

Amended by R.1998 d.85, effective February 17, 1998.

See: 29 N.J.R. 3210(a), 30 N.J.R. 641(a).

Rewrote the section.

Amended by R.2001 d.57, effective February 20, 2001.

See: 32 N.J.R. 3253(a), 33 N.J.R. 692(b).

In (a) and (b), added references to certificates throughout.

5:73-1.10 (Reserved)

Amended by R.1997 d.123, effective March 17, 1997.

See: 28 N.J.R. 5124(a), 29 N.J.R. 869(a).

Substituted single fee for existing fee schedule.

Amended by R.2001 d.57, effective February 20, 2001.

See: 32 N.J.R. 3253(a), 33 N.J.R. 692(b).

Added references to certificates throughout.

Repealed by R.2003 d.405, effective October 20, 2003.

See: 35 N.J.R. 46(a), 35 N.J.R. 4865(a).

Section was "Fees".

5:73-1.11 NFPA standards

Copies of National Fire Protection Association (NFPA) standards incorporated by reference in this chapter may be obtained by writing to: NFPA, 1 Batterymarch Park, Quincy, MA 02269.

New Rule, R.2003 d.77, effective February 18, 2003.

See: 34 N.J.R. 3599(b), 35 N.J.R. 1055(b).

SUBCHAPTER 2. EDUCATIONAL PROGRAMS AND FACILITIES

5:73-2.1 Standards for educational programs

(a) To carry out their responsibilities, fire service personnel must be fully knowledgeable and adequately prepared.

This subchapter adopts standards for fire service training and education programs.

1. Programs for firefighters must meet certain standards to ensure firefighters have the necessary skills and knowledge which the specialized and hazardous nature of fire fighting requires.

2. Programs for fire service instructors must meet certain standards to ensure they have the knowledge and skills necessary to provide instruction for fire service members.

5:73-2.2 Eligible organizations

(a) A fire department or district, a combination of fire departments or districts, an institution of higher learning, the New Jersey State Fire College or a recognized governmental entity is eligible to submit an application to offer courses or modules which meet the requirements of this chapter.

1. To ensure accountability, any module or course for a firefighter 1 certification may only be offered by a fire department or district, a combination of fire departments or districts or a recognized governmental entity.

(b) An applicant for module or course approval shall have satisfied the following requirements:

1. All courses or modules offered shall meet the knowledge and skill content, hours of instruction and facility and equipment criteria set forth in this chapter;

2. Concerning instructors of courses for fire service personnel certification, all courses shall be taught by the level of instructor required by this chapter who have satisfied the requirements for certification set forth in N.J.A.C. 5:73-5.

3. A recordkeeping system required by the Office of Training and Certification including, but not limited to, attendance, course schedules and examination scores shall be maintained.

4. Course schedules shall be provided to the Office of Training and Certification indicating the course or modules being taught or proposed to be taught and the dates and times for the course or module offering.

5:73-2.3 Procedure for approving educational programs

(a) Any eligible institution or organization may submit to the Office of Training and Certification any course or module required by this chapter for approval. The application shall be submitted on a form prescribed by the Division at least 60 days prior to the first class session of the course and shall contain all the information specified in this section.

(b) Each application shall be submitted in the name of the institution or organization by a person authorized to do so. It shall contain the following minimum information:

1. The name of the course, program, or module;
2. A description of the length of each session, the frequency of the sessions and the total number of sessions;
3. An outline showing the course or program content by session;
4. A description of any texts or materials to be used. The description shall identify whether the text or materials will be mandatory or suggested.
5. The list of certified instructors who will teach each module or course for fire service courses;
6. An estimate of the number of times the course will be offered;
7. A statement that the institution or organization will notify the Office of Training and Certification if the program is withdrawn or changed at any time;
8. A statement that the institution or organization will conduct the course or program in accordance with this standard and will maintain such records as are herein required;
9. A statement of the charges the institution has established for the course program; and

10. The facilities where instruction will take place. The description shall identify any specialized structures which may be used for teaching the course.

(c) The Department shall have the right to undertake such reviews as may be necessary to verify the accuracy of an application, or conformity with this standard. The institution, by submitting an application, expressly agrees to cooperate in such reviews.

(d) Upon verification that the program or course will satisfy the educational program requirements, the Office of Training and Certification shall:

1. Issue a letter of approval to the institution or organization which letter shall contain any terms or conditions of such approval;
2. Place the name of the institution and the course on the Division's list of approved courses. That list shall be made available to the public.
- i. Any approval shall be limited in that it is effective only as long as the course conforms to the application submitted and approved.

(e) Whenever a course or program has been approved by the Division, the institution or organization offering the course may include the statement "This course is approved for credit toward a certification issued by the Department of Community Affairs" in any catalog, bulletin or informational circulars. Whenever such a statement is included, however, the catalog, bulletin or circular shall also contain a statement describing precisely the nature and extent of the approval.

