

# *New Jersey Division of Fire Safety*

## *Fire Service Certification Program*



*Candidate Handbook*

***Fire Instructor II***



*New Jersey Division of Fire Safety*  
**Office of Training and Certification**  
**P.O. Box 809**  
**Trenton NJ 08625-0809**

January 31, 2014

Dear Certification Candidate,

Welcome to the New Jersey Fire Training Certification Program. The purpose of this manual is to provide you with information to successfully participate in New Jersey Division of Fire Safety Training and Certification testing.

This manual outlines pre-requisites, testing and application process, and provides you with a study guide reference list for the certification level you wish to pursue.

Tests are conducted under the sanction and approval of the New Jersey Division of Fire Safety, Office of Training and Certification with accreditation granted by the National Board on Fire Service Professional Qualifications (ProBoard) and the International Fire Service Accreditation Congress (IFSAC).

If you are just entering the system, you must first obtain a Division of Fire Safety Identification Number (DFSID) by filling out the ***Personal Information Form*** found at Attachment 1 of this document or online at <http://www.nj.gov/dca/divisions/dfs/forms/>. This will be your personal ID number throughout your time in the New Jersey Fire Service

Good luck and thank you for participating in the New Jersey Fire Service Certification Program.

# **New Jersey Organizations and Agencies** **Involved in the Certification Process**

## ***New Jersey State Fire Commission***

The State of New Jersey established the Division of Fire Safety (originally a Bureau) thru statute law N.J.S.A 52:27D-25a et seq. As part of that law, the New Jersey Fire Safety Commission with mandated representation from various fire agencies and interest groups was created, as well as advisory councils for the major areas of jurisdiction of the Division of Fire Safety. Members of the Fire Commission and their organizations/interest groups are listed below:

### **Members of the Senate**

The HONORABLE DONALD NORCROSS  
State Senator, 5th District  
The HONORABLE ANTHONY R. BUCCO  
State Senator, 25th District

### **Members of the General Assembly**

The HONORABLE JOHN WISNIEWSKI  
Assemblyman, 19th District  
The HONORABLE SCOTT T. RUMANA  
Assemblyman, 40th District

### **Volunteer Fire Organization**

KEVIN KRUSHINSKI

### **Construction Labor Industry**

FREDERICK COLLENDER

### **Fire Insurance Industry**

GERARD J. NAYLIS

### **Municipal Construction Official**

PASQUALE J. INTINDOLA  
Construction Official, Township of Nutley

### **New Jersey Fire Prevention & Protection Association**

ARTHUR LONDENSKY

### **Construction Industry**

DANIEL DeTROLIO  
Assistant Vice President, Hartz Mountain Industries, Inc.

### **New Jersey League of Municipalities**

Vacant

### **Volunteer Fire Service**

KATHLEEN O'LEARY

### **New Jersey State Volunteer Firemen's Association**

Vacant

### **New Jersey Career Fire Chief's Association**

CHARLES W. SCHILLING

**Professional Firefighters Association of New Jersey**  
RICHARD C. BLOHM

**New Jersey State Fire Chief's Association**  
LAWRENCE D. WOOD

**New Jersey Firemen's Mutual Benevolent Association**  
STEVE O'GORMAN

**New Jersey Association of Fire Districts**  
ROGER S. POTTS

**International Association of Fire Chiefs**  
STANLEY SICKELS

**Chief Fire Administrator of a Major City**  
ARMANDO ROMAN

**Fire Suppression Industry**  
KEVIN P. BELLEW  
Sprinkler Fitters Local # 696

**New Jersey Apartment Association**  
KENNETH SWIDER

## ***Training and Education Advisory Council***

The Training and Education Advisory Council, is an advisory body to the NJ State Fire Commission and recommends training initiatives and standards to the Commission. The resultant recommendations, if approved by the Commission and the Commissioner of the Department of Community Affairs are formalized into administrative regulations and published in the New Jersey Register. Members and their affiliation (volunteer or career) are listed below:

Richard R. Anderson	v	Lambertville
William Bates	v	Gibbstown Fire Co
Albert S. Beers	v	Wildwood Crest Fire Co
Brian Bennett	v	Iselin Vol. Fire Co
Patrick Bigoss	v	Mount Laurel Fire Dept
Harry R. Carter	v	Adelphia Fire Co
Michael Corbo	c	Pleasantville Fire Co/ Somers Point Fire Co
Michael Daley	c	Monroe Township Fire District #3
Eric Evers	c	Summit Fire Dept
Timothy Flannery	v	Oakland Fire Dept (ret)
Glen Franzoni	v	Vineland Fire Dept
Alfred Gerber III	v	Little Ferry Fire Dept
David L. Gsell	v/c	Mt Holly Fire Dept. Burlington County Fire Academy
Armond Guzzi	c	Long Branch FD/Monmouth County Fire Academy
Robert V. Hill	v	Gloucester County Fire Academy
William Itinger	v	Freehold Boro Fire Dept (ret)
Andrew G. Jensen	v	Toms River Fire Dept
Christopher Kozub	v	Woodbridge Fire Dept
Chester Krawcykowski, Jr.	c	East Whitehouse Fire Co
John Kubilewicz	v	Pine Beach Fire Co/Slackwood Fire Co
Kevin S. Malley	c	FDNY/New Jersey City University
Anthony S. Mangeri	v	Woodbury Fire Dept
William Noltz	v	West Long Branch
Nicholas J. Palumbo	c/v	Fort Monmouth FD/East Freehold Fire Co
Paul D. Roman	v	Shrewsbury
Paul C. Sandrock, Jr	c/v	Camden County Fire Marshal/Bellmawr Fire Dept
Wes Suckey	v	Franklin
Joseph Vallo	c	Jersey City Fire Dept
Raymond L. Van Marter	c/v	Ass't Ocean County Fire Marshal/Toms River FC
Philip Wilk	v	Mine Hill Fire Dept
Lawrence D. Wood	v	Carlstadt

