exception for **Technical Rescuer** will expire January 01, 2018.*

To become a **TR Machinery and Agriculture** qualified instructor, the candidate must be certified in TR Machinery and Agriculture (Chapter 19). All other prerequisites will remain.

- *Changes to the TR program area were approved for the NCFRC; April 21, 2015, This exception for **TR Machinery and Agriculture** will expire July 01, 2018.*

To become a **RIC** qualified instructor, the candidate must be certified in NC RIC (NFPA 1407). All other prerequisites will remain.

- *Changes to the NC RIC program area were approved for the NCFRC; April 12, 2016. This exception for **RIC** program will expire January 01, 2019.*

To become a **Driver/Operator Mobile Water Supply (Chapter 10)** qualified instructor, the candidate must be certified in Driver/Operator Mobile Water Supply (Chapter 10). All other prerequisites will remain.

- *Changes to the D/O program area were approved for the NCFRC; January 10, 2017. This exception for **Driver/Operator Mobile Water Supply (Chapter 10)** will expire July 01, 2019.*

Re-qualification Option for Instructors

Qualified Instructors must requalify in subject areas accredited by IFSAC and/or Pro Board every five (5) years or as the standard is revised. Qualified Instructors, who lose their qualification due to missing one of these mandatory re-qualifications, may become re-qualified by the following options:

1. Qualifications delivered through Qualification School - the Instructor must register and successfully complete the qualification requirement which includes meeting any applicable pre-requisites and passing the job knowledge exam with a passing grade of 80%, and any additional requirements set forth by Qualification School testing.
2. Qualifications delivered by Field Testing - the Instructor must register with the Field Service Supervisor and successfully complete the classroom portion and defined qualification requirements. The Field Service Supervisor will define these requirements as, they are course specific. Any defined qualification requirements will include, but are not limited to, meeting any applicable pre- requisites and passing the job knowledge exam with a passing grade of 80%. This option can only be utilized within the first two (2) years following a subject's revision date.
3. If #2 is not applicable, then the Instructor must successfully complete the entire qualification process to reacquire any lost qualification.