(f) The Office of Training and Certification may revoke its approval, after due notice and the opportunity to be heard, whenever it ascertains that a course has lapsed, is no longer in conformity with the requirements of this chapter or the terms of the Division's approval or for other good cause. Whenever approval has been revoked or a course or module has been withdrawn by an institution or organization, a new application and approval shall be required before the course or module may again be offered as providing credit toward a certification.

(g) Any institution or organization may submit an application for approval for a course administered after January 1, 1989 so that applicants may receive credit for it. Any such application shall be judged against the standards for programs established herein.

Amended by R.1993 d.628, effective December 6, 1993.
See: 25 N.J.R. 4363(a), 25 N.J.R. 5466(a).

5:73-2.4 Facility requirements

(a) In order to provide firefighter training, the facilities must be adequate. The requirements of this section are the minimum requirements for firefighter training facilities.

(b) Classroom Level A requirements are as follows:

1. A separate classroom for instruction shall be provided. The classroom size shall adequately accommodate the number of students.

i. For classroom training for modules for firefighter 1, a meeting hall or large room will be accepted as an alternative to a separate classroom.

2. The following are required:

- i. Adequate lighting;
- ii. A writing surface for each student;
- iii. Sufficient chairs for students;
- iv. A chalkboard, or large pad with easel;
- v. Access to overhead projector and screen;
- vi. Adequate space for each student;
- vii. Comfortable room temperature;
- viii. Access to sanitary facilities;
- ix. Sufficient electrical outlets for use of training aids; and
- x. The classroom must be in a quiet area, that is, removed from disturbances.

(c) Drill Area A requirements are as follows:

1. The area to be provided for drills shall be sufficient to allow hands-on practice by all students. Sufficient area shall be provided for the following activities:

- i. The tying of knots;
- ii. The carrying and raising of ladders;
- iii. The rolling and loading, carrying and dragging and coupling of hose; and
- iv. The practice of salvage operations.

2. The following practice aids shall be available:

- i. A fire hydrant or other water source;
- ii. A sprinkler connection or simulated sprinkler connection; and
- iii. Simulated roof area and sufficient practice boards to practice venting through roofs.

3. The following materials shall be available:

- i. Fire hose, couplings and tools as specified in N.J.A.C. 5:73-4.3(a)12vi;
- ii. Forcible entry tools as specified in N.J.A.C. 5:73-4.3(a)3vi;
- iii. Salvage covers as specified in N.J.A.C. 5:73-4.3(e)10vi;

iv. Lengths of rope as specified in N.J.A.C. 5:73-4.3(a)8vi;

v. Ladders as specified in N.J.A.C. 5:73-4.3(a)16vi;

vi. PEOSHA approved breathing apparatus for each student;

vii. PEOSHA approved personal protective clothing for each student;

viii. Materials for rescue drills as specified in N.J.A.C. 5:73-4.3(a)21vi; and

ix. Wedges or sprinkler tongs as specified in N.J.A.C. 5:73-4.3(a)23vi.

(d) Classroom Level B: (Reserved).

(e) Drill Area Level B: (Reserved).

(f) Smoke building requirements are as follows:

1. The purpose of the structurally safe smoke building is to acquaint the trainees with the skills and abilities necessary for survival in an oxygen deficient atmosphere by creating a controlled learning situation that is under constant supervision.

2. The smoke building shall meet the following requirements:

- i. There shall be an exterior exit or secondary means of egress on every floor;
- ii. The smoke building shall be equipped for simulating smoke filled atmosphere and conditions;
- iii. The building shall be so designed and equipped so as to allow for constant surveillance of the trainees; and
- iv. There shall be a means to provide emergency ventilation which may include automatic or manual control of roof openings, doors and exterior windows.

3. Smoke used should be of a controlled composition with minimum toxicity. Specially designed mechanical equipment may be installed in the facility to produce smoke.

(g) Drill tower requirements are as follows:

1. The purpose of the drill tower is to train fire fighters in basic evolutions using pumper and ladder equipment;

2. The tower shall meet the following requirements.

- i. It shall be not less than two stories in height;
- ii. It shall be suitable for use with ladders and rescue equipment;
- iii. It shall be so designed as to permit raising, lowering, and maneuvering of hose lines and other equipment;

- iv. It may be of wood frame, reinforced concrete, steel or other durable material;
- v. It shall have structurally sound interior and exterior walls which will withstand the force of master streams;
- vi. It shall contain stairways which provide means of access between floor levels;
- vii. All stairway treads should be slip resistant;
- viii. The drill tower should include provisions for standpipe connections at all floor levels of the facility;
- ix. Roof openings should be provided for practice of ventilation procedures;
- x. Safety railings should be provided for roof operations; and
- xi. A temporary or permanent safety net on at least one exterior side of the building should be provided.

