

**CHAPTER 73**  
**STANDARDS FOR FIRE SERVICE TRAINING**  
**AND CERTIFICATION**

**Authority**

N.J.S.A. 52:27D-198.

**Source and Effective Date**

R.2000 d.30, effective December 22, 1999.  
See: 31 N.J.R. 3257(a), 32 N.J.R. 273(c).

**Executive Order No. 66(1978) Expiration Date**

Chapter 73, Standards for Fire Service Training and Certification, expires on December 22, 2004.

**Chapter Historical Note**

Chapter 73, Standards for Fire Service Training and Certification, was originally codified in Title 5 as Chapter 18C, Standards for Fire Service Training and Certification. Chapter 18C was adopted as R.1990 d.114, effective February 5, 1990. See: 21 N.J.R. 1655(a), 22 N.J.R. 337(c).

Pursuant to Executive Order No. 66 (1978), Chapter 18C, Standards for Fire Service Training and Certification, was readopted as R.1995 d.58, effective January 3, 1995. See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).

Subchapter 6, Hazardous Materials/Incident Commander Certifications, was adopted as R.1996 d.84, effective March 4, 1996. See: 27 N.J.R. 1845(a), 28 N.J.R. 1377(b).

Pursuant to Reorganization Plan No. 002-1998, Chapter 18C, Standards for Fire Service Training and Certification, was recodified as N.J.A.C. 5:73, effective July 1, 1998. See: 30 N.J.R. 1347(a), 30 N.J.R. 2644(a).

Pursuant to Executive Order No. 66(1978), Chapter 73, Standards for Fire Service Training and Certification, was readopted as R.2000 d.30, effective December 22, 1999. See: Source and Effective Date.

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**SUBCHAPTER 1. GENERAL PROVISIONS**

**5:73-1.1 Titles, division into subchapters**

(a) The rules contained in this chapter shall be known as "Standards for Fire Service Training and Certification" and are referred to herein as the Standards.

(b) The Standards are divided into seven parts:

1. Subchapter 1 is entitled "General Provisions" and may be cited throughout the Standards as N.J.A.C. 5:73-1, and when referred to in subchapter 1 of this chapter, may be referred to as this subchapter.

2. Subchapter 2 is entitled "Educational Programs and Facilities" and may be cited throughout the Standards as N.J.A.C. 5:73-2, and when referred to in subchapter 2 of this chapter, may be referred to as this subchapter.

3. Subchapter 3 is reserved.

4. Subchapter 4 is entitled "Firefighter I" and may be cited throughout the Standards as N.J.A.C. 5:73-4, and

when referred to in subchapter 4 of this chapter, may be referred to as this subchapter.

5. Subchapter 5 is entitled "Instructor" and may be cited throughout the Standards as N.J.A.C. 5:73-5, and when referred to in subchapter 5 of this chapter, may be referred to as this subchapter.

6. Subchapter 6 is entitled "Incident Management System Certification" and may be cited throughout the Standards as N.J.A.C. 5:73-6, and when referred to in subchapter 6 of this Chapter, may be referred to as this subchapter.

7. Subchapter 7 is entitled "Fire Police Officer Training" and may be cited throughout the Standards as N.J.A.C. 5:73-7, and when referred to in subchapter 7 of this chapter, may be referred to as this subchapter.

Amended by R.1998 d.85, effective February 17, 1998.  
See: 29 N.J.R. 3210(a), 30 N.J.R. 641(a).

In (b), substituted a reference to six parts for a reference to five parts, and added 6.

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

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

In (b), substituted "seven" for "six" in the introductory paragraph, and added (b)7.

### 5:73-1.2 Authority

These standards are promulgated by the Commissioner of Community Affairs pursuant to the authority of the Uniform Fire Safety Act (P.L. 1983, c.383, N.J.S.A. 52:27D-192 et seq., specifically 52:27D-198 and 52:27D-219) and of the Act which establishes a Division of Fire Safety in the Department of Community Affairs (P.L. 1983, c.382, amended by P.L. 1993, c.218; N.J.S.A. 52:27D-25a et seq., specifically 52:27D-25d, and further amended by P.L. 1995, c.266; N.J.S.A. 52:27D-25a et seq., specifically 52:27D-25i, j, k and m.)

Administrative change.

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

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

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

Added a reference to P.L. 1995, c.266; N.J.S.A. 52:27D-25a et seq., specifically 52:27D-25i, j, k, and m.

### 5:73-1.3 Intent and purpose

(a) It is the intent of the Standards to control all matters relating to qualifications for, and the training and certification of all members of the fire service, including firefighters and officers engaged in, or to be engaged in, fire suppression activities, and all fire service instructors.

1. For purposes of this chapter, "fire service" shall not include wildland and forestland firefighters in the State forest fire service.

(b) The Uniform Fire Safety Act and related legislation, specifically N.J.S.A. 52:27D-25a et seq., have been adopted to ensure public safety and welfare. In order for fire suppression activities to be conducted adequately and effectively, members of the fire service will need to have sufficient knowledge and competence. This can best be achieved through the creation of an education and training program and the development of certification requirements.

1. It is the purpose of this chapter to establish standards and procedures for the certification of persons involved in fire suppression activities including but not limited to firefighter recruits, firefighters, fire officers, and fire service instructors.

(c) Unless otherwise specifically provided, all references to article or section numbers or to provisions not specifically identified by number, shall be construed to refer to such article, section or provision of this chapter.

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

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

Added (a)1.

