



Fire Instructor Guide

Expectations, Roles, and Responsibilities

Department of Public Safety Standards and Training
4190 Aumsville Highway
Salem, Oregon 97317

Contact Information

Phone: 503-378-2100

Fax: 503-378-4600

DPSST Fire Certification Online

<http://www.oregon.gov/DPSST/FC/pages/index.aspx>

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Department of Public Safety Standards and Training

Our mission is to promote excellence in public safety through the development of professional standards and the delivery of quality training. Training helps public safety providers protect lives and ensure the integrity of Oregon's public safety community.

This guide has been created to aid you in following our mission of providing quality training to Oregon's Fire Professionals.

259-009-0080 Certification of Instructors

(1) The Department will certify instructors deemed qualified to teach in any of the certified training courses. (2) Instructors will be certified on the basis of minimum qualifications as established by the Department in areas of education, training, and experience. It is the continuing responsibility of the Department to see that instructors are qualified to teach. (3) Instructors for subjects must: (a) Be certified or trained in the subject area they are teaching; (b) Be certified as an NFPA Fire Instructor I or be a Content Expert. (A) Applications for instructor certification must be submitted to the Department on an Instructor Certification Application (DPSST Form F-9F). (B) Applications for Content Expert instructor certification must be submitted to the Department on an Instructor Certification Application (DPSST Form F-9F) and must be accompanied by a detailed resume of individual qualifications. (4) If an application for Instructor or Content Expert Instructor certification is incomplete, the application will be rejected and the applicant notified in writing of the reasons for the rejection. (5) Instructor certification is not required for teaching assignments in non-Department certified courses. (6) Review of instructor certification may be initiated upon the request of an agency head, staff, or other reliable source. (7) Instructor or Content Expert Instructor certification must be renewed upon the expiration of course certification or when there is a change to the certified course standard. (8) Instructors delivering a certified course are responsible for ensuring the accuracy of the student rosters by indicating if students passed, failed or did not complete the course (incomplete). Rosters must be submitted to the Department on a Department-approved form within thirty (30) calendar days of course completion; otherwise the Department may decertify the course. (9) Instructors are responsible to provide students with a Department-approved Notice of Course Completion (NOCC) form upon successful completion of the approved course.

Guidelines for Success

1. Apply with DPSST using a F-9F, 30 days **prior** to teaching a course.
2. Complete rosters in their entirety:
 - Complete Pass, Fail or Incomplete boxes
 - Remember to sign and date the roster.
 - Students **must** use their birth name on the rosters, **NO** nicknames.
 - Students **must** enter in their fire numbers.
 - Students **must** identify their agencies, without abbreviations.
3. Instructor **must** submit **ONE FINAL** course roster within 30 days of course completion to DPSST.
4. Prior to conducting a course remind students to bring their DPSST fire number to class with them.

Common Errors

1. Incomplete Rosters
 - Date of course not complete
 - Location of course not specified
 - Missing signature and date
2. Not submitting rosters to DPSST within 30 days of course completion.
3. Not using the official student roster that was sent to you by DPSST. Use of unofficial rosters will not be accepted and will be returned to the instructor unprocessed.

Rosters that are not submitted or submitted with errors impact fire service professionals (fire fighters) by preventing them from applying for and obtaining certifications.