(h) Live burn facility requirements are as follows:

1. The following apply to burn buildings:

- i. The purpose of the burn building is to safely train firefighters in methods of interior fire suppression. Every floor shall have an exterior exit or a second means of egress.
- ii. Walls, floors, ceilings, and other permanent features shall have strong resistance to heat generated by Class A materials.
- iii. Class B materials shall not be used for fuel except when part of an engineered and designed system, such as propane or natural gas simulation, certified by the manufacturer as having been installed and maintained in accordance with the manufacturer's instructions and recommendations.
- iv. Emergency ventilation shall be provided by automatic or manual control of the roof openings, doors, and exterior shuttered windows.

2. The following apply to the flammable liquid and flammable gas area:

- i. This area should be located as remote from any building as possible. Fencing and/or curbing should be provided as a safety factor.
- ii. Pit aprons should be made of concrete, crushed stone, iron ore slag.
- iii. There shall be adequate water supply, fuel supply, fuel pumping capability and drainage.
- iv. If flammable liquid or gas is fed to an area, the flow shall be controlled by quick shutoff valves. In case of an emergency, an instantaneous shutdown will be necessary.

(i) The following relate to exemptions:

1. An exemption from the training facility requirements may be made upon the following findings:

- i. There is no facility in the immediate area where the training can be provided or there are minimum facilities in the area and all prospective applicants cannot be accommodated; and
 - ii. That alternative training in the form of simulation or other method will be provided which will provide, to the greatest extent possible the same practice/drill opportunity.
2. An application for exemption to this section shall be filed in writing and set forth specifically:
- i. A statement of the requirements from which an exemption is sought;
 - ii. A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and
 - iii. A statement of the feasible alternatives which would adequately provide the same practice/drill opportunity.

Amended by R.1995 d.59, effective March 6, 1995.

See: 26 N.J.R. 4249(a), 27 N.J.R. 891(a).

Amended by R.1997 d.286, effective July 21, 1997.

See: 29 N.J.R. 722(a), 29 N.J.R. 3243(a).

In (h)1iv, substituted "ventilation shall be" for "ventilation should be".

5:73-2.5 Live fire training permit

(a) A permit shall be required and obtained from the Division of Fire Safety for live fire training in, or in any part of, any building, structure, motor vehicle or any other training mock-up or area, or area of land or portion thereof, on which firefighters or industrial fire brigade members are to be trained.

1. Prior to conducting any live fire training, including such training for industrial fire brigade members, the instructor-in-charge shall ensure that each participant is certified as Firefighter I in accordance with N.J.A.C. 5:73-4 or each participant has completed training modules 3a, 3b, 3c, 5a, 5b, 6a, 6b, 6c, 7, 8a, 8b, 8c, 13a, 13b, 14, and 15 as specified in N.J.A.C. 5:73-4.3(a)29vi.

i. In lieu of Firefighter I certification or completion of the required modules, documentation of completion of prerequisite training as required by NFPA 1403, 1997 edition, incorporated herein by reference for the appropriate training facility, must be provided by the fire chief or industrial fire brigade chief.

ii. Industrial fire brigade members receiving training for incipient stage firefighting, advanced exterior firefighting, interior structural firefighting or advanced exterior and interior firefighting including pan fire extinguisher training as described in NFPA 600, Standard on Industrial Fire Brigades, 2000 edition, incorporated herein by reference, must meet the requirements of

Section 3-2, 4-2, 5-2 or 6-1 as appropriate, of NFPA 600, 2000 edition, and provide documentation as specified in (a)3 below.

2. Prior to conducting any live fire training for industrial fire brigade members, the industrial brigade must provide the eligible organization and/or the approved facility with a copy of the industrial brigade's Organizational Statement as required by the Federal Occupational Safety and Health Administration a minimum of two weeks prior to the scheduled training. Failure to provide this statement and supporting documents will prohibit the industrial brigade members from participating in live fire training.

i. All live fire training provided to industrial fire brigades must be conducted in accordance with NFPA 600, Standard on Industrial Fire Brigades, 2000 edition, NFPA 1403, Standard on Live Fire Training Evolutions, 1997 edition, and documented as specified in (a)3 below.

3. The instructor-in-charge shall accept verification of certification or training, or the completion of the necessary training modules, from an officer of the participant's fire department or industrial fire brigade, in writing, on fire department or industry letterhead or as part of the application to use the approved facility. Such verification shall become part of the written record required by (e)6 below.

i. The eligible organization shall accept verification that all live fire training provided to industrial fire brigade members will be conducted in accordance with NFPA 600, 2000 edition, and NFPA 1403, Standard on Live Fire Training Evolutions, 1997 edition, from the chief of the industrial fire brigade, in writing, on industry letterhead. Such verification shall become part of the written record as required by (e)6 below.

