

North Dakota Firefighter's Association

On-Line Fire Service Instructor I Course Manual



Please direct questions and comments to:

Robert Knuth
NDFA, Training Director
1502 Grumman Lane, Suite 2
Bismarck, North Dakota 58504
PH: (701) 222-2799 CP: (701) 516-4457 FAX: (701) 222-2899

Please visit our Web site at: www.ndfa.net

Introduction

Welcome to the North Dakota Firefighter's Association (NDFFA) On-Line Fire Service Instructor I Course.

A fire service instructor must demonstrate the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aides and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning and safety are maximized; and meet the record-keeping requirements of the authority having jurisdiction (AHJ).

The fire service instructor shall maintain professional competency through professional development, continuing education, networking, instructional development and delivery, and membership in professional organizations.

This program consists of classroom and clinical experiences. Upon successfully meeting the stated criteria for passing and reaching the desired level clinical competency, the student will be better prepared to take the State Certification Exam. **State Certification is not a requirement for completion of this course nor is this course a requirement for State Certification.**

Mission

The mission of the North Dakota Firefighter's Association's Distance Education Program is to expand access to the high-quality education courses and programs offered by the association to students who cannot, or for various reasons choose not to, enroll for in-person offerings.

Admission Requirements

In order to certify within the North Dakota Fire Service Instructor I program, Departments/firefighters must fulfill the following requirements:

- All participating agencies and their participants shall follow the established certification policies and procedures set forth in the NDFA FIRE SERVICE INSTRUCTOR I STANDARD; NFPA 1041, 2012 Edition.
- Each Authority Having Jurisdiction is responsible to ensure it meets NFPA 1001 medical and physical fitness requirements as necessary.
- Candidates must be members of a North Dakota Fire Department, fire service organization, recruitment program, fire service affiliated organization, or approved education program for a minimum duration of 2 years and meet the requirements for Firefighter I.
- Candidates must be the minimum age as required by the Authority Having Jurisdiction.
- Candidates applying for certification through their department or agency must have the approval of the Fire Chief/Head of Department.

Non-Discrimination Policy

The North Dakota Firefighters Association Certification Program shall train and certify persons without regard to race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation or condition and the program is protected by applicable federal and state laws except where **Bona Fide Occupational Qualifications (BFOQ)** apply.

How to Enroll

Students wishing to enroll in the On-Line Fire Service Instructor I course must create an account with IFSTA Resource One at www.moodle.ifsta.org. Once the account is created you must contact the NDFA office at (701) 222-2799; or email at rknuth@nd.gov, with your email used to create your account, to be enrolled into the on-line course.

Course Materials *

You must have the International Fire Service Training Association (IFSTA), Fire and Emergency Services Instructor, 8th Edition book to successfully complete this course. Contact the NDFA office at (701) 222-2799 to arrange for a copy to be shipped to you free of charge. If you are unable to complete the course for any reason you will be responsible for the cost of the book and shipping fees.

Manipulative Skills (JPRs)

Training on the required manipulative skills will be conducted by the student and submitted through Resource One as identified in the course agenda. A complete list of the required manipulative skills is listed within this manual.

Tuition Fee *

The \$40.00 Tuition fee must be paid on or before the first day of the class. Unless other arrangements have been made through the Program Coordinator. This fee is to cover the cost of the electronic workbook required for the class.

Full refunds (Tuition and books) will be made if cancellations are received within 2 weeks of registering for the course. A \$10.00 processing fee will be retained.

No refunds will be given after the two weeks.

*** NOTE: NDFA has received a Federal Grant that covers the cost of this training (tuition and books). Until this grant expires (11/2020) all tuition fees and book costs are waived. Once expired, all tuition fees and book costs will resume as stated above.**

Course Overview

The on-line Fire Service Instructor I course is designed to prepare the student for the certification test administered by the North Dakota Firefighter's Association. It is a self-paced, on-line hybrid offering which, if successfully completed, fulfills the training requirements for Fire Service Instructor I as listed on page 6, and the manipulative skills requirements listed on pages 12-24, of the NDFA FIRE SERVICE INSTRUCTOR I STANDARD; NFPA 1041, 2012 Edition. To print out a copy of this standard go to www.NDFA.net.

Students will follow the course outline at their own pace, completing the reading assignments, completing the electronic workbook, completing the quizzes, and completing the tests for each chapter.

Within this course there are three (3) projects that the student will be required to complete. By completing each of these projects all required manipulative skills requirements will be achieved. Students will have to submit all three projects to successfully complete the course.

Project one (1) has the student preparing a request for resources and scheduling a training session.

Project two (2) has the student videotaping their presentation. This **does not** have to be a high-end production. Students can have someone use their cell phone or digital camera to video the presentation. Once complete the student can upload their video to youtube.com as a private video and submit the link for evaluation. Follow the instructions contained on page eight (8) of this manual. Ensure you set permission to **PRIVATE**.

Project three (3) has the student wrapping up the training by administering a test, reporting the results, and completing training records and reports.

