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# **Instructor Program Criteria and Procedures**

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**February 2014**

# Table of Contents

Introduction.....	1
Instructor Classifications ( <i>Qualifications, Roles, Expectations, Continuing Education Requirements &amp; Withdrawal of Status</i> )	
Fire Department Instructor (In-House Instructor).....	2
Associate Instructor .....	4
Approval (Authorization) to Teach for Credit	
Fire Department (In-House) Instructors.....	8
Associate Instructors.....	9
Course Documentation	
Course Registration Form.....	11
Class Attendance Roster .....	11
Course Report .....	12
Train-the-Trainer Courses	
Requirements and Processes.....	12
Appendixes	
Course Registration Form (Appendix A).....	16
Class Attendance Roster (Appendix B) .....	18
Course Report (Appendix C) .....	20
Associate Instructor Application Form (Appendix D).....	22
Associate Instructor Continuing Education Verification Form (Appendix E) .....	24
Associate Instructor Course Authorization Form (Appendix F).....	26
Course & Instructor Evaluation Form (Appendix G) .....	28

# **Kansas Fire & Rescue Training Institute Instructor Program Criteria & Procedures**

## ***Purpose***

The purpose of this document is to define the required qualifications and criteria governing instructors teaching within the programs provided by the Kansas Fire & Rescue Training Institute (KF&RTI or Institute). This document will also define instructors' roles and authority within the delivery system.

## ***Introduction***

The Kansas Fire & Rescue Training Institute has maintained the instructor category of Field Instructor for many years. In the past, instructors had to obtain Field Instructor classification prior to teaching for credit within the system, regardless of whether the instructor was teaching in an in-house mode or for pay from the Institute. This dual use of instructors within the same status created confusion about instructor roles, responsibilities, expectations and authority within the Institute's system.

Recent improvements in funding have spurred unprecedented growth in Institute programs and increased the need to upgrade the Field Instructor program. The design of these upgrades is intended to simplify access to the training system by instructors and more clearly define the roles, responsibilities and qualifications of instructors teaching within the Institute's system. This document will define the "new" program.

The changes identified in this document will take effect on February 1, 2014. All instructors included in the system on that date will remain in the system. No one will be excluded or have his or her ability to teach within the system withdrawn. Some instructors will be placed in a different category, but they will have an opportunity to request a specific status.

The information that follows is a description of the systems and process that will govern instructor qualifications, expectations, roles and authority with the Kansas Fire & Rescue Training Institute. If you have questions, please contact the Institute for additional information or explanations.

## *Instructor Classifications*

### *Fire Department Instructor (In-House Instructor)*

This instructor category has been created for instructors who wish to qualify for teaching only within their home fire department. Fire Department Instructors will also be authorized to teach for their “mutual aid departments.” The Fire Department Instructor category is not compensated by the Institute for teaching in their home (or mutual aid) fire department. Training conducted within this format is awarded credit (certificates) from the Institute upon receipt of appropriate course documentation. Local fire departments are the primary authority for these classes, provided that program guidelines established by the Institute are followed.

The current Institute practice of providing course materials and loaning audiovisual materials will be continued. This includes PowerPoint presentations, videos/DVDs, and student materials, but excludes the loan of projectors, computers, and other related equipment. The purchase of reference manuals (e.g., IFSTA texts) will continue to be the responsibility of the individual or fire department.

Once instructors are certified as an Instructor I, they will be automatically classified as a Fire Department Instructor. Fire Department Instructors must complete appropriate Train-the-Trainer courses prior to teaching for credit within the Institute’s system. Instructors in this category who wish to teach in their department need only meet the instructional requirements (attend a Train-the-Trainer), secure approval from their fire department administration and then contact the Institute to secure final approval and schedule the class.

#### *Qualifications*

1. Active membership in a Kansas fire department; or a request from the chief of a fire department requesting that you be granted Fire Department Instructor status for that fire department.
2. National certification as a Fire Service Instructor I (or higher).
3. Meeting instructional requirements of each course to be taught.
  - a. Successful completion of a Train-the-Trainer for each course to be taught.
  - b. Meeting other prerequisites identified for each course to be taught.

*What You Can Teach* Fire Department Instructors may teach courses for which they have successfully completed a Train-the-Trainer and met the established prerequisites (for that course). Qualification for teaching specific courses is obtained on a course-by-course basis. All courses require a Train-the-Trainer taught by the Institute.