(b) Permits shall be required, and shall be obtained from the Division, for any of the activities specified in this section. Permits shall at all times be kept at the premises designated therein and shall at all times be subject to inspection by the Division.

(c) Any permanent fire service training organization shall be eligible to apply for an annual Type A permit to conduct live fire training exercises.

1. Initially, application for a permit shall be made not less than 10 business days prior to the anticipated start of live fire training exercises. Application for renewal of a permit shall be made no less than 10 business days prior to the expiration date of the existing permit. All applications for permits shall be made on form(s) provided by the Division.

2. Permits shall be valid for a period not to exceed one year from the date of issuance unless revoked or suspended in accordance with (f) below.

i. The expiration date of all Type A permits shall be July 31.

(d) N.J.A.C. 5:70-2.7(a)3viii shall regulate permits for live fire extinguisher training.

(e) Requirements for live fire training exercises are as follows:

1. Applications shall certify that all live fire training exercises shall be conducted in accordance with NFPA 1403, Standard on Live Fire Training Evolutions, 1997 ed., for the type of facility as described in that standard, where the live fire training will be conducted. In the event of any conflict between this section and the NFPA standards, the provisions of this section shall apply.

2. The instructor-in-charge of the live fire training exercise shall meet the requirements of N.J.A.C. 5:73-5.3 and hold valid certification issued by the Division as a Fire Service Instructor Level 2, SCBA/Smokehouse Instructor and Live Burn Instructor.

i. All other instructors utilized for the live fire training exercise shall hold valid certification, at a minimum, as Fire Service Instructor Level 1, SCBA/Smokehouse Instructor and Live Burn Instructor.

3. All participants and instructors shall wear firefighter personal protective gear and equipment, including self-contained breathing apparatus, that meets the requirements of N.J.A.C. 12:100 when actively participating in live fire training exercises or when exposed to smoke or otherwise hazardous atmospheres.

4. Before any live fire training exercise is commenced, a safety checklist that has been approved by the Division shall be completed by the instructor in charge of the exercise. Such safety checklist shall include, but may not be limited to, the following:

i. Conducting a facility inspection to determine that:

(1) Hazards to personnel are identified and corrected or guarded;

(2) The live burn simulator (if applicable) is tested and found to be operational, in accordance with manufacturer's protocol. Manufacturer's protocol must be submitted if simulator is used.

(3) All emergency controls are tested and operating in accordance with manufacturer's instructions;

(4) The structural integrity of the building is confirmed. If a visual inspection reveals damage to structural members, the services of a professional shall be obtained to confirm and recommend corrective action. Such structural integrity shall be documented at least annually by an appropriate professional;

(5) Rubbish or excessive combustibles have been removed;

(6) All exits, including at least two means of egress per floor being utilized by students, are accessible and operable. In an existing building, one of the two required means of egress may be a fire escape, unless judged to be dangerous for use under emergency exiting conditions;

(7) Automatic or manual ventilation systems are provided and operational; and

(8) No person shall be placed inside the building to play the role of a victim;

ii. Conducting a briefing with all participants, to include:

(1) A discussion of participant safety;

(2) A familiarization of participants with the facility;

(3) A tour of the facility;

(4) A description of the evolutions to be performed, including operations;

(5) A description of the emergency contingency plan; and

(6) A description and demonstration of the emergency evacuation signal and the procedures to be followed if the signal is used;

iii. Inspecting personal protective equipment (PPE) including:

(1) All participants' PPE complies with N.J.A.C. 12:100-10, Standards for Firefighters;

(2) All required PPE is donned correctly before entry into a hazardous environment;

(3) Personal alert safety system (PASS) devices are activated before participant enters a hazardous area;

(4) Self-contained breathing apparatus (SCBA) is worn by all participants; and

(5) All SCBA cylinders are full at the commencement of the evolution;

iv. Assuring the adequacy of extinguishing capability, including:

(1) An adequate water supply;

(2) A minimum of 95 gpm is available through each hand line used for evolutions with actual lines sized to supply anticipated required flow rates;

(3) Properly rated and charged extinguishers are used for extinguisher training; and

(4) A minimum of one back-up hand line and crew are standing by, with line(s) sized to provide a flow at least equal to that required for the evolution, under the direction of a certified instructor;

v. Assuring the proper use of fuels with known burning characteristics, such as:

(1) Use only class A fuel of approved type;

(2) Use fuel at a rate consistent with extinguishing capability;

(3) LP-gas or natural gas used only as part of an engineered and approved system; and

(4) Reserve fuels are stored safely away from live fire; and

vi. Ensuring the safe conduct of the exercise, including:

(1) Provide sufficient staff, and make appropriate participant and instructor assignments, to safely accomplish objectives;

