

# FIRE INSTRUCTOR

## Certification Application Form



<p>1. SSN Number: _____</p> <p>Certification Number: _____ (Example: 111111)</p> <p>2. Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephones – Home: _____</p> <p>Work: _____</p>	<b>For Official Use Only</b>
	Received: _____
	Problem: _____
	Returned: _____
	Received: _____
	Approved: _____
	By: _____

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

<u>Certifications</u>	<u>Certificates</u>
<input type="checkbox"/> Instructor Level 2	<input type="checkbox"/> Drill Ground Instructor
<input type="checkbox"/> Instructor Level 1	<input type="checkbox"/> 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.

### CERTIFICATION REQUIREMENTS – FIRE INSTRUCTOR LEVEL 1

- A. Be at least 21 years of age;
- B. Three years experience as a NJ Certified Firefighter 1;
- C. Satisfactorily complete the 30-hour Fire Instructor 1 course of instruction that meets the requirements of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2002 edition, or an equivalent course of study which meets content specified at N.J.A.C. 5:73-5.2(c). Only an educational program completed within the three years prior to, or at the time of, application shall be accepted toward fulfilling the requirements for certification; and,
- D. 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 21 years of age;
- B. Three years experience as a NJ Certified Firefighter 1;
- C. Provide documentation of at least two years experience as an instructor;
- D. Satisfactorily complete the 30-hour Fire Instructor 2 course of instruction that meets the requirements of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2002 edition, or an equivalent course of study which meets content specified at N.J.A.C. 5:73-5.3(c). Only an educational program completed within the three years prior to, or at the time of, application shall be accepted toward fulfilling the requirements for certification; and,
- E. Satisfactorily pass the Instructor Level 2 written examination administered through the Office of Training and Certification.

### CERTIFICATE REQUIREMENTS – DRILL GROUND INSTRUCTOR

- A. Possess a certification as Instructor Level 1 or Instructor Level 2;
- B. Successfully complete an eight hour Drill Ground Instructor Course.

### 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); and,
  - C. Have two years instructional experience in the subject areas.

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.

\_\_\_\_\_  
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 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 three years experience as a NJ certified Firefighter 1. Provide a copy of the Fire Instructor 1 course completion 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(c) submit the course completion certificate, an outline of the material covered and hours of the program. Only an educational program completed within the three years prior to, or at the time of, application shall be accepted toward fulfilling the requirements for certification. Provide a copy of the certificate of completion for the *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 three 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/hours/topics instructed. Provide a copy of the Fire Instructor 2 course completion 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(c) submit the course completion certificate, an outline of the material covered and hours of the program. Only an educational program completed within the three years prior to, or at the time of, application shall be accepted toward fulfilling the requirements for certification. Provide a copy of the certificate of completion for the *Fire Service Instructor Level 2 Written Examination*.

**Drill Ground Instructor (Certificate):** Applicants must possess a valid certification as either Instructor Level 1 or Instructor Level 2, and successfully complete the eight hour Drill Ground Instructor course to obtain this certificate. Attach a copy of the course completion certificate as proof of your successful completion of the eight hour Drill Ground Instructor course. Previously issued SCBA/Smokehouse and Live Burn Course completion certificates will be accepted towards issuance of the Drill Ground Instructor Certificate until May 3, 2011.

**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 topic). 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) 777-3552** from 8:30 a.m. to 4:30 p.m., Monday through Friday.