Virginia Department of Fire Programs
Instructor I Certification Course

ENCLOSURE 3

Program Administration and Training Plan

Revision: 3/6/14

Virginia Department of Fire Programs
INSTRUCTOR I - 8th EDITION
ADMINISTRATIVE PROCEDURES and TRAINING PLAN

I. Terminology:

A. Instructor I Candidate - *A registered student in the Virginia Department of Fire Programs' Instructor I certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 42 hours of classroom instruction and candidate presentations; the successful completion of the final written test and presentation evaluation for Instructor I certification.*

B. Instructor I Trainer - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Instructor I, NFPA 1041-12 Standard for Fire Service Instructor Professional Qualifications, and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*

C. Instructor I Evaluator - *A qualified instructor meeting the Virginia Department of Fire Programs training program evaluation requirements for Instructor I, NFPA 1041-12 Standard for Fire Service Instructor Professional Qualifications. The Evaluator is responsible for the quality assurance component (evaluation) of instructional cadre delivering the Instructor I program.*

D. Program Manager - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Instructor I certification program.*

E. Instructor I Certification Course - *A Virginia Department of Fire Programs' certification training program designed to meet the NFPA 1041-12 Standard for Fire Service Instructor Professional Qualifications, Level I, and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or the International Fire Service Accreditation Congress (IFSAC).*

II. Instructor I Trainer Qualifications and Requirements:

A. Pre-Course Qualifications

New Instructor I Trainers **not** having a **current** Instructor I Trainer "Train-the-Trainer":

1. A minimum of 3-years experience as an accomplished Instructor II, III, or IV. (Validated and documented by the candidate's Division Chief in the Division Chief's mandatory reference letter.

2. Prior monitoring or completion of a current 42-hour Instructor I Certification Training Program (NFPA 1041-12), with validation of 42 hours of attendance received from the candidate's VDFP Division Chief.

    a. *A Division Chief's waiver may be accepted if the Instructor I Trainer Candidate has completed a previous Instructor I Certification Program "Train-the-Trainer and conducted at least 16 hours of instruction within the past 24 months.*

3. Completion of a 50-multiple choice question pre-test receiving a minimum score of 70% correct. (**The pre-test** (1 hour time limit) **and 12-15 minute presentation must be completed prior to the first day of the scheduled Instructor I Trainer "Train-the-Trainer" program. Written pre-tests and the Instructor I Candidate presentations may be completed in any VDFP Division Office.**

4. Completion of a 12-15 minute presentation (using lesson plans from the Instructor I Candidate Package and conducted at the beginning of the first day of the scheduled Instructor I Trainer "Train-the-Trainer" program.

   a. *Current Instructor I Trainer's (XG1-07), who have documented evidence of instruction within an Instructor I Certification Program, 7th Edition, from July 1, 2012 to August 1, 2013, are exempt from making the 12-15 minute presentation prior to attending the Instructor I, 8th edition, Train-the-Trainer (XG1-12).*

   b. *Current Instructor I Trainer's (XG1-07) exempted from the 12-15 minute presentation will be evaluated in their first Instructor I Certification Program (8th Edition) for a minimum of one complete 4-hour session (4-hours) by a qualified Instructor Trainer evaluator trained by the Instructor Development Committee and designated by the Instructor Certification Program Manager.*

   The Instructor I, 8th edition, "Evaluation of Instructional Methods" form will be used and require the candidate to acquire a minimum score of **80** points.

5. All qualified Instructor I Trainers will be evaluated for a minimum of **2**-hours once in a **2**-year period by a qualified Instructor Trainer evaluator designated by the appropriate Division Chief.

B. Course Completion Requirements (Recognition as an Instructor I Trainer - XG1-12):

1. Successful completion of the "Instructor I Train-The-Trainer" program (NFPA 1041-12) and an additional (required) Field Instruction with a qualified Instructor I Trainer which includes:

   a. *Successful completion of the classroom and practical (teach back) training sessions (8 hours of second day allocated for this portion of the training.)*

   b. *Conduct a minimum of **12** hours of classroom instruction as the primary instructor and **4** hours of evaluation of Instructor I Candidate presentations and receive a satisfactory evaluation prepared by the "Instructor I Certification Course" Program Manager or the Manager's designee.*

      A report will be generated by the Instructor Trainer monitoring the training program and forwarded to the appropriate Division Chief with a copy to the Program Manager.

   c. *Successful completion of Instructor Orientation, Ethical Decision Making, or any future on-line or classroom training programs designed to provide Instructor I Trainers with additional information or curriculum changes.*

