

**NEW YORK STATE DIVISION OF
HOMELAND SECURITY & EMERGENCY SERVICES
OFFICE OF FIRE PREVENTION & CONTROL**

Fire Service

Instructor 1

REGIONAL DELIVERY

ERIE COUNTY October 28, 2022 – November 6, 2022

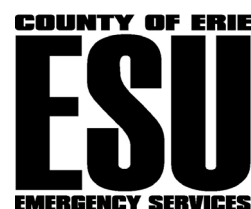
Student Guide

COMPILED BY: ERIE COUNTY EMERGENCY SERVICES | DIVISION OF FIRE SAFETY

V.170112 [ORIGINAL]



**Fire Prevention
and Control**



Course Name and Number

This course shall be referred to as the New York State Fire Service Instructor 1 course. The Erie County Course# is FSI12201.

Course Description

This is an upper level course designed for the experienced firefighter, fire instructor candidate, fire officer candidate, or other individual who will be delivering instruction within a fire service organization. In addition to the basic knowledge, skills and abilities required for new instructors, this course prepares the candidate to meet the Instructor 1 job performance requirements as defined in NFPA 1041 "Fire Service Instructor Professional Qualifications," including delivering instruction from a prepared lesson plan, instructional aids and evaluation instruments, adapting lesson plans, organizing the learning environment, and meeting record-keeping requirements.

There is a lengthy pre-course reading assignment, and students complete a pre-test, final exam and three presentations during the course. Course includes homework and independent study. There is a dress code for candidates attending this course.

Course Length

The total course length shall be sixty-two (62) hours. This regional delivery will be delivered over five days, Monday thru Thursday plus Tuesday 1/18/22 as shown on the attached schedule.

Class Size

The minimum number of students required to conduct a Fire Service Instructor 1 course shall be 12. The maximum course size shall be 28.

Student Prerequisite Training

There are no pre-requisites for enrolling in the New York State Fire Service Instructor 1 course.

Registration and Costs

As this is a regional delivery of what is traditionally only available at the NYS Fire Academy, registration in this course requires up to three (3) separate applications and associated fees. Registration will not be confirmed until all appropriate paperwork and fees are received at the Erie County Fire Safety Office:

(Mandatory) NYS Fire Academy Registration Fee = \$25 per student

- Make checks payable to: **Academy of Fire Science**. Purchase orders, vouchers, money orders and credit card payments can be accepted by completing appropriate information on the attached Fire Academy Registration Form.
<http://www.dhSES.ny.gov/ofpc/documents/academyt-registration-form.pdf>
- Bring NYS Fire Academy Training Authorization Letter to your first class.

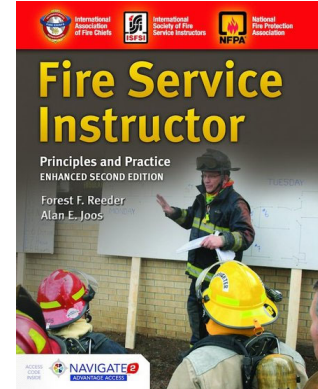
(Optional) National Certification Exam Fee = \$25 per student

- Make checks or money orders payable to: **Academy of Fire Science**. Purchase orders and vouchers are not accepted as payment for the National Certification Written Exam. Credit card payments are accepted by completing appropriate information on the attached Fire Academy Registration Form.
- Submit fee and National Certification Exam application:
<http://www.dhSES.ny.gov/ofpc/documents/standards/exam.pdf>

Required Student Text Book

Students must have a copy of the: Jones & Bartlett *Fire Service Instructor: Principles and Practices Second Edition* in order to complete required reading, assignments and exams.

According to their website, there is no separate Exam Prep Guide but the “*Enhanced*” version of their text book (ISBN-13: 9781284122183) is bundled with their Navigate 2 Advantage Access and includes exam prep resources.



The *Enhanced* Second Edition text books are available directly from Jones & Bartlett Publishing: <http://www.jblearning.com/catalog/9781284122183/> or other sources. The published list price is \$96.95 each. A 25% discount is available on orders of five (5) or more books.

NOTE: The *Fire Service Instructor: Principles and Practices Second Edition* text book-only (ISBN-13 9781449641320) is not available by itself from Jones & Bartlett. It may be available from other sources.

The standard and enhanced versions of **these text books are not available from the Erie County Fire Safety office or the ECFCMAO-Erie County Fire Chiefs Mutual Aid Organization.**

Required Student Manual: In addition to the required textbook, students will also be using the student manual created specifically for the NYS OFPC delivered Fire Service Instructor course. Printed copies of the student manual will be provided during the course.

Suggested Reading List

Text: *Fire Services Instructor: Principles and Practice* (Jones & Bartlett) 2nd ed.

This is a *suggested, minimum* reading list. Familiarity with the entire text will be helpful and it is strongly encouraged that all book reading be done prior to the start of the course.

Note:

- A course pre-test is administered during the first unit. This pre-test is taken directly from the assigned reading.
- In addition to completely reading the first 10 chapters outlined on the course schedule, read Chapter 12: pages 280-287.
- All candidates should also take advantage of the resources at the end of each chapter:
 - Chief Concepts-Key points contained in that chapter
 - Hot terms-Key definitions in that chapter
 - Fire Service Instructor In Action: Review questions for that chapter.

