

Virginia Department of Fire Programs
Instructor II Certification Course
8th Edition



NFPA 1041-12 "Standard for Fire Instructor Professional Qualifications"
IFSTA "Fire and Emergency Services Instructor", 8th Edition

Revision: September 1, 2014

Administrative Procedures and Training Plan

Virginia Department of Fire Programs

INSTRUCTOR II 8th EDITION

COURSE ADMINISTRATIVE PROCEDURES

I. Terminology:

- A. Instructor II Candidate** - *A registered student in the Virginia Department of Fire Programs' Instructor II certification program who meets all pre-course requirements and is currently in the process of completing classroom instruction and all candidate assignments.*
- B. Instructor II Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Instructor II, NFPA 1041 Standards for Fire Service Instructor Professional Qualifications, and the National Board on Fire Service Professional Qualifications.*
- C. Instructor II Evaluator** - *A qualified Instructor II Trainer responsible for the quality assurance component (evaluation) of instructional cadre delivering the Instructor II program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' Division Chief assigned to develop, implement, and manage the Instructor II certification program.*
- E. Instructor II Certification Course** - *A Virginia Department of Fire Programs' certification training program designed to meet the NFPA 1041 Standards for Fire Service Instructor Professional Qualifications, Level II, and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ).*

II. Instructor II “Trainer” Qualifications and Requirements:

A. Pre-Course Qualifications:

1. A minimum of three (3) years of experience conducting any of the approved Virginia Department of Fire Programs training and certification programs as a certified Instructor II, III, or IV. This pre-course qualification must be validated and approved by the candidate's appropriate Division Chief using the agency's Fire Service Training Records System (FSTRS).
2. Previous experience as an accomplished Instructor I “Instructor Trainer”, conducting at least four (4) approved and documented Instructor I Certification Courses. This pre-course qualification must be validated and documented in a letter of recommendation from the candidate's Division Chief using the Division Chief's knowledge of the candidate and the agency's Fire Service Training Records System.

B. Course Completion Requirements for recognition as an Instructor II “Trainer”:

1. Successful completion of the Instructor II “Train-the-Trainer” Pre-test with a minimum passing score of 70%. (*Applicable to new Instructor II Trainers only pursuant to the Virginia Fire Services Board requirements as of June 20, 2014.*)
2. Successful completion of the “Instructor II Trainer” training program with an additional 16-hours of required Field Instruction (entire program if the Instructor II Trainer Candidate has not conducted a previous Instructor II Certification Program in the past 24 months.) which includes:
 - a. *Direct delivery of 12 hours of classroom instruction and 4 hours of conducting classroom activities in an approved Instructor II certification training program.*
 - b. *Receive a satisfactory evaluation from a qualified Instructor II Trainer Evaluator based on observations of classroom lectures and candidate learning activities. The Instructor II Trainer Candidate must be evaluated by the “Instructor II Certification Course” Program Manager or the Program Manager’s designee.*
 - c. *All Instructor II Trainers shall meet the “Course Completion” requirements of this section to be approved to conduct the Instructor II Certification Course (NFPA 1041-12).*

C. Maintaining Instructor II Trainer Status

1. Instructor II Trainers shall conduct minimum of 12-hours in an approved Instructor II Certification training program within a 24 month period. The training must have conducted 10 hours of direct classroom lecture, and 2 hours of conducting classroom learning activities.
 - a. *When more than one Instructor II Trainer conducts an Instructor II Training Session, the training session’s hours will be divided equally between the instructors assigned to conduct the training session. (I.e.: Two (2) Instructor II Trainers are assigned to the same 8-hour classroom training session. Each instructor will be credited with conducting 4-hours of Instructor II certification training.)*
 - b. *Instructor II Trainers failing to meet the above criteria will be required to obtain a new letter of recommendation from their Division Chief and successfully complete the entire Instructor II “Train-the-Trainer” program.*

D. Quality Assurance

1. The Division Chief assigned to Program Management for the Instructor Certification programs will be responsible for ensuring the quality of the Instructor Certification Program’s Instructor Trainer Cadre within the Virginia Department of Fire Programs delivery system.
2. The Program Manager and/or the Branch Chief of Operations and Training has the authority to assign a qualified Instructor Trainer Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery. The assignments can be a direct result of (but not limited to):