<i>Role</i>	Fire Department Instructors' (In-House Instructors) primary role is to conduct local fire department training and support the local and mutual aid fire departments' efforts to train themselves.
<i>Responsibilities</i>	Beyond the obvious responsibilities related to their instructional role in their local fire department, Fire Department Instructors are responsible for ensuring that the guidelines and criteria established by the Institute for each course are followed. Instructors are responsible for ensuring that the published curriculum is taught, the published minimum number of instructional hours is reached, and course objectives are met by those students receiving Institute credit. Instructors may add to the instructional hours or to the curriculum to accommodate local needs. However, the curriculum as provided by the Institute must be taught as a minimum.
<i>Expectations</i>	<p>This program is a partnership between the Institute and the local fire department/instructor. The ultimate success of individuals, courses and this program depends, in large part, on the individual instructor. Instructors are expected to adhere to the program and course guidelines in order to safeguard the integrity and credibility of the training delivered through this partnership.</p> <p>The Kansas Fire &amp; Rescue Training Institute acknowledges that the local fire chief is the primary authority for training within that fire department. Beyond adherence to the program-specific guidelines, the fire chief retains all authority related to actions within the local fire department. Local fire chiefs also retain the authority to control who will act as instructors within their fire departments.</p>
<i>Continuing Education Requirements</i>	No mandated continuing education requirements have been established for Fire Department Instructors. Fire Department Instructors are strongly encouraged to participate in continuing professional education activities. KF&RTI will sponsor and provide numerous continuing education opportunities for instructors throughout the year. These opportunities will be in the form of seminars, conferences and workshops designed to enhance instructor skills. Numerous Train-the-Trainer courses will also be offered.
<i>Withdrawal of Fire Department Instructor Status</i>	The Kansas Fire & Rescue Training Institute retains the authority to withdraw any instructor's authority to teach within KF&RTI systems for credit. Withdrawal of this authority will be based solely on instructor performance or not adhering to Institute policies and procedures. In the event that this status is withdrawn, only the authority to teach for credit within the KF&RTI system will be withdrawn. The instructor's certifications and prior course credits will remain intact.

## Associate Instructor

This instructor category has been established for instructors who provide instructional-related services for the Kansas Fire & Rescue Training Institute and are compensated for that service. Duties assigned to these instructors include traditional teaching, serving as certification exam evaluators, and an assortment of other duties.

Associate Instructors also have the ability to serve in their home fire departments as Fire Department Instructors. Associate Instructors will not be compensated for teaching in their home fire departments or mutual aid fire departments as defined in the Fire Department Instructor section above.

Instructors seeking this category must apply to the Institute via the Associate Instructor Application Form (see Appendix D) and be approved by the Institute prior to being awarded this classification. While compensation is paid through a contractual services arrangement, instructors are still identified as entering into an employer/employee relationship with the Institute for the period of performance (the length of the class). As a result of this relationship, instructors are expected to represent the Institute in a positive manner and advocate for the Institute in addition to their responsibilities as an instructor. Instructors serving as Associate Instructors represent the Institute when they are contracted to teach its courses.

### *Qualifications*

1. National Certification as a Fire Service Instructor I (or higher).
2. Two years instructional experience.
3. Submission of the Associate Instructor Application and a resume to the Kansas Fire & Rescue Training Institute.

### *Selection*

Persons applying for Associate Instructor classification will be notified by the Institute if they have been selected as an Associate Instructor. An application does not guarantee the applicant will be awarded Associate Instructor status.

### *What You Can Teach*

Instructors can teach courses for which they have successfully completed a Train-the-Trainer. Qualification for teaching specific courses is obtained on a course-by-course basis. All courses require a Train-the-Trainer taught by the Institute. The Institute reserves the right to designate the instructor and qualifications required for those courses for which compensation is paid to the instructor.

### *Role*

The Associate Instructor's primary role is to represent the Kansas Fire & Rescue Training Institute through teaching classes and other special projects as authorized by the Institute staff. As a matter of practical application, Associate Instructors serve the same role as an Institute employee when serving in this capacity.

