



INDIANA FIRE SERVICE INSTRUCTOR – RECERTIFICATION FORM

This form is intended to be submitted electronically to the Academy not more than 30 days after the Instructor expiration date. Submit the complete form to firecertifications@dhs.in.gov.

To maintain certification, the candidate shall accrue a minimum of twenty (20) hours of instruction consisting of twelve (12) hours of teaching classes in public safety and emergency response; four (4) hours of evaluating practical skills and four (4) hours of attendance at classes in training in adult education

- (1) learning objectives.
- (2) test construction; or
- (3) classroom teaching.

that shall be reported, on a form approved by the training division every two (2) years. The report shall be received by the board not later than thirty (30) days after the expiration of the two (2) year period that commenced on the date of initial certification or the applicable two (2) year anniversary of the date. The training in adult education shall be acquired through classes that teach instructors techniques on teaching adult students.

Continuing education obtained in compliance with the requirements of subsection (c) may be used to comply with the continuing education requirements of section 19(c) of this rule. (*Board of Firefighting Personnel Standards and Education; 655 IAC 1-2.1-20; filed Jul 18, 1996, 3:00 p.m.: 19 IR 3394; filed Sep 24, 1999, 10:02 a.m.: 23 IR 332; readopted filed Dec 2, 2002, 12:59 p.m.: 26 IR 1262; filed Jul 14, 2004, 10:00 a.m.: 27 IR 4016; filed Apr 13, 2005, 11:30 a.m.: 28 IR 2702*)

Legal Name				PSID	
Street Address					
City		State		ZIP Code	
Email Address					

Identify continuing education related to how to teach during the 2-year certification period.

Adult Continuing Education Subject	Instructor Name	Hours	Date



Identify instructional activity during the 2-year certification period.			
Teaching Experience Identify Subject-Topic Taught	Location	Hours	Date
Evaluating Practical Skill Experience – Subject	Location	Hours	Date

Applicant Name		Date	
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Qualified Adult Continuing Education Topics
 A course or part of a course that instructs the Instructor on

- basic coaching and motivational techniques used in an instructional situation
- adaptation of lesson plans or materials to specific instructional situations
- learning styles of students and how instructor could adapt teaching styles
- types of learning disabilities and methods for dealing with them
- methods of dealing with disruptive and unsafe behavior
- communication skills necessary to be an effective Instructor
- 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; include suggestions based on the data
- use and limitations of teaching methods and techniques
- 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
- development of student evaluation instruments to support instruction and the evaluation of test results
- conducting a needs assessment for an organization, an individual or set of students