C. Maintaining Instructor I Trainer Status

1. Instructor I Trainers shall conduct eight (8) hours of classroom instruction and four (4) hours of Candidate presentation evaluations in an approved Instructor I Certification training program (8th Edition) within a twenty four (24) month period.

    a. *When more than one Instructor I Trainer conducts an Instructor I Training Session, the training session's hours will be divided equally between the instructors assigned to conduct the training session. (Ie: Two (2) Instructor Trainers are assigned to the same 8-hour classroom training session, each instructor would be credited with conducting 4-hours of Instructor I certification training.)*

    b. *Instructor I 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 current Instructor I "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 I - Instructor Trainer Cadre within the Virginia Department of Fire Programs delivery system.

2. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate and/or assess individual instructors prior to, during or after instructional delivery.

    a. *When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre. (Ie: poor candidate evaluations, candidate/department complaints on instructional delivery, and/or written and performance test indicators.)*

    b. *When an evaluation and/or assessment are required by program administrative guidelines or VDFP Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.*

        1. *Respective Division Chiefs may/may not be notified of evaluations/assessments.*

        2. *Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*

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

    c. *The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

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

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

1. Current Firefighter 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 -

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. *Virginia Department of Fire Programs training in Hazardous Materials Operations*

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

B. Course Completion Requirements for Instructor I Candidates

1. Instructor I Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the National Fire Protection Association's 1041, *Standard for Fire Service Instructor Professional Qualifications*, Level I.

   a. *Missed sessions or any portion of that session, must be made up as the entire session prior to the next scheduled session or within another Instructor I certification course. All sessions within the Instructor I certification course must be taken in sequence.*

2. Instructor I Candidates are required to satisfactorily complete assigned presentations as identified in the course curriculum, and by the Instructor I Trainer.

   a. *Instructor I Candidates shall present a typed, legible copy of all lesson plan presentations to the appropriate Instructor I Trainer prior to their assigned presentations.*

   b. All lesson plan presentations shall conform to the lesson plan development guide provided by the Instructor I Trainer.

IV. Course Curriculum and Delivery

A. Course Curriculum

1. 42 hours of classroom instruction, group activities and Instructor I Candidate presentations

2. The final written State Certification Test and Presentation Evaluation are **NOT** included in the 42 hour Instructor I curriculum.

3. It is important to note, the addition of the written test, and presentation evaluation will make the Instructor I certification program a total 48 hours in length.

B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. (The VDFP Instructor Development Committee requires two (2) qualified instructors during consecutive 8-hour blocks of training.) Class size is **not to exceed** 24 candidates.

2. Practical sessions (Instructor I Candidate Presentations)

   a. *Instructor/Candidate ratio for presentation evaluations shall not exceed* ***one (1) instructor for every eight (8) candidates.*** (1:8 ratio important to complete presentations within the allotted time limits.)

   b. *Instructor I Candidate* ***presentation sessions are not to exceed 4 hours.*** *This will ensure proper evaluation of and attention to candidate presentations by Instructor I Trainers,*

   -AND-

   Improve Instructor I Candidate attention and effective evaluation during peer presentations.

C. Candidate Load/Registration

1. Maximum number of candidates for the Virginia Department of Fire Programs' Instructor I Certification Course is **not to exceed 24** Instructor Candidates

   a. *Classroom Instructor/Candidate ratio is: 1:24*

   b. *Presentation Instructor/Candidate ratio is: 1: 8*

V. Course Completion Requirements

A. Instructor I Trainer Course Completion Requirements

1. Instructor I Trainers are to submit the following documentation to the governing VDFP Division Office prior to administering the Certification Written Test and conducting Presentation Evaluations. The appropriate Division Office will validate candidates eligible to attend the State certification Test. All course documentation must be submitted no later than **10 working days** from last day of training.

Training Request/Course - *Completion Form*	*completed form to include section "B" (submitted to and approved by the appropriate VDFP Division Office) Non-funded requests must include an attached schedule identifying the dates, time, location, and subjects for the program. Additionally, the non-funded request must include a listing of qualified instructor I Trainers and the dates and subjects they will be teaching. (This form is available from the Program Manager upon request.)*
Daily Attendance Sheet -	*for each day of attendance, with columns for the candidates printed name, candidate's legible signature and FDID, and Instructor I Trainer's Initials. (This form is available from the*

Program Manager upon request.)

