

655 IAC 4-6-1 Continuing education hours required: subject matter Sec. 1. (a) As a prerequisite to each renewal of a certification that requires continuing education and is subject to expiration, an individual shall complete at least sixteen (16) hours of continuing education or instruction.

655 IAC 4-3-40 Fire Investigator:

16 hours of continuing education shall be obtained during every 24 months from the date of certification. Continuing education requirements shall be tracked, documented, and maintained by the individual and the AHJ. Furthermore, documented compliance with the continuing education requirements must be submitted to the Indiana Fire & Public Safety Academy.

The fire investigator must remain current in a variety of subject areas, including, but not limited to:

Indiana Code Legal Updates

Laws of Arrest

Juvenile/Domestic Relations

Search and Seizure

Evidence Collection/Storage

Scientific Principles of NFPA 921.

Fire Chemistry

Thermodynamics/Thermometry

Fire Dynamics/Modeling

Explosion Dynamics

Fire Investigation Methodology

Fire Analysis

Hazardous Materials

The 16 hours of continuing education can be achieved by attending in-person traditional classes from the above list of topics or taking online courses from CFITrainer.Net or another online fire investigator course.

655 IAC 4-3-43 Fire and Emergency Services Instructor I:

To maintain certification, the candidate shall accrue a minimum of sixteen (16) hours of continuing education, consisting of at least:

(1) twelve (12) hours of teaching classes in public safety and emergency response;

(2) four (4) hours of attendance at classes in training in adult education; that shall be reported on a form approved by the training division every two (2) years. The training in adult education shall be acquired through classes that teach instructors techniques for teaching adult students:

- (1) basic coaching and motivational techniques used in an instructional situation;
- (2) adaptation of lesson plans or materials to specific instructional situations;
- (3) learning styles of students and how instructors could adapt teaching styles;
- (4) types of learning disabilities and methods for dealing with them;
- (5) methods of dealing with disruptive and unsafe behavior;
- (6) communication skills necessary to be an effective instructor;
- (7) how to provide evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant, and includes suggestions based on the data;
- (8) use and limitations of teaching methods and techniques;
- (9) how to supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met;
- (10) development of student evaluation instruments to support instruction and the evaluation of test results; or
- (11) conducting a needs assessment for an organization, an individual, or a set of students.
- (12) nonverbal communication practices in the classroom and drill ground

655 IAC 4-3-43 Fire and Emergency Services Instructor II:

To maintain certification, the candidate shall accrue a minimum of sixteen (16) hours of continuing education, consisting of at least:

- (1) twelve (12) hours of teaching classes in public safety and emergency response;
- (2) four (4) hours of attendance at classes in training in adult education; that shall be reported on a form approved by the training division every two (2) years. The training in adult education shall be acquired through classes that teach instructors techniques for teaching adult students:
 - (1) basic coaching and motivational techniques used in an instructional situation;
 - (2) adaptation of lesson plans or materials to specific instructional situations;
 - (3) learning styles of students and how instructors could adapt teaching styles;
 - (4) types of learning disabilities and methods for dealing with them;
 - (5) methods of dealing with disruptive and unsafe behavior;
 - (6) communication skills necessary to be an effective instructor;

(7) how to provide evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant, and includes suggestions based on the data;

(8) use and limitations of teaching methods and techniques;

(9) how to supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met;

(10) development of student evaluation instruments to support instruction and the evaluation of test results; or

(11) conducting a needs assessment for an organization, an individual, or a set of students.

(12) nonverbal communication practices in the classroom and drill ground

655 IAC 4-3-43 Fire and Emergency Services Instructor III:

To maintain certification, the candidate shall accrue a minimum of sixteen (16) hours of continuing education, consisting of at least:

(1) twelve (12) hours of teaching classes in public safety and emergency response;

(2) four (4) hours of attendance at classes in training in adult education; that shall be reported on a form approved by the training division every two (2) years. The training in adult education shall be acquired through classes that teach instructors techniques for teaching adult students:

(1) basic coaching and motivational techniques used in an instructional situation;

(2) adaptation of lesson plans or materials to specific instructional situations;

(3) learning styles of students and how instructors could adapt teaching styles;

(4) types of learning disabilities and methods for dealing with them;

(5) methods of dealing with disruptive and unsafe behavior;

(6) communication skills necessary to be an effective instructor;

(7) how to provide evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant, and includes suggestions based on the data;

(8) use and limitations of teaching methods and techniques;

(9) how to supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met;

(10) development of student evaluation instruments to support instruction and the evaluation of test results; or

(11) conducting a needs assessment for an organization, an individual, or a set of students.

(12) nonverbal communication practices in the classroom and drill ground

655 IAC 4-3-53 Fire and Emergency Services Live Fire Instructor:

To maintain certification, the candidate shall submit documentation of their completion of an experience record every 24 months from the date of certification. It must highlight the instructor's participation in at least two different live fire training events over 24 months. A completed burn plan for each live fire training event that the live fire instructor participated in must be a part of the experience record to be submitted to the Indiana Fire & Public Safety Academy for recertification.

To maintain certification, the candidate shall submit documentation of their completion of an experience record every 24 months from the date of certification.

The candidate shall accrue a minimum of sixteen (16) hours of continuing education, consisting of at least:

two (2) documented live fire training events in which the instructor participated. Documentation shall include, at a minimum;

a) a completed copy of the live burn plans and the instructor's role(s), and,

b) a copy of the training record used by the AHJ to record the live burn event

Documentation of Continuing Education: For continuing education training to apply towards the continuing education requirement, the individual conducting the training shall complete a fire department or a public safety department-specific training roster or provide documentation of completion of the training to the student. The department can store the training rosters in any manner they choose (electronically, with vendor software, or on paper). The individual can also put together a document recording their training hours which will show at least the minimum number of training hours required. Training rosters and individual training records are not sent to the Indiana Fire & Public Safety Academy Certification Division unless an individual has been randomly selected to be audited, in which case the documentation must be provided upon request. Any online courses taken that meet the continuing education requirements of a certificate of attendance or completion must be provided if an individual is selected for an audit.