

5:18C-1.8 Replacement of certificate; reinstatement

(a) The Division shall issue, upon application, a duplicate certificate of any type and specialty upon a finding that the certification has been issued and the applicant is entitled to such certification to replace the one which has been lost, destroyed, or mutilated. Payment of a fee as may be established by the Commissioner shall be required.

(b) After revocation of a certification upon any of the grounds set forth in this chapter, the Division may not renew or reinstate such certification; however, a person may file a new application for a certification with the Division. When it can be shown that all loss caused by the act or omission for which the certification was revoked has been fully satisfied, that the applicant has been legally rehabilitated and that all conditions imposed by the decision of revocation have been complied with, the Division may issue a new certification.

(c) Fire Service Instructor (Reserved).

5:18C-1.9 Revocation of certifications and alternative sanctions

(a) The Division may suspend and/or revoke a certification of a firefighter if the Department has determined that the holder:

1. Has obtained a certification by fraud or misrepresentation, or the person named in the certificate has obtained it by fraud or misrepresentation;
2. Has fraudulently or deceitfully practiced as a certified firefighter;
3. Has been grossly negligent or has engaged in misconduct in the performance of any of his or her duties;
4. Has failed, over a period of time, to maintain a minimally acceptable level of competence;
5. Has failed to comply with any order issued by the Department;
6. Has made a false or misleading written statement, or has made a material omission in any submission to the Department; or
7. Has violated any provision of this chapter.

(b) The Division may suspend or revoke a certification of an Instructor Level 1, Instructor Level 2 or any special Instructor Certificate if the Department has determined that the holder:

1. Has obtained a certification by fraud or misrepresentation, or the person named in the certificate has obtained it by fraud or misrepresentation;
2. Has fraudulently or deceitfully practiced as a certified Instructor Level 1 or Instructor Level 2 or a holder of any special Instructor Certificate;

3. Has been grossly negligent or has engaged in misconduct in the performance of any of his or her duties;
4. Has failed, over a period of time, to maintain a minimally acceptable level of competence;
5. Has failed to comply with any order issued by the Department;
6. Has made a false or misleading written statement, or has made a material omission in any submission to the Department; or
7. Has violated any provision of this chapter.

(c) The Division, in addition or as an alternative, as the case may be, to revoking or suspending a certification, or assessing a penalty, may issue a letter of warning, reprimand, or censure with regard to any conduct that, in the judgment of the Department, warrants a letter of warning, reprimand, or censure. Such letter, in addition to any other filing requirements, shall be made a part of the certification file of the individual.

(d) Conviction of a crime, or an offense in connection with the practice as a certified firefighter, fire officer or fire service instructor shall result in revocation of a certification.

(e) Any person aggrieved by any action of the bureau pursuant to this chapter shall be entitled 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, as provided in N.J.A.C. 5:18A-4.2.

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-1.10 Fees

(a) No application for certification shall be acted upon unless the application is accompanied by the appropriate fee.

(b) The fee schedule is as follows:

1. For instructor:
 - i. The initial application fee for Instructor Level 1 shall be \$5.00;
 - ii. The initial application fee for Instructor Level 2 shall be \$5.00;
 - iii. The initial application for a Live Burn Certificate shall be \$5.00;
 - iv. The initial application for an SCBA/Smokehouse certificate shall be \$5.00; and
 - v. The two-year renewal application shall be \$5.00.
2. For firefighter:
 - i. The application fee for firefighter I shall be \$5.00.

SUBCHAPTER 2. EDUCATIONAL PROGRAMS AND FACILITIES

5:18C-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.

5:18C-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. 5:18C-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.

5:18C-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;

(1) Demonstrate testing and maintenance requirements for each article of personal protective equipment;

(2) Demonstrate donning personal protective equipment; and

(3) Demonstrate proper procedures for mounting and demounting a vehicle;

vi. Required materials and tools:

(1) OSHA approved personal protective clothing for each student;

vii. Prerequisite: Module 13a—Safety.