Instructor I Roll Call Form - *maintained and completed by the Instructor I Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Candidates must be listed in alphabetical order. Candidates failing to appear on any Daily Attendance Sheet* ***WILL NOT RECEIVE CREDIT*** *on the training program's Standard Roll Call Form for that day's attendance.*

Orange/Purple Data Forms - *appropriately completed Registration and Personal Data, and Written Test/Course Completion forms. All submitted forms must be reviewed by Instructor I Trainer for accuracy and completeness. Errors on forms will be returned to the Instructor I Trainer for correction. (Forms are available from the local Division Office)*

NOTE: ***Only the last four digits of the candidate's Social Security number are to be entered onto registration and Written Test Forms. The last four digits are to be preceded by zeros. All entries are to be "bubbled in" or marked.***

Course Critique Form - *VDFP Course Critique forms are to be completed by* ***ALL*** *Instructor I Candidates. Forms are to be distributed to all candidates on the first day of the course. Instructor I Trainers are to instruct candidates to use the forms throughout the training program and submit the forms prior to taking the Certification Program's Written State Test.*

B. Instructor I Candidate Course Completion Requirements

1. 100% attendance of the 42 hours of classroom and presentation 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 I)

2. Successful completion of the final written test and presentation evaluation

3. When all conditions of certification have been met by the Instructor Candidate, VDFP will issue a certificate of certification, enter the new Instructor's certification in 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").

VI. Logistical Requirements

A. Instructor I Trainer Materials

1. VDFP current Instructor I Course *Administration Procedures 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 Virginia Department of Fire Programs Division Office

5. VDFP Instructor I Candidate Package, 8th Edition

6. Presentation recording equipment as supplied by the appropriate Division Office for funded training programs only. (One complete set for each group of eight (8) or less candidates.)

   Presentation recording equipment as supplied by the jurisdiction for non-funded training programs only. (One complete set of recording equipment will be required for each group of eight (8) or less candidates.)

B. Instructor I Candidate Materials

1. IFSTA *Fire and Emergency Services Instructor* textbook, 8th Edition

2. Presentation recording media ("4 GB External Drive"), or as specified by Authority Having Jurisdiction (for use in recording candidate presentations)

3. VDFP Instructor I Candidate Package, 8th Edition

C. Facility and Equipment

1. Lecture Facility (Classroom Instruction)

   a. Classroom must be able to accommodate the registered number of candidates comfortably.

      (Classroom acceptance will be based on the number of registered candidates on the start date of the training program and approved by the Lead Instructor I Trainer).

2. Presentation Facility (Candidate Presentations)

   a. Presentation rooms must be able to accommodate 8 candidates, the Instructor I Trainer, and appropriate audiovisual equipment comfortably.

   b. The hosting jurisdiction must be able to provide one acceptable presentation room for each group of eight (8) candidates.

   c. Presentation Room acceptability will be based on the Lead Instructor I Trainer's evaluation and acceptance of the facility and training room(s).

      (Presentation room acceptance will be based on the number of registered candidates on the start date of the training program and approved by the Lead Instructor I Trainer).

VII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Programs' Instructor I certification program consists of 42 hours of classroom instruction, group activities and Instructor I Candidate presentations.

2. During the classroom and presentation portion of the Instructor I training program, candidates are given subject and presentation assignments to include lesson plans. All candidate presentations are evaluated by an approved Instructor I Trainer. The "in course" presentation evaluations are conducted to prepare the candidate for the required State Presentation Evaluation.

3. Instructor Candidates are required to complete assigned presentations as identified in the course curriculum and/or by the Instructor I Trainer during the training program.

   To ensure instructor candidates meet the Virginia Department of Fire Programs, National Fire Protection Association's 1041, *Standard for Fire Service Instructor Professional Qualifications*, Level I, and the National Board on Fire Service Professional Qualifications, candidates must successfully complete a written test following the last day of classroom training and a presentation evaluation. Candidates must receive a minimum score of **70%** on the written test and a minimum of **75** points on the presentation evaluation.

B. Course Curriculum

1. Pre-Course Requirements for Division Offices

Pre-Course registration will be required for **all** Instructor I Certification Programs (funded and non-funded). Candidates may register on-line (www.vafire.com), completion of a VDFP registration form submitted to the appropriate Division Office, or telephone registration.

Registration letters informing the Instructor I Candidate of acceptance and placement within the training program and the training program's schedule and reading assignments will be forwarded to all registered Candidates a minimum of **2 weeks** prior to the scheduled start date of the Instructor I training program. The Registration Letter will provide the training site's physical address (no P. O. Box addresses) and the Date and Start Time of the first day of scheduled training.