*Responsibilities & Expectations*

Associate Instructors are responsible for ensuring that the guidelines and criteria established for each course are followed. Instructors are responsible for ensuring that the published curriculum (lesson plan) is taught, the published number of instructional hours (minimum) is taught, and course objectives are met by those students receiving Institute credit. Instructors may add to the instructional hours or the curriculum to accommodate local needs ***only as authorized by the appropriate Institute staff***; but the curriculum provided by the Institute must be taught as a minimum.

The ultimate success of individual firefighters, courses, and this program, in general, depends largely on the Associate Instructor. Instructors are expected to adhere to the program and course guidelines in order to safeguard the integrity and credibility of the Institute and of the training being delivered.

As an official representative of the Institute, Associate Instructors are expected to maintain the highest personal ethics and standards. Associate Instructors are expected to demonstrate strong support for the Institute's programs, goals and services as they interact with the Institute's clients. Associate Instructors are expected to maintain the highest safety standards as they teach and/or coordinate training events.

*Continuing Education Requirements*

Associate Instructors will be required to meet the continuing education requirements as stated in this section. Further, it is the responsibility of the Associate Instructor to document related training and submit that documentation to the Institute as stated below.

*Continuing Education Requirements*

1. Attend a minimum of 12 hours of instructor continuing education per calendar year. That may include any combination of the following:
  - a. Train-the-Trainers offered by the Institute.
  - b. Kansas Fire & Rescue Training Institute Instructor Conference.
  - c. Fire Department Instructors Conference (FDIC)—must include documentation of workshops attended.

- d. Instructional workshops, seminars and conferences offered by the Institute or other training agencies.
    - i. Credit for events not sponsored by the KF&RTI must be authorized by the Institute PRIOR to attending.
    - ii. Requests for credit for events within this category not sponsored by the Institute must include a brochure or other documentation describing the workshop/seminar as being designed for the instructor as the primary audience.
  - e. Successful completion of National Fire Academy Fire Service Course Development resident course.
  - f. Certification at the next higher Fire Service Instructor level (valid for Fire Service Instructor I and II).
  - g. Completion of degree in education during the recertification period.
2. Document continuing education via the Kansas Fire & Rescue Training Institute's Association Instructor Continuing Education Verification Form. A copy of that form is included in this document and can be downloaded from the Institute's Web page.
- a. Submit documentation of continuing education to the Institute no later than January 31 of each year.
  - b. Failure to submit the required continuing education documentation will be grounds to remove the instructor from the Associate Instructor list. Instructors so removed will be automatically placed in the Fire Department Instructor category. Any instructor wishing to re-establish Associate Instructor status lost due to failure to meet continuing education requirements will be required to meet the continuing education requirements and re-apply for Associate Instructor status.

The Kansas Fire & Rescue Training Institute will sponsor/provide numerous continuing education opportunities for instructors throughout the year. These opportunities will be in the form of seminars, conferences and workshops designed to enhance instructor skills. Numerous Train-the-Trainer courses will also be offered.

*Withdrawal of Fire  
Department  
Instructor Status*

The Kansas Fire & Rescue Training Institute retains the authority to withdraw any instructor's authority to teach within KF&RTI systems for credit. Withdrawal of this authority will be based solely on the instructor's performance or non-adherence to Institute policies and/or procedures. In the event that this status is withdrawn, a determination will be made as to what classification, if any, will be retained by the instructor. Instructors may be placed on the Fire Department Instructor list or have all authority to teach for credit removed. This determination will be based on the infraction that precipitated the actions and remain the sole authority of the Director of the Kansas Fire & Rescue Training Institute.

### ***Approval to Teach–Required to Receive Course Support and Credit***

Prior to teaching a class for credit within the Kansas Fire & Rescue Training Institute system, instructors must receive approval from the Institute. This ensures that when the appropriate level of Institute support can be provided and an instructor is qualified to teach the course, the students will be able to get credit for the class.

Approval to teach a class for credit is simple. Approval and the basic qualifications as stated in the Instructor Classifications section of this document must be met prior to requesting authority to teach a class. Once you have met the qualifications as a Fire Department or Associate Instructor, you follow these steps.