(2) Provide adequate instructor-to-student ratio. When students are Firefighter I Candidates, that ratio shall be a minimum of one instructor for every five students;

(3) Designate a safety officer in accordance with the Fire Service Incident Management System rules, N.J.A.C. 5:75, with no added duties;

(4) Utilize a personnel accountability system;

(5) Provide participants with, or assure their possession of, all necessary tools and implements;

(6) Have emergency medical services (EMS) available. Qualified EMS personnel on site, with or without transport, shall be sufficient at a permanent fire service training facility;

(7) Provide rest, rehabilitation and fluid replenishment, as necessary; and

(8) Conduct evolution with full regard for environmental conditions, with exercises terminated or curtailed by extreme weather.

5. Written records including information relating to the exercise shall be kept. Information shall include, but may not be limited to, the following:

i. The date and time of exercise;

ii. The names of instructors;

iii. The names of participants;

iv. The duration of the exercise; and

v. Problems or abnormalities encountered during the exercise.

6. Any injury requiring admission to a hospital or death occurring during, or as a result of, any live fire training exercise shall be reported to the Division within 24 hours after the occurrence.

(f) The Division shall either approve or deny any application for permit within 10 business days after receipt of each application. If an application for permit is denied, the Division shall inform the applicant of the reason for denial and of any measures necessary to bring the application into compliance.

1. An application which has not been granted within 10 days shall be deemed to have been denied. Such denial may be appealed in accordance with N.J.A.C. 5:73-1.5(c).

(g) The Division may revoke a permit already issued or deny future applications for permits for just cause. Reasons for revocation may include, but shall not be limited to:

1. Unsafe actions during live fire training exercises;
2. Injuries or death resulting from unsafe actions during exercises; or
3. Violation of this section.

(h) The Commissioner shall enforce and administer this section and is authorized to issue compliance orders to persons and public entities in violation thereof, to petition the Superior Court for injunctive relief enforcing any compliance order, to levy and collect civil penalties of not more than \$500.00 per violation and to institute summary proceedings under the Penalty Enforcement Law (N.J.S.A. 2A:58-1 et seq.) in the Superior Court to recover penalties previously levied. Each day that a violation continues after notice to cease has been given by certified mail or personal service shall be deemed a separate violation.

New Rule, R.1997 d.286, effective July 21, 1997.
See: 29 N.J.R. 722(a), 29 N.J.R. 3243(a).
Amended by R.2001 d.57, effective February 20, 2001.
See: 32 N.J.R. 3253(a), 33 N.J.R. 692(b).

In (d), added the last sentence to the introductory paragraph.
Amended by R.2003 d.77, effective February 18, 2003.
See: 34 N.J.R. 3599(b), 35 N.J.R. 1055(b).

Rewrote (a) and (d); in (e), rewrote the first sentence in 1, amended the N.J.A.C. reference in 3, substituted "Firefighter I Candidates, that" for "Firefighter I Candidate, Grade 2, that" in 4vi(2), deleted former 5 and recodified former 6 and 7 as 5 and 6.

SUBCHAPTER 3. (RESERVED)

SUBCHAPTER 4. FIREFIGHTER I

5:73-4.1 Duties and responsibilities of firefighter I

(a) A certified firefighter I shall work under direct supervision.

(b) Prior to receiving a certification as firefighter I, firefighter candidates grade 1 and grade 2 may perform the designated functions after completing the following modules:

1. Upon successful completion of modules 1, 3a, 3b, 6a, 6b, 8a, 8b, 13a, 13b and 14 as described in N.J.A.C. 5:73-4.3, an individual shall receive a certification as a firefighter candidate grade 1 and may, under direct supervision, respond to fire alarms and assist in exterior firefighting involving laying and connecting hose lines and raising ladders.

2. Upon successful completion of modules 2a, 2b, 4a, 4b, 5a, 5b, 11a, 11b, 12, and 15 as described in N.J.A.C. 5:73-4.3, an individual shall receive a certification as a firefighter candidate grade 2 and may, under direct supervision, assist with all exterior fireground operations.

3. Upon successful completion of all modules in N.J.A.C. 5:73-4.3, an individual shall receive a certification as a firefighter I and may perform interior structural firefighting under direct supervision.

5:73-4.2 Firefighter I certification

(a) A certification for firefighter I shall be granted to an individual who is at least 18 years of age and has met any one of the following requirements:

1. Shall have been an active member of a fire department for a period of not less than 18 months prior to July 1, 1994. Proof of active membership in a fire department shall be verified by a letter from the chief of the department on fire department letterhead;

2. Shall have completed, prior to July 1, 1994, a course of instruction approved in accordance with N.J.A.C. 5:73-2.3(g); or

3. Has met all of the following requirements:

i. Has successfully completed all instructional modules listed in N.J.A.C. 5:73-4.3;

ii. Has taken and passed a written examination as established by N.J.A.C. 5:73-4.4(a); and

iii. Has successfully passed a skills test as established by N.J.A.C. 5:73-4.4(b).

