

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

Fire Service

Instructor 1

REGIONAL DELIVERY

ERIE COUNTY | MARCH 14-26, 2017

Student Guide

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

V.170112 [ORIGINAL]



**Fire Prevention
and Control**

COUNTY OF ERIE
ESU
EMERGENCY SERVICES



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 FSI1-17001.

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 four (4) evenings and four (4) full weekend days 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.
- Submit fee and NYS Fire Academy application to: **Erie County Fire Safety Office**

(Mandatory) Erie County Fire Chiefs Student Lab Fee = \$40 per student

- Make checks or money orders payable to: **ECFCMAO**. Their organization cannot accept purchase orders, vouchers or credit card payments.
- This fee includes "onsite working lunches" on each of the four (4) weekend days which is needed to maintain the pace of the class; as well as office supplies and support materials necessary for student presentations.
- Submit fee and Standard Training Course Application to: **Erie County Fire Safety Office**

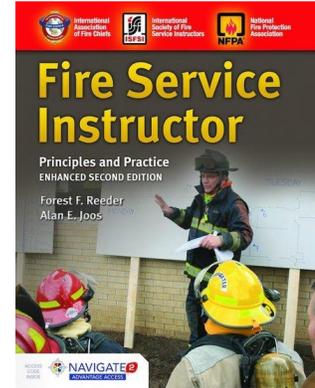
(Optional) National Certification Exam Fee = \$25 per student

- 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 to: **Erie County Fire Safety Office**

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 \$98.95 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.

TENTATIVE Course Schedule: Fire Service Instructor 1
Erie County Emergency Services Training & Operations Center
March 14-26, 2017

DATE/TIME: TUESDAY – March 14, 2017 – 1800-2200				
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
1		Welcome & Orientation, Course Introduction	Course Pre-Test based on pre-course reading of required student text book	In-Class
5		Training Records Management		
DATE/TIME: THURSDAY – March 16, 2017 – 1800-2200				
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
3		Understanding Performance Objectives	10-minute psychomotor presentation assignment	Distribute and discuss in class
			Prepare 10-minute psychomotor presentation	Lab Time after in-class lecture and Homework
DATE/TIME: SATURDAY-3/18/17 0800-1700				
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
2		Principles of Adult Learning		
4		Communicating with Adult Learners		
6A		Effective Lesson Plans- Psychomotor	Master Demonstration of psychomotor presentation	In-Class
			Students develop and prepare to present 10-minute psychomotor presentation	Lab Time after in-class lecture and Homework
DATE/TIME: SUNDAY-3/19/17 0800-1700				
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
			Students present 10-minute psychomotor presentation	In-Class
			Critique and Review 10-minute psychomotor presentations	In-Class
6B		Effective Lesson Plans-Cognitive	Distribute and discuss prepared cognitive less plan assignment	In-Class
8		Presenting Lesson Plans	Prepare cognitive presentation using provided lesson plan	In-Class
9		Methods of Instruction	Prepare to present cognitive lesson plan presentations	Lab Time after in-class lecture and Homework

DATE/TIME:		TUESDAY – March 21, 2017 – 1800-2200		
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
			Students present prepared cognitive lesson plan presentation	In-Class
			Critique and review of prepared cognitive lesson plan presentations	In-Class
			Distribute and discuss adapting cognitive lesson plan presentations	In-Class
			Begin preparation of 20-minute adapted cognitive lesson plan presentation	Lab Time after in-class lecture and Homework
DATE/TIME:		THURSDAY – March 23, 2017 – 1800-2200		
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
10		Instructional Media & Training Aids	Prepare 20-minute adapted cognitive lesson plan presentation	Lab Time after in-class lecture and Homework
			Instructor review of progress on 20-minute adapted cognitive lesson plan presentation preparation	In-Class
			Supplemental Reading	Homework
DATE/TIME:		SATURDAY-3/25/17 0800-1700		
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
7		Evaluation & Testing	Master Demonstration: Evaluation Process	In-Class
11		Managing Course Delivery		
10		Instructional Media & Training Aids	Instructional Media & Training Aids: Hands-on Practical	In-Class
			Instructor review of progress on 20-minute adapted cognitive lesson plan presentation preparation	Lab Time after in-class lecture
			Prepare 20-minute adapted cognitive lesson plan presentation	Lab Time after in-class lecture and Homework
			Supplemental Reading	Homework
DATE/TIME:		SUNDAY-3/26/17 0800-1700		
UNIT	TIME	SUBJECT	ACTIVITIES	COMPLETED
			Final Preparation of 20-minute adapted cognitive lesson plan presentation	In-Class
			100-Question Written Examination	In-Class
			Presentation of 20-minute adapted cognitive lesson plan	In-Class
			Course conclusion; distribute certificates; dismissal	In-Class



REGISTRATION FORM

FIRE ACADEMY AND REGIONAL TECHNICAL RESCUE

New York State Academy of Fire Science
600 College Ave., Montour Falls, NY 14865-9634
(607) 535-7136; Fax: (607) 535-4841



