

## **CHAPTER Fire 400 MINIMUM STANDARDS FOR TRAINING**

### **PART Fire 401 GENERAL INFORMATION**

#### **Fire 401.01 Eligibility of Certification.**

- (a) All fire personnel shall be certified by the commission if:
- (1) They successfully complete a commission approved course; and
  - (2) They satisfactorily complete certification testing.

Source. #2013, eff 5-5-82, EXPIRED: 5-5-88

New. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss by #9319-B, eff 11-12-08

**Fire 401.02 Methods of Completing Certification Courses.** Courses shall be provided either in their entirety or in modules. Students may complete courses as a part of one program, or may complete the required modules independently, except when prerequisite training is necessary to insure safety or successful completion, as designated in the training outline approved by the commission in accordance with Fire 402.

Source. #2013, eff 5-5-82, EXPIRED: 5-5-88

New. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss by #9319-B, eff 11-12-08

#### **Fire 401.03 Distinction Between Course Completion and Certification.**

(a) Students may complete modules or courses leading to certification by fulfilling all of the requirements specified in the training outline approved by the commission in accordance with Fire 402. At that time the student shall be eligible for certification.

(b) Students shall only be certified by the commission upon fulfilling all course requirements and satisfactory completion of practical and written certification tests as designated by the commission in accordance with these rules.

Source. #2013, eff 5-5-82, EXPIRED: 5-5-88

New. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

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## PART Fire 402 CURRICULA

### Fire 402.01 Commission Approval.

(a) Pursuant to RSA 21-P:27, I, the commission shall make a determination as to whether to approve curricula for courses based on a review of a proposed training outline containing the information set forth in Fire 402.03, which shall be provided for the entire course or in modules.

(b) Approval shall be by majority vote of the commission.

(c) On approval or revision of curricula for a course or module, the date of approval shall be printed on the cover sheet of each outline, along with the words “approved by the New Hampshire Fire Standards and Training Commission” and shall include the commission’s seal.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss by #9319-B, eff 11-12-08

Fire 402.02 Public Review. Pursuant to RSA 21-P:29, III, the commission, prior to any final vote regarding minimum standards, selection procedures, or certification, shall:

(a) Provide notice of the proposed action to members of the fire service through a direct mailing to all fire departments at least 2 times prior to holding any public hearings on the proposal;

(b) Allow a 60-day period for the receipt of written comments on the proposal; and

(c) Hold public hearings on the proposal, one in the daytime hours and another during the evening hours.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

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New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss by #9319-B, eff 11-12-08

Fire 402.03 Minimum Information Required for Approval.

(a) For approval, training outlines shall include, as a minimum, the following information:

- (1) Subject area(s) covered;
- (2) Required number of hours per subject area;
- (3) General content of each subject area;
- (4) Teaching methodology;
- (5) Description of visual aids to be used, if any;
- (6) Description of reference material or information to be used, if any;
- (7) Required facilities;
- (8) Terminal performance objectives, which means the required demonstration by the student of the competencies required;
- (9) Description of written and practical certification tests;
- (10) Statement that the proposed curriculum meets nationally accepted standards;
- (11) Instructor/student ratio;
- (12) Prerequisites, if any; and
- (13) List of equipment required.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

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by #9319-B, eff 11-12-08

Fire 402.04 Curricula for Special Training Needs.

(a) The commission shall allow the use of curricula other than that approved under these rules if necessary to meet special training needs.

(b) All curricula submitted pursuant to this section shall include equivalent subject areas and terminal objectives as included in the approved curricula.

(c) All information specified in Fire 402.03 shall be submitted.

(d) All items shall be submitted for approval to the commission no less than 60 days prior to the scheduled commencement of training.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11-12-08

## PART Fire 403 CERTIFICATION TESTING

Fire 403.01 Certification Testing Generally. At the completion of all courses leading to certification, regardless of whether completed at one time or completed module by module, a certification test shall be passed by the student prior to necessary commission certification.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11-12-08

Fire 403.02 Scope of Testing. Certification testing shall consist of practical, oral, or written portions. A student shall expect to be tested on any aspect of any performance objective.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11-12-08

### Fire 403.03 Minimum Scores Required.

(a) A student shall correctly answer at least 70 percent of the questions on all sections of written and oral tests in order to be eligible for certification.

(b) A student shall demonstrate the minimum proficiency established in each terminal performance objective in a safe and efficient manner in order to be eligible for certification.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11-12-08

### Fire 403.04 Commission Approval of Tests.

(a) All written and practical tests shall be approved as determined in Fire 402.01(a).

(b) Tests offered prior to approval shall be deemed valid for all purposes under these rules, with the exception of any particular questions or objectives subsequently rejected by the commission. In that event, the percentage answered correctly shall be recalculated following removal of rejected questions or standards.

[Source.](#) #7332, eff 8-1-00; ss by #9218, INTERIM, eff8-1-08; ss by #9319-B, eff 11-12-08

Fire 403.05 Administration of Testing. Testing for certification shall be administered by the commission staff or the division.

[Source.](#) #7332, eff 8-1-00; ss by #9218, INTERIM, eff8-1-08; ss by #9319-B, eff 11-12-08

Fire 403.06 Invalidation. Violation of commission procedures or rules that affect the score given to a test shall result in the invalidation of the test.