Once the course is complete, all three (3) projects and video will be evaluated by certified instructor evaluators and be approved or disapproved for acceptance. If projects are approved the student is eligible to test for certification. If disapproved the student has one more attempt to submit. If disapproved a second time the student must wait 6 months before reattempting.

Manipulative Skills

The following is a list of the manipulative skills the student must successfully complete. By completing all three projects during the course the student will fulfill these requirements.

- **Skill 1: Prepare requests for resources - NFPA 1041, 4.2.3,**
- **Skill 2: Schedule single instructional session - NFPA 1041, 4.2.4,**
- **Skill 3: Complete training records and report forms. NFPA 1041, 4.2.5**
- **Skill 4: Review instructional materials - NFPA 1041, 4.3.2**
- **Skill 5: Adapt a prepared Lesson Plan - NFPA 1041, 4.3.3**
- **Skill 6: Organize the classroom, or outdoor learning environment - NFPA 1041, 4.4.2**
- **Skill 7: Present prepared lesson plan - NFPA 1041, 4.4.3**
- **Skill 8: Adjust to differences in learning styles, abilities, cultures, and behaviors - NFPA 1041, 4.4.5**
- **Skill 9: Operate audiovisual equipment and demonstration devices to make sure they function properly - NFPA 1041, 4.4.6**
- **Skill 10: Utilize audiovisual materials - NFPA 1041, 4.4.7**
- **Skill 11: Administer oral, written, and performance tests - NFPA 1041, 4.5.2 and 4.5.3**
- **Skill 12: Report test results - NFPA 1041, 4.5.4 and 4.5.5**

Course Completion

At the end of the course students will be able to print off their course completion certificate. To have access to this certificate all tests and quizzes must be completed with a score of 70% or higher and all projects be submitted and approved.

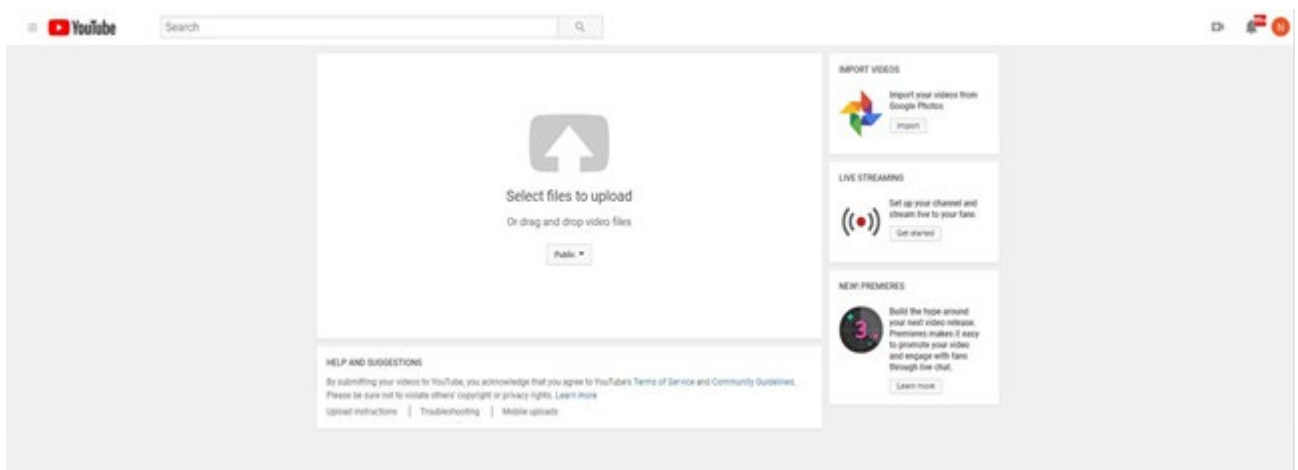
Submitting a Video Assignment

There are several options for creating, editing, and submitting a video assignment. For the sake of simplicity, we are focusing on only one option for this assignment. Below are the steps to upload your completed video to YouTube and submit the URL to your instructor.

YouTube Quick Start

YouTube videos can be set to private, and you can share directly/only with your instructor. YouTube allows you to upload a video file from your computer. To use YouTube, you will need a free [Google Account](https://accounts.google.com/SignUp). ([https:// accounts.google.com/SignUp](https://accounts.google.com/SignUp))

Go to [Youtube.com](https://www.youtube.com) and click on this symbol  (top right). You will be prompted to login and then the following page will load.



Submitting a Video Assignment

1. To upload a video, drag your video file to the upload icon in the middle of the screen where it reads '**Select files to upload**' and drop it over the icon.
2. Videos are public by default.
3. Select your video's privacy setting with the drop-down menu under **Privacy settings** (underneath "Select Files to Upload").
 - **Public** videos are publicly viewable and findable by anyone. (not private)
 - **Unlisted** videos are publicly viewable, but not listed anywhere for the public to easily find. You email them the video link. (less private)
 - **Private** videos are only viewable by people you indicate. You grant permission and email them the video link. (more private)
4. Once the upload is complete you will be able to copy the link to your video (located near the top of the window underneath the video title). Copy this link and send it along with the rest of your skills submissions.