### 5:73-1.4 Definitions

The following terms shall have the meanings indicated except where the context clearly requires otherwise.

"Acquired building" means any structure acquired by the eligible organization from a property owner for the purpose of conducting live fire training exercises.

"Commissioner" means the Commissioner of the Department of Community Affairs or his or her delegate.

"Department" means the Department of Community Affairs.

"Division" means the Division of Fire Safety of the Department of Community Affairs.

"Eligible organization" means a fire department or district, or a combination of fire departments or districts, an institution of higher learning, the New Jersey State Fire College or a recognized governmental entity which has been approved by the Division to offer courses or modules which meet the requirements of this chapter.

"Evolution" means a set of prescribed actions that result in an effective fireground activity.

"Fire police officer" means any member of a duly organized volunteer fire company who has the duty for performing traffic control, scene security, and other related duties at the scene of a public event, fire, fire drill or any other similar occasion.

"Fire service" means the State, a county or municipal agency or fire district utilizing volunteer, career or part-paid firefighters for rescue, fire suppression and related activities.

"Fire service instructor" means a career or volunteer or part-paid firefighter who has been certified by the division to deliver firefighter training after completing a prescribed curriculum. For purposes of this chapter, "fire service instructor" shall not include instructors of wildland and forestland firefighters in the State forest fire service.

- i. Facility requirements: Live burn facility per N.J.A.C. 5:73-2.4(h);
- ii. Instructor requirements: Instructor Level 2 certification, SCBA/ Smokehouse certificate and live burn certificate.
- iii. Examination: skills test;
- iv. Hours required: 12 drill hours;
- v. Subject areas: The firefighter 1 candidate must be able to perform the skills in the areas listed below. Performance will be determined by using skill evaluation forms provided by the Office of Training and Certification.

(1) Demonstrate manipulating a fire hose nozzle so as to attack at least two live fires, including a Class A fire and a Class B liquid fire;

(2) Demonstrate attack on automobile fire;

(3) Demonstrate the proper positioning of attack lines;

(4) Demonstrate interior fire attack;

(5) Demonstrate by simulation the use of all of the following portable extinguishers and by actual demonstration of one of the following on both a Class A and a Class B fire:

(A) Stored pressure water extinguisher;

(B) Aqueous film forming foam extinguisher;

(C) Carbon dioxide extinguishers;

(D) Dry chemical extinguishers;

(6) Demonstrate inspection of fire extinguisher;

vi. Prerequisite: All Modules.

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

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

In (a)29ii, inserted ", SCBA/Smokehouse certificate".

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 Adjunct Instructor certificate" in 1ii, 22ii and 24ii.

#### 5:73-4.4 Examination requirements

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

(b) Applicants for the firefighter 1 certification shall demonstrate competence by successful completion of the firefighter Level 1 skills examination administered through the Office of Training and Certification.

#### 5:73-4.5 Optional courses

(a) The firefighter 1 may receive additional endorsements in the following areas:

#### 1. Module 17A: Emergency Medical Care—First Aid

i. Facility requirements: Classroom Level A per N.J.A.C. 5:73-2.4(b);

ii. Instructor requirements: Current first aid instructor certificate issued by the American Heart Association or the American National Red Cross;

iii. Examination: No examination required—current first aid card must be submitted;

iv. Hours required: eight;

v. Subject areas:

(1) Recognize and understand treatment of fractures and splinting;

(2) Recognize and understand treatment of burns;

(3) Understand types of external and internal bleeding and its control;

(4) Understand the symptoms and treatment for various poisons;

(5) Recognize symptoms of shock and understand treatment;

(6) Understand primary and secondary survey; and

(7) Understand priority injuries.

#### 2. Module 17B: Emergency Medical Care—CPR (Reserved)

#### 3. Module 18: Hazardous Materials—Awareness (Reserved)

#### 4. Module 19: Fire Pumps—(Reserved)

#### 5. Module 20: Hazardous Materials—(Reserved)

#### 6. Module 21: Fire Prevention—(Reserved)

#### 7. Module 22: Arson Awareness—(Reserved)

#### 8. Module 23: Ground Cover Fires—(Reserved)

#### 9. Module 24: Vehicle Fires—(Reserved)

#### 10. Module 25: Foam—(Reserved)

#### 11. Module 26: Electric—(Reserved)

#### 12. Module 27: Fire Service Law—(Reserved)

#### 13. Module 28: Natural/LPG Gas—(Reserved)

#### 14. Module 29: Marine Firefighting—(Reserved)

#### 15. Module 30: Vehicle Extrication—(Reserved)

#### 16. Module 31: High Hazard Buildings—(Reserved)

#### 17. Module 32: High Rise Fires—(Reserved)

#### 18. Module 33: Building Construction—(Reserved)

#### 19. Module 34: Truck Company Operations—(Reserved)

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 16 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.

(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.

### 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 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.

#### 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 the 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 eight hour live burn course promulgated by the Office of Training and Certification, including instructor and student manuals, which is incorporated herein by reference. The course materials are provided by the Office of Training and Certification, Division of Fire Safety, PO Box 809, Trenton, N.J. 08625-0809.

(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 eight hour SCBA/Smokehouse course promulgated by the Office of Training and Certification, including instructor and student manuals, which is incorporated herein by reference. The course materials are provided through the Office of Training and Certification, Division of Fire Safety, PO Box 809, Trenton, N.J. 08625-0809.

(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).

### 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 objectives. 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.