[Source.](#) #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss by #9319-B, eff 11-12-08

Fire 403.07 Retesting.

(a) Tests for certification may be taken and failed 2 times after which the candidate shall retake the specific module or course in which the failure occurred.

(b) After completion of retraining on the failed module, or course, the student may retake the test 2 more times.

[Source.](#) #7332, eff 8-1-00; ss by #9218, INTERIM, eff8-1-08; ss by #9319-B, eff 11-12-08

## PART Fire 404 INSTRUCTORS

Fire 404.01 General Requirements for Instructors.

(a) Approval for all curricula for the instructor certification program shall be determined in accordance with Fire 402.

(b) All instructors teaching courses approved by the commission shall be state instructors, who shall meet the requirements set forth in Fire 402 and Fire 404.02.

[Source.](#) #5726, eff 10-21-93, EXPIRED: 10-21-99

[New.](#) #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11-12-08

Fire 404.02 Initial Minimum Standards for State Instructors.

(a) All state instructors shall:

- (1) Be certified in the course, level, or module to be taught, and have:
  - a. Passed the required certification testing program with a minimum score of 85 percent; and
  - b. Have passed all modules with a minimum score of 70 percent;
- (2) Have completed an approved educational methodology course, pursuant to Fire 402.03, which includes a module on instructing students with adult learning disabilities;
- (3) Student teach under the supervision of an assigned state instructor who shall document the student teaching hours and determine teaching proficiency; and
- (4) Have at least one mentor (senior instructor) recommend the student to the commission for designation as a state instructor.

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New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11-12-08

Fire 404.03 Performance Evaluations.

(a) Upon receipt of a complaint, state instructors shall be evaluated.

(b) As a result of a negative performance evaluation, the commission shall require the state instructor to successfully complete any of the following or combination of the following in order to maintain the minimum standards required in Fire 404.02:

- (1) Attendance at additional training;
- (2) Student teaching under an assigned supervising instructor; or
- (3) Performance of other activities as deemed necessary by the commission.

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New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

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by #9319-B, eff 11-12-08

Fire 404.04 State Instructors: Maintenance of Status.

(a) In order to maintain status as a state instructor, a state instructor shall:

(1) Either:

- a. Have taught or assisted in a minimum of 3 courses in a 12-month period; or
- b. Have participated in a commission-approved continuing education program;

(2) Have not been sanctioned or suspended for disciplinary action under Fire 500;

(3) Be current with all paperwork and have completed such paperwork in a complete and timely fashion to the extent necessary for effective administration of training programs; and

(4) Be in compliance with all applicable commission rules.

(b) A state instructor whose status has lapsed may become current by supplying the commission with documentation of compliance with this section.

(c) A state instructor shall provide the commission documentation of compliance with this section.

(d) Acceptable documentation shall include, but not be limited to the following:

- (1) Certificates;
- (2) Letter of recommendation from hiring authority; or
- (3) Personnel files.

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New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11-12-08

Fire 404.05 Specialty Instructors.

(a) Persons certified in a specialty course shall be active state instructors only in that area of specialization.

(b) Specialty instructors shall be approved based on the resume, reputation, and performance evaluation, and shall be required to demonstrate proficiency.

(c) Candidates shall submit to a performance evaluation which shall include the following:

- (1) An interview; and

(2) A skills test to demonstrate proficiency in the specialized area.

(d) Specialty instructors shall be deemed provisional specialty instructors until approved.

(e) Specialty instructors shall meet the requirements of Fire 404.03 and Fire 404.04(b) and (c), as applicable.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

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## PART Fire 405 TRANSFER CREDIT AND CERTIFICATION

### Fire 405.01 Reciprocity.

(a) Any person who has been certified in any out-of-state jurisdiction may apply to the commission for certification.

(b) The commission shall impose written and practical examinations of persons coming from approved programs from an out-of-state jurisdiction. Oral examinations shall be given in place of written examinations in order to meet special training needs.

(c) The commission shall recognize out-of-state certifications that are accredited through a national or international accreditation organization as having the certification in question.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
by #9319-B, eff 11 12-08

### Fire 405.02 Challenges.

(a) A person may petition the commission for credit for training received elsewhere.

(b) The commission shall review the following factors in order to determine whether to grant the person credit:

- (1) Subject areas covered;
- (2) Actual hours of instruction;
- (3) Content of subject areas;



- (4) Terminal performance objectives, which means the required demonstration by the student of the competencies required; and
- (5) Date of completion.

(c) After reviewing (b)(1)-(5) above, the commission shall grant the person credit if the other training meets or exceeds the same objectives as required by the commission approved curricula for the same subject matter.

(d) The person shall complete the following:

- (1) A written examination or oral examination in order to meet special training needs; or
- (2) Skills performance examination.

(e) The person shall be required to provide documentation as is necessary to accurately assess the proficiency of the person. Such documentation shall include certificates, diplomas and performance in courses taken.

(f) The person may request the commission to review any decisions rendered under this part.

Source. #5726, eff 10-21-93, EXPIRED: 10-21-99

New. #7145, INTERIM, eff 12-2-99, EXPIRED: 3-31-00

New. #7332, eff 8-1-00; ss by #9218, INTERIM, eff 8-1-08; ss  
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