



Fire Instructor Guide Expectations, Roles, and Responsibilities

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DPSST Fire Certification Online

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

Department of Public Safety Standards and Training Mission Statement

There are two components of the DPSST Mission that work together to achieve excellence in Oregon's public safety professions -- delivering quality training and implementing professional standards as set by the Board. Training helps public safety providers protect lives and ensure the integrity of Oregon's criminal justice system and the public safety community. Developing standards ensures that officers continually meet the physical, emotional, moral, intellectual and fitness standards for all public safety disciplines.

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

OAR 259-009-0080

Certification of Instructors

(1) The Department shall 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 shall be the continuing responsibility of the Department to see that instructors are qualified to teach. (3) Instructors for subjects shall: (a) Be certified or trained in the subject area they are teaching; (b) Be certified as an NFPA Instructor 1; and (c) Complete an instructor development course, or an equivalent course. (4) Review and approval of instructors shall be the responsibility of the Department. (5) Applications for instructor certification shall be submitted on an Instructor Certification Application (DPSST Form F-9F) and shall be accompanied by a detailed resume of individual qualifications. (6) If certification is denied, the applicant shall be notified in writing and advised of the reasons for denial. (7) Instructor certification is not required for teaching assignments in non-Department certified courses. (8) Review of instructor certification may be initiated upon the request of an agency head, staff, or other reliable source. (9) Instructor certification must be renewed every five (5) years or when there is a change to the standard. (10) Instructors will be responsible for ensuring that student rosters shall be completed, indicating the actual number of hours attended by each student. Rosters shall also indicate whether each student passed or failed. Rosters shall be returned to the Department within thirty (30) calendar days of course completion; otherwise, the Department may decertify the course.

Stat. Auth.: ORS 181.640 & 181.650

Stats. Implemented: ORS 181.640 & 181.650

Hist.: BPSST 22-2002, f. & cert. ef. 11-18-02; DPSST 4-2005, f. & cert. ef. 5-24-05

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.



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