



**DEPARTMENT OF FINANCIAL SERVICES**

Division of State Fire Marshal  
Bureau of Fire Standards & Training

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Title: **FIRE SERVICE INSTRUCTOR CERTIFICATION:  
SINGLE COURSE EXEMPTION**

Release Date: February 3, 2014

**REQUIREMENTS FOR SINGLE COURSE EXEMPTION**

The Bureau of Fire Standards and Training (Bureau) shall certify individuals to conduct training and education classes. For purposes of qualifying an instructor to teach subjects within the purview of the Bureau, an applicant shall be awarded instructor certification when they meet the requirements of Instructor I, II, III, or Single Course Exemption.

Individuals seeking Single Course Exemption shall submit the following as a minimum to the Bureau:

- Form [DFS-K4-1455, Application for Single Course Exemption Instructor Certification](#) for each course.
- Letter from applicant requesting exemption for each course. The course title and corresponding course number shall be included.
- Verification of completion of the course titled “Fire Service Course Delivery” or an equivalent course.
- Documentation in the form of a resume or letter that clearly defines the applicant’s education, experience, and training to be considered by the Bureau.
- Documentation of subject matter expertise by evidence of experience of at least 5-years in the subject area by the applicant; or, documentation of subject matter expertise by evidence of academic experience such as a bachelor’s degree directly related to the subject; or, a combination of both.
- Copy of proposed syllabus that will be used by the applicant for the course exemption being requested.

Applications received which do not include the above information will be returned to the applicant.

Individuals who are issued a Single Course Exemption – Instructor Certification, will be approved to teach the respective course. This approval is subject to the 4-year instructor renewal period. Future renewal of the Single Course Exemption is subject to review by the Bureau.

*Frequently Asked Questions:*

1. *Q. Am I required to submit a separate application and required documentation for each single course exemption request?*  
A. *Yes.*

2. *Q. What documentation shall I include in my letter or resume?*
  - A. *Applicants should consider including detail of their professional experience, work history, instructor experience, education, training, and any professional designation or license they desire the Bureau to consider.*
  
3. *Q. How long is my Single Course Exemption Certification valid?*
  - A. *Your certificate is valid for four years. You are required to complete the 40-hour continuing education requirement to be eligible for renewal of your Single Course Exemption Certification. In such case that a significant change has been made to the course associated with your exemption, you may be required to initiate a new application for the updated course.*

Please contact the Standards Section of the Bureau of Fire Standards and Training at (352) 369-2800 if you have any questions.