***New Jersey Division of Fire Safety***  
***P.O. Box 809, Trenton NJ 08625-0809***  
***William Kramer, Acting Director, State Fire Marshal***

**Office of Training and Certification**

P.O. Box 809, Trenton NJ 08625-0809

Phone: (609) 777-3552

Fax: (609) 341-3469

The responsibility of the Office of Training & Certification (OTC) is to provide statewide educational and training programs relating to fire protection, fire prevention, fire safety inspection, and to certify fire officials/fire inspectors who enforce the uniform fire code. The OTC is responsible for the administration of the NJ fire training program and is the certifying agency for ProBoard and IFSAC certifications

Kent Neiswender, Supervisor

Greg Kirkham - Training & Education

Chris Michallis - Contractor Certification Unit

**Kean University, Fire Safety Training Program**

1000 Morris Ave, Building T-106

Union, NJ 07083

Phone: (908) 737-0230

Fax: (908) 737-0235

The Kean University Fire Safety Training Program is the NJ Division of Fire Safety's contracted agent for the administration of the fire certification and testing program. In addition, the office conducts recertification and other training programs for the New Jersey Fire Service.

**DFS/Kean University Subject Matter Expert (SME) Groups**

A subject matter expert group of 6-7 qualified fire service instructors is assembled by the State of New Jersey, Division of Fire Safety and the Kean University Fire Safety Training Program to review and validate each question contained in the State test banks. A second similar group has been assembled and tasked with reviewing and approving the manipulative skill testing sheets. The groups meet to review the quality of each question and skill sheet to ensure technical accuracy to the appropriate adopted NFPA Standard and associated Job Performance requirement (JPR).

In the case of the test questions, each question is reviewed to verify that a quality question has been created, establishes relevance to the training program and skill competencies, establishes quality distracters, validate that the correct answer is presented in the choices created, and the citation is linked to the adopted Standard/JPR and page number of the textbook. This leads to a completed Assessment Methodology Matrix for each certification level.

Skill sheets are reviewed to ensure that for each JPR within the adopted standard a relevant skill sheet has been provided to test each Requisite Skill (RS) within that JPR. Skill sheets are checked for accuracy and reviewed to ensure that all steps to complete the skill are listed and tested.

### **Tier I Training Centers**

A Tier I training Center is defined in the New Jersey Administrative Code Section 5:73-2.2 (c) 1. Broadly, the section requires the facility to have classrooms, drill areas, smokehouse, drill tower and a live burn facility. Courses and testing offered under the New Jersey Fire Service Certification program will be restricted to Tier I facilities.

Currently the following facilities have met the criteria for Tier I classification

Atlantic County Fire Training Center  
Bergen County Fire Academy  
Brick Township Fire Academy  
Burlington County Fire Academy  
Camden County Fire Academy  
Cape May County Fire Academy  
Cherry Hill Fire Department Training Division  
Cumberland County Fire Training Center  
Gloucester County Fire Academy  
Hunterdon County Emergency Services Training Center  
Mercer County Fire Academy  
Middlesex County Fire Academy  
Middletown Fire Academy  
Monmouth County Fire Academy  
Morris County Public Safety Training Academy  
Northfield Fire Department Fire Training Center  
Ocean County Fire Academy  
Paramus Life Safety Complex  
Passaic County Public Safety Academy  
Passaic Fire Department  
Piscataway Township Fire School  
Salem County Emergency Services Training Center  
Sussex County Fire Academy  
Somerset County Emergency Services Training Academy  
Toms River Township Fire Academy, Fire Districts 1 & 2  
Union County Fire Academy  
Warren County Fire Academy

# Certification Requirements, Fire Instructor II

## General Accreditation Information

### *Performance Standard*

The NFPA 1041-20012 edition, *Standard for Fire Service Instructor Professional Qualifications*, will be the performance standard referenced for Fire Instructor II certification.

