



## Colorado Division of Fire Prevention & Control

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### Informational Memorandum 13-05

TO: Colorado Fire and Emergency Services  
FROM: Colorado Division of Fire Prevention & Control, Training and Certification  
DATE: November 27, 2013  
RE: Renewal Process – Fire and Emergency Services Instructor I

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Within the criteria of the renewal process for Fire and Emergency Service Instructor I, there is currently a requirement for incumbents to complete twelve (12) hours of continuing education in instruction techniques during the certification period. At the recommendation of the Colorado Fire Training Officer's Association and the Governor's Colorado Fire Service Training and Certification Advisory Board, this requirement will no longer be in effect for Fire and Emergency Service Instructor I certifications **expiring on or after July 1, 2014**. The CDFPC Policy and Procedure Manual will reflect this change as shown below:

#### 9.8.3: Fire and Emergency Service Instructor I Renewal Requirements:

9.8.3.1: Renewal documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the Scantron™ form, including the Department Head/Designee signature.

9.8.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.8.3.2.1: The applicant holds a current Colorado Fire and Emergency Service Instructor I certification;

9.8.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;

9.8.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs. The applicant must meet the performance outcome in each JPR;

9.8.3.2.4: The applicant has completed at least twelve (12) hours of instruction given per year during the certification period;

9.8.3.2.5: Appropriate local records are maintained documenting completion of requirements and are on file at the organization for inspection and review;

9.8.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification;

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