

Virginia Department of Fire Programs



Instructor III Certification Course NFPA 1041-07

Administrative Procedures

Revision: 5/18/2012



Virginia Department of Fire Programs

INSTRUCTOR III CERTIFICATION PROGRAM

ADMINISTRATIVE PROCEDURES

I. Terminology:

- A. **Instructor III Candidate** - *A registered student in the Virginia Department of Fire Programs' Instructor III certification program who meets all pre-course requirements and is currently in the process of completing the following 26-hours of: classroom instruction and student presentations; group project assignments; final project presentation and submission; and completing the course with a minimum final score of 70 points.*
- B. **Instructor III Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for the Instructor III Certification Course, the National Fire Protection Association's 1041 Standard for Fire Service Instructor Professional Qualifications, and the National Board on Fire Service Professional Qualifications requirements for national recognition.*
- C. **Instructor III Evaluator** - *A qualified Instructor III Trainer (Instructor III, or IV) responsible for the quality assurance component (evaluation) of Instructor III Trainers delivering the Instructor III program.*
- D. **Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage a certification program.*
- E. **Instructor III Certification Course** - *A Virginia Department of Fire Programs' certification training program designed to meet the applicable National Fire Protection Association's 1041 Level III Standard for Fire Service Instructor Professional Qualifications, Level III, and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ).*

II. Instructor III Trainer Qualifications and Requirements:

A. Instructor III Trainer Pre-Course Qualifications:

1. The Instructor III Trainer Candidate must have 3-years experience as a certified Level III Instructor, validated and approved by the appropriate Virginia Department of Fire Programs' Division Chief.
2. Instructor III Trainer Candidate must have documented experience as an accomplished "Instructor Trainer" for the Virginia Department of Fire Programs for the Level I and II Instructor Certification Programs. The Candidate's experience must be supported by a letter of reference from the appropriate Virginia Department of Fire Programs' Division Chief.
3. Instructor III Trainer Candidate must have documented evidence validating the Candidate: monitored **26-hours** of an approved Instructor III Certification Program; **OR** successfully completed current Instructor III certification training program (GZ3-07); **OR** be or have been a member of the Instructor Program Committee responsible for the development of and/or management of the Instructor III Certification Training Program (GZ3-07).

B. Eligibility requirements to become an Instructor III Trainer

1. Qualified Instructors wanting to conduct the Instructor III Certification Program must have written pre-approval from the Instructor III Certification Programs' Program Manager, and written recommendations from two (2) current Instructor III Trainers approved to conduct the Instructor III Certification.

C. Receiving and Maintaining Instructor III Trainer Status

1. To receive Instructor III Trainer status, the Instructor III Trainer Candidate must conduct 26-hours of the Instructor III certification course, monitored by the Instructor Certification Program's Manager or a current Instructor III Trainer designated by the Instructor Certification Program's Manager to monitor the Candidate.

a. Instructor III Trainer candidates must receive a satisfactory evaluation prepared by the "Instructor III Certification Course" Program Manager or a current Instructor III Trainer designated by the Instructor Certification Program Manager.

2. To maintain the Instructor III Trainer status, the Instructor III Trainer must conduct 22-hours of the Instructor III certification course and monitor 4 hours of Instructor III Candidate final presentations in a 24-month period.

-OR-

Maintain active membership and participation on the Instructor III Certification Program Committee for 24-consecutive months.

D. Quality Assurance

1. The Virginia Department of Fire Programs' Division Chief assigned to the Program Management of the Instructor Certification Programs will be responsible for ensuring the quality of Instructor III Trainers and the Instructor III certification.
2. The Instructor Certification Program Manager has the responsibility and authority to assign qualified Instructor III Trainer Evaluator(s) to evaluate individual Instructor III Trainers and Instructor III training programs prior to, during, or after instructional or program delivery.

a. Instructors and/or training programs may be monitored and evaluated when circumstances indicate a need for such action. Criteria used for determining evaluation include (but are not limited to): poor student evaluation of the instructor(s); student/department complaints on instructional delivery, course curriculum, or schedule; poor or missing program documentation; and/or poor course evaluation scores.)

b. When a training program evaluation and/or instructor assessment is required, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Instructor Certification Program Manager and/or the Instructor III Program Committee.