### *Required texts*

- International Fire Service Training Association (IFSTA) publication titled **“Fire and Emergency Services Instructor,” 8th edition**

## Entrance requirements

### *Prior certifications*

- Firefighter 1 certification per N.J.A.C. 5:73-4.2
- Fire Instructor I certification as per N.J.A.C 5:73-5.2

## Evaluation requirements

### *Written Examination*

- The Fire Instructor II examination will be comprised of 100 randomly generated questions from the International Fire Service Training Association (IFSTA) publication titled **“Fire and Emergency Services Instructor,” 8th edition**

Candidates will have a maximum of 3 hours to complete the examination. A score of 70% or above shall constitute a passing grade for the candidate.

### *Written Examination Re-Test Policy*

Applicants shall have three opportunities to successfully pass the written examination. If an applicant fails upon the third attempt to pass the examination, he or she shall be required to repeat the entire Fire Instructor II instructional program.

### *Reasonable Accommodation*

The NFPA Standards that are used as the basis for training requirements all have at least one requirement that calls for the candidate to read and understand a variety of information. Candidates awarded certification when the test was read to them cannot meet the requirements of being able to read a document, resource, or reference and apply the information at the scene of an emergency. The reading of such material as MSDS sheets, written preplans, etc. is crucial to the successful mitigation of a fire or other emergency incident. Therefore the following criteria for *“Reasonable Accommodation”* are hereby promulgated for all written testing given by, or under contract with, the New Jersey Division of Fire Safety:

*Accommodation for written testing in the form of extra time will be granted for persons with medically diagnosed reading disabilities. Extra time will be defined as an overly generous time frame for completion of the test for all candidates. This accomplishes the purpose of reasonable accommodation without any stigma or “fairness” issues attached to those who require the extra time. There will be **NO** oral examinations. Time allowance for the Fire Instructor II test is 3 hours.*

### *Practical Examination*

Practical examinations are intended to measure the practical skills of the Fire Instructor II candidate. A Tier I fire academy is capable of testing 100% of the practical objectives; and the candidate must be prepared to exhibit proficiency in each. The final practical exam will consist of **two** mandatory skill sets and **two** elective skill sheets to be chosen at random by the Eligible training organization doing the testing. A score of 80% or



above on each skill sheet shall constitute a passing grade. The skill sheets utilized in the Fire Instructor II Program are found under Attachment 2 of this document

### ***Practical Examination Re-Test Policy***

Candidates receiving unsatisfactory grades on 50% or more of the skill sets being tested will fail the skills test and be advised to seek remedial education and reapply for another certification testing process.

Candidates receiving unsatisfactory grades on less than 50% of the skill set being tested will be allowed to retest those unsatisfactory skill sets in accordance with policies and procedures. All candidates re-testing will be allowed to retest a skill station up to two (2) times, within one (1) year of the start of the testing process. All candidates eligible for retesting may be given the opportunity to retest on the same day at the discretion of the testing Eligible Training Organization, depending upon available staffing, costs and time limits to complete the testing.

### ***Completion Time***

Candidates have 18 month to complete the Fire Instructor II program, including all retesting. The only two exceptions to this would be

- A medical condition verified by a physician
- Active duty in the U.S. military

### ***Appeal Process***

Any candidate aggrieved by a decision during a certification program is entitled to due process, including appeal and hearing. Any person believing that they have not received fair treatment within the certification process is entitled to the appeal process. There are three steps to the appeal process

- First Level of Appeal                      Testing Eligible Organization Chief/Director
- Second Level of Appeal:                NJ Division of Fire Safety, Office of Training and Certification
- Final Level of Appeal:                  NJ Department of Community Affairs, Office of Administrative Law as per N.J.A.C. 5:73-1.5(c) which also reference N.J.A.C. 1.1

### ***Academic integrity/cheating***

Any candidate who is caught cheating on any element of the examination process will:

- Be denied certification.
- Be immediately expelled from the current certification process and any other certification category or levels in which they have active files.
- Forfeit all certification fees paid prior to that point.
- At the Division's discretion, all certifications issued by the Department of Community Affairs held by any individual accused of cheating on any Division Certification Exam may be revoked.

### ***Awarding of Certification***

A certification for *Fire Instructor II* shall be granted to an individual who is at least 21 years of age and has met all of the following requirements:

#### ***Prior certifications***

- Firefighter 1 certification per N.J.A.C. 5:73-4.2
- Fire Instructor I certification as per N.J.A.C 5:73-5.2

#### ***Requirements for certification***

- Minimum of three years' experience as a certified Firefighter I and shall meet the following requirements:
- Documentation of at least two years' experience as an instructor, by providing a letter from the fire chief, training officer or training academy director attesting to the number of courses taught, hours taught and listing of topics taught

- Satisfactorily complete a 35-hour Instructor Level 2 course of instruction that meets the requirements of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 edition. NOTE: Only an educational program completed within the three years prior to, or at the time of, application shall be accepted toward fulfilling the requirements for certification.
- Successful completion of the Instructor Level 2 written examination administered through the Office of Training and Certification.
- Successful completion of the Instructor II skills tests administered through the NJDFS Office of Training and certification and conducted by the Eligible Organization conducting the course of instruction

Candidates will make application to the New Jersey Division of Fire Safety, Office of Training and Certification on the form illustrated in Attachment 1 of this document and obtainable online at

<http://www.nj.gov/dca/divisions/dfs/forms/>