#### ***Fire Department Instructors (In-House Training)***

1. Contact the Kansas Fire & Rescue Training Institute and request authorization to teach the course.
2. Once approved, a Course Authorization Form will be sent to the instructor verifying the course and other pertinent information.
3. Approximately 10 days prior to the class, the teaching kit for that course will be sent to the instructor at the fire department address. This kit will include a copy of the Instructor Guide, audiovisual materials (video tape, DVD, PowerPoint, etc.), and an appropriate number of student manuals.

***Reference texts are not provided by the Institute and are the responsibility of the fire department or individual student. Audiovisual equipment (video protectors, DVD players, etc.) is not provided for classes taught by Fire Department Instructors (in-house classes).***

4. Teach the class using the authorized Instructor Guide (lesson plan).
5. Complete the individual Course Registration Form for each participant, the Class Attendance Roster, and the Course Report at the completion of the class.
6. Return the teaching kit (with unused manuals and A/V materials), Course Registration Form, Class Attendance Roster and the Course Report to the Institute. A prepaid shipping label is provided for returning the kit to the Institute without cost to the department or instructor.

***Note: Any delay in returning the teaching kit or course documentation will delay the participants' credit (certificates). PLEASE RETURN THE KIT AND DOCUMENTATION TO THE INSTITUTE WITHIN 5 DAYS OF THE COURSE ENDING DATE.***

***Please return the teaching kit and course documentation in the same box.***

### Associate Instructors

1. Instructor assignments will be awarded in one of the following manners.
  - a. The Institute will contact instructors and request that they teach a class for which we have received a request.
  - b. Associate Instructors may contact the Kansas Fire & Rescue Training Institute and request authority to teach a course that the instructor has received. The Institute will make reasonable efforts to accommodate these requests; however, the Institute retains the right to assign instructors and authorize courses.
  - c. When teaching in their home or mutual aid fire departments Associate Instructors will serve as a Fire Department (In-House) Instructor. Associate Instructors will not be paid for teaching in their home (or mutual aid) fire departments.
2. Once approved, a Course Authorization Form will be sent to the instructor verifying the course and other pertinent information.
3. Associate Instructors are expected to contact the host fire department:
  - a. Within two-three days after accepting a course to confirm essential information and share contact information with the department.
  - b. One week prior to the course's beginning date to confirm the appropriate number of students, appropriate logistical support from the department, and other items necessary to make the course a success.
4. Approximately 10 days prior to the class, the teaching kit will be sent to the instructor. The kit will include a copy of the Instructor Guide (if needed), audiovisual materials (video tape, DVD, PowerPoint, etc.), and an appropriate number of student manuals.

***Reference texts are not provided by the Institute and are the responsibility of the fire department or individual student.***

5. Instructors will teach each the course using the authorized Instructor Guide (lesson plan).
6. Instructors will complete the individual Course Registration Form for each participant, the Class Attendance Roster, the Course Report, and the Associate Instructor Wage Report and Expense Reimbursement Form at the completion of the class.
7. Instructors will return the teaching kit (with unused manuals and A/V materials), Course Registration Form, Class Attendance Roster, the Course Report, the Associate Instructor Wage Report and Expense Reimbursement Form to the

Institute. A prepaid shipping label is provided for returning the kit to the Institute without cost to the department or instructor.

8. Associate Instructors are paid (wages and expenses) at the conclusion of the authorized course (after receipt of appropriate course documentation). An exception to this policy is allowed when instructors are teaching a course that is 40 hours or longer. In these cases, instructors will be paid ½ of the approved hours upon completion of those hours. Payment of these wages must be requested by the instructor.

*Note: Any delay in returning the teaching kit, course documentation or other materials/equipment will delay the participants' credit (certificates) and **the instructor getting paid.***

***PLEASE RETURN THE KIT AND DOCUMENTATION TO THE INSTITUTE WITHIN 5 DAYS OF THE COURSE ENDING DATE.***

*Please return the teaching kit and course documentation in the same box.*

## ***Course Documentation Requirements***

*Special Note 1:* Instructors are reminded that KF&RTI policies require that participants in KF&RTI courses **MUST** be 18 years of age (or older) and members of a Kansas fire department. Instructors should check the ID of any participant who appears to be in violation of this age policy. ***Only KF&RTI staff is authorized to grant exceptions to this policy.***

*Special Note 2:* Instructors are responsible to ensure that all course documentation is complete and accurate. With the exception of the Course Registration Form, instructors should complete the forms and not “pass” the forms around the class for review or recording attendance. These forms contain sensitive information that participants may not want shared. It is important that all forms be legible. Electronic versions of these forms are available on the Institute’s Web site (<http://www.continuinged.ku.edu/fire/>) under the Instructor Program link.