PERSONAL INFORMATION

SPONSORING ORGANIZATION

NAME (Last, First, MI) _____

TRAINING IDENTIFICATION NUMBER _____

HOME ADDRESS (Street, PO Box) _____

CITY _____ STATE _____ ZIP _____

CHECK IF NEW ADDRESS MALE FEMALE

DAYTIME PHONE _____ EVENING PHONE _____

FAX # _____ E-MAIL ADDRESS _____

FIRE DEPARTMENT ID # _____ COUNTY _____

SPONSORING ORGANIZATION _____

STREET ADDRESS, PO BOX _____

CITY _____ STATE _____ ZIP _____

FD PHONE# _____ FD E-MAIL or FAX _____

NAME/TITLE - HEAD OF THE SPONSORING AGENCY _____

SIGNATURE - HEAD OF THE SPONSORING AGENCY _____

_____ Date _____

FIRE ACADEMY COURSE CODE # _____ COURSE TITLE _____ DATES: 1st CHOICE _____ 2nd CHOICE _____

REGIONAL COURSE CODE # _____ COURSE TITLE _____ DATES: 1st CHOICE _____ 2nd CHOICE _____

COURSE REGISTRATION -
NOTE: PAYMENT MUST ACCOMPANY REGISTRATION
Registration Fee is MANDATORY AND NONREFUNDABLE

NYS Resident - \$25 Out-of State - \$50

Materials Fee (if applicable) payable upon arrival
See course description (may not include required text book)

Prerequisite Proof (if applicable)
Must accompany registration

ACADEMY ACCOMMODATIONS - PAYABLE UPON ARRIVAL

Resident – includes Meals & Lodging

Commuter – includes breakfast & lunch

Commuter dinner - \$9/day (optional)

REGISTRATION, MATERIAL AND ACCOMMODATIONS FEES:

Registration Fee (include w/registration) \$ _____

Materials Fee (if applicable – payable upon arrival) \$ _____

Accommodations Fee (payable upon arrival) \$ _____

Optional commuter dinner(s) \$ _____

Total enclosed: \$ _____

Balance due upon arrival: \$ _____

Reasonable accommodation request: _____

Share room with: _____

PAYMENT METHOD

Make checks, money orders & vouchers payable to:
Academy of Fire Science

Check Money Order

Signed Voucher Purchase Order

Bill Meals & Lodging to Student Bill Meals & Lodging to Sponsoring Organization

VISA MasterCard Total Charge: \$ _____

Card # _____

Expiration Date _____/_____/_____ Security Code _____

Signature _____

Please review the application to make certain it is complete and the required payment and prerequisite proof are enclosed.
This form is on the web at www.dhses.ny.gov/ofpc • MAIL OR FAX APPLICATION TO FIRE ACADEMY ONLY

NOTE: Due to participant demand, the deadline for all Academy course registrations is 20 days before the course start date. If your registration is not received by this deadline, we cannot guarantee placement in the requested course. Call the Academy for further information.



Erie County Emergency Services Standard Training Course Application

Training & Operations Center – 3359 Broadway – Cheektowaga NY 14227
www.erie.gov/fire – 716/681-7111 – FAX/681-3645 – fire@erie.gov
Public Safety Campus – 45 Elm Street – Buffalo NY 14203

**FAX COMPLETED
APPLICATIONS TO:
716/681-3645
BY THE PUBLISHED
COURSE DEADLINE**

FOR OFFICE USE ONLY:

RECEIVED:	1S-O:	1S-H:	1S-F:
-----------	-------	-------	-------

STUDENT INFORMATION: (PLEASE PRINT ALL INFORMATION)

LAST NAME:	FIRST:	MI:	
SSN LAST 4-DIGITS:	MEMBER SINCE: Month/Year	AGE:	<input type="checkbox"/> I am 18 years old or older
RANK/TITLE:			
HOME ADDRESS:			
CITY:	ST:	ZIP:	
CELL PHONE:	OFFICE PHONE:	HOME PHONE:	
E-MAIL			

Check these boxes only if you DO NOT wish to receive training information: Via E-Mail Via US Mail Via Text Message

INSTRUCTIONS:

- 1) This course application must be COMPLETED for EACH student and signed by the student's supervisor. This is REQUIRED even for members of the host agency. STUDENTS MUST BE PRE-REGISTERED by the course deadline (if a deadline is posted).
- 2) The Student's Supervisor must print their name and sign each student's application and check off ALL of the appropriate authorizations.
- 3) Enter Fire Department FDID# for Fire Courses -OR- enter your EMS Agency Code for EMS courses; and the date the application is submitted.
- 4) Applicants must notify the Training & Operations Center 48-hours prior to the scheduled course start if they WILL NOT be able to attend the course requested. Your agency may be invoiced for your failure to attend courses registered for.

Fax (716/681-3645), mail or hand deliver completed applications to the Training & Operations Center on or before the course registration deadline indicated on the training schedule published at www.erie.gov/fire (if a deadline is posted) [Form#ECFS-1013].

