

Policies and Procedures

Policy: Instructor Training Course Challenge Criteria

Individuals who meet certain criteria may be eligible to challenge MFRI's Instructor Training Courses. These individuals must have completed instructor courses based on NFPA 1041 *Standard for Fire Service Instructor Professional Qualifications*.

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

Individuals pursuing Instructor Training Course Equivalency for MICRB State Emergency Services Instructor certification, please note that **.03F.(2)b.-d** requires that:

A candidate shall complete the application process within 5 years of completion of an MICRB-approved instructor training course. 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. 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: a current, MICRB-approved instructor training program; or 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.

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:

- All performance testing items as outlined in the current Instructor I course;
- Written Exam - minimum score of 70%;
- Oral presentation as outlined in the current Instructor I course.

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 NFPA 1041 Instructor II course that meets the NFPA 1041 Instructor II requirements. This course must have been taught by a MICRB-approved Instructor Trainer (**.03(3)(b)**). Candidate must:
 - 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. **This documentation must correspond to the exact course and year completed.**

Option Two:

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

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

- All Performance Testing Items (PTIs) as outlined in the current Instructor II course;
- Written exam(s) as outlined in the current Instructor II course - minimum score 70%.

INDIVIDUALS WITH A BACCALAURATE or HIGHER from an accredited college or university:

Individuals who have a degree in education, who have not completed an Instructor II class, may bypass the challenge process and be submitted to the MICRB by their sponsoring agency for consideration, per **.03 (3)(b)**:

“The MICRB may consider credentials of a degreed applicant verified by a sponsoring agency as having completed this requirement. Evidence of academic achievement in the field of education (adult education preferred) shall be submitted to the MICRB.”

At a minimum, the candidate must include a resume, transcripts and a course description or syllabus for all education courses completed within the degree. Unofficial transcripts may be submitted; however, the MICRB reserves the right to request official transcripts and additional supporting documentation.

CHECKLIST FOR MFRI INSTRUCTOR I EQUIVALENCY CHALLENGE

Note: Once a challenge is approved, you will have 45 days to complete all written assignments and take the written exam. Additional time may be permitted to allow the candidate to attend a class to complete Process Based PTIs.

	Send a request via email to the MFRI Planning Section Chief to begin an equivalency challenge for Instructor I. In the email, provide the required documentation as outlined in the Instructor Training Course Challenge Criteria; 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 Course Requirements.
	1. <i>Successfully complete the written assignments. Projects (PTIs) cannot be emergency services based. All components must be the original work of the candidate.</i>
	2. <i>Successfully complete the final oral presentation. Presentations cannot be emergency services based.</i>
	3. <i>Successfully complete the written exam (70% minimum)</i>
	4. <i>Allow two weeks for the class to be added to your transcript.</i>
	5. <i>Once the equivalency appears 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 to begin an equivalency challenge for Instructor II. In the email, provide the required documentation of successful completion of an NFPA Equivalent 1041 Level II Instructor Course. You may be required to provide additional documentation to allow verification that the course work met the requirements.
	Once the documentation is evaluated and 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 II Course Requirements.
	1. <i>Successfully complete the written assignments (Product based Performance Test Items (PTIs). PTIs cannot be emergency services based. All components must be the original work of the candidate.</i>
	2. <i>Successfully complete the final oral presentation and other required Process based PTIs. Final presentations must be based on the written project and cannot</i>

	<i>be emergency services related. You will be required to attend two or more class sessions to fulfill the process-based requirements.</i>
	<i>3. Successfully complete the written exam (70% minimum).</i>
	<i>4. Allow two weeks for the class to be added to your transcript.</i>
	<i>5. Once the equivalency appears 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>

FOR MICRB STATE EMERGENCY SERVICES INSTRUCTOR CERTIFICATION:

The Instructor II certification or equivalency challenge must be within 5 years of the application date for MICRB certification. If it is between 5-10 years old, it can be used, but the candidate must, in addition, successfully complete 12 hours of MICRB-approved PDI. If it is over 10 years old, the candidate must follow the process for equivalency or retake and successfully complete the Instructor II course.