### **Course Registration Form (Half-Sheet Form)**

The Course Registration Form is used to collect important information related to the student/participant of Institute-sponsored events. Information on this form is used to create official training records for individual firefighters attending Institute-sponsored courses/events. These forms are also used to update information in existing records.

All information on these forms is critical in order to identify the individual firefighter in the database. A few years ago, federal law prohibited using social security numbers for purposes of identifying individuals in records such as the Institute’s database. At that time, the Institute changed to a system that uses a combination of an individual’s name, date of birth, address and organization. From these multiple sources, we can ensure that we record training for the correct person. It is very important that this form be filled out completely.

Completed forms must be returned with the Class Attendance Roster and Course Report at the end of the course to ensure that the course and an individual’s credit are properly recorded.

A copy of the Course Registration Form is included in this document as Appendix A.

### **Class Attendance Roster**

The Class Attendance Roster documents attendance for any course that meets more than once. Institute policies require a minimum 70% attendance to receive course credit. Regardless of student performance in class or on exams, all students must attend at least 70% of the class. Appropriate notations on this form should be made as to the length of class meetings for the purposes of calculating the percentage of attendance.

***Completion of the Class Attendance Roster is the course instructor’s responsibility.*** This form should not be passed around the room to have individuals record their attendance.

Class Attendance Rosters must be returned at the end of the course with the Course Registration Form and the Course Report. Instructors should reconcile the Course Registration Form, Class Attendance Roster and the Course Report for consistency and accuracy. Errors may delay processing of wages and course certificates.

A copy of Class Attendance Roster is included in this document as Appendix B.

### Course Report

The Course Report is the official documentation for the course. Without this form, there is no course record, no training record created for the participants, no certificates issued, and no wages paid. Instructors who are paid to teach courses will not be paid until this form is completed and received by the Institute. In short; the course “didn’t happen” without this form.

All data pertaining to the course must be included on this form. This information includes ***all spaces*** provided at the top of the form (above participant information). The notes section should be used to indicate any specific details related to students receiving or not receiving credit (i.e., slept through class, did not participate in the skills section of the training, etc.).

***Instructors are required to sign the Course Report. A signature is the instructor’s statement that the information on the form is complete and their verification of the hours worked (pay is calculated from hour worked). Incomplete forms may be returned to the instructor, thus delaying payment of wages and expenses.***

Paper copies of the forms must be returned with the teaching materials and other course forms. Course documentation should not be returned under separate cover. The Institute has electronic versions of this form (in MS Excel format) that instructors may use. However, if using the Excel forms, they must be printed out, signed by the instructor and submitted to the Institute in paper form. The Institute does not have a secure electronic course reporting system at this time. Therefore, course documentation must be submitted in paper format.

A copy the Course Report is included in this document as Appendix C.

### ***Train-the-Trainers***

#### Requirements and Processes

Prior to teaching any course for credit through the Institute’s programs, the instructor must have successfully completed a Train-the-Trainer for the course. Train-the-Trainer courses are only taught/authorized by the Kansas Fire & Rescue Training Institute and intended for certified instructors. Acceptance of credit for any other Train-the-Trainer course will be at the sole discretion of the Institute. Instructors contemplating attendance at a Train-the-Trainer course not sponsored by the KF&RTI should contact the Institute prior to attending the course. The Kansas Fire & Rescue Training Institute DOES NOT unconditionally accept Train-the-Trainers from other organizations.

Experience/expertise in the field of study does not exempt instructors from the Train-the-Trainer requirement. Train-the-Trainer courses are specifically designed to prepare the instructor to teach a specific course. Train-the-Trainer course content may address the core materials to be taught but does not typically “teach the course” as designed. The intent of Train-the-Trainer courses is to inform instructors about course management, specific activities, and the unique nature of the course. Prerequisite course training requirements (or other technical prerequisites) are intended to provide the instructor with the technical expertise needed to teach the course. Train-the-Trainers focus on the course’s instructional aspects.