- *Appropriate Division Chief(s) will be notified of planned evaluations/assessments*
- *Instructors may/may not be informed by their Division Chief of a scheduled evaluation.*

- *Instructor III Evaluators will be trained by a representative of the Instructor Program Committee and approved by the Instructor Certification Program's Manager.*

III. Instructor III Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Instructor III Candidates

1. Instructor III Candidates must have an Instructor II certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)
National Board on Fire Service Professional Qualification (NBFSPQ)
International Fire Service Accreditation Congress (IFSAC)

- AND -

The Virginia Department of Fire Programs'
Hazardous Materials Awareness and Operations certification

B. Course Completion Requirements for Instructor III Candidates

1. Instructor III Candidates are required to attend 100% of the Instructor III certification training program to meet all of the standards set forth in the applicable National Fire Protection Association's 1041 *Standard for Fire Service Instructor Professional Qualifications*, Level III Instructor.
2. Candidates must complete all assignments as identified within the Instructor III curriculum prior to the date of the Executive Summary Presentation. Failure to submit assignments will make the candidate ineligible for certification.
3. Instructor III Candidates failing to make a passing grade (70 points) will be required to repeat the entire Instructor III Certification Course.
4. **All Sessions within the Instructor III certification course must successfully completed and taken in sequence.**
 - a. *Instructor III Candidates who fail to complete all sessions within the Instructor III certification course may elect to register in another Instructor III course starting at the point of their previous incompleteness. The candidate will be required to successfully complete the remainder of the Instructor III certification program.*
5. Instructor III Candidates are required to satisfactorily complete all assigned presentations and assignments as identified in the course curriculum and/or by the assigned Instructor III Trainer.
6. Instructor III Candidates will be required to make an Executive Summary Presentation of their Final Course Project.

- a. *Candidates will have 12-15 minutes to present their Executive Summary. Instructor/Student ratio is not to exceed 1:8, with a maximum of 4-hours for presentations.*
- b. *Candidate presentations will not be scheduled less than 60-days following the last day of the scheduled training program. (Session 5 is determined to be the last scheduled classroom session.)*
- c. *Candidate presentations will be evaluated based on the Instructor III Presentation Evaluation Form. The Candidate's presentation evaluation score will be 30% of their final grade. (The Final Course Project evaluation score will be 70% of their final grade)*
- d. *Instructor III Candidates failing to present the Final Course Project's Executive Summary or submit a computer generated copy of the Final Course Project on the scheduled date, will not receive credit for the Executive Summary Presentation or Project.*
 1. *Instructor III Candidate who are unable to attend the scheduled Final Presentation must submit a written request to the Instructor Certification Program Manager to submit and present his/her Final Course Executive Summary on a date agreed upon between the Candidate and Program Manager.*

The Instructor Certification Program Manager will determine, on a case-by-case basis, the eligibility of Candidates to make late submissions and/or presentations. The Instructor Certification Program Manager's decision will be based on current agency policy and procedures governing State Certification Testing and Evaluation.

2. *Instructor III candidates who have been approved to make a late project submission will be required to make an Executive Summary Presentation to an approved Instructor III Trainer selected by the Instructor Certification Program Manager.*

Instructor III Candidates failing to submit their Final Course Project and/or present their Executive Summary, and not having a waiver from the Instructor Certification Program Manager, will be required to re-attend the entire program.

