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|  | Policy: 100.3 |
| | Title: Instructor Minimum Qualifications |
| | Effective: July 20, 2004 |
| Ralph Brown, Director | |

Policy


Minimum qualifications shall be established for field instructors for all OFST courses and programs.

Scope

This policy applies to all OFST field programs and instructors. This policy does not address instructor qualifications for non-field and special event instructors/facilitators.

Procedure


1. Minimum qualifications shall be established for each course or training program delivered by OFST. The qualifications shall be adequate to ensure that the field instructor (FI) can achieve all course outcomes and create a positive learning experience for the student. The qualifications shall be based on one or more of the following criteria.
 - a. National Fire Protection Association (NFPA) professional qualifications standards.
 - b. Approved job descriptions used by Oklahoma fire departments.
 - c. Minimum qualifications identified by other state or federal agencies such as the Department of Labor (DOL).
 - d. Minimum qualifications identified by Oklahoma fire service organizations such as Fire Service Instructors of Oklahoma (FSIO).
 - e. Need for special expertise of the instructor.
2. The program coordinator shall be responsible for recommending the minimum qualifications of instructors used in that program(s). All minimum qualifications shall be reviewed and approved by the OFST Field Programs Manager.
3. The minimum qualifications shall be reviewed at the beginning of each calendar year to ensure qualifications remain up-to-date with the profession. In addition, qualifications shall be reviewed when any of the following occur.
 - a. Significant revision of curriculum or course.
 - b. Adoption of a new curriculum or course.

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- c. Adoption of a new or revised NFPA professional qualifications standard.
 - d. Implementation of new requirements by state or federal agencies.
 - e. By order of the OFST Field Programs Manager or Director.
4. Each minimum qualification shall address the following criteria as applicable.
 - a. Years of experience in the fire service or emergency services.
 - b. Years of experience in the topic area.
 - c. Post-secondary education.
 - d. Professional certifications.
 - e. Professional development courses and training.
 - f. Physical condition and/or medical condition
 - g. Other criteria as needed.
 5. Any instructor required to use personal protective equipment (PPE) in the delivery of class or evaluation of a skill shall meet all applicable medical and physical standards/policies adopted by OFST. Instructors may be required to pass medical and/or physical examinations in order to meet those adopted standards and/or policies. All standards/policies shall be met prior to the use of the PPE by any instructor.
 6. The minimum qualifications for each course or topic area are listed below.

Fire Instructor I Instructor

- Eight (8) years experience in the fire service or emergency services.
- Four (4) years experience as an instructor.
- Coordination of at least two (2) OFST field courses or equivalent experience.
- Certification as a Fire Instructor II.
- Completion of a Fire Instructor I Train-the-Trainer course.

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Fire Instructor II Instructor

- Meet requirements for Fire Instructor I instructor.
- Two (2) years experience in course development or course design. (Examples of course development must be provided.)
- Two (2) years experience supervising other instructors.
- Successful completion of National Fire Academy *Fire Service Course Design* (R 114) course.
- Completion of a Fire Instructor II Train-the-Trainer course.

Fire Officer I Instructor


- 10 years experience in the fire service.
- Four (4) years experience as a company officer or greater.
- Certification as a Fire Officer I or greater.
- Successful completion of the OFST *Incident Management System* course.
- Successful completion of National Fire Academy *Strategy and Tactics for Initial Company Operations* (F455) course.
- Completion of a Fire Officer I Train-the-Trainer course.

Fire Officer II Instructor

- 12 years experience in the fire service.
- Six (6) years experience as a company officer or greater.
- Certification as a Fire Officer II or greater.
- Successful completion of National Fire Academy *Incident Safety Officer* (F719) course.
- Completion of a Fire Officer II Train-the-Trainer course.

Fire Inspector I Instructor

- 10 years experience in the fire service.
- Five (5) years experience in fire code enforcement.
- Certification as a Fire Inspector I or greater.
- Successful completion of National Fire Academy *Fire Inspection Principles* (R220) course.
- Completion of a Fire Inspector I Train-the-Trainer course.

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Fire Inspector II Instructor

- Meet requirements for Fire Inspector I instructor.
- Two (2) years experience in plans review.
- Successful completion of National Fire Academy *Plans Review for Inspectors* (R102) course.

Fire & Life Safety Educator I Instructor

- Four (4) years experience in fire/life safety education.
- Certification as a Fire & Life Safety Educator I.
- Successful completion of National Fire Academy *Presenting Effective Public Education Presentations* (R116) course.

Basic Fire Academy A & B (Fire Fighter I) – Instructor

- Three (3) years experience as a fire fighter
- Certification as a Fire Fighter I

Basic Fire Academy A & B (Fire Fighter I) – Lead Instructor


- Seven (7) years experience as a fire fighter or greater
- Five (5) years experience as an emergency services instructor
- Three (3) years experience as a Basic Fire Academy Instructor
- Certification as a Fire Fighter II

Basic Fire Academy C (Fire Fighter II) – Instructor

- Three (3) years experience as a fire fighter
- Certification as a Fire Fighter II

Basic Fire Academy C (Fire Fighter II) – Lead Instructor

- Seven (7) years experience as a fire fighter or greater
- Five (5) years experience as an emergency services instructor
- Three (3) years experience as a Basic Fire Academy C Instructor