Some courses require special qualifications prior to attending the Train-the-Trainer. These special prerequisites are designed to ensure that the instructor has the appropriate credentials to teach the course. For example, in order to teach Fire Fighter I, the instructor must attend a Train-the-Trainer course and meet the additional prerequisite of being nationally certified as a Firefighter I. Prerequisites are selected on a course-by-course basis and are intended to provide appropriate credentials for teaching a course.

Appendix A  
Course Registration Form



# Kansas Fire & Rescue Training Institute

## Course Registration Form

This information used to create and/or maintain individual records of training. All information should be completed.

Name \_\_\_\_\_ NFA/SID No: \_\_\_\_\_

First - MI - Last: \_\_\_\_\_ DOB: \_\_\_\_\_

Fire Department/Organization: \_\_\_\_\_

### Course Information

Course Title: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Course Location: \_\_\_\_\_

### Home Mailing Address

Street/PO Box: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check this box if this form contains new information. Use the back to record additional contact information if pertinent.

(Revised 2/13)



# Kansas Fire & Rescue Training Institute

## Course Registration Form

This information used to create and/or maintain individual records of training. All information should be completed.

Name \_\_\_\_\_ NFA/SID No: \_\_\_\_\_

First - MI - Last: \_\_\_\_\_ DOB: \_\_\_\_\_

Fire Department/Organization: \_\_\_\_\_

### Course Information

Course Title: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Course Location: \_\_\_\_\_

### Home Mailing Address

Street/PO Box: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check this box if this form contains new information. Use the back to record additional contact information if pertinent.

(Revised 2/13)

Appendix B  
Class Attendance Roster



# Appendix C

## Course Report



Appendix D  
Associate Instructor Application Form

## Association Instructor Application

This form must be completed and returned to the Institute in order to be considered for Association Instructor status within the Institute's instructional program. Submission of this form does not guarantee acceptance and/or awarding of Associate Instructor status. Applicants will be notified after the application and resume has been reviewed and a decision made. Please allow four to six weeks for this process.

***In order to receive full consideration, a resume must be included with this application.***

Name:	Date of Birth:
Home Address:	Home Phone:
	Cell Phone:
City:	State:      Zip:
Email Address:	

### Fire Department/Organizational Affiliation

FD/Organization:	
FD Address:	
City	State:      Zip:
FD Phone:	Work Email:

I am applying for Associate Instructor status within the Kansas Fire & Rescue Training Institute's (Institute). I understand that if this status is awarded, I will be entering into contractual agreements with the Institute to teach classes, conduct certification exams and other tasks as may be mutually agreed upon by me and the Institute. I understand that I will be compensated for hourly wages and authorized travel expenses as allowed by the State of Kansas policies and procedures. By submitting this signed application:

- I accept that I will be representing the Institute and bear the responsibility to conduct myself in a professional manner as described by the Instructor Program Criteria and Procedures.
- I agree to adhere to and teach the curriculum for all assigned courses as designated by the Institute.
- I agree to not deviate from the approved curriculum unless specifically approved by the appropriate Institute authority (Program Manager or Director).
- I agree to follow the guidelines, rules, policies and procedures addressing the delivery of training and other services to clients of the Institute as prescribed by the Institute.
- I agree to ensure the safety of my students above all other factors involved in the delivery of training.
- I accept responsibility for the proper use, care, and return of all equipment, supplies, and resources entrusted to me by the Institute.
- I accept the responsibility to complete all prescribed documentation related to my activities with the Institute.
- I agree to treat all students with respect and dignity.
- I agree to adhere to the policies of the University of Kansas including those regarding non-discrimination.

Applicant Signature (required): \_\_\_\_\_

	Institute Use Only
Instructor ID: <input style="width: 150px;" type="text"/>	Review Date: <input style="width: 150px;" type="text"/>

	Approved
	Not Approved

Further Action (list): \_\_\_\_\_

Explanation: \_\_\_\_\_

Director Approval: \_\_\_\_\_

Appendix E  
Associate Instructor Continuing Education  
Verification Form

**Associate Instructor  
Annual Continuing Education  
Verification Form**

This form must be completed and returned to the Institute to document the annual continuing education requirements have been met. Please attach copies of course certificates or other appropriate documentation of the event(s) used to meet the requirements. For a complete list of those requirements, please refer to the KF&RTI Instructor Program Criteria and Procedures.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Continuing Education Activities:**

Itemized list must include the event name, type of activity and dates attended. Total hours of participation must total at least 12 hours. Continuing education requirements for each calendar year must have been completed within the calendar year for which they are submitted. No continuing education hours may be carried forward into the next year.

