

Maryland Instructor Certification Review Board

Policies and Procedures



UNIVERSITY SYSTEM
of **MARYLAND**

An independent Board responsible for the administration of the Emergency Services Instructor Certification Program in accord with Code of Maryland Regulations 13B.03.01



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of MARYLAND**

Maryland Instructor Certification Review Board

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UNIVERSITY SYSTEM
of MARYLAND

Maryland Instructor Certification Review Board

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Policy: Application Deadline

The purpose of this policy is to ensure that the instructor certification application process runs smoothly for the candidate, the instructor and the sponsoring agency. It will also allow the MICRB ample time to work with the sponsoring agency and applicant to address any issues that may prevent timely submission. It is critical that both sponsoring agencies and instructors are familiar with the **Certification Standards for Emergency Services Instructors** and understand their responsibilities as outlined within the document. The MICRB is ready and willing to assist in any way to interpret or clear up any confusion that may exist.

Due to a dramatic increase in last-minute submissions, many of which are incomplete, inaccurate or do not meet requirements; effective immediately, the Board has instituted an application deadline of seven (7) calendar days prior to the next MICRB meeting. The deadline for applications will be posted on the MICRB section of the MFRI website and sent to all sponsoring agencies well in advance of the deadline for submission. This deadline will ensure that the Board and the sponsoring agencies can work together to correct any issues that may crop up prior to the meeting.

Maryland is the only state that has a statewide certification system for its emergency services instructors. The system works because of input from those invested in the education and training system. If the MICRB can help you in any way, please feel free to let us know. Thank you for your continued commitment and cooperation.



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Policy: Allowing a Single Module of a Course to be Considered as a “Complete Course of Instruction”

Reference *Certification Standards and Procedures for Emergency Services Instructors .3E.(6)(a)*, Interim Student Teaching provides the instructor candidate an opportunity to teach a **complete course of instruction** as part of the minimum of 60 clock hours required for initial certification as a State Emergency Services Instructor.

When a course of instruction is greater than 100 hours in length and is broken into modules, each module can be considered a complete course of instruction for the purpose of MICRB certification **if it meets the following criteria:**

- The module is at least 30 hours in length
- The module must include skills evaluation by the instructor
- The module must include testing
- There is course paperwork at the end of each module that is submitted to the appropriate training agency. This paperwork would include:
 1. Module Requirement Completion Document - This document shall include students' names, grades on all required assignments and verification that students have attended all sessions and are eligible to sit for the exam. The instructor shall forward this documentation to the sponsoring agency office prior to the exam date.
 2. Instructor timesheet or agency-appropriate documentation to enable verification of teaching hours.



Policies and Procedures

Policy: Designation of Certifying Official(s)

A required part of the Maryland Instructor Certification Review Board's process for certification of an individual as a State Emergency Services Instructor is verification that the instructor candidate has met the requirements as outlined in **13B.03.01 Certification Standards for Emergency Services Instructors**.

The "***Designation of Certifying Official(s)***" form is used to provide the names and signatures of those individuals who are authorized by the sponsoring agency to certify an instructor or evaluator candidate's application to the MICRB. This form **MUST ONLY** be completed by a responsible official with the authority to designate certifying officials for the sponsoring agency and must be completed whenever there is a change in any of the information, including the names, titles, contact information, and signatures of all certifying officials, not just the changed information. **Applications submitted with signatures not on the form currently on file in the MICRB's administrative office WILL NOT BE ACCEPTED.**

The required form is available in both hard copy and fillable PDF from the MICRB (attached).



DESIGNATION OF CERTIFYING OFFICIAL(S) FORM

PRIVACY ACT INFORMATION: The information on this form will be used to identify the certifying official(s) for your sponsoring agency when reporting and verifying those State Emergency Services Instructors, Emergency Services Instructor Trainers, and Emergency Services Instructor Evaluators who are eligible for State of Maryland certification or designation in accord with Code of Maryland Regulation (COMAR), Title 13B MARYLAND HIGHER EDUCATION COMMISSION, Subtitle 03 FIRE-RESCUE EDUCATION AND TRAINING COMMISSION, Chapter 01 Certification Standards and Procedures for Emergency Services Instructors.

Respondent Burden: The Maryland Instructor Certification Review Board (MICRB) will not take further action on recognizing the certifying official(s) for your Sponsoring Agency (department, academy, institute, school or training establishment) unless you send the information requested on this form. Your certification of an individual is a required part of the process verifying that a candidate for MICRB certification has met the relevant COMAR as referenced above.