- a. *Circumstances indicating a need for an evaluation of an individual instructor or instructional cadre because of poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.*
- b. *Based on an evaluation and/or assessment from an approved Instructor II Certification Program. When determined necessary, appropriate Instructor II Trainer Evaluator(s) will be assigned to complete and evaluation of a training program and/or Instructor II Trainer(s) and report back to the Program Manager/Branch Chief of Operations and Training.*
 - *Respective Division Chiefs should be notified of evaluations/assessments*
 - *Instructor II Trainers/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
 - *Instructor II Evaluators will be trained by a representative approved by the Program Manager as defined in the Administrative Procedures and VDFP Operation and Training Manual*

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

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

1. Recognized Level I Instructor 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)

2. Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Awareness and Operations training certificate which meets or exceeds one or more of the following:

- a. *Hazardous Materials Awareness and Operations*

National Board of Fire Service Professional Qualification (NBFSPQ) for Hazardous Materials Awareness and Operations

International Fire Service Accreditation Congress (IFSAC) for Hazardous Materials Awareness and Operations

Virginia Department of Emergency Management as Hazardous Materials Technician -OR- Specialist.

3. Documented training for FEMA/NIMS 700, 100, and 200 (*Incident Command Training Programs*)

B. Course Completion Requirements for Instructor II Candidates

1. Instructor II Candidates are required to attend 85% of classroom sessions to meet all of the standards set forth in the current National Fire Protection Association's 1041, *Standard for Fire Service Instructor Professional Qualifications*, Level II.
 - a. *Instructor II candidates failing to complete an Instructor II certification course and the related candidate assignments may elect to register in another Instructor II certification course starting at the point of previous incompleteness.*
2. Instructor II Candidates are required to satisfactorily complete assigned presentations and assignments as identified in the course curriculum, and/or by the Instructor II Trainer.
 - a. *Instructor II Candidates shall present a typed/computer generated copy for all assignments. All typed/computer generated documentation must be submitted to the Instructor II Trainer prior to the assignment's submission deadlines.*

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction and Instructor Candidate presentations **24 Hours**
 - a. *Final written State test and project submission are not included in the 24 hours of instructional training.*

B. Course Delivery

1. Classroom instruction requires two (2) qualified instructors to deliver two consecutive 8-hour days of the training program. Training sessions of 4-hours or less require one (1) instructor. Class size shall not be **less than four** (4) or **more than 16** candidates at any time.

The two (2) instructor requirement for 8-hour consecutive days ensures instructor vitality and enthusiasm in the 8-hour training session by dividing the instructional "work load" between the two instructors and promoting effective training and model behavior to instructor candidates. (As identified in Chapter 10, pages 225-227, of the IFSTA "Fire and Emergency Services Instructor" textbook, 8th edition.)

C. Student Load/Registration

1. Class size for the Virginia Department of Fire Programs' Instructor II Certification Course shall not be **less than four** (4) or **more than 16** candidates at any time. (Funded or non-funded training programs)

The Instructor II training program requires a minimum of four (4) students to ensure designed interaction between students and instructors, and the facilitation of lesson assignments.

V. Course Completion Requirements

A. Instructor II Trainer Course Completion Requirements

1. Instructor II Trainers are to submit the following documentation to the governing VDFP Division Office within ten (10) working days from last day of training. (as stated in the VDFP Instructor's Manual):

Course Request/Completion Form - *completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor.*

Daily Attendance Sheet - *for each day of attendance, with columns for the students **printed name, student's signature, student's FDID, and Instructor II Trainer's Initials.** (This form is available from the Program Manager upon request.)*

Standard Roll Call Form - *maintained and completed by the Instructor II Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet **WILL NOT RECEIVE CREDIT** on the Standard Roll Call Form for that day's attendance.*

Registration/Data Forms - *appropriately completed Registration and Personal Data (reverse side of Registration form), and Written Test/Course Completion "bubble" forms. All submitted forms must be reviewed by Instructor II Trainer for accuracy and completeness. Errors on forms will be returned to the Instructor II Trainer for correction. (Forms available from local Division Office)*

Instructor Candidate Evaluations - *Instructor II Candidates will complete a course/instructor evaluation form as supplied by VDFP (funded programs) or the local jurisdiction (non-funded or partially funded programs).*

B. Instructor II Candidate Course Completion Requirements

1. 85% attendance of **24** hours of classroom sessions as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1041-12 *Standard for Fire Service Instructor Professional Qualifications, Level II.*
2. Successful completion of the final written test and candidate project.
3. When all conditions of certification have been met by the Instructor II Candidate, VDFP will issue a certificate of certification; enter the new Instructor II's certification in the VDFP Fire Service Training Record System (FSTRS).