***ATTACH DOCUMENTATION (CERTIFICATES OR OTHER APPROPRIATE ITEM)  
FOR EACH EVENT.***

Calendar year for which this form is being submitted: \_\_\_\_\_

	Event	Description of Activity (If not obvious from event title)	# of Hours	Date(s)
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____

I verify the information contained on this form is accurate and complete.

Applicant's Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

Institute Use Only	
	Instructor ID #
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
KF&RTI Staff _____	

Appendix F  
Associate Instructor  
Course Authorization Form

**Associate Instructor  
Course Authorization Form**

This notification is your authorization to perform the contractual services listed below for the Kansas Fire & Rescue Training Institute. All policies, procedures, guidelines, and special instructions established by the KF&RTI must be followed while performing this service. Any deviations from KF&RTI policies, procedures, guidelines or special instructions must be approved by the Institute prior to the course.

This document identifies the number of authorized delivery hours. KF&RTI policies allow for the deviation from the authorized number of hours with prior approval based on special circumstances. The KF&RTI manager indicated below should be contacted for guidance rather than risk unapproved activities. The Course Report Form must record the actual number of hours taught or the actual length of the certification exam in which you served.

Lead Instructor:  
 Course Title:  
 Project Number: Authorized Hours:  
 Number Students:  
 Host Organization:  
 Training Location:  
 Beginning Date: Starting Time:  
 Local Contact: Title:  
 Contact Phone: Email:  
 KF&RTI Manager: Approved:

**Please note the following expectations of the assigned course instructor.**

- 1. Within two-three days after accepting a course call the course host to confirm essential information and share contact information with the department.**
- Ten days prior to the course beginning date contact course host and KF&RTI to confirm the minimum number of students has been met, the appropriate logistical support from the department, and the status of course documentation and materials.
- Contact the KF&RTI at any time you experience problems or significant changes in the delivery of this course.
- Complete all course documentation and return it to the KF&RTI within 2 days of course completion.

**Authorized Assisting Instructors**

Name	Hours	Phone	Email

**Special authorization for deviations or instructions:**

Appendix G  
Course & Instructor  
Evaluation Form

## Course and Instructor Evaluation

Course Title: \_\_\_\_\_

Date: \_\_\_\_\_ Instructor(s): \_\_\_\_\_ Location: \_\_\_\_\_

Please complete this form by making marks in the appropriate box for each line. Your evaluation of the course, materials, and instructor(s) is valuable to us for planning and quality control purposes.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Does Not Apply
<b>The Instructor...</b>						
1. knew the material well	<input type="checkbox"/>					
2. clarified course and assignment expectations	<input type="checkbox"/>					
3. supplemented with helpful experience	<input type="checkbox"/>					
4. answered students questions clearly	<input type="checkbox"/>					
5. led learning process without dominating it	<input type="checkbox"/>					
6. conducted class in a professional manner	<input type="checkbox"/>					
<b>The course...</b>						
1. increased my knowledge of this topic	<input type="checkbox"/>					
2. was well organized	<input type="checkbox"/>					
3. allowed enough time to complete work	<input type="checkbox"/>					
4. activities were helpful	<input type="checkbox"/>					
5. goals and objectives were explained & met	<input type="checkbox"/>					
6. met my expectations	<input type="checkbox"/>					
<b>The printed materials for this course....</b>						
1. were clear and easily readable	<input type="checkbox"/>					
2. supported class discussion	<input type="checkbox"/>					
<b>The audio/visuals for this course....</b>						
1. were of good technical quality	<input type="checkbox"/>					
2. aided in the learning process	<input type="checkbox"/>					

What was the **MOST** beneficial aspect of this training for you? \_\_\_\_\_  
\_\_\_\_\_

What was the **LEAST** beneficial aspect of this training for you? \_\_\_\_\_  
\_\_\_\_\_

What additional training would you like to see delivered in your area? \_\_\_\_\_  
\_\_\_\_\_

(Please use the back of this sheet for additional comments)