Purpose: This form is used to provide the names and signatures of those individuals who are authorized to certify an instructor or evaluator candidate's application to the MICRB for the Sponsoring Agency.

1. NAME AND ADDRESS OF SPONSORING AGENCY *(Include ZIP Code)*

2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S)

3. EMAIL ADDRESS OF CERTIFYING OFFICIAL(S)

4. THE FOLLOWING INDIVIDUALS ARE DESIGNATED AS CERTIFYING OFFICIALS FOR THIS SPONSORING AGENCY. Officials designated to sign MICRB applications for the certification of State Emergency Services Instructors, Emergency Services Instructor Trainers, and the designation of State Emergency Services Instructor Evaluators are:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			

5. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL **DATE**

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PENALTY – The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.



DESIGNATION OF CERTIFYING OFFICIAL(S) FORM GENERAL INSTRUCTIONS

1. This form **MUST ONLY** be completed by a responsible official with the authority to designate certifying officials for the Sponsoring Agency.
2. This form must be completed whenever there is a change in any of the information, including the names, titles, and signatures of all certifying officials, **not just the changed information**.

SPECIFIC INSTRUCTIONS

1. Item 1: Enter the complete name and address of the Sponsoring Agency.
2. Item 2: Enter the telephone number and last name of each certifying official. As an alternative, you may enter the telephone number for the office of the Sponsoring Agency.
3. Item 3: Enter each certifying official's e-mail address.
4. Item 4: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If additional space is needed use the "Remarks" space below.
5. Item 5: Sign and date the form. The person signing the form must be a person of significant authority; i.e. chief executive/department officer, chief training officer, or higher.
6. Submit form to: <mailto:micrb@mfri.org>

Remarks:

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.

Policies and Procedures

Policy: Qualifications to Instruct in the Management Discipline

Instructors who wish to teach in the Management Discipline must meet all instructor requirements as specified in the Code of Maryland Regulations (COMAR 13B.03.01). Step five of the seven-step process for acquiring State Emergency Services Instructor certification by the Maryland Instructor Certification Review Board (MICRB) is skills development. Rather than attend a skills development weekend session, potential management skills discipline instructors shall submit a resume of their management experience with a focus on the areas listed below:

1. Human Resource Management
2. Community and Government
3. Administration
4. Inspections and Investigations
5. Emergency Service Delivery
6. Health and Safety

These six topics are the six competencies identified within NFPA 1021, Standard for Fire Officer Professional Qualifications, across all four levels of officer certifications. Therefore, candidates for the Management Discipline must demonstrate their competencies in these areas. Resumes will be evaluated against these six criteria by the candidate's sponsoring agency. The sponsoring agency will determine the adequacy of knowledge and experience of potential management skills instructors in each of the six areas, using the rubric below, and approve or disapprove the candidate. At the completion of this fifth step, potential Management Discipline instructors would continue to step six in the initial State Emergency Services Instructor certification process.

Category	Definition	Meets Requirements	Does NOT Meet Requirements
Human Resource Management	Utilizing human resources to accomplish assignments efficiently in accordance with safety plans. Evaluating personnel performance and supervising personnel during emergency and nonemergency work periods. Establishing procedures for hiring, assigning, promoting and encouraging professional development.		
Community and Government	Interacting with the community and communicating the role, image, and mission of the department to the public. Interacting with allied organizations in the community for the purpose of establishing strategic partnerships. Develop programs that improve and expand service and build partnerships with the public.		
Administration	Performing general administrative duties functions, developing and implementing departmental policies and procedures. Preparing a budget and developing a budget management system. Solicit bids and planning for resource allocation. Working with records management systems. Developing a long-range plan and fiscal projections.		
Inspections and Investigations	Conducting inspections to identify hazards and address violations, performing investigations to determine preliminary cause and point of origin, securing the incident scene and preserving evidence. Evaluating inspection programs to determine effectiveness.		
Emergency Service Delivery	Supervising emergency operations, conducting pre-incident planning, and deploying assigned resources in accordance with the Local Emergency Plan. Supervising multi-unit emergency operations. Managing multi-agency planning, deployment and operations. Developing plans for major disasters.		
Health and Safety	Integrating health and safety plans, policies and procedures into daily activities as well as the emergency scene. Analyze accident, injury, or health exposures so appropriate courses of action are identified. Developing, managing and evaluating a departmental health and safety program. Administering a comprehensive risk management program.		



