



**THE DEPARTMENT OF FINANCIAL SERVICES**  
*Division of the State Fire Marshal*

**INSTRUCTOR CERTIFICATION REQUIREMENTS**  
**BUREAU OF FIRE STANDARDS & TRAINING**

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. Please refer to Administrative Code 4A-37.059 for additional information and details relative to triennial renewal requirements, <http://fac.dos.state.fl.us/fac/>. 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.

**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, Form DFS-K4-1020, 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.
5. Physical ability to perform the tasks associated with the training.
6. Form DFS-K4-1452, Form DFS-K4-1020, 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.
5. Physical ability to perform the tasks associated with the training.
6. Form DFS-K4-1453, Form DFS-K4-1020, 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 at least five years experience directly related to the subject or a bachelors degree related to the subject, or a combination of experience and education.
3. Documentation of completing the 40-hour Fire Service Course Delivery course or equivalent.
4. Form DFS-K4-1455, Form DFS-K4-1020, 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 Letter of Certification is eligible to teach only the single course specified.