27. Module 14: Fire Behavior

i. Training facility: Classroom Level A per N.J.A.C. 5:18C-2.4(b);

ii. Instructor required: Instructor Level 1 certification;

iii. Examination: written;

iv. Hours required: three classroom;

v. Subject areas:

(1) Definitions of terms used to describe fire activity;

(2) Basic theory of combustion;

(A) Fire triangle/tetrahedron; and

(B) Heat sources;

(3) Phases of a fire:

(A) Incipient;

(B) Flame spread;

(C) Hot smoldering;

(D) Flash over and backdraft;

(E) Steady state; and

(F) Clear burning;

(4) Heat transfer;

(5) Products of combustion;

(6) Common paths of fire spread;

(7) Classes of fire;

(8) Fire extinguishment theories; and

(9) Thermal balance.

28. Module 15: Portable Fire Extinguishers

i. Training facility: Classroom Level 1 per N.J.A.C. 5:18C-2.4(b);

ii. Instructor level: Instructor Level 1 certification;

iii. Examination: written;

iv. Hours required: three classrooms;

v. Subject areas:

(1) Extinguisher rating system;

(2) Types of fire extinguishers and selection of extinguisher for various types of fires;

(3) Capabilities, advantages and limitations of various extinguishers;

(4) Identification of damaged or obsolete extinguishers;

(5) Proper care and inspection of fire extinguishers; and

(6) Types of extinguishing agents;

vi. Prerequisites:

(1) Module 14—Fire Behavior;

(2) Module 13a—Safety; and

(3) Module 13b—Safety Drill.

29. Module 16: Live Fire Evolution

i. Facility requirements: Live burn facility per N.J.A.C. 5:18C-2.4(h);

ii. Instructor requirements: Instructor Level 2 certification 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.

5:18C-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.

5:18C-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. 5:18C-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**5:18C-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.

5:18C-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 meet the following requirements:

1. Be at least 18 years of age;

2. Satisfactorily complete the 16 hour course "Instruction Techniques: Instructor Level 1" as specified in (c) below;

3. Satisfactorily complete the 16 hour course "Instructor I Level 1 Safety" as specified in (d) below;

4. Satisfactorily pass the safety skills test specified in (e) below; and

5. Satisfactorily pass the written test specified in (f) below or possess three years of active firefighting service.

(c) The following standard applies to programs designed to satisfy the requirements for the course "Instruction Techniques: Instructor Level 1":

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 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).

SUBCHAPTER 6. HAZARDOUS MATERIALS/INCIDENT COMMANDER CERTIFICATIONS

Authority

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

Source and Effective Date

R.1996 d.84, effective March 4, 1996.
See: 27 N.J.R. 1845(a), 28 N.J.R. 1377(b).

5:18C-6.1 Incident Commander (Reserved)

5:18C-6.2 Hazardous Materials—Awareness

(a) To obtain a Hazardous Materials—Awareness certification, an individual must have previously received Firefighter I certification issued by the Division of Fire Safety and must satisfactorily complete either:

1. A course that meets the requirements for Hazardous Materials—Awareness certification set forth in 29 CFR 1910.120; or

2. A course of instruction for Firefighter I certification approved in accordance with N.J.A.C. 5:18C-2.3(g).

5:18C-6.3 Hazardous Materials—Operational

(a) To obtain a Hazardous Materials—Operational certification, an individual must:

1. Have previously received Hazardous Materials—Awareness certification; and
2. Have satisfactorily completed a course that meets the requirements for Hazardous Materials—Operational certification set forth in 29 CFR 1910.120.

5:18C-6.4 Hazardous Materials—On-Scene Incident Commander

(a) To obtain a Hazardous Materials—On-Scene Incident Commander certification, an individual must:

1. Have previously received Hazardous Materials—Operational certification; and
2. Have satisfactorily met the training and demonstration of competency requirements for Hazardous Materials—On-Scene Incident Commander as set forth in 29 CFR 1910.120.

(b) It shall be the responsibility of the employer to maintain the necessary documentation as set forth in 29 CFR 1910.120.

5:18C-6.5 Continuing education

Continuing education requirements set forth in 29 CFR 1910.120 shall apply to all individuals holding Hazardous Materials—Awareness, Hazardous Materials—Operational and/or Hazardous Materials On-Scene Commander certification(s).