

FIRE INSTRUCTOR

Certification Application Form



For Official Use Only

1. SSN Number: _____
Certification Number: _____ (Example: 111111)
2. Name: _____
Address: _____
City, State, Zip: _____
Telephones – Home: _____
Work: _____

Received: _____
Problem: _____
Returned: _____
Received: _____
Approved: _____
By: _____

3. Certification/Certificate titles: (Check Level 1 or Level 2, and any Certificates)

Certifications

- Instructor Level 2
 Instructor Level 1

Certificates

- Live Burn Instructor
 SCBA/Smokehouse Instructor
 Adjunct Instructor

4. If you answer YES to the following question, supply documentation or detailed explanation on another sheet of paper.

Have you ever been convicted of a crime or offense other than a traffic violation, or engaged in any behavior or conduct sufficient to deny certification in accordance with N.J.A.C. 5:73-1.7 and/or N.J.A.C. 5:73-1.9?

- No Yes

5. Application Fees: No fee is required.

Initial and renewal application fees for the certifications and certificates specified on this form have been eliminated effective October 20, 2003.

6. I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

CERTIFICATION REQUIREMENTS – FIRE INSTRUCTOR LEVEL 1

- A. Be at least 18 years of age;
- B. Two years experience as a NJ Certified Firefighter 1;
- C. Satisfactorily complete the National Fire Academy course entitled *Instructional Techniques for Company Officers*, or an equivalent course as outline in N.J.A.C. 5:73-5.2;
- D. Satisfactorily complete the 16 hour safety course entitled *Fire Service Instructor General Safety* administered through the Office of Training and Certification;
- E. Satisfactorily pass the Instructor Level 1 written examination administered through the Office of Training and Certification.

CERTIFICATION REQUIREMENTS – FIRE INSTRUCTOR LEVEL 2

- A. Be at least 18 years of age;
- B. Two years experience as a NJ Certified Firefighter 1;
- C. Document at least two years experience as a Fire Service Instructor;
- D. Satisfactorily complete the National Fire Academy course *Educational Methodology* or an equivalent training course as outlined in N.J.A.C. 5:73-5.3;
- E. Satisfactorily pass the Instructor Level 2 written examination administered through the Office of Training and Certification.

CERTIFICATE REQUIREMENTS – LIVE BURN INSTRUCTOR – SCBA/SMOKEHOUSE INSTRUCTOR

- A. Possess a certification as Instructor Level 1 or Instructor Level 2;
- B. Successfully complete the eight hour Live Burn course (For Live Burn Instructor)
Successfully complete the eight hour SCBA/Smokehouse course (For SCBA/Smokehouse Instructor).

CERTIFICATE REQUIREMENTS – ADJUNCT INSTRUCTOR

Note: For certification and CEU programs sanctioned by the Division of Fire Safety.

- A. Be certified by another jurisdiction/agency to instruct a specialized topic;
- B. Complete a train-the-trainer program (if developed for the course);
- C. Have two years instructional experience in the subject areas.

Signature

Date

FIRE INSTRUCTOR APPLICATION FORM INSTRUCTIONS

Note: Please type or print clearly on the application form. Certification will not be issued unless documentation is received and validated.

Section

1. Enter your Social Security Number (SSN) [e.g., 123-45-6789] and six digit Firefighter Identification Number (FFID) [e.g., 111111], if previously issued to you. The collection of the SSN is **mandatory**, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification.
2. Provide your name, home address and telephone numbers. Do not use your fire department address.
3. Indicate which certifications and certificates you are applying to receive.

Instructor Certification/Certificate Requirements:

Note: Completion of the General Safety Course, and Instructor Level 1 and Level 2 written examinations are on file at the Office of Training and Certification.

Instructor Level 1 (Certification): Attach a photocopy of your birth certificate or driver's license as proof of your age. Attach a copy of your Firefighter 1 certification showing two years experience as a NJ certified Firefighter 1. Provide a copy of NFA *Instructional Techniques for Company Officers* course certificate as proof of your successful completion of the required course. If you have taken another course that meets the requirements of N.J.A.C. 5:73-5.2 submit the course certificate, an outline of the material covered and hours of the program. Any military or college instructional techniques or educational methodology course may be accepted. Provide a copy of the certificate of completion for the *Fire Service Instructor General Safety* course and *Fire Service Instructor Level 1 Written Examination*.

Instructor Level 2 (Certification): Attach a photocopy of your birth certificate or driver's license as proof of your age. Attach a copy of your Firefighter 1 certification showing two years experience as a NJ certified Firefighter 1. Provide documentation of at least two years experience as a Fire Service Instructor, by providing a letter from the fire chief, training officer or training academy director attesting to the number of courses taught, hours taught and listing of topics taught. Provide a copy of an *Educational Methodology* course certificate as proof of your successful completion of the required course. If you have taken another course that meets the requirements of N.J.A.C. 5:73-5.3, submit the course certificate, an outline of the material covered and hours of the program. Pre-approved *Educational Methodology* course are: NJ Police Training Commission, NJ Department of Corrections, US Department of Defense, or any college *Educational Methodology* course. Provide a copy of the certificate of completion for the *Fire Service Instructor General Safety* course and *Fire Service Instructor Level 2 Written Examination*.

Live Burn Instructor (Certificate): Applicants must possess a valid certification as Instructor Level 1 or Instructor Level 2, and successfully complete the eight hour Live Burn course to obtain this certificate. Attach a copy of the course completion certificate as proof of your successful completion of the eight hour Live Burn course.

SCBA/Smokehouse Instructor (Certificate): Applicants must possess a valid certification as Instructor Level 1 or Instructor Level 2, and successfully complete the eight hour SCBA/Smokehouse course to obtain this certificate. Attach a copy of the course completion certificate as proof of your successful completion of the eight hour SCBA/Smokehouse course.

Adjunct Instructor (Certificate): The use of the Adjunct Instructor Certificate is restricted to certification and CEU programs sanctioned by the Division of Fire Safety. Applicants must be certified by another jurisdiction/agency to instruct a specialized topic, and complete a train-the-trainer program (if developed for the course). The applicant must have two years instructional experience in the subject areas, along with extensive knowledge and experience in the subject. Attach proof of prior certification, train-the-trainer certificate, and documentation which will verify prior knowledge and experience in the subject area.

4. If you answer YES to this question, please supply documentation or detailed explanation on another sheet of paper.
5. No fee is required. Effective October 20, 2003 application fees associated with the certification and certificate titles provided on this form have been eliminated.
6. The application form must be signed and dated. Forward the application form and supportive documentation to:

**Fire Instructor Certification
Office of Training and Certification
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809**

Questions on Fire Instructor certification requirements and procedures should be directed to the staff of the Office of Training and Certification at **(609) 324-7336** from 8:30 a.m. to 4:30 p.m., Monday through Friday.