Attendance

Students are expected to be in attendance for all class sessions. Instructors have limited discretion in the event of absence. Students are responsible for all course material, including assignments, quizzes, tests, and skills in the event of an absence.

Dress Code

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and that is appropriate for both climate differences and classroom activities. A student whose attire is determined to be inappropriate by the instructional staff will be required to change into more appropriate clothing before being allowed to return to class.

Acceptable Attire for Classroom Settings:

Males: Shirts, with collars; clean, well fitting, well-kept slacks or jeans; departmental uniforms (no t-shirts); shoes and socks. Optional items include sweaters, sport coats, ties, etc.

Class-A uniforms or appropriate attire are required for evaluated final presentations.

Females: Dresses; blouses, shirts with collars, clean, well fitting, well-kept slacks or jeans, skirts, split skirts/skorts; departmental uniforms (no T-shirts); shoes. Optional items include sweaters, blazers, etc.

Class-A uniforms or appropriate attire are required for evaluated final presentations.

NOTE: Hats are not to be worn in the classroom.

Computer Use

Although computer use/access may be helpful during post-lecture lab activities, it is not required or allowed during instructor-led classroom sessions. Students are asked to be respectful of the instructors and other students and limit their computer usage to course materials during instructional time. Students that are unable to refrain from non-course usage may be asked to close and/or turn off their computer and to use it only when necessary.

Course Activities

This course requires satisfactory preparation and execution of three (3) presentations:

- Ten (10) Minute Psychomotor Presentation
- Prepared Cognitive Presentation
- Twenty (20) Minute Adapted Cognitive Presentation

There are several activities as part of the Fire Service Instructor 1 course, which are detailed on the following course schedule. Students are expected to complete all activities assigned as part of this course. Any student that does not complete all of the required activities shall not be permitted to take the final exam. Course activities shall be graded as complete or incomplete.

Out-of-Class Activities: Proof of completion for required homework and out-of-class activities must be submitted prior to the final exam. Any student that does not complete the required out-of-class activities shall not be permitted to take the final exam. Out-of-class activities shall be graded as complete or incomplete. Fire Service Instructor 1 course activities are detailed on the following course schedule.

National Certification

All students are encouraged to register for the National Certification Test even if they do not currently meet the pre-requisites for the test. Student certificate will be held until all pre-requisites are met.

Note that retests for National Certification must be successfully completed within one year of the initial examination.

Course Completion Requirements

Completion of the Fire Service Instructor 1 course is contingent on successful completion of course activities and homework assignments. Course completion certificates are only issued to those students who successfully complete all activities and assignments. The grade for the course is based on four elements: a Psychomotor Presentation; an Introductory Cognitive Presentation; a final Cognitive Presentation; and the 100-question Final Written Examination.

A passing grade is 70% or greater. Any candidate, who scores less than 70% on any of the "Practical Skills Test", will be afforded one opportunity to retest the skill. The psychomotor and Introductory Cognitive skill test can be made up with in the current course at a time determined by the lead instructor or on any future date that the Fire Service Instructor 1 course is offered.

The Final skill tests can be retested again on any future date that the Fire Service Instructor 1 course is offered. If a satisfactory presentation is not achieved within two years of the date of the initial presentation, the candidate must repeat the course, including all presentations and final examination.

Any candidate, who scores less than 70% on the written examination, will be afforded one opportunity to retest on any future date that the examination is being offered. If a successful retest is not achieved within two years of the date of the initial test, the candidate must repeat the course, including the psychomotor and cognitive presentations and the final examination.

The final grade for the course will be the weighted average of the Practical Skills test grades and the final written exam grade, wherein the psychomotor Practical Skills testing will comprise 10% of the final grade, the introductory cognitive Practical Skills testing 10%, the cognitive Practical Skills testing 40%, and the final written exam 40%. Each of these elements must be successfully completed to pass the course; i.e. failure of any one of these elements (less than 70%) constitutes failure of the course, irrespective of the final grade achieved.

Should a candidate feel that evaluations or grades determined by the course instructors are arbitrary or discriminatory; the candidate may request review of the matter by the Deputy Chief of Training at the New York State Fire Academy.

Individual Training Records

An individual training record which denotes completion of each activity and out-of-class activity shall be kept. This record shall also accurately record the average for all quizzes, scores for each exam, final exam score, and the final course average.

Reasonable Accommodations

Any student who may need an accommodation for testing based upon the impact of a disability must complete the Division of Homeland Security and Emergency Services "Application to Request Reasonable Accommodation of a Disability" and submit it, with the required supporting documentation, as soon as possible. Accommodations will not be provided without submission of the "Application to Request Reasonable Accommodation of a Disability" and the necessary supporting documentation.

Fire Service Instructor I FSI12202
Erie County October 28, 2022 – November 6, 2022

DAY 1 – Friday October 28, 2022		
08:00-17:00		
DAY 2 – Saturday October 29, 2022		
08:00-17:00		
DAY 3 – Sunday October 30, 2022		
08:00-17:00		
DAY 4 – Saturday November 5, 2022		
08:00-17:00		
DAY 5 – Sunday November 6, 2022		
0800-1000	OFPC	Written Examination
1000-1530	SFI/EVALS.	20-min Cognitive Lesson Plan Presentations
1530-1600	Lead/All	Course Conclusion; Distribute Certificates; Dismissal