VI. Material Requirements

A. Instructor II Trainer Materials

1. VDFP Approved Program Administration and Training Plan
2. IFSTA “Fire and Emergency Services Instructor” Curriculum (8th Edition)
3. IFSTA “Fire and Emergency Services Instructor” Textbook, (8th Edition)
4. Appropriate course paperwork as supplied by the appropriate Virginia Department of Fire Programs Division Office (funded program) or jurisdiction (non-funded or partially funded programs).

B. Instructor Candidate Materials (Received minimum of 2 weeks prior to the start of the program)

1. IFSTA “Fire and Emergency Services Instructor” Textbook, (8th Edition)
2. VDFP Instructor II 8th Edition Candidate Package
3. Instructor II Schedule and Reading Assignments
4. Candidate Registration Letter

VII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Programs’ Instructor II training program consists of **24** hours of classroom instruction and learning activities.

To ensure instructor candidates meet the National Fire Protection Association’s 1041-12, *Standards for Fire Service Instructor Professional Qualifications*, and the requirements of the *National Board on Fire Service Professional Qualifications* (ProBoard). Candidates must successfully complete a written test and final course project.

B. Course Curriculum

1. Schedule Recommendation: No more than eight (8) hours per week
2. Instructor II Trainers must allow at least 7 days between Sessions 1 and 3, and Sessions 3 and 5
3. The following section provides the Instructor II Trainer with the approved curriculum and schedule for delivering training:

SESSION 1 (4-hours)

ORIENTATION

*Instructor Trainer Introduction, Facility Layout, Emerg./Safety
Registration and Daily Attendance Sheet
Job Performance Requirements (NFPA 1041) Review* 80 min.

PROJECT INTRODUCTION 30 min.

Instructor II Final Project
Project overview 10 min.
Project Instruction/Topic selection "Instructor II Project Overview" 60 min.

GROUP ACTIVITY

Topic Discussion and selection 30 min.

A break (3) @ 10 minutes each 30 min.
240 min.

SESSION 2 (4-hours)

PRESENTATION

Chapter 10: ("Lesson Plan Development", Pages 250-266, Slides 1-17) 60 min.

GROUP ACTIVITIES

Activity 10-II-1 First Steps of a Lesson Plan 60 min.
Activity 10-II-2 Reviewing Objectives 40 min.
Activity 10-II-3 Creating a Lesson Outline 50 min.

A break (3) @ 10 minutes each 30 min.
240 min.

SESSION 3 (4-hours)

PRESENTATION

Chapter 10: ("Lesson Plan Development", Pg. 267-277, Slides 18-34) 50 min.
Hmwrk Assignment 10-II-4 Ancillary Components 10 min.
A break (1) @ 10 minutes each 10 min.

PRESENTATION

Chapter 11: ("Training Evolution Supervision", Pg. 278-293, Slides 1-23) 50 min.
Activity 11-II-1 Safety Considerations 50 min.
A break (2) @ 10 minutes each 20 min.

CANDIDATE PROJECT DEVELOPMENT

Review of Candidate Selected Topic (Goal)
First Steps of a Lesson Plan (Obj./Steps/Cog/Skill/Safety) 50 min.

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<u>SESSION 4</u> (4-hours)	240 min.
PRESENTATION	
<i>Chapter 12:</i> (“Test Item Construction”, Pg. 294-321, Slides 1-43)	120 min.
<i>Activity 12-II-1 “Creating Test Question”</i>	60 min.
<i>A break (3) @ 10 minutes each</i>	30 min.
CANDIDATE PROJECT DEVELOPMENT	<u>30 min.</u>
	240 min.

<u>SESSION 5</u> (4-hours)	
PRESENTATION	
<i>Chapter 13:</i> (“Super. and Admin. Duties”, Pg. 322-354, Slides 1-60)	140 min.
<i>Activity 13-II-1 “Course Planning, Scheduling and Budgeting”</i>	70 min.
<i>A break (3) @ 10 minutes each</i>	<u>30 min.</u>
	240 min.

<u>SESSION 6</u> (4-hours)	
PRESENTATION	
<i>Chapter 14:</i> (“Instructor & Course Evaluations”, Pg. 356-368, Slides 1-43)	60 min.
<i>Activity 14-II-1 “Presentations and Evaluations”</i>	180 min.
<i>Breaks as needed during presentations</i>	<u> </u>
	240 min.

