



**Louisiana State University  
Carrol L. Herring Fire & Emergency Training Institute Certification**

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**Fire Service Instructor III Certification Requirements**

**Entrance Requirements**

The skill level for Fire Service Instructor III, as determined by the Certification Advisory Committee, is focused on the fire service person responsible for managing a training division or developing a training program.

It is with this purpose that the Fire Instructor III level is established within this standard. These requirements reflect the minimum requirements as found in NFPA 1041, 2019, chapter 6.

In order to certify in the Louisiana **Instructor III** program, firefighters must complete the following process:

- 1- Be certified as an Instructor II with the Louisiana Firefighter and Emergency Responder Certification system.
- 2- Submit completed Portfolio **or** documentation of course completion from the approved National Fire Academy courses listed below to the LSU FETI Certification office.
- 3- Depending on method used (Portfolio or NFA Course Completion) the submitted documentation will be evaluated. Once approved, Instructor III candidate will be notified and may move to the next step in the process.
- 4- Request Fire Instructor III written examination.
- 5- Receive certification upon completion of the Portfolio or NFA Course Completion and Written Examination.

**Training Courses**

There is no set course to obtain Instructor III certification but FETI does offer a 40-hour program designed to help the candidate dedicate the time to completing the portfolio. Due to the nature of the requirements for Instructor III, majority of training is received on the job and through practical experience. The 40-hour course will help you use the form to complete the portfolio. At the conclusion of the course, you will either turn in your portfolio for review or continue to complete your portfolio on your own.

**National Fire Academy Course Method**

Participants seeking Fire Instructor III by completing the NFA **course method** must provide copies of the course completion certificates awarded at the end of the NFA courses. You must have attended and completed the courses within 5 years. Both of the following courses are required:

1. *Fire and Emergency Services Training Program Management R0445* (formerly called *Training Program Management*)
2. *Training Program Design M0576* (formerly called *Fire Service Course Design*)

## **Portfolio Method**

Participants using the Fire Instructor III **portfolio method** must successfully complete the Instructor III Requirements Form contained within this packet. Documentation is required to provide proof that all requirements and skills are met. If using the portfolio method, the information is detailed later on in this packet.

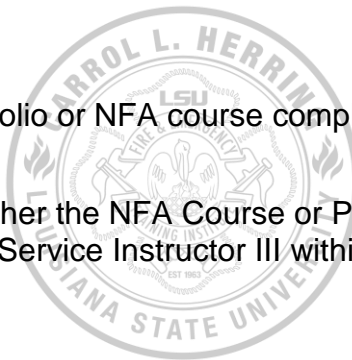
This Requirement Form is self-directing in what is being required by the Certification Council to become eligible to receive Instructor III certification. **Documentation** must accompany this form to provide the necessary proof that the candidate has met the requirements as outlined by NFPA 1041 (2019), chapter 6, as adopted by the Certification Advisory Committee.

Once the Instructor III Requirements Form and appropriate documentation have been submitted to the Certification Office, they will be submitted to a qualified reviewer, and evaluated for approval. If deficiencies are found, the reviewer will work with the candidate to correct those areas. Once the review is completed and the portfolio is approved, the candidate will be recommended to move on to the written examination.

## **Written Examination**

Once approved, using **either** the portfolio or NFA course completion method, the candidate is eligible for the written examination.

Once the candidate has completed either the NFA Course or Portfolio method and passed the written examination they will be certified Fire Service Instructor III within the state of Louisiana.



Louisiana Firefighter and Emergency Responder Certification Program	
Fire Service Instructor III (NFPA 1041-2019)	Portfolio Form
Evaluator Name:	Date:
Candidate Name:	Candidate Last 4 SSN:
Candidate Department:	
Candidate Phone:	Candidate Email:

To obtain Certification for Fire Service Instructor III within the Firefighter and Emergency Responder Certification system using the portfolio method, the candidate will complete the following steps:

1. The candidate will legibly complete **ONLY** the (5) candidate spaces above and sign the bottom of the last page where it asks for candidate signature. There are to be no other markings on the form. The evaluator will complete the rest of the form.
2. The candidate will use the remainder form to provide the documentation as required. The candidate must address each requirement in the standard and how he/she fulfills each one. The documentation created will be in a binder and well organized with the NFPA reference number listed on each document you submit. If it is not submitted properly it will not be accepted. **Please note: If using material already created it cannot be older than five (5) years old.**
3. The candidate will place this form in the front pocket of the binder and drop off or mail the binder to: LSU FETI Certification Office, 6868 Nicholson Drive, Baton Rouge, LA 70820

After the LSU Certification office receives the portfolio and verifies that the steps above have been followed, the candidate will be notified that the evaluation process will begin. Pre-requisites for certification as **Fire Instructor III**: Fire Instructor II. These requirements are based on NFPA 1041, 2019 Edition, Chapter 6.