Amended by R.1993 d.440, effective September 7, 1993.

20. Module 35: Below Grade/Confined Space Rescue—(Reserved)

SUBCHAPTER 5. INSTRUCTORS

5:73-5.1 General provisions

It is the object of this subchapter to establish criteria for certification of various levels of instructors of fire service courses.

5:73-5.2 Instructor Level 1

(a) The Instructor Level 1 may provide training for those modules or courses in this chapter where Instructor Level 1 certification is required.

(b) To obtain a certification as an Instructor Level 1, an individual shall verify a minimum of two years experience as a certified Firefighter 1 and shall meet the following requirements:

1. Be at least 18 years of age;
2. Satisfactorily complete the 16 hour instructional techniques course as specified in (c) below;
3. Satisfactorily complete the 16 hour Fire Service Instructor General Safety course as specified in (d) below; and
4. Satisfactorily pass the written test specified in (e) below.

(c) The following standard applies to programs designed to satisfy the requirements for the instructional techniques course:

1. Hours required: 16;
2. Subject areas. The course must cover the following subject areas:
 - i. Communication;
 - ii. Concepts of learning/adult learning;
 - iii. Human relations in the teaching-learning environment;
 - iv. Methods of teaching;
 - v. Organizing the learning environment;
 - vi. Performance evaluation;
 - vii. Records and reports;
 - viii. Testing and evaluation;
 - ix. The instructor's roles and responsibilities;
 - x. The lesson plan;
 - xi. The teaching technique; and

xii. The use of instructional materials;

3. The following certificates, courses or experience will be accepted as substitutes for the instructional techniques course:

- i. A valid New Jersey Teacher's Certificate;
- ii. A valid Instructional Certificate with an endorsement for a teacher of skilled trades: fire science;
- iii. The course "Instructional Techniques for Company Officers" as developed by the National Fire Academy; or
- iv. Any other course taken prior to the effective date of this chapter can be submitted by the candidate to the Office of Training and Certification for an evaluation by the office as equivalent. The office will maintain a list of reviewed and approved substitute courses.

(d) Applicants for an Instructor Level 1 certificate must complete the eight-hour safety course promulgated by the Office of Training and Certification. The approved course materials are incorporated by reference and are provided by the Office of Training and Certification, Division of Fire Safety, Department of Community Affairs, PO Box 809, Trenton, New Jersey 08625-0809. The referenced course materials shall be subject to periodic Division revision and amendment.

(e) Applicants for the Instructor Level 1 certification shall demonstrate knowledge of the subject areas by successful completion of the Instructor Level 1 written examination administered through the Office of Training and Certification.

Amended by R.1993 d.440, effective September 7, 1993.

See: 25 N.J.R. 1846(a), 25 N.J.R. 4071(b).

Administrative change.

See: 27 N.J.R. 2886(b).

Amended by R.1997 d.123, effective March 17, 1997.

See: 28 N.J.R. 5124(a), 29 N.J.R. 869(a).

In (b), inserted two years experience verification requirement; in (b)3, substituted "Fire Service Instructor General Safety Course" for "course, 'Instructor I Level I Safety' " and deleted (f)1, providing that specified experience could substitute for the written exam.

Amended by R.1998 d.85, effective February 17, 1998.

See: 29 N.J.R. 3210(a), 30 N.J.R. 641(a).

In (c), deleted "until July 1, 1996" at the end of the introductory paragraph of 3.

Amended by R.2001 d.57, effective February 20, 2001.

See: 32 N.J.R. 3253(a), 33 N.J.R. 692(b).

Rewrote the section.

Amended by R.2003 d.159, effective April 21, 2003.

See: 34 N.J.R. 3887(a), 35 N.J.R. 1668(a).

In (d), reduced the number of hours required in an Instructor Level 1 certificate training course from 16 to 8, added the last sentence.

5:73-5.3 Instructor Level 2

(a) The Instructor Level 2 may provide training for those modules or courses in this chapter where Instructor Level 1 or 2 is required.



(b) To obtain a certification as Instructor Level 2, an individual must verify a minimum of two years experience as a certified Firefighter 1 and meet the following requirements:

1. Be at least 18 years of age;
2. Provide documentation of at least two years experience as an instructor, by providing a letter from the fire chief, training officer or training academy director attesting to the number of courses taught, hours taught and listing of topics taught;
3. Satisfactorily complete a 40 hour educational methodology course as specified in (c) below; and
4. Satisfactorily pass the written test as specified in (d) below.