IV. Course Curriculum and Delivery

A. Course Curriculum (26-hours)

1. IFSTA "Fire and Emergency Services Instructor, 7th Edition, Chapters 20-22
2. 22-hours for classroom instruction and group assignments
3. 4-hours for Candidate Final Project Submission and Presentation

B. Course Delivery

1. The Instructor III Certification Program will be limited to 4-training programs per year. Additional classes may be approved for delivery with approval from the Branch Chief of Operations and Training.

2. Class size is not to exceed 16-students at any time.
3. Minimum class registration and attendance requirement
 - a. *The Instructor III certification program requires a minimum of 8-students to ensure; program quality; effectiveness; candidate interaction; facilitation of group assignments; and learning related to final project design and submission.*

3. Executive Summary Presentation and Final Course Project

- a. *All Final Course Projects will be an individual candidate effort.*
 1. *If a Candidate's Final Course Project is found to contain plagiarism (more than 15% of submitted material), the Candidate's Final Project will not be evaluated for content and receive a score of zero (0) from the Evaluator.*

The candidate will receive a written notice of the project's rejection and why. The Final Project's score will be added to the Candidate's Presentation score for a final course grade.

- b. *The Instructor Certification Program Manager will be responsible for assigning Instructor III Trainers required to evaluate the Final Project Presentation. (Instructor/Student ratio will not exceed 1:8)*
- b. *The Candidate's Final Project is to be submitted to the assigned Instructor III Trainer on the day of the scheduled Executive Summary Presentations. A qualified Instructor III Trainer(s) will be responsible for the evaluation of presentations and grading of the Final Projects. The following guidelines are to be used by Division Chiefs to administer this requirement:*
 1. *A designated Instructor III Trainer (identified and approved by the Instructor Program Committee) will be assigned to evaluate completed projects according to the number of projects submitted.*
 2. *Grading of projects will be based on a maximum of twenty (20) minutes to properly grade a single project (as set by the Instructor Program Committee).*
 3. *An Instructor III Trainer will be assigned as a Project Evaluator and will have 10-working days to complete the evaluation of student projects (not to exceed 16 projects).*
 4. *The designated Instructor III Trainer for the training program will be required to submit all appropriate course documentation (attendance roster, daily attendance sheets, final training program evaluation by the Lead Instructor III Trainer) for the classroom instruction portion of the program within 10-working days following the last day of the training program's scheduled classroom instruction.*
 5. *The Lead Instructor for the evaluation of the Executive Summary Presentations will be required to submit the presentations scores with the project evaluation scores. This documentation is to be submitted within 10-working days following the training program's Executive Summary Presentation. Final Course Project Documentation will include: the completed Final Course*

Presentation Evaluation Forms, completed Final Course Project Evaluation Forms, and all submitted Candidate Final Course Projects.

Completed Projects will be forwarded to the Instructor III Program Manager for Quality Assurance review. All submitted projects and related materials become the property of the Virginia Department of Fire Programs.

- 6. If a candidate's project does not receive a passing grade from the assigned Project Evaluator, the candidate's project score will automatically be appealed and automatically be submitted for re-evaluation by another qualified Instructor III Project Evaluator. The Instructor assigned to re-evaluate the Candidate(s) projects will be assigned by the Instructor Certification Program's Manager.*

When a Candidate Project receives a score of less than 70 points, the initial Project Evaluator will notify the Instructor Certification Program Manager and inform the Manager of the project(s) failure. The Manager will direct the Instructor III Trainer to forward the failed project to the Program Manager, or Manager's designate, within 3 working days. The Project(s) will be re-evaluated by the second Instructor.