<b>NFPA Ref. Description of Skill/Knowledge</b>	<b>Completed</b>
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**6.2.2 Description of skill and/or knowledge**

**Administer a training record system so that the information captured is concise, meets all agency and legal requirements.**

Criteria to meet standard:

Provide documentation of a training activity and completed training form.

**6.2.3 Description of skill and/or knowledge**

**Develop recommendations for policies to support a training program so that the training and agency goals are achieved.**

Criteria to meet standard:

Provide documentation of a new policy that you developed for a training program that supports the mission of your agency or department.

**6.2.4 Description of skill and/or knowledge**

**Select instructional staff so that staff selection meets agency policies and achievement of agency and instructional goals.**

Criteria to meet standard:

Provide agency policy with regards on how instructors are selected.

**6.2.5 Description of skill and/or knowledge**

**Construct a performance based instructor evaluation plan so that instructors are evaluated at regular intervals following agency policies.**

Criteria to meet standard:

Develop and provide a sample of an instructor evaluation form used by your agency.

**6.2.6 Description of skill and/or knowledge**

**Formulate Budget needs so that the resources required to meet training goals are identified and documented.**

Criteria to meet standard:

Provide documentation to show how budget accounts for training resources.

**6.2.7 Description of skill and/or knowledge**

**Write equipment-purchasing specifications so that the equipment is appropriate and supports the curriculum.**

Criteria to meet standard:

Provide documentation for purchasing equipment to be used to support a curriculum and training goal.

**6.2.8 Description of skill and/or knowledge**

**Present evaluation findings, conclusions, and recommendations to agency administrator so that recommendations are unbiased, supported, and reflect agency goals, policies, and procedures.**

Criteria to meet standard:

Provide a summary report of a course evaluation and make recommendations about curriculum, instructional or support material.

**6.3.2 Description of skill and/or knowledge**

**Conduct an agency needs analysis so that instructional needs are identified.**

Criteria to meet standard:

Provide documentation of a needs analysis conducted within your agency or department within the past 6 months: identify the subject of the analysis, identified needs, and the proposed solution.

**6.3.3 Description of skill and/or knowledge**

**Design a program or curricula so that the agency goals are supported, the knowledge and skills are job related, the design is performance based, adult learning principles are utilized and the program meets time and budget constraints.**

Criteria to meet standard:

Provide documentation of a program or curriculum that you have created based on a needs analysis and agency goals.

**6.3.4 Description of skill and/or knowledge**

**Write program and course outcomes so that the outcomes are clear, concise, measurable and correlate to agency goals.**

Criteria to meet standard:

Provide a sample of a written outcome statement that you have written for a course you have developed. (Can use program/curricula developed for 6.3.3)

**6.3.5 Description of skill and/or knowledge**

**Write course objectives so that objectives are clear, concise, measurable, and reflect specific tasks.**

Criteria to meet standard:

Provide a sample of a written course objective that you have written for a course you have developed and correlate them to JPR's. (Can use program/curricula developed for 6.3.3)

**6.3.6 Description of skill and/or knowledge**

**Construct a course content outline so that the content supports the agency structure and reflects current acceptable practices.**

Criteria to meet standard:

Provide a sample of a course outline that you have written for a course you have developed. (Can use program/curricula developed for 6.3.3)

**6.5.2 Description of skill and/or knowledge**

**Develop a system for the acquisition, storage, and dissemination of evaluation results so that the goals are supported and those impacted by the information receive feedback consistent with agency policies, federal, state, and local laws.**

Criteria to meet standard:

Provide a policy that details how an agency will store and disseminate student evaluation results.

**6.5.3 Description of skill and/or knowledge**

**Develop a course evaluation plan so that objectives are measured and agency policies are followed.**

Criteria to meet standard:

Provide a sample of a course evaluation used when teaching a course.

**6.5.4 Description of skill and/or knowledge**

**Develop a program evaluation plan so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.**

Criteria to meet standard:

Provide a sample of a program evaluation instrument.

**6.5.5 Description of skill and/or knowledge**

**Analyze student evaluation instrument so that validity is determined and necessary changes are made.**

Criteria to meet standard:

Provide a sample of an analysis report to determine the validity of the testing/evaluation process.

<b>Evaluator Signature:</b>	<b>Date:</b>	<b>Overall Skill Sheet Score</b>	
		Pass _____	Fail _____
<b>Candidate Signature:</b>			

**Note to evaluator:** By your signature above, you verify that you are qualified to serve as a LSU FETI Certification Evaluator, have followed LSU FETI Certification Testing Policies, were not a part of the training of this individual for this particular level, and have verified that the above candidate has tested the above skills in their entirety.