COURSE INFORMATION: (PLEASE PRINT ALL INFORMATION)

[Info from the published training schedule]

COURSE#:	COURSE TITLE:	
COURSE HOST LOCATION:		<input type="checkbox"/> CHECK THIS BOX IF YOU ONLY NEED TO MAKE-UP CLASSES

SUPERVISOR AUTHORIZATION: (PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

AGENCY NAME:	FIRE & EMS AGENCIES
	FDID# or EMS Agency Code:
DATE SUBMITTED:	CERTIFICATIONS - CHECK AS APPLICABLE I certify that this applicant: <input type="checkbox"/> Has medical clearance to use Self-Contained Breathing Apparatus (SCBA) in accordance with OSHA 1910.134 <input type="checkbox"/> Is authorized/capable of using Self-Contained Breathing Apparatus (SCBA) and participating in live fire training and operations
PRINT SUPERVISOR'S NAME:	
SUPERVISOR'S SIGNATURE: I certify by my signature here that this applicant meets all pre-requisites and is eligible and authorized to attend this course	

Use this form to register for all emergency services courses listed on the Erie County Emergency Services Training Schedule published at www.erie.gov/fire

DATE RECEIVED:
(Office Use Only)



NATIONAL CERTIFICATION EXAMINATION APPLICATION

New York State Academy of Fire Science
600 College Ave., Montour Falls, NY 14865-9634
(607) 535-7136; Fax: (607) 535-4841



Personal Information

Fire Department Information

NAME (Last, first, MI)			FIRE DEPARTMENT ID #		COUNTY
SOCIAL SECURITY NUMBER			SPONSORING ORGANIZATION		
HOME ADDRESS (Street, PO Box)			STREET ADDRESS, PO BOX		
CITY	STATE	ZIP	CITY	STATE	ZIP
<input type="checkbox"/> CHECK IF NEW ADDRESS	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	FD PHONE#		
DAYTIME PHONE		EVENING PHONE			
FAX #		FD E-MAIL or FAX			
			<input type="checkbox"/> CAREER <input type="checkbox"/> VOL. <input type="checkbox"/> LINE/CO. OFFICER <input type="checkbox"/> CHIEF OFFICER <input type="checkbox"/> INVESTIGATOR <input type="checkbox"/> CODE ENFORCEMENT <input type="checkbox"/> FIRE POLICE <input type="checkbox"/> EMS <input type="checkbox"/> INSTRUCTOR <input type="checkbox"/> DISPATCHER <input type="checkbox"/> FIRE PREVENTION		

<input type="checkbox"/> FIRE ACADEMY	EXAM DATE	EXAM TITLE
<input type="checkbox"/> CAMP SMITH		
<input type="checkbox"/> REGIONAL EXAM	LOCATION	

Exam Registration

Payment must accompany this registration form.

Registration Fee - NONREFUNDABLE

- Written Exam Only - \$25
- Written/Practical Exam - \$50
- Make-up Exam (if applicable) - \$25

Proof of completion of required fire service training course(s) and/or prerequisite course(s) MUST accompany this registration form.

Accommodations

Not Available at Camp Smith Location
Accommodations fees may be paid on arrival

- Yes, Meals & Lodging - \$40/day
- No, Meals & Lodging
- Meals Only - \$17/day
- Lodging Only - \$23/day

Share room with: _____

Payment Method

Checks and money orders are payable to:

Academy of Fire Science

- Check Money Order

Purchase Orders or Vouchers are not accepted as payment for the National Certification Examination.

VISA MasterCard Total Charge: \$ _____

Card Number: _____

Expiration Date _____ FAX CREDIT CARD REGISTRATIONS

Signature _____

Please review the application to make certain it is complete and the required payment and prerequisite proof are enclosed.

This form is on the web at www.dos.state.ny.us/fire/firewww.html

MAIL OR FAX APPLICATION TO FIRE ACADEMY ONLY

Office Use Only

- Prerequisite Met Candidate Not Eligible Other:



ANDREW M. CUOMO
Governor

JOHN P. MELVILLE
Commissioner

BRYANT D. STEVENS
State Fire Administrator

Application to Request Reasonable Accommodation of a Disability

Application for reasonable accommodations for state fire training may be made using this form and submitted via email to the Division's Designee for Reasonable Accommodation (DRA), Deputy State Fire Administrator William R. Davis, Jr. at ofpc.ada@dhses.ny.gov or by mail to: 1220 Washington Avenue, Bldg. 7A, Floor 2 • Albany, NY 12226. If the request is made to the instructor, the instructor will forward the request to the DRA. All confidential information received by OFPC pertaining to your request shall be handled as such. All medical information is confidential and maintained separately from your training records.

Section A - (To be completed by student and returned via email)
Student Name, Course Name and Number, Sponsoring Agency, County, Phone #, Email Address, Preferred Method of Communication (Telephone, Email)

I am requesting the following reasonable accommodation(s):

It is necessary for me to have this accomodation for the following reason(s):

Required: Attach documentation to support request. Documentation should indicate an assessment was conducted or diagnosis rendered to support request for reasonable accommodation.

Student Signature, Date