



**DEPARTMENT OF FINANCIAL SERVICES**

*Division of State Fire Marshal  
Bureau of Fire Standards and Training*

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**Title: FIRE SERVICE INSTRUCTOR CERTIFICATIONS**

**Revision Date: December 23, 2020**

**INSTRUCTOR CERTIFICATION REQUIREMENTS**

There are **three levels of Instructor Certification** offered by the Bureau of Fire Standards and Training. This document lists the requirements for earning each of the three Fire Service Instructor levels, the Instructor Renewal Requirements and reasons that a Fire Service Instructor Certification can be revoked, or the Fire Service Instructor be placed on probation.

The information in this document is for quick reference only. Please refer to Rule 69A-37.059, F.A.C. for additional information and details relative to Training Provider and Fire Service Instructor Requirements.

**REQUIREMENTS - FIRE SERVICE INSTRUCTOR**

**ALL INSTRUCTORS**

1. A Fire Service Instructor must be affiliated with at least one Training Provider and be certified by the Bureau to any course which leads to any certification by the Bureau or is awarded continuing education units (CEUs).
2. Prior to the first time a Fire Service Instructor teaches an approved course for a Training Provider, the certified Fire Service Instructor or Training Provider must submit an Instructor Approval Request to the Bureau (via FCDICE) for the review/approval of the certified Fire Service Instructor to teach the approved course.

**INSTRUCTOR I**

1. Have a minimum of six-years' experience as a regular member of an organized fire department.
2. FCDICE course history must document the successful completion of the **Fire Service Course Delivery** class (not less than 45 hours duration) or submit an Approved Course Equivalency Request for this course.
3. Documentation of high school graduation or equivalent.
4. Physical ability to perform the tasks associated with the training.
5. Submit Form DFS-K4-1451 (via FCDICE), pay the current application fee, and successfully complete the Instructor I State Written Examination with a score of 70% or greater.

## INSTRUCTOR II

1. Have a minimum of six-years' experience as a regular member of an organized fire department.
2. FCDICE course history must document the successful completion of the **Fire Service Course Delivery** class (not less than 45 hours duration) or submit an Approved Course Equivalency Request for this course.
3. FCDICE course history must document the successful completion of the **Fire Service Course Design** class (not less than 45 hours duration) or submit an Approved Course Equivalency Request for this course.
4. Documentation of having earned an **Associate Degree or higher**.
5. Physical ability to perform the tasks associated with the training.
6. Submit Form DFS-K4-1452 (via FCDICE), pay the current application fee, and successfully complete the Instructor II State Written Examination earning a score of 70% or higher.

## INSTRUCTOR III

1. Have a minimum of six-years' experience as a regular member of an organized fire department.
2. FCDICE course history must document the successful completion of the **Fire Service Course Delivery** class (not less than 45 hours duration) or submit an Approved Course Equivalency Request for this course.
3. FCDICE course history must document the successful completion of the **Fire Service Course Design** class (not less than 45 hours duration) or submit an Approved Course Equivalency Request for this course.
4. FCDICE course history must document the successful completion of the **Florida Training Manager** class (not less than 24 hours duration) or submit an Approved Course Equivalency Request for this course.
5. Documentation of having earned a **Bachelors' Degree or higher**.
6. Physical ability to perform the tasks associated with the training.
7. Submit Form DFS-K4-1453 (via FCDICE), pay the current application fee, and successfully complete the Instructor III State Written Examination earning a score of 70% or higher.

### NOTE:

All personnel holding an active Fire Service Instructor III certification prior to December 23, 2020 must be compliant with the requirements of Item #4 on or before December 31, 2024, and will not be subject to the Fire Service Instructor III state exam.

## SINGLE COURSE EXEMPTION DESIGNATION

1. Submit Form DFS-K4-1455 with all supporting documentation to the Bureau.
2. Submit a letter requesting the exemption with detailed description of credentials or experience to be considered along with proof of same.
3. Credentials will be reviewed by the BFST Standards section.
4. Persons holding this exemption are eligible to teach only the single course specified. This exemption will be granted upon review for recognition of extensive experience, education, or training in the subject area.
5. Courses listed in rule Chapters 69A-37 and 69A-39, F.A.C., as leading to certification do not qualify for the Single Course Exemption Designation, with the exception of Legal Issues for Fire Investigators as identified in Rule 69A-37.065, F.A.C.

## RENEWAL OF FIRE SERVICE INSTRUCTOR CERTIFICATION

### ALL INSTRUCTORS

1. Fire Service Instructor Certification must be renewed every 4 years.
2. Should the applicant fail to meet the prerequisite training requirements specified below for renewal, the applicant must qualify for and successfully pass the required state examination for the instructor certification requested.
3. The Bureau shall notify the certified Fire Service Instructor (**via the email address listed in their FCDICE Profile**) that the applicant's certification is due for renewal approximately 90 days prior to the expiration of the Fire Service Instructor Certification.
4. The certified Fire Service Instructor shall submit the renewal application Form DFS-K4-1463 (rev. 06/12), which is incorporated by reference in Rule 69A-37.039, F.A.C., and can be obtained where indicated in Rule 69A-37.039, F.A.C., to the Bureau specifying whether the renewal is to be based on completion of a course or attendance at workshops or seminars.
  - a. Course – Have successfully completed approved course(s) of instruction in a curriculum related to instructor improvement.
    - i. This course shall be 40 class hours in duration or the equivalent in Continuing Education Units (CEU's).
    - ii. At least 4 of the 40 hours must consist of education or training related to Understanding the contents of Rules Chapter 69A-37 or 69A-39, F.A.C., and FCDICE.
    - iii. Documentation verifying the successful completion of the course, such as a certificate or college transcript, shall be included with the renewal application.
  - b. Workshops or Seminars – In the absence of completion of an approved course, the certification renewal shall be based upon attendance at a workshop or seminar related to the subject of certification which shall be a cumulative total of not less than 40 contact hours in duration.

5. Any person whose certification is not renewed cannot function as an instructor as defined herein.
6. Any person whose certification is expired shall obtain the required continuing education credits and successfully retake the examination before the certification will be re-issued.

## **PROBATION AND REVOCATION OF FIRE SERVICE INSTRUCTOR CERTIFICATION**

1. The Bureau may place on probation any Fire Service Instructor whose students exhibit a lack of knowledge or skill in subject courses taught by such instructor, which shall be evidenced by a high student failure rate during participation in state administered examinations. A high student failure rate which comes to the attention of the Bureau will be analyzed to determine relationships between an individual instructor and his students' performance. If an instructor's students continue to exhibit high failure rates on state examinations in the subject matter taught by the instructor, a letter of concern will be provided to the instructor allowing an opportunity for explanation. In the absence of an explanation which accounts for the high student failure rate, the instructor will be placed on probation during which the instructor will be required to teach students at a level high enough to increase the pass rate.
2. The certification of a Fire Service Instructor shall be revoked if the instructor has issued or caused to be issued course credit or course completion for any person not qualified.
3. The certificate of a Fire Service Instructor may be revoked if the instructor violates any part of Chapter 633, F.S., or rule Chapter 69A-37, F.A.C.