The evaluation score from the second Instructor's evaluation will be averaged with the initial evaluator's score for a final project evaluation score. The results from the re-evaluation will be forwarded back to the training program's Lead Instructor so the final course calculations and documentation can be completed and forwarded to the appropriate Division Office. (70% of the averaged score will be added to the Candidate's presentation score for a final course grade)

- 7. When course documentation is received in the appropriate Division Office, the training program will be processed based on the Lead Instructor III Trainer(s) submitted grades and recommendations.*

V. Course Completion Requirements

A. Instructor III Trainer Course Completion Requirements

- 1. Instructor III Trainers are to submit the following documentation to the appropriate Division Office within 10-working days from last day of training (Session 5).**

VDFP Training Request/Course Completion Form - *completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form (.pdf) is available from the VDFP website: www.vafire.com and Appendix "B" of the Instructor III "Administrative Procedures")*

VDFP Daily Attendance Sheet – *required for each day of scheduled training, with columns for the students printed name, student's signature, student's FDID and the Instructor III Trainer's Initials. (This form (.pdf) is available from the VDFP website: www.vafire.com and Appendix "B" of the Instructor III "Administrative Procedures")*

VDFP Instructor Roster - *maintained and completed by the Instructor III Trainer. This form identifies each session within the Instructor III schedule and the date the session was conducted. This form is completed by use of the Daily Attendance Sheets. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Standard Roll Call Form for that day's attendance. (This form is found in Appendix "B" of the Instructor III "Administrative Procedures")*

VDFP Registration/Data Form - *appropriately completed Registration and Personal Data Forms (orange, reverse side of Registration form) for each Candidate. All submitted forms must be reviewed by Instructor III Trainer for accuracy and completeness. Errors on forms will be returned to the Instructor III Trainer for correction. (Registration and Personal Data Forms are available from any Division Office)*

Instructor III Course/Instructor Evaluations – *Instructor III Trainers will have each Candidate complete a session evaluation following Sessions 2, 4, 5 and 6. (These forms can be found in Appendix “A” of the Instructor III “Administrative Procedures”)*

VDFP Course Evaluation - *Instructor III Trainers will have Candidates complete the course/instructor evaluation form for the Instructor III Course/Instructor as supplied by VDFP. All course evaluation forms are to be forwarded to the appropriate Division Office. (This form is found in Appendix “A” of the Instructor III “Administrative Procedures”)*

2. Instructor III Trainers are to submit the following documentation to the appropriate Division Office within 10-working days following the scheduled Final Project Submissions and Executive Summaries.

Executive Summary Presentation Evaluation - *Instructor III Trainers will complete an “Instructor III Presentation Evaluation” form for each Candidate making a presentation. . (This form is found in Appendix “A” of the Instructor III “Administrative Procedures”)*

Final Course Project Evaluation - *Assigned Instructor III Trainer(s) will complete an “Instructor III Final Project Evaluation” form for each Candidate submitting a Final Project. (This form is found in Appendix “A” of the Instructor III “Administrative Procedures”)*

B. Instructor III Candidate Course Completion Requirements

1. Candidates must attend 100% of established curriculum as stipulated by the Virginia Department of Fire Programs and current National Fire Protection Association’s 1041 *Standard for Fire Service Instructor Professional Qualifications, Level III.*
2. Candidates must receive a minimum of 70 points for the final course grade. Final course scores are derived from: *the Candidate’s Executive Summary Presentation (30% of final grade) and evaluation of the Final Course Project (70% of final grade).*
3. When all conditions of certification have been met by the Instructor III Candidate, VDFP will: issue a certificate of certification; enter the Instructor’s certification into the VDFP Fire Service Training Record System (FSTRS); and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, “Pro Board”).

V. Course Curriculum and Presentation

A. Course Overview

1. The Instructor III Certification Course contains 26-hours of lectures, group work sessions, and final project submissions and presentations. The training program will provide Level III Instructors with the skills needed to: analyze current training systems and organizational structures; identify training needs and trends; create and recommend an organizational structure with the necessary policies and procedures required to govern and manage a training division; and, to develop and implement a one and three year operational training plan to create an effective and functional training division.