(c) The following standard applies to programs designed to satisfy the requirements for the educational methodology course:

1. Hours required: 40;
2. Subject areas: The course must cover the following subject areas:
 - i. Methods of instruction;
 - ii. Lesson development;
 - (1) Task analysis;
 - (2) Writing lesson objectives (behavioral or performance);
 - (3) Preparing multi-media visual aids;
 - (4) Preparing non-projected visual aids:
 - (A) Charts and graphs;
 - (5) Preparing demonstration materials:
 - (A) Models;
 - (B) Mock-ups; and
 - (C) Cutaways;
 - (6) Preparing printed materials:
 - (A) Student handout materials;
 - iii. Testing and evaluation:
 - (1) Developing lesson examinations (written, oral and performance); and
 - (2) Evaluating examinations;
3. Presentations: Each student shall make the following presentations:
 - i. A seven minute presentation;
 - ii. A 15 minute presentation; and
 - iii. A 30 minute presentation which is videotaped and reviewed with instructor;

4. The following certificates or courses can be substituted for the educational methodology course:

- i. A valid New Jersey Teachers Certificate;
- ii. A valid Instructional Certificate with an endorsement for a teacher of skilled trades: fire science;
- iii. The course "Educational Methodology" as developed by the National Fire Academy; or
- iv. Any other course taken can be submitted by the candidate to the Office of Training and Certification for evaluation as an equivalent. The office will maintain a list of reviewed and approved courses.

(d) Applicants for Instructor Level 2, who have not been certified as an Instructor Level 1, must complete the eight-hour safety course promulgated by the Office of Training and Certification. The approved course materials are incorporated by reference and are provided by the Office of Training and Certification, Division of Fire Safety, Department of Community Affairs, PO Box 809, Trenton, New Jersey 08625-0809. The referenced course materials shall be subject to periodic Division revisions and amendments.

(e) Applicants for the Instructor Level 2 certification shall demonstrate knowledge of the subject areas by successful completion of the Instructor Level 2 written examination administered through the Office of Training and Certification.

Amended by R.1993 d.440, effective September 7, 1993.

See: 25 N.J.R. 1846(a), 25 N.J.R. 4071(b).

Amended by R.1997 d.123, effective March 17, 1997.

See: 28 N.J.R. 5124(a), 29 N.J.R. 869(a).

In (b), inserted two years experience verification requirement; and deleted (b)2i, (b)5i, and (e)1, providing that specified experience could substitute for the written exam.

Amended by R.1998 d.85, effective February 17, 1998.

See: 29 N.J.R. 3210(a), 30 N.J.R. 641(a).

In (c), deleted "Until July 1, 1996;" at the beginning of 4.

Amended by R.2001 d.57, effective February 20, 2001.

See: 32 N.J.R. 3253(a), 33 N.J.R. 692(b).

Rewrote the section.

Amended by R.2003 d.159, effective April 21, 2003.

See: 34 N.J.R. 3887(a), 35 N.J.R. 1668(a).

Added a new (d); recodified former (d) as (e).

5:73-5.4 Special instructor certificates

(a) In addition to the Instructor Level 1 or Instructor Level 2 certifications, individuals shall possess special certificates as indicated in this chapter to teach specific modules or specialized training topics.

(b) The following apply to live burn instructor certificate:

1. A live burn certificate is required to teach specified modules for firefighter 1.
2. An individual seeking a live burn instructor certificate shall complete the following requirements:
 - i. Possess a certificate as Instructor Level 1 or Instructor Level 2; and

ii. Successfully complete the four-hour live burn course promulgated by the Office of Training and Certification. The approved course materials are incorporated by reference and are provided by the Office of Training and Certification, Division of Fire Safety, Department of Community Affairs, PO Box 809, Trenton, New Jersey 08625-0809. The referenced course materials shall be subject to periodic Division revision and amendment.

(c) The following apply to the SCBA/Smokehouse certificate:

1. An individual seeking a SCBA/Smokehouse certificate shall meet the following requirements:

i. Possess a certificate as an Instructor Level 1 or Instructor Level 2; and

ii. Successfully complete the four-hour SCBA/Smokehouse course promulgated by the Office of Training and Certification. The approved course materials are incorporated by reference and are provided by the Office of Training and Certification, Division of Fire Safety, Department of Community Affairs, PO Box 809, Trenton, New Jersey 08625-0809. The referenced course materials shall be subject to periodic Division revision and amendment.

(d) The following apply to the Adjunct Instructor certificate:

1. An individual seeking an Adjunct Instructor certificate shall meet the following requirements:

i. Be certified by another jurisdiction/agency to instruct a specific topic such as public education, professional development, safety, management, Emergency Medical Services, or similar specialized topics;

ii. Have completed the train-the-trainer program if a train-the-trainer has been developed for the course desired; and

iii. Have two years instructional experience in the subject areas to be instructed, along with extensive knowledge and experience in the subject.