Policies and Procedures

Policy: Professional Development/Continuing Education Approval Process

The Certification Standards and Procedures for Emergency Services Instructors (COMAR 13B.03.01) state that in order for an instructor to meet the requirements for recertification, ***the instructor or training supervisor shall successfully complete twelve (12) hours of professional development or continuing education in instructional methodology or training safety.***

In the three-year period, a maximum of six (6) total hours of MICRB-approved professional development can be in the areas of:

1. training safety,
2. skills development for instructors (**approved by the MICRB as PDI**) - this does not include skills recert classes for providers. It may include:
 - a. courses teaching new skills that are being added to a curriculum. The course must include instructional methodology for teaching the new skill.
 - b. courses that provide methodology or teaching tips for teaching a skill.

In the three-year period, a maximum of twelve (12) total hours of professional development may be awarded for the research, development and teaching of a MICRB-approved professional development seminar for instructors of at least 3 hours in length.

In the three-year period, a maximum of twelve (12) total hours of professional development may be awarded for the successful completion of a complete 3 credit-hour course in educational methodology evaluated and approved by the MICRB.

Submission Process:

Programs submitted for review for PDI credit must have the completed ***PDI Continuing Education Approval Worksheet*** (Appendix B), along with all required supporting documentation/material. In conjunction with the worksheet, the MICRB's **Criteria for Continuing Education** (Appendix A) clearly defines the required elements for programs to be successfully reviewed and approved. Incomplete submissions will be returned.

1. The critical component to expediting review and approval is email distribution to the reviewers; therefore, the packet of material being submitted for review should be sent electronically, in PDF format, if at all possible.
2. Material for PDI review should be sent to: ids@mfri.org

Review and Approval Process:

1. PDI will initially be reviewed by a team of at least two Instructor Trainers and at least one member of the MICRB. Their recommendations are then forwarded to the entire Board, along with all supporting documentation, for consideration.
2. Each Board member will independently review the submission. Once a consensus is reached, the submitter will be notified of the Board's action.
3. Should any Board member wish to hold a course for discussion at the next scheduled meeting, action will be deferred until that time.
4. Once a program is approved for PDI, a MICRB log number will be assigned, and the information posted to the MICRB's website. Sponsoring Agencies will be notified via email so that they may be kept abreast of newly approved continuing education opportunities.

Appendix A: MICRB Criteria for Continuing Education

Appendix B: PDI Continuing Education Approval Worksheet

Appendix A

MICRB Policy: PDI Approval Process

Maryland Instructor Certification Review Board Criteria for Continuing Education

The Certification Standards and Procedures for Emergency Services Instructors (COMAR 13B.03.01) state that in order for an instructor to meet the requirements for recertification, he/she must have completed twelve (12) hours of continuing education within the three-year certification period. There are two types of continuing education programs: those that contain subject matter to enhance knowledge and expertise; and those that contain instructional methodology to enhance instructional techniques. For instructor certification, continuing education must be based upon instructional methodology programs, e.g., information and demonstrations that provide steps or guidelines for instructors on how to teach information or demonstrate skills and use equipment. Programs that provide continuing education to increase subject matter knowledge or those that describe or provide an overview of a course or introduce new equipment without including instructional methods do not qualify as instructional methodology.

Short courses and train-the-trainer programs do not necessarily qualify as instructional methodology programs, as they usually contain course overviews and subject matter information. If the short course or train-the-trainer program includes a segment on how instructors can teach information or demonstrate a skill or equipment to students, that segment may qualify as continuing education in instructional methodology. Instructors can check the MICRB website for currently approved continuing education programs.

For a program to qualify for continuing education, it must include, within or in addition to subject matter, methods on how to teach and use equipment, such as but not limited to the following elements:

1. Instructional planning processes and lesson plan development, instructional delivery methods, evaluation and test development, arranging for and setting up practical evolutions,
2. Learning processes and styles, learning domains, motivation, learning and remembering methods,
3. Using and developing instructional media, computer-assisted learning, distance learning, PowerPoint, and other computer-projected media,
4. Managing disruptive learners, recognizing and working with learner characteristics and differences,
5. Legal issues related to instruction including safety and accident prevention; student privacy and security of records; copyright laws, materials and use; torts, liability and legal protection,
6. Instructional safety and safety plans (up to 6 hours); preventing, managing, investigating, and analyzing accidents during instruction.