Additional scheduling requirements:

INSTRUCTOR II CERTIFICATION TEST (Non-Curricular)

Timed Test: 120 minutes

A minimum period of 10-calendar days is required between the last day of Session 6 and the State’s certification test and project submission.

The Final Written Test must be administered a minimum of 10 and maximum of 15 working days following last day of scheduled course.

The Virginia Department of Fire Programs must approve all non-funded course schedules a minimum of 30 – calendar days prior to delivery, and funded programs a minimum of 60 – calendar days prior to delivery.

The Instructor II certification course has been designed to allow candidates the best opportunity to learn and demonstrate new skills. The schedules and Training Plan have been reviewed and approved by the Instructor II Development Committee as the best method to allow candidates preparation time for class assignments and to absorb the large amount of information within the training program.

Instructor II Trainers and/or Organizations requesting to deviate from the Instructor II Training Plan must submit their proposed schedules to the Instructor Development Committee Program Manager through their Division Chief for approval. The Instructor Development Committee's Program Manager will forward the schedule (via e-mail) to Committee members for review, consideration, and approval (approval by simple majority.) An answer will be returned to the requestor through the appropriate Division Chief within five (5) business days following the receipt of the request by the Instructor Development Committee's Program Manager.

VIII. Candidate Written and Project Presentations

A. Final Written Test

1. Candidates failing to receive a minimum score of **70 points** on the written test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days from notification of test failure, and no later than 90 calendar days following notification of test failure. Candidates failing the Instructor II retest or failing to re-test within the specified time period will be required to re-attend the Instructor II Certification Course. (**No exceptions!**)

B. Instructor II Candidate Final Projects

1. Instructor II Trainers and Candidates will use the "Evaluation of Instructor II Project" evaluation form and "Instructor II Candidate Project" document as a basis for completion and submission of their final project. Instructor II Candidates will be required to submit a copy of their Final Project to the appropriate Instructor II Test Administrator prior to taking the written certification test. The project submission will be evaluated by a qualified Instructor II Project Evaluators.

Candidates failing to submit a course project on the scheduled test date will not be allowed to attend the written test. Candidates failing to submit a course project on the scheduled test date will be required to submit their project to the appropriate Division Office prior to completing the written test. Late submissions of projects will be penalized two (2) points from the project's final grade for each calendar day past the original scheduled test date.

Projects submitted on the scheduled test date will be evaluated by qualified Instructor II Project Evaluators on the day of the scheduled written test. Projects failing to meet the minimum required points (70) will be evaluated by a second qualified Instructor II Project Evaluator. Scores from both evaluators will be averaged and the result will be applied to the Candidate's Project grade.

Projects not meeting the minimum acceptable score (70 points) will be returned to the appropriate candidate with the evaluation grading form and evaluator notation(s). Candidates will have 15 calendar days to review the evaluation, make revisions, and re-submit their project to the appropriate Division Chief for re-evaluation. Candidates failing to receive the minimum acceptable points following resubmission of their project will be required to attend another Instructor II Certification program.

2. Project Evaluators for Instructor II Projects will be assigned by the appropriate Division Chief. Project Evaluators will be assigned to evaluate candidate projects on the scheduled date for the written test. Project Evaluators will submit their results to the Test Administrator who will submit the testing materials to the appropriate Division Office for processing.

XI. Course Completion Requirements

A. Documentation / Course Completion (Submitted by Lead Instructor)

1. The following forms and documents are required within 10-workings days following the final day of the Instructor II training Program by the Lead Instructor II Trainer:

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)

Registration, Personal Data forms

Instructor Candidate’s Final Project Grading Form with notations

Course/Instructor Critique Form (From each Instructor Candidate participating in the training program)

Course Critique Form (From each Instructor II Trainer responsible for conducting a training program)

Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Instructor II Trainer qualifications, Instructor II curriculum, Instructor Candidate performance requirements, the Administrative Procedures used to conduct the certification program, or the program’s Training Plan, should forward their questions and/or concerns to their VDFP Division Chief or the Instructor Certification Program’s Manager. Consult the Instructor II Syllabus for the contact numbers for Division Offices.



Virginia Department of Fire Programs
INSTRUCTOR II, 8th EDITION
COURSE ADMINISTRATIVE PROCEDURES

The Instructor Development Committee has reviewed the Procedures for the Instructor I Certification program identified in the previous pages. All undersigned have agreed to its presentation.

Committee Acceptance:

_____ Program Manager Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

VDFP Representatives:

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