

# FIRE INSTRUCTOR

## Certification Application Form



### For Official Use Only

1. SSN Number: \_\_\_\_\_  
Certification Number: \_\_\_\_\_ (Example: 111111)  
Name: \_\_\_\_\_

Received: \_\_\_\_\_  
Returned: \_\_\_\_\_  
Received: \_\_\_\_\_  
Approved: \_\_\_\_\_  
By: \_\_\_\_\_

2. Certification/Certificate titles: (Check boxes associated with the titles applying to be issued.)

- Instructor Level II       Drill Ground Instructor  
 Instructor Level I       Adjunct Instructor

3. Certification Requirements:

#### FIRE INSTRUCTOR LEVEL I

- A. Be at least 21 years of age;
- B. Three years experience as a NJ Certified Firefighter I;
- C. Satisfactorily complete the Fire Instructor I instructional program adopted by the Office of Training and Certification. 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; and
- D. Satisfactorily pass the Instructor Level 1 written and skills examinations administered through the Office of Training and Certification.

#### FIRE INSTRUCTOR LEVEL II

- A. Be at least 21 years of age;
- B. Three years experience as a NJ Certified Firefighter I;
- C. Provide 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;
- D. Satisfactorily complete the Fire Instructor II instructional program adopted by the Office of Training and Certification. 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; and
- E. Satisfactorily pass the Instructor Level II written and skills examinations administered through the Office of Training and Certification.

#### DRILL GROUND INSTRUCTOR

- A. Possess a certification as Instructor Level I or Instructor Level II; and
- B. Successfully complete the adopted Drill Ground Instructor instructional program adopted by the Office of Training and Certification. 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.

#### ADJUNCT INSTRUCTOR

*The Adjunct Instructor credential is to used for specific instructional application, usually associated with a program module, CEU program, or special instructional period within a larger training program. Typically associated with administrative/technical subjects within credentialing or continuing education programs sanctioned by the Division of Fire Safety. The Adjunct Instructor must be competent in the area of specialty, possess extensive knowledge, and be accredited by other professional organizations at a state or national certification level. The determination of extensive knowledge, competency, state/national accreditation, and/or instructional experience shall be made by the Office of Training and Certification.*

- A. Be certified by another jurisdiction/agency to instruct a specialized topic, such as public education, professional development, safety, management, emergency medical services, or similar specialized topics, along with extensive knowledge and experience in the subject;
- B. Complete a train-the-trainer program if adopted by the Office of Training and Certification; and
- C. Have two years instructional experience in the subject areas to be instructed.

4. I do hereby certify that the documentation submitted with this application is accurate and is true. I am aware that if any of the documentation is willfully false, I am subject to punishment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FIRE INSTRUCTOR APPLICATION FORM INSTRUCTIONS

Note: Please type or print clearly on the application form. Certification will not be issued unless documentation is received and validated.

## Section

1. Enter your Social Security Number (SSN) and six digit DFSID number if previously issued to you. Provide your name on the form. The collection of the SSN is **mandatory**, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification.
2. Indicate in the boxes which titles you are applying to obtain certification. You may check more than one box to obtain multiple titles on this one form.
3. Presents the credentialing requirements by title. Please provide the following documentation with your application: 1) Photocopy of your birth certificate or driver's license; 2) Instructional program completion certificates; 3) State issued certifications required for meeting prerequisite and credentialing criteria; 4) Proof that you successfully passed the State final exams associated with the certification level requested; 5) Declaration of instructional experience if required by credentialing title. Please note that certification will not be issued unless documentation has been received and validated.
4. The application form must be signed and dated.

## Special Note:

The applicant may request an Equivalency Determination toward issuance of a certification. The equivalency determination is intended to be applied to out-of-state instructional programs accredited by ProBoard or IFSAC, or applied to a program of instruction deemed "equivalent" to the State adopted instructional program and which meets the current associated NFPA 1041 and/or NFPA 1403 standards JPR's at time of application submittal. The program submitted for review should be consistent with the New Jersey adopted program instructional objectives and hours associated with its delivery.

Forward the application form and supportive documentation to:

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

## Office Staff Contact Information

Questions about Instructor certification requirements and procedures should be directed to the staff of the Office of Training and Certification at **(609) 777-3552** from 8:30 a.m. to 4:00 p.m., Monday through Friday.