Appendix A

MICRB Policy: PDI Approval Process

7. A course specifically designed for instructor skills enhancement (up to 6 hours).

Training programs, train-the-trainers, short courses/seminars, equipment demonstrations, informational updates and protocol programs that include instruction on how to perform or demonstrate, manage or use, or teach information or skills and use equipment apart from or in addition to subject matter material such as, but not necessarily limited to the following:

1. MFRI Professional Development for Instructors (PDI) held twice annually – 6 hours each,
2. MFRI Regional PDI - offered statewide throughout the year – typically in blocks of 1½ - 3 hours each,
3. MFRI On-line PDI, or
4. MICRB-approved programs – Programs reviewed and approved by the MICRB and assigned an MICRB log number. A current list of MICRB-approved PDI is available on the website. Items on the list may be deleted or added as instructional programs become obsolete or certification requirements change.
5. On-line classes may also be taken through other educational venues. However, credit is not guaranteed. Individuals requesting PDI credit are responsible for providing all the required documentation to the MICRB for approval. This documentation must be submitted a minimum of 30 days in advance of the recertification date to ensure the appropriate amount of time for the approval process to take place.

The Approval Process

Jurisdictions or individuals submitting programs for instructor continuing education approval and credit for instructor recertification shall ensure that the programs meet the above criteria. The MICRB form, “**Continuing Education Approval Worksheet**” outlines the material and supporting documentation necessary for a comprehensive review of the program. The submitter shall submit the completed form, along with all required documentation, and submit it electronically to the MICRB for evaluation. The review is conducted by a minimum of two MICRB-certified Instructor Trainers with extensive experience in the development and delivery of continuing education and professional development programs, and at least one MICRB member/alternate. Once the review has been completed, the consensus recommendation will be presented to the MICRB. An approved PDI program will be assigned an MICRB log number and posted to the MICRB’s approved PDI list on the website.

INSTRUCTIONS:

In order for your session to be approved by the Maryland Instructor Certification Review Board (MICRB) we ask that you complete **ALL SECTIONS** of this worksheet and **attach all supporting documentation**. If you have a comprehensive lesson plan that contains this information you may submit that and check "*see attached*" for each field. When completing multiple worksheets, only include one of the requested documents for Speaker Qualifications. **INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**

Worksheet of

Speaker/Developer:	Submitted for Review by:
	Affiliation:
	Email Address:

Speaker's Qualifications

MICRB State Emergency Services Instructor	MICRB State Emergency Services Instructor Trainer
Subject Matter Expert: <i>Attach one of the following:</i>	Curricula Vitae Resume Biography
Professor: College/University: <i>Attach one of the following:</i>	Curricula Vitae Resume Biography

Presentation Method (check all that apply)

Illustrated Lecture	Demonstration	Conference	Question and debate
Group work and discussion	Skill/Activity	Lab	

Program Times

Actual <i>educational methods</i> contact hours:	Actual hours students attend:
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Title of Program see attached

Program Description/Syllabus (80 words or less) see attached

Measurable Objectives (at least 3) see attached

Student Participation Activities (check at least one) see attached

Group activity	Skill activity	Discussion	Oral or written test or quiz	Laboratory activity	Demonstration
Describe or attach samples					

Learning Measurement Instrument see attached

Exam	Quiz	Skill check sheet	Activity check sheet	None
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Visuals (check all that apply)

Projected visuals	Chalk or white board	Easel pad	Bulletin board	Equipment	Model
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Required Attachments

Program outline (presenter's note slides are acceptable)
Handouts

Optional Documentation

Bibliography	Handouts from refereed journals (those with an editorial board)	Other (Describe below)
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Policies and Procedures

Policy: Reentry Process

As provided by COMAR 13B.03.01.03I, the following procedures are required for an individual who fails to recertify and wishes to reenter the teaching program within 3 years of the expiration of the individual's certification:

I. Procedure for Reentering after Failing to Recertify.

(1) The following procedures are required for an individual who fails to recertify and wishes to reenter the teaching program within 3 years of the expiration of the individual's certification:

(a) The candidate shall submit correspondence to the sponsoring agency asking to reenter;

*(b) **As a minimum**, the candidate shall have successfully completed all the requirements as listed in §H(2)—(4) of this regulation within 3 years before the date of the application for reentry and shall receive a satisfactory teaching evaluation before the application may be submitted to the MICRB; and*

(c) The sponsoring agency shall submit a recommendation with the application to re-enter, and the MICRB shall review the information submitted by the sponsoring agency and take appropriate action.