B. Material and Equipment Requirements

1. Required materials for Instructor III Trainer's, a minimum of two (2) weeks prior to the first day of scheduled instruction
 - a. *VDFP current Instructor III Certification Course "Administrative Procedures" (GZI-07)*
 - b. *IFSTA "Fire and Emergency Services Instructor", 7th edition, Curriculum on CD-ROM*
 - c. *IFSTA "Fire and Emergency Services Instructor", 7th edition textbook*
 - d. *Course paperwork as supplied by the appropriate Virginia Department of Fire Programs' Division Office.*
2. Required materials for Instructor III Candidate's, a minimum of two (2) weeks prior to the first day of scheduled instruction
 - a. *IFSTA "Fire and Emergency Services Instructor" 7th edition textbook*
 - b. *VDFP Instructor III 7th Edition Candidate Package*

B. Course Curriculum

1. Session 1 (4-hours)

Orientation and Housekeeping

1.0 hour

Welcome / Instructor Trainer Introduction(s)

Safety

Layout

Schedule and Reading Assignments

Review and discuss Schedule and Reading Assignments

Paperwork

Daily Attendance Sheet

Schedule

Reading Assignment

IFSTA Fire and Emergency Services Instructor, 7th Edition Textbook

Candidate Package

Candidate Introductions and Background
Name,
Department
What they hope to get from training program

Candidate Jurisdiction Discussion (Facilitated)

1.0 hour

Demographics of Department
Location within the State
Location within the County/City
Types of Responses and Apparatus
Number of Department's/Stations in County/City
Candidate's Organization
Structure
Number of Personnel (Active/Inactive)
Certification/Training Requirements
Organizational Structure
Department Training Policies
Training Division Organization
Training Facilities and Equipment
Training Budget/Allocation
Training Record System
Are training records kept?
Where are records maintained?
How is training information captured?

Course Overview and Final Project Overview

0.5 hour

Course Goal

Train candidates to create an effective and functional training division
Analyze current training systems and organizational structures
Identify training needs and trends
Create and recommend an organizational structure to include recommending the necessary policies and procedures required to govern and manage a training division
Develop and implement a one and three year operational training plan

Course Overview

Nationally recognized Instructor III Certification Program
Meets and exceeds the NFPA 1041-07
Accepted by the National Board on Fire Service Professional Qualifications
24-hours of lectures and group work sessions

Final Project Documentation

Components of the Final Project
Evaluation methods for project and presentations

Final Project Presentation

Guidelines
Evaluation method
30% of final grade

Final Project Grading

70% of final grade

Course Expectations

0.5 hour

Attire

Attire fitting a Training Division Manager/Chief

No baseball caps, flip flops, shorts or t-shirts

Collared shirts are required

Materials/Equipment requirements

Laptop Computers are highly recommended for group activities.

A printer will be provided during work sessions.

There is no planned availability for Wi-Fi or internet connection.

Writing pads and pens are mandatory.

Keep an open mind.

Each Group presentation will be made by a different member of the group.

All group reports are to be submitted in writing immediately following each group's report. All submissions are to be legible.

Session Preparation

It is expected, all reading assignments are completed, and each candidate is prepared to discuss reading assignments.

Candidates are ready for participation prior to the scheduled start time.

NO CELL PHONES, PAGERS, RADIOS are to be ACTIVE DURING CLASS

There will be no texting or outside work conducted during Instructor III sessions.

Course Contact Information

It is highly recommended that candidates collect and disseminate contact information to include email and phone information.

Presentation

1.0 hour

Records Management

Chapter 20: Lecture covering Objectives 1-10

Total Time Required for Session 1

4.0 hours

2. **Session 2** (4-hours)

Presentations

Policies and Procedures, Guidelines

Chapter 20: Lecture covering Objectives 11-15 0.5 hour

Staff Selection and Employee Evaluation

Chapter 20: Lecture covering Objectives 16-24 2.0 hours

Group Projects

1.5 hours

Group Project 20-2

“Records Management”

Group Project 20-1

“Policy Development”

Break

Group Project 20-3

“Staff Selection and Qualifications”

Group Project 20-4

“Instructor Evaluations”

