

CHAPTER 18C
**STANDARDS FOR FIRE SERVICE TRAINING
AND CERTIFICATION**

Authority

N.J.S.A. 52:27D-25d, 52:27D-198 and 52:27D-219.
N.J.S.A. 52:27D-198, 201 and 219.

Source and Effective Date

R.1995 d.58, effective January 3, 1995.
See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).

Executive Order No. 66(1978) Expiration Date

Chapter 18C, Standards For Fire Service Training and Certification,
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Chapter Historical Note

Chapter 18C, Standards for Fire Service Training and Certification,
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 was readopted as R.1995 d.58. See: Source and
Effective Date. See, also, section annotations.

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SUBCHAPTER 1. GENERAL PROVISIONS

5:18C-1.1 Title; 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 five parts:

1. Subchapter 1 is entitled "General Provisions" and may be cited throughout the Standards as N.J.A.C. 5:18C-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. 5:18C-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. 5:18C-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. 5:18C-5, and when referred to in subchapter 5 of this chapter, may be referred to as this subchapter.

5:18C-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).

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

5:18C-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.

(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.

5:18C-1.4 Definitions

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

"Commission" means the Fire Safety Commission created under N.J.S.A. 52:27D-25a et seq.

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

"Council" means the Training and Education Advisory Council created to advise the Commission under the provisions of N.J.S.A. 52:27D-25a et seq.

"Department" means the Department of Community Affairs.

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

"Shall" indicates a mandatory requirement.

"Should" indicates a recommendation or that which is advised but not required.

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

5:18C-1.5 Office established; hearings

(a) There is hereby established in the Division of Fire Safety an Office of Training and Certification. The office shall consist of such employees of the Department of Community Affairs as may be required for the efficient implementation of this chapter.

(b) The Office shall have the following responsibilities in addition to all others provided in this chapter:

1. To issue such certifications as may be called for herein when warranted and to affix the seal of the Commissioner thereon;

2. To keep accurate records of all applications for a certification and any official action thereon and to make such records available for inspection by the public at all reasonable times; and

3. To suspend or revoke a certification provided for herein upon the establishment of good cause.

(c) Any person aggrieved by any notice, action, ruling or order of the Commissioner, with respect to this chapter, shall have a right to a hearing before the Office of Administrative Law, in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1. The final decision in any such case shall be issued by the Commissioner.

1. The aggrieved person must request a hearing. The request must be made within 15 days after receipt of the action or ruling being contested. The request shall be made to the Hearing Coordinator, Department of Community Affairs, CN 802, Trenton, NJ 08625. The request for hearing shall raise all issues that will be set forth at the hearing.

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

5:18C-1.6 Certifications required

No person shall serve as a fire service instructor for any module if such person does not have at least the level of instructor certification and/or special instructor certificate required pursuant to this chapter for the teaching of such module. Except as may otherwise be expressly provided in this chapter, no course taught by any person not so certified shall serve as a basis for credit towards certification as a fire inspector or fire official.

5:18C-1.7 Requirements for certification

(a) Any candidate for certification in any of the fire service areas pursuant to the chapter shall submit an application to the Office of Training and Certification in the Division of Fire Safety, accompanied by the required fee established at N.J.A.C. 5:18C-1.10. The application shall include such information and documentation as the Office may require.

(b) The Office shall determine by examination of the application and review of any supporting documents, including any evidence of experience, training and/or education submitted whether an applicant is qualified for certification for which the application has been made. If the application is satisfactory, the Office shall issue a certification to the applicant upon payment of the required fee. This certification will show that the person has met the established requirements and is entitled to be employed in the state in accordance with the provisions of these regulations. The Office may deny or refuse to issue a certification to an applicant upon proof that there has been any act or omission which would constitute grounds for revocation under this chapter.

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

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 course "Instruction Techniques: Instructor Level 1" until July 1, 1996:

- 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 taken prior to the July 1, 1994;
- 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; or
- v. Two years of experience as a fire service instructor with at least 10 contact hours of instruction between February 5, 1988 and July 1, 1994 may be substituted for the "Instruction Techniques: Instructor Level 1" course.

(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, CN 809, Trenton, New Jersey 08625.

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

(f) 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.

1. Three years of active firefighting experience prior to July 1, 1994 may be substituted for the written examination until July 1, 1996.

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).

5:18C-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 meet the following requirements:

1. Be at least 18 years of age; and
2. Possess a certification as Instructor Level 1 for at least two years.
 - i. Until July 1, 1996, two years of experience as a fire service instructor with at least 20 contact hours of instruction between February 5, 1988 and July 1, 1994, plus satisfactory completion of the safety course specified in N.J.A.C. 5:18C-5.2(d) may be substituted for the above.
3. Satisfactorily complete the 45 hour course "Instruction Techniques: Instructor Level 2" as specified in (c) below;
4. Satisfactorily pass the skills test specified in (d) below; and
5. Satisfactorily pass the written test specified in (e) below.
 - i. Five years of active firefighting experience prior to July 1, 1994 may be substituted for the written examination until July 1, 1996.

(c) The following standard applies to programs designed to satisfy the requirements for the course "Instruction Techniques: Instructor Level 2."

1. Hours required: 45;
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 basic projected visual aids:

(A) Overhead transparencies;

(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. Until July 1, 1996, the following certificates or courses can be substituted for the course "Instruction Techniques: Instructor Level 2."

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 taken prior to July 1, 1994.

iv. Any other course taken prior to July 1, 1994 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 substitute courses; or

v. Two years of experience as a fire service instructor with 20 contact hours of instruction between February 5, 1988 and July 1, 1994.

(d) Applicants for the Instructor Level 2 certification shall demonstrate competence by successful completion of the Instructor Level 2 Skills examination administered through the Office of Training and Certification.

(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.

1. Five years of active firefighting experience may be substituted for the written examination.

Amended by R.1993 d.440, effective September 7, 1993.
See: 25 N.J.R. 1846(a), 25 N.J.R. 4071(b).**5:18C-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.

(b) The following relate 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;

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, CN 809, Trenton, N.J. 08625; and

iii. Successfully complete the live burn instructor written and skills examination administered through the Office of Training and Certification. The examination shall not be required for individuals meeting all other requirements of this section and applying for certification on or before July 1, 1996.

(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;

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, CN 809, Trenton, N.J. 08625; and

iii. Successfully complete the SCBA/Smokehouse instructor written and skills examination administered through the Office of Training and Certification. The examination shall not be required for individuals meeting all other requirements of this section and applying for certification on or before July 1, 1996.

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).