(2) An individual who has a certification lapse in excess of 3 years is required to meet initial certification requirements, beginning at the instructor training course.

The purpose of this policy is to ensure that instructors whose certification has lapsed have approval from the MICRB to begin the reentry process. Instructors who have not been approved by the MICRB to begin the reentry process are prohibited from teaching or representing themselves as MICRB-certified State Emergency Services Instructors.

PROCEDURES TO APPLY FOR PERMISSION TO BEGIN THE REENTRY PROCESS:

Instructors:

Instructors who fail to recertify on time will be so notified by the MICRB in writing, and the reentry requirements will be outlined in that correspondence (See Attachment 1). The instructor's sponsoring agency will be copied on the correspondence for their information. The instructor must provide the following to the MICRB in order to be considered for approval to begin the reentry process for State Emergency Services Instructor certification:

1. The instructor shall request, in writing, permission from the MICRB to begin the reentry process (See Attachment 2). This request shall include a detailed explanation as to why the current three-year period was insufficient time to meet the recertification requirements.
2. The instructor shall provide documentation, in writing, that they have sponsorship to support them in their reentry process (See Attachment 2).
3. Until permission to begin the reentry process is received from the MICRB, the instructor is prohibited from teaching or representing themselves as a MICRB-certified State Emergency Services Instructor.
4. Once the instructor receives permission from the MICRB to begin the reentry process, the instructor will work with the sponsoring agency to ensure that all requirements for reentry are met.
5. An instructor who also holds Instructor Evaluator status must also meet the requirements for reappointment as an Instructor Evaluators during the reentry process.
6. An instructor who has a certification lapse in excess of 3 years is required to meet initial certification requirements, which may include repeating the instructor training course.

Sponsoring Agencies:

1. It is the sponsoring agency's responsibility to work with its instructors to ensure that they are familiar with the Certification Standards and Procedures for Emergency Services Instructors, and that they meet the requirements for certification/recertification in a timely manner.
2. Any instructor requesting permission from the MICRB to begin the reentry process shall provide documentation of sponsorship (See Attachment 2).
3. Until the instructor has received permission from the MICRB to begin the reentry process, the instructor is prohibited from teaching or representing themselves as a MICRB-certified State Emergency Services Instructor.
4. Once the instructor has completed the requirements for reentry, the sponsoring agency will submit a packet to the MICRB that includes the following documentation:
 - a. The instructor's completed application for reentry, with the sponsor's required cover letter

- b. The instructor's APPROVED Request for Permission to Reenter form (See Attachment 2).
5. An instructor who has a certification lapse in excess of 3 years is required to meet initial certification requirements, which may include repeating the instructor training course.

Chronic Reentry:

The MICRB has a responsibility to determine why an instructor cannot comply with the regulations. Instructors who submit multiple applications for reentry may be required to meet additional requirements prior to being considered for reentry.

(c) The sponsoring agency shall submit a recommendation with the application to re-enter, and the MICRB shall review the information submitted by the sponsoring agency and take appropriate action.

Such appropriate action may include a written remediation plan from both the instructor and the sponsoring agency. In the case of denial of reentry, the instructor will be required to meet initial certification requirements, which may include repeating the instructor training course.

Attachment 1 - Notification of Certification Expiration

Attachment 2 - Request for Permission to Begin the Reentry Process



Date: December 5, 2023

RE: «FIRST_NAME» «LAST_NAME»
Notification of Certification Expiration

Certification Expiration Date:

Sponsoring Agency: «SESPONS»

As provided by COMAR 13B.03.01.03I.(1)(a), a State Emergency Services Instructor who has failed to renew their certification on time may be eligible to reenter within a three-year period provided s/he has met the requirements, including correspondence requesting permission to reenter.

This is to inform you that you failed to recertify on time and are not authorized to begin the reentry process until the Maryland Instructor Certification Review Board has received the following:

- Your written request to the MICRB for permission to begin the reentry process, and
- A written acknowledgement from your sponsoring agency that it will sponsor your reentry as a State Emergency Services Instructor.