Total Time Required for Session 2

4.0 hours

3. **Session 3** (4-hours)

Presentations

Analysis and evaluation

Chapter 21: Lecture covering Objectives 1-13 1.0 hour

Group Projects

3.0 hours

Group Project 21-1

“Internal Training Requirements Survey” (15-minutes)

Group Project 21-2

“Personnel Training Requirements” (30-minutes)

Break

Group Project 21-3

“Instructional Needs and Program Cost Estimate” (30-minutes)

Group Project 21-4

“Training Program Responsibility and Maintenance” (20-minutes)

Break

Group Project 21-4

“Training Program Responsibility and Maintenance” Report (10-minutes)

Group Project 21-5

“Program/Instructor Evaluations” (40-minutes)

Total Time Required for Session 3

4.0 hours

4. Session 4 (4-hours)	
Presentations	
Program and Curriculum Development	
Chapter 22: Lecture covering Objectives 1-7	1.0 hours
Group Projects	3.0 hours
Group Project 22-1	
<i>“Training Program and Needs Analysis”</i> (20-minutes)	
Group Project 22-2	
<i>“Training Policy Revision”</i> (20-minutes)	
Break	
Group Project 22-3	
<i>“Training Schedule”</i> (20-minutes)	
Group Project 22-3	
<i>“Training Schedule”</i> Report (20-minutes)	
Break	
Group Project 22-4	
<i>“Training Program Materials and Equipment”</i> (20-minutes)	
Group Project 22-5	
<i>“Training Schedule”</i> (30-minutes)	
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Total Time Required for Session 1	4.0 hours
5. Session 5 (6-hours)	
Group Project Development	5.0 hours
The Groups will receive a department from the Instructor III Trainer. Each group is assigned to create a training program plan (group activity). Following the creation of a training plan, the group will present their training plan for their department to the class.	
Group Presentations	1.0 hour
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Total Time Required for Session 5	6.0 hours
6. Final Project Submission and Presentation (60 days)	<u>4.0 Hours</u>
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Total Time Required for Session 6	6.0 hours
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Total Time Required for Curriculum Delivery	26.0 Hours

XI. Course Completion and Processing

- A. The following forms, documents, materials, and equipment are required within 10-workings days following the final day (Session 6) of the Instructor III Certification Program.

Training Request/Completion Form (Section “B” completed)

Daily Attendance Sheet for each day of training Program

Course Roster/Attendance Record (Maintained and completed by the lead instructor)

Student Registration, Personal Data forms

Instructor Candidate’s Executive Summary Presentation Evaluation Form

Instructor Candidate’s Final Course Project Evaluation Form

Course/Instructor Session Critique Forms (from each Instructor Candidate participating in the training program for Session 1&2, 3&4, 5, and 6)

VDFP Course Critique Form

Any/All AV and Training Materials loaned to Instructor III Trainer(s)

4. Any questions regarding Instructor III Trainer qualifications, Instructor III curriculum, Instructor Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Instructor Certification Program’s Manager. Consult the VDFP Instructor Operations and Training Manual (Current Edition) for the names, addresses, and contact numbers for Division Offices.



Virginia Department of Fire Programs
INSTRUCTOR III CERTIFICATION PROGRAM
ADMINISTRATIVE PROCEDURES

The Instructor III Program Committee has reviewed and approved this curriculum for delivery. Following submission of this program by the Committee to the Virginia Department of Fire Programs' Administrative Staff, the Administrative Staff have reviewed the Administrative Procedures and curriculum for the Instructor III Certification Program approved it for delivery.

Committee Acceptance:

_____ Printed Name	_____ Signature	_____ Date

VDFP Representatives:

_____ Executive Director Printed Name	_____ Signature	_____ Date
_____ Branch Chief of Operations & Training Printed Name	_____ Signature	_____ Date
_____ Curriculum Development Printed Name	_____ Signature	_____ Date