



APPLICATION FOR INSTRUCTOR I CERTIFICATION
BUREAU OF FIRE STANDARDS & TRAINING

Please type or print legibly.

NAME: LAST	FIRST	MI
HOME ADDRESS	CITY	STATE
SOCIAL SECURITY NUMBER ¹	TELEPHONE NUMBER	
FIRE DEPARTMENT (if employed)	FIRE DEPARTMENT TELEPHONE NUMBER	

ANSWER THE FOLLOWING QUESTIONS BY CHECKING THE APPROPRIATE SPACE

- | <u>YES</u> | <u>NO</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you enclosed the current application processing fee?
(Please see fee information, form DFS-K4-1019 for instructions) |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you enclosed a copy of your High School Diploma? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you enclosed a documentation of completing the 40-hour Fire Service Course Delivery course? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you submitted the notarized Personal Inquiry Waiver form?
(Form DFS-K4-1020 is attached) |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been a full-time paid firefighter for at least six years?
If not, you must document six years experience in the fire service.
(Paid and volunteer time may be combined) |

NOTE: YOUR APPLICATION MUST BE RECEIVED AT LEAST 10 BUSINESS DAYS PRIOR TO THE TEST DATE. YOU WILL RECEIVE WRITTEN AND OR ON-LINE CONFIRMATION OF THE TEST SITE AND DATE YOU ARE SCHEDULED TO TEST AND MUST BRING YOUR CONFIRMATION NOTICE AND PHOTO I.D. TO THE TEST SITE ON THE TEST DATE ASSIGNED.

INDICATE THE REGIONAL TEST SITE AND DATE YOU WISH TO BE ASSIGNED, ALONG WITH A 2ND AND 3RD CHOICE:

TEST SITE: _____ TEST DATE: _____
 2ND CHOICE: _____ 3RD CHOICE: _____

 SIGNATURE OF APPLICANT _____
DATE

SUBMIT THIS APPLICATION, ALONG WITH THE REQUIRED DOCUMENTATION AND PROCESSING FEE, TO:
 BUREAU OF FIRE STANDARDS AND TRAINING, 11655 NW GAINESVILLE ROAD, OCALA, FLORIDA 34482-1486

PURSUANT TO THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT, ANY PERSON NEEDING SPECIAL ACCOMODATIONS, PLEASE ADVISE US AT LEAST SEVEN CALENDAR DAYS PRIOR TO TEST DATE BY CONTACTING OUR ADA COMPLIANCE OFFICER AT (352) 369-2800.

¹ Please note that the social security number is not required; however, if you provide it, it will greatly assist us in assisting you.

**DIVISION OF STATE FIRE MARSHAL
BUREAU OF FIRE STANDARDS AND TRAINING
INSTRUCTOR CERTIFICATION REQUIREMENTS**

There are three levels of Instructor Certification offered by the Bureau of Fire Standards and Training. The three types are listed below, including the qualification requirements, and the curriculum the certification entitles the instructor to teach. In addition to these three levels, Single Course Exemption is available to individuals who may be considered an expert in a single subject based on their individual education and experience. Please refer to Administrative Code 69A-37.059 for additional information and details relative to triennial renewal requirements.

INSTRUCTOR I Requirements are:

1. Six years experience as a regular member of an organized fire department.
2. Documentation of completing the 40-hour Fire Service Course Delivery class or equivalent.
3. Documentation of high school graduation or equivalent.
4. Physical ability to perform the tasks associated with the training.
5. Form DFS-K4-1451, current application fee, and successful completion of the State Written Examination.

An Instructor I may teach any classes in the program area(s) in which they are certified or hold a certificate of competency.

INSTRUCTOR II Requirements are:

1. Six years experience as a regular member of an organized fire department.
2. Documentation of completing the 40-hour Fire Service Course Delivery class or equivalent.
3. Documentation of completing the 40-hour Fire Service Course Design class or equivalent.
4. Documentation of an Associate's Degree or higher that meets the requirements of s817.567.
5. Physical ability to perform the tasks associated with the training.
6. Form DFS-K4-1452, current application fee, and successful completion of the State Written Examination.

An Instructor II may teach any class which is recognized as part of the curriculum established and developed by the Bureau of Fire Standards and Training, provided the instructor can verify successful completion of the same course by certificate or transcript.

INSTRUCTOR III Requirements are:

1. Six years experience as a regular member of an organized fire department.
2. Documentation of completing the 40-hour Fire Service Course Delivery class or equivalent.
3. Documentation of completing the 40-hour Fire Service Course Design class or equivalent.
4. Documentation of a Bachelor's Degree or higher that meets the requirements of s817.567.
5. Physical ability to perform the tasks associated with the training.
6. Form DFS-K4-1453, and current application fee. (No examination is required.)

An Instructor III may teach any class which is recognized as part of the curriculum established and developed by the Bureau of Fire Standards and Training, provided the instructor can verify successful completion of the same course by certificate or transcript.

Single Course Exemption

NOTE: This level of Instructor Certification is designed for "experts" in a field relevant to the fire service, who may or may not be in the fire service, or who may reside outside the State of Florida. This level of certification is granted on a case by case basis.

1. Letter, with detailed description of credentials/experience, requesting consideration for this exemption.
2. Documentation of expertise and or education in the subject area to be taught that meets the requirements of s817.567.
3. Documentation of completing the 40-hour Fire Service Course Delivery class or equivalent.
4. Form DFS-K4-1455, and current application fee. (No examination is required.)
5. Credentials review and approval by the Bureau of Fire Standards.

An Instructor holding a Single Course Exemption Certification is eligible to teach only the single course specified.



DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal

PERSONAL INQUIRY WAIVER
BUREAU OF FIRE STANDARDS & TRAINING

APPLICANT'S NAME: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____¹

ADDRESS: _____
STREET CITY STATE ZIP CODE

I respectfully request and authorize you to furnish the Division of State Fire Marshal, Bureau of Fire Standards and Training, any and all information that you may have concerning my work record, school record, military record, and moral character. Please include any and all information of a confidential or privileged nature, and photostats of same if requested. This information is to be used by the Bureau of Fire Standards and Training in determining my qualifications and fitness for certification as a firefighter, firesafety inspector, or other competency certification in the State of Florida.

SIGNATURE OF APPLICANT

THIS FORM MUST BE NOTARIZED

STATE OF FLORIDA
COUNTY OF _____

On _____, _____, _____ personally
(month and day) (year) (Applicant's Name)

appeared before me and, _____ who is personally known to me, or _____ who has provided
_____ as identification.

Notary Public Signature

Commission expires: _____

PLEASE AFFIX SEAL ABOVE

¹ Please note that the social security number is not required; however, if you provide it, it will greatly assist us in assisting you.