An instructor who fails to recertify on time may not begin the reentry process until the MICRB has received this information and has granted permission to do so. In the interim, the instructor may not teach or represent him/herself as a MICRB-certified State Emergency Services Instructor.

Applications for reentry will NOT be considered by the MICRB unless the above process has been followed and the documentation is attached to the application, along with the required reentry letter from the sponsoring agency. Instructors failing to reenter within three (3) years after the expiration of their certification will be required to meet the requirements for Initial Certification, which may include repeating the Instructor Training Course.

If you have any questions or require further assistance, please contact this office at 301-226-9962.

Attachment: Request for Permission to Begin the Reentry Process

cc: Sponsoring Agency's Authorized Representatives
Instructor File

Do not write in this box
DAT _____
RES _____
DAN _____

Request for Permission to Begin the Reentry Process

Instructor Name (please print): _____

Signature: _____

Email address: _____

Certification Expiration Date: _____

Type of Certification: (check all that apply):

- State Emergency Services Instructor
- State Emergency Services Instructor Trainer

Please consider this correspondence as my request for permission to begin the reentry process as a State Emergency Services Instructor. The current three-year period was insufficient time for me to meet the recertification requirements because:

I understand that I may not begin the reentry process until I receive approval from the MICRB to do so. I also understand that until such time as I have been approved to begin the reentry process, I may not teach or represent myself as a MICRB-certified State Emergency Services Instructor. I am aware that I have three years from the expiration of my certification to meet the requirements for reentry as outlined in COMAR 13B.03.01.03I, and failure to reenter within that period will require me to meet the requirements for Initial Certification.

I hereby acknowledge that the above instructor failed to renew his/her certification on time, and that this agency will sponsor the instructor in his/her efforts to meet the requirements for reentry as outlined in COMAR 13B.03.01.03I. I also acknowledge that until such time as the instructor has been approved to begin the reentry process, he/she may not teach or represent themselves as a MICRB-certified State Emergency Services Instructor.

Sponsoring Agency: _____

Sponsoring Agency Authorized Representative: _____

Signature: _____

Email address: _____

This Form Must Accompany Application for Reentry



Policies and Procedures

Policy: Repeating Professional Development Courses

As part of the recertification requirements for State Emergency Services Instructor, the instructor or instructor supervisor shall successfully complete 12 hours of professional development or continuing education in instructional methodology or training safety within the three-year certification period.

The value of professional development for instructors is that it provides a means to continuously improve professional knowledge, competence, skill, and effectiveness, as well as to remain relevant and up to date. The MICRB works closely with sponsoring agencies, Instructor Trainers, and educators to ensure that ample professional development opportunities are readily available in a variety relevant topics in order for instructors to meet their PDI requirement, both in person and on line.

The MICRB will not award credit for the same PDI in consecutive certification cycles. However, instructors may repeat a PDI with a minimum of one certification cycle between the courses. If a PDI has been revised and the MICRB log number has an R suffix, instructors may receive credit for both in consecutive certification cycles, but not in the same certification cycle. Instructors may only repeat PDI once.

Example:

Cycle A: Current certification cycle – PDI Course X is used for PDI credit

Cycle B: Next certification cycle – PDI Course X may not be repeated for credit; PDI Course XR may be used if applicable

Cycle C: Next certification cycle – PDI Course X may be repeated for credit; PDI Course XR may also be used if applicable, but not in the same certification cycle.

Note: As with a revised PDI, if an approved PDI has both a standard and an abridged version, instructors may not receive credit for both in the same certification cycle. The above policy applies.



Policies and Procedures

Policy: Teaching Hours

Teaching is defined as *the delivery of information, something taught, ideas or principles taught by an authority.*

To be considered teaching hours for the purpose of meeting the MICRB's requirement for recertification (reference *Certification Standards and Procedures for Emergency Services Instructors .3H.(2)*), the instructor must lead or support class sessions to impart knowledge, refine student skills, and/or provide knowledge and skills necessary for the student to be able to meet the course objectives.

Class starts, exam proctoring, course development, instructor evaluation, COVID monitoring and/or other administrative assignments or functions will not be considered as teaching hours.

**CERTIFICATION
STANDARDS AND PROCEDURES
FOR
EMERGENCY SERVICES INSTRUCTORS
IN THE
STATE OF MARYLAND**



**UNIVERSITY SYSTEM
of MARYLAND**

September 2021