



New Hampshire Fire Standards & Training Commission

Approved Policy

Title: State Fire Instructor renewal	Effective Date: September 7, 2023
Meeting Approved September 7, 2023	Revised Date:

PURPOSE

Fire 404.04 outlines the requirements for state instructors to maintain their status with the Commission. Active status with the Fire Standard and Training Commission (FSTC) enables state instructors to continue to teach FSTC authorized programs throughout the state. This rule requires state instructors to submit documentation to the FSTC which verifies they have met the requirements set forth by rule.

POLICY

Fire 404.04 states each state instructor shall have taught in a minimum of 3 courses in a 12-month period or have participated in a FSTC approved continuing education program. When completing the requirements of teaching in a minimum of 3 courses, these courses shall be those in which the FSTC Commission has authorized under Fire 402. Additionally, the approved continuing education program set by the FSTC shall include a minimum of 6 hours of continuing education in the area of educational methodology or instruction.

It is the policy of the FSTC to have the Division audit 10% of the renewal applications that are received to ensure the documentation being submitted meets the requirements set forth within this policy. In the event during the audit, if more than 25% of the audited submissions are found not to meet the requirements an additionally 10% of the renewal applications shall be audited. At the completion of the set round of audits, if it is found that more than 25% of the audited submissions do not meet the requirements a complete audit of all submissions shall take place.

After the completion of the renewal cycle, the Division shall provide a report of the finds at the next regularly scheduled meeting.

Motion of Approval

A motion was made (Irvine/Beard) to accept the ratification of the State Fire Instructor Continuing Education Program Policy as presented, with the recommendation that this be reviewed by either the administrative rules sub-committee or the curriculum review subcommittee for clarification. All in favor. None opposed.