Amended by R.1993 d.440, effective September 7, 1993.

See: 25 N.J.R. 1846(a), 25 N.J.R. 4071(b).

Administrative change.

See: 27 N.J.R. 2886(b).

Amended by R.1997 d.123, effective March 17, 1997.

See: 28 N.J.R. 5124(a), 29 N.J.R. 869(a).

In (b), substituted "following apply to" for "following relate to"; deleted (b)2iii, requiring completion of the live burn instructor written and skills examination; and deleted (c)1iii, requiring completion of SCBA/Smokehouse instructor written and skills examination.

Amended by R.2001 d.57, effective February 20, 2001.

See: 32 N.J.R. 3253(a), 33 N.J.R. 692(b).

In (a), added "or specialized training topics" at the end of the paragraph; and added (d).

Amended by R.2003 d.159, effective April 21, 2003.

See: 34 N.J.R. 3887(a), 35 N.J.R. 1668(a).

Rewrote (b)2ii and (c)1ii.

5:73-5.4A Procedure for applying for instructor certification from other jurisdictions

(a) The Division shall issue Instructor Level 1 certifications to those who can provide the following:

1. Documentation of two years of actual instructional experience;

2. Proof of completion of the Instructional Techniques course as required at N.J.A.C. 5:73-5.2(c) or equivalent as described at N.J.A.C. 5:73-5.2(c)3;

3. Proof of completion of the eight-hour General Safety Course described at N.J.A.C. 5:73-5.2(d) or proof of completion of a similar course as determined by the Division; and

4. Proof that they have passed the written examination described at N.J.A.C. 5:73-5.2(e).

(b) The Division shall issue Instructor Level 2 certifications to those who can provide the following:

1. Documentation of two years of actual instructional experience;

2. Proof of completion of an Educational Methodology course as required at N.J.A.C. 5:73-5.3(b)3 or equivalent as described at N.J.A.C. 5:73-5.3(c)4;

3. Proof of completion of the eight-hour General Safety Course described at N.J.A.C. 5:73-5.2(d) or proof of completion of a similar course as determined by the Division; and

4. Proof that they have passed the written examination as described at N.J.A.C. 5:73-5.3(d).

New Rule, R.2003 d.159, effective April 21, 2003.

See: 34 N.J.R. 3887(a), 35 N.J.R. 1668(a).

5:73-5.5 Renewal of certification

(a) Beginning January 1, 1999, and every three years thereafter, any instructor certification already issued shall be renewed upon submission of an application, payment of the required fee, and verification by the Office of Training and Certification that the applicant has met the continuing education requirements established by this subchapter. The Division shall renew, for a term of three years, the certification previously issued. The expiration date of the certification shall be April 30, if all documentation is complete and the fee is received between November 1, and April 30, or October 31, if all documentation is complete and the fee is received between May 1 and October 31.

(b) Continuing education requirements, as follows, shall be met for renewal of certification. The requirements are based upon the type(s) of certification(s) held and not upon employment position held. Continuing education units (CEUs) shall be approved by the Division for various certification (one CEU equals 10 contact hours).

1. Instructor Level 1—1.5 CEUs;

2. Instructor Level 2—1.5 CEUs;
3. Live Burn Instructor—0.25 CEUs; and
4. Smokehouse/SCBA Instructor—0.25 CEUs.

(c) Where the holder of a certification has allowed the certification to lapse by failing to renew the certification as provided for in (a) above, a new application and certification shall be required.

1. If such application is made within six months of the certification having lapsed, then application may be made in the same manner as a renewal, but the application shall be accompanied by the fee for a new application.

2. Upon a finding that a certification was previously held and that any applicable continuing education requirements have been satisfied the certification shall be issued.

3. Where the former certification has lapsed for a period exceeding six months, a new application shall be required in accordance with this subchapter.

New Rule, R.1998 d.472, effective September 21, 1998.
See: 30 N.J.R. 1004(a), 30 N.J.R. 3471(a).

5:73-5.6 Organizational, administrative and operational functions for instructor educational and preparation programs

(a) Programs for effective education of instructors shall be structured to achieve the appropriate purposes and ob-

jectives. An institution or organization seeking initial and continuing approval of educational programs shall include in its application clearly defined statements of such purposes and objectives.

(b) Continuing education programs for Instructor Level 1 shall be completed within the three-year period immediately preceding the renewal dates and shall include any of the following topics:

1. Any subject set forth in this chapter;
2. Eligible organization local training standard operating procedures;
3. Adult education theory and/or practice;
4. Lesson plan development;
5. Counseling students;
6. Methods of teaching;
7. Testing and evaluation;
8. Lesson plans;
9. Use of multi-media techniques; and
10. Any other related topics approved by the Division.