Division Offices will enclose the Instructor I Schedule and Reading Assignment in the Registration notification. (This may be done as an email attachment.)

Instructor I Candidate Packages will be provided to pre-registered candidates by the local Division Office. Candidate packages may be reproduced and distributed prior to the first training session, provided as an email attachment, or provided a CD disk prior to the first training session.

Instructor I Candidate Packages may be forwarded to Candidates as email attachments

–OR–

obtained from any Division Office by a Candidate registered in an approved Instructor I certification program.

2. Course Schedule

SESSION 1 (4 hours)	
Orientation and Instructor Candidate Introductions	1.0 Hours
Chapter 1 – The Instructor as a Professional	2.0 Hours
Lesson Activity 1-I-1 Ethics Scenarios	.5 Hours
VDFP Activity 1-I-2 Developing and Introduction	.5 Hours
	4.0 Hours
SESSION 2 (4 hours)	
Chapter 2 – Principles of Learning	1.0 Hours
Lesson Activity 2-I-1 Student Styles	.5 Hours
VDFP Activity 2-I-2 Developing a Lesson Motivation	.5 Hours
Chapter 3 – Instructional Planning	1.0 Hours
Lesson Activity 3-I-1	.5 Hours
Lesson Activity 3-I-2	.5 Hours
	4.0 Hours
SESSION 3 (4 hours)	
Chapter 4 – Instructional Materials and Equipment	1.5 Hours
Chapter 5 – Learning Environment	1.5 Hours
Accessing and Using the CD Rom and Candidate Lesson Plans	.5 Hours
Accessing and Using Candidate Lesson Plans PowerPoint	.5 Hours
	4.0 Hours
SESSION 4 (4 hours)	
Chapter 6a – Classroom Instruction (Objectives 1-7)	**4.0 Hours**
SESSION 5 (4 hours)	
Chapter 6b – Classroom Instruction (Objectives 8-15)	**4.0 Hours**
SESSION 6 (4 hours)	
Presentation #1 (12-15 minute)	**4.0 Hours**
SESSION 7 (4 hours)	
Presentation #2 (12-15 minutes)	**4.0 Hours**
SESSION 8 (4 hours)	
Chapter 7 – Skills Based Training Beyond the Classroom	2.5 Hours
Chapter 8 – Testing and Evaluation	1.5 Hours
	4.0 Hours
SESSION 9 (2 - 4 hours)	
Presentation #3 (8-10 minute)	**4.0 Hours**
SESSION 10 (2-4 hours)	
Chapter 8 – Activities 8-1 and 8-2	
Chapter 9 – Records, Reports and Scheduling	**2.0 Hours**

SESSION 11 (4 hours)
Presentation #4 (18-25 minute) **4.0 Hours**

42 Hours

IMPORTANT:

The Virginia Department of Fire Programs Instructor I certification course must be conducted in the following schedule format:

*Instructor I Course Sessions **should** be taught in the order as approved by the Instructor Development Committee for the Instructor I, 8th Edition program curriculum. The final approval for any schedule deviations must be approved by the appropriate Division Chief. A minimum of two (2) days must be scheduled between Session 5 (Chapter 6) and Session 6 (Presentation #1, 12-15 minutes)*

A minimum of two (2) days must be scheduled between Presentations #1 & #2, and #3 & #4.

C. Course Documentation

1. VDFP Policy and Procedures requires the governing Division Office to validate candidate attendance and course completion prior conducting the State Written Test and Final Presentation Evaluations. It will be the Lead Instructor's responsibility to submit the course documentation within the 10-working day time frame established in the agency' Training and Operations Manual.

   The Division Office will have five (5) working days, from the date the course documentation is received, to process and validate certification test eligibility. The Lead Instructor will then receive a list of candidates eligible to attend the Written and Presentation Evaluations from the governing Division Office.

   Note: *Original course schedules may contain an established date for the State's Certification testing. It is highly recommended that the Lead Instructor allow enough time for delivery of the Course Paperwork to the appropriate Division Office and the processing and validation of the documentation and instructor notification.*

2. Instructor I Trainers and/or Organizations requesting to deviate from the Instructor I, 8th edition schedule must submit their proposed schedules to the Instructor I Certification Program's Program Manager through their Division Chief for approval. The Program Manager will approve or deny the schedule deviation. Approval (or denial) will be returned to the requestor through the appropriate Division Chief within five (5) business days following the receipt of the request by the Program Manager.