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Volunteer Fire Fighting Practices – Instructor

- Four (4) years experience as a fire fighter
- Certification as a Fire Fighter II

Volunteer Fire Fighting Practices – Lead Instructor

- Four (4) years experience as a fire fighter
- One (1) year experience as a Basic Fire Academy instructor
- Certification as a Fire Fighter I

Vehicle Fire Fighting – Instructor

- Four (4) years experience as a fire fighter
- Certification as a Fire Fighter I

Vehicle Fire Fighting – Lead Instructor


- Four (4) years experience as a fire fighter
- One (1) year experience as an emergency services instructor
- Certification as a Fire Fighter I
- Successful completion of Vehicle Fire Fighting Train-the-Trainer course
- Taught a Vehicle Fire Fighting course in the previous two (2) years

Aircraft Rescue and Fire Fighting – Instructor

- Four (4) years experience as an airport fire fighter
- Meets all requirements of NFPA 1003, *Standard for Airport Fire Fighter Professional Qualifications*
- Certification as a Fire Fighter I
- Certification as a Hazardous Materials First Responder – Operations Level

Aircraft Rescue and Fire Fighting – Lead Instructor

- Five (5) years experience as an airport fire fighter
- Meets all requirements of NFPA 1003, *Standard for Airport Fire Fighter Professional Qualifications*
- Two (2) years experience as an emergency services instructor
- Certification as a Fire Fighter I
- Certification as a Hazardous Materials First Responder – Operations Level
- Successful completion of Airport Rescue/Fire Fighting Train-the-Trainer course

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- Taught an ARFF course in the previous two (2) years

Emergency Vehicle Driver Training – Instructor

- Five (5) years experience as a fire fighter
- Two (2) years experience as an emergency services instructor
- Certification as a Fire Fighter I
- Successful completion of OFST approved Driver/Operator course
- Successful completion of Emergency Vehicle Driver Training course

Emergency Vehicle Driver Training – Lead Instructor


- Seven (7) years experience as a fire fighter
- Five (5) years experience as an emergency services instructor
- Certification as a Fire Fighter II
- Successful completion of OFST approved Driver/Operator course
- Successful completion of Emergency Vehicle Driver Training course
- Taught Emergency Vehicle Driver Training course in previous two (2) years

Pumping Apparatus Driver/Operator – Instructor

- Five (5) years experience as a fire fighter
- One (1) year experience as a pumping apparatus driver/operator
- Certification as a Fire Fighter I
- Successful completion of OFST approved Driver/Operator course
- Successful completion of Emergency Vehicle Driver Training course

Pumping Apparatus Driver/Operator – Lead Instructor

- Seven (7) years experience as a fire fighter
- Two (2) years experience as a pumping apparatus driver/operator
- Two (2) years experience as an emergency services instructor
- Certified as a Fire Fighter II
- Successful completion of OFST approved Driver/Operator course
- Successful completion of Emergency Vehicle Driver Training course
- Taught Pumping Apparatus Driver/Operator course in previous two (2) years

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Water Shuttle – Instructor

- Four (4) years experience as a fire fighter
- One (1) year experience as an emergency services instructor
- Certification as a Fire Fighter I
- Successful completion of OFST approved Driver/Operator course
- Successful completion of Emergency Vehicle Driver Training course

Water Shuttle – Lead Instructor

- Five (5) years experience as a fire fighter
- Two (2) years experience as an emergency services instructor
- Certification as a Fire Fighter I
- Successful completion of OFST approved Driver/Operator course
- Successful completion of Emergency Vehicle Driver Training course

Basic Continuing Education Instructor

- Certified as a Fire Fighter I
- Demonstrated competency in subject matter

Hazardous Materials First Responder Awareness Level Instructor


- One (1) year experience as an emergency services instructor
- Certification as a Hazardous Materials First Responder – Awareness Level

Hazardous Materials First Responder Operations Level – Instructor

- Four (4) years hazardous materials experience at the operations level
- Certification as a Hazardous Materials First Responder – Operations Level

Hazardous Materials First Responder Operations Level – Lead Instructor

- Six (6) years hazardous materials experience at the operations level
- Certification as a Fire Instructor II
- Certification as a Hazardous Materials First Responder – Operations Level

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Hazardous Materials Technician – Instructor

- Four (4) years experience at the hazardous materials technician level, or equivalent experience in specific content area to be taught
- Certification as a Hazardous Materials Technician, or, demonstrated expertise in specific content area to be taught

Hazardous Materials Technician – Lead Instructor

- Six (6) years experience at the hazardous materials technician level
- Certification as a Hazardous Materials Technician
- Certification as a Fire Instructor II
- Taught Hazardous Materials Technician course in previous two (2) years

Hazardous Materials Incident Commander – Instructor

- Six (6) years experience in hazardous materials operations or incident command
- Demonstrated expertise in specific content area to be taught
- Successful completion of OFST Incident Management System or equivalent

Hazardous Materials Incident Commander – Lead Instructor

- Six (6) years experience with hazardous materials operations at the technician level
- Two (2) years experience as an Incident Commander at hazardous materials operations
- Certification as a Hazardous Materials Technician
- Certification as a Fire Instructor II
- Successful completion of OFST Incident Management System course or equivalent

LPG Instructor

- Certification as a Fire Fighter II
- Successful completion of the OFST LPG course