

Maryland Instructor Certification Review Board

Policy: Instructor Training Course Challenge Criteria

(Adopted 10/08/2014; revised and readopted June 19, 2020)

Individuals who meet certain criteria may be eligible to challenge MFRI's Instructor Training Courses (ITC). These individuals must have completed instructor methodology courses based on NFPA 1041 *Standard for Fire Service Instructor Professional Qualifications*, or equivalent, and/or must have a degree in education.

All challenge exams and assignments for grade must be completed at a MFRI Regional Office or MFRI Headquarters.

Individuals pursuing ITC Equivalency for MICRB State Emergency Services Instructor certification, please note that COMAR 13B.03.03F.(2)(b) Application Process states:

A candidate shall complete the application process within 5 years of completion of an MICRB-approved instructor training course. (c) If a candidate has completed the instructor training course between 5 and 10 years before beginning the application process, the candidate shall, in addition to the prescribed initial certification requirements, complete within 3 years of submitting their application 12 hours of approved instructor methodology as a co-requisite to the initial completion process. (d) If a candidate has completed the instructor training course more than 10 years before beginning the application process, the candidate shall be required to successfully complete: (i) A current, MICRB-approved instructor training program; or (ii) The Instructor Training Course Challenge process, as outlined in MICRB's policy on Instructor Training Course Challenge Criteria.

Instructor Equivalency Challenge Checklists are provided to assist you in navigating the process.

Instructor I

To challenge Instructor I, the candidate must have successfully completed a MFRI or non-MFRI instructor methodology course. Candidates must provide a copy of the course syllabus, course description, and a certificate of completion or transcript that shows successful completion of the instructor methodology course work to ids@mfri.org. The documentation will be reviewed to determine if the candidate meets the educational equivalency challenge. If the course work is approved, the candidate must successfully complete **each** of the following components based on current NFPA 1041 Instructor I standards:

- Written assignments as outlined in the student manual – minimum score of 70%
- Written exam - minimum score of 70%
- Oral presentation as outlined in current student manual

Instructor II

To challenge Instructor II, the candidate must submit documentation electronically to ids@mfri.org that meets **one** of the following options:

Option One:

- Successful completion of a MFRI or non-MFRI instructor methodology course:
 - Provide a copy of a course certificate of completion or a transcript that verifies successful completion of the course.
 - Provide a copy of the course syllabus and a course description.

Option Two:

- A degree in education:
 - The candidate must provide copies of transcripts.

Option Three:

- MFSPQB, NPQS, or IFSAC Instructor III certification:
 - Provide a copy of a MFSPQB, NPQS, or IFSAC certification card or certificate.

The documentation will be reviewed to determine if the candidate meets the educational equivalency challenge. If the course work is approved, the student must successfully complete **each** of the following components based on current NFPA 1041 Instructor II standards:

- Written project as outlined in the current student manual – minimum score 70%
- Written exam - minimum score 70%
- Final presentation as outlined in the current student manual

CHECKLIST FOR MFRI INSTRUCTOR I EQUIVALENCY CHALLENGE

	Send a request via email to the MFRI Planning Section Chief (ids@mfri.org) to begin an equivalency challenge for Instructor I. In the email, provide the required documentation as outlined in the Instructor Challenge Procedure, e.g. certificates, transcripts, syllabus, etc.
	Once the documentation is deemed as meeting the equivalency requirements, the MFRI Planning Section Chief will notify the MFRI Regional Office. The MFRI Regional Office will establish a course number for the candidate.
	All components below must be completed through the MFRI Regional Office or MFRI Headquarters. Assignments and the passing criteria will be in accordance with the current Instructor I Student Manual.
	1. <i>Successfully complete the written assignments (70% minimum or Pass)</i>
	2. <i>Successfully complete the final oral presentation. (70% minimum or Pass)</i> NOTE: Presentations cannot be emergency services related.
	3. <i>Successfully complete the written exam (70% minimum)</i>
	4. <i>Contact the MFRI Planning Section Chief once you have successfully completed the process.</i>
	5. <i>Allow two weeks for the class to be added to your transcript.</i>
	6. <i>Once the equivalency is on your transcript you are eligible to apply for Pro Board certification through MFSPQB. An application with the appropriate payment and documentation must be sent to the MFSPQB representative.</i>

CHECKLIST FOR MFRI INSTRUCTOR II EQUIVALENCY CHALLENGE

	Send a request via email to the MFRI Planning Section Chief (ids@mfri.org) to begin an equivalency challenge for Instructor II. In the email, provide the required documentation as outlined in the Instructor Challenge Procedure, e.g. certificates, transcripts, syllabus, etc.
	Once the documentation is evaluated and deemed as meeting the equivalency requirements, the MFRI Planning Section Chief will notify the MFRI Regional Office.
	All components below must be completed through the MFRI Regional Office or MFRI Headquarters. Assignments and the passing criteria will be in accordance with the current Instructor II/III Student Manual.
	1. <i>The MFRI Regional office will establish a course number for the candidate.</i>
	2. <i>Successfully complete the written assignments (70% minimum or Pass) Projects cannot be Emergency Services based. All components must be the original work of the candidate.</i>
	3. <i>Successfully complete the final oral presentation. (70% minimum or Pass)</i> NOTE: Final presentations must be based on the written project and cannot be emergency services related.
	4. <i>Successfully complete the written exam (70% minimum)</i>
	5. <i>Contact the MFRI Planning Section Chief once you have successfully completed the process.</i>
	6. <i>Allow two weeks for the class to be added to your transcript.</i>
	7. <i>Once the equivalency is on your transcript you are eligible to apply for Pro Board certification through MFSPQB. An application with the appropriate payment and documentation must be sent to the MFSPQB representative</i>