VIII. Candidate Written and Presentation Evaluations

A. Final Written Test

1. It is essential that Instructor I Candidates possess reading and comprehension proficiency as

nationally certified Level I Instructors. Candidates successfully completing the Instructor I certification course will be required to perform independent study on a variety of subject matter in preparation for presentations associated with field instruction. Based on these essential requirements for Level I Instructors, the Instructor I Certification Program does not permit reading the Final Written Certification test to any candidate.

2. The Final Written Test for the Instructor I Certification Course will be administered by a qualified VDFP Test Administrator/Supervisor. The Test Administrator/Supervisor will be assigned by the appropriate VDFP Division Office.

3. Candidates failing to receive a minimum score of **70%** on the written certification test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days from the notification of failure, and no later than 90 calendar days following the notification of failure. Failure of candidates to retest within the specified time, or fail to achieve the minimum required score will be required to retake the entire Instructor I Certification Course.

B. Instructor I Candidate Presentation Evaluations

1. The Instructor I Final Presentation Evaluations for the Instructor I Certification Program will be supervised and evaluated utilizing a qualified Instructor I Test Site Supervisor and Presentation Evaluators. Both the Supervisor and Evaluators will be assigned by the governing VDFP Division Office.

   Presentation Evaluators will be required to use the *Evaluation of Instructional Methods* form approved for the Instructor I, 8th edition course curriculum. Presentation Evaluators will complete the appropriate evaluation form for each Candidate being evaluated and validate their evaluation by signing and dating the bottom of the evaluation form. Candidates **must receive an acceptable minimum score as defined by the** *Evaluation of Instructional Methods* form authorized for use in the Instructor I, 8th edition certification program.

2. Following the Final Presentation Evaluations, Presentation Evaluators will submit all completed evaluation forms to the assigned Test Site Supervisor. The Supervisor will follow VDFP Policy and Procedures for securing and returning the final documentation to the appropriate Division Office.

   a. Candidates failing to successfully complete the final presentation evaluation will have the opportunity to attempt the presentation a second time. The second presentation will not be permitted earlier than 10 calendar days from the notification of failure, and no later than 90 calendar days following the notification of failure. Failure for any reason to successfully complete the second presentation (retest) will require the Candidate to re-take the Instructor I Certification Program.

      Second presentations (retest) must be scheduled by the candidate with the appropriate Division Office and approved by the Division Chief. Presentations must be conducted using one of the following methods: at another Instructor I Certification Course; or in an approved classroom facility with a minimum of four (4) students present, evaluated by a qualified Presentation Evaluator for the Instructor I Certification Program.

IX. Additional Information and Help

A. Any questions regarding Instructor I Trainer qualifications, Instructor I curriculum, Instructor I Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to a VDFP Division Chief or the Instructor Certification Program's Manager. Consult VDFP's Website (www.vafire.com) for names, addresses, and contact numbers for Division Offices.

Division	Location	Phone	Email
Division 1 Training	Glen Allen	804-249-1995	Division1@vdfp.virginia.gov
Division 2 Training	Orange	540-672-1277	Division2@vdfp.virginia.gov
Division 3 Training	Farmville	434-392-3277	Division3@vdfp.virginia.gov
Division 4 Training	Chilhowie	276-646-0266	Division4@vdfp.virginia.gov
Division 5 Training	Hampton	757-848-5828	Division5@vdfp.virginia.gov
Division 6 Training	Roanoke	540-561-7460	Division6@vdfp.virginia.gov
Division 7 Training	Fairfax	703-259-3232	Division7@vdfp.virginia.gov

VIRGINIA DEPARTMENT OF FIRE PROGRAMS
INSTRUCTOR I - 8th EDITION
ADMINISTRATIVE PROCEDURES AND TRAINING PLAN

The Fire Instructor I training program Development Committee have reviewed the Administrative Procedures and Training Plan for the Instructor I, 8th Edition certification program. Committee members are confident the curriculum meets the intent of the National Fire Protection Association's 1041-12 *Standard for Fire Service Instructor Professional Qualifications.* All members of the Committee, by consensus, have agreed to its content, schedule and presentation format.

Instructor I, 8th Edition, Development Committee Acceptance:

Joseph R. Bailey	Signature	Date
Ronald R. Bowser	Signature	Date
April E. Elmore	Signature	Date
William S. Talley	Signature	Date

Virginia Department of Fire Programs Representatives:

Donald E. Hansen Branch Chief Training and Operations	Signature	Date
Chief, Curriculum Development	Signature	Date
Division Chief / Program Manager	Signature	Date

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