



# State of Vermont Vermont Fire Academy FIREFIGHTER INSTRUCTOR I CHALLENGE EXAMINATION APPLICATION

The challenge exam process is available to candidates once every five years per certification level.

Individuals who have not completed an approved Vermont Fire Academy sanctioned Fire Instructor I Program, but who feel they have obtained the necessary training by some other means; or whose previous certifications are more than 2 editions in arrears of the current NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, may challenge the Fire Instructor I Certification Exam. To be eligible to take the Fire Instructor I Challenge Exam, the candidate must meet the following requirements:

- ✓ Affiliated with a Vermont Emergency Service Organization
- ✓ High School Diploma or equivalent
- ✓ Five years of experience in fire or emergency services.
- ✓ Current/Approved Firefighter I or equivalent EMS certification (EMT, Advanced EMT, or Paramedic) with three years of service at that level.
- ✓ Endorsement by the candidate's current department chief in the form of a signed letter stating the applicant's qualifications and experience are equal to those outlined in NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.

## Challenge Exam Part 1: Written Exam

The written exam consists of 50 multiple choice questions based on the knowledge requirements outlined in the current edition of NFPA 1041. Candidates must achieve a minimum passing score of 70. Candidates are permitted two attempts at passing the written exam. A second attempt may take place after 14 days but within 60 days of the first attempt and will be conducted at the Vermont Fire Academy in Pittsford.

## Challenge Exam Part 2: Practical Skills Exam

The practical skills exam consists of 2 practical skill stations based on the requisite skills outlined in the current edition of NFPA 1041. The topics and prepared lesson materials for the practical skill exam presentations will be assigned and provided to the candidate 14 days prior to the exam date. Candidates will be provided with a standard LCD projector, PC equipped with the current version of PowerPoint, paper easel, and markers. Candidates are responsible for providing any additional equipment that may be necessary for their presentations.

### *Station 1: Delivery a Cognitive Lesson Using Prepared Materials*

The candidate will be advised that they are instructing a group of recruit firefighters who are in a structured fire academy where this is their first class with the candidate as the instructor. The presentation must meet the following criteria:

1. Presentation must be between 10 and 15 minutes in length, including evaluation and feedback of the students (NFPA 1041, 4.3.2, 4.3.3).
2. Candidate must utilize PowerPoint slides provided during speech (NFPA 1041, 4.4.6, 4.4.7).

3. Candidate must follow the lesson plan provided and cover all elements within it. The candidate may adapt the lesson plan to student audience and classroom characteristics but may not modify the lesson plan content by altering objectives or outcomes (NFPA 1041, 4.4.2, 4.4.4).
4. Candidates must administer a sample quiz to students and use that quiz to evaluate and provide feedback to students (NFPA 1041, 4.5.2, 4.5.3, 4.5.4, 4.5.5).

### *Station 2: Deliver a Psychomotor Lesson Using Prepared Materials*

The candidate will be advised that they are instructing a group of recruit firefighters who are in a structured fire academy where this is their first class with the candidate as the instructor. The presentation must meet the following criteria:

1. Presentation must be between 10 and 15 minutes in length, including evaluation and feedback of the students. (NFPA 1041, 4.3.2, 4.3.3).
2. Candidate must utilize the skill sheet provided during demonstration (NFPA 1041, 4.4.6, 4.4.7).
3. Candidate must follow the lesson plan provided covering all elements within it.
4. Candidate may adapt the lesson plan to the student audience and classroom characteristics but may not modify the lesson plan content by altering objectives or outcomes (NFPA 1041, 4.4.2, 4.4.4).
5. Candidate must select at least one fellow student to perform the skill and evaluate student performance to provide feedback to student (NFPA 1041, 4.5.2, 4.5.3, 4.5.4, 4.5.5).

Candidates must demonstrate satisfactory skill performance in each of these skill stations. Candidates are permitted one retest opportunity consisting of an additional attempt for stations that are failed plus one additional randomly selected skill station. The retest opportunity must take place after 14 days but within 60 days of the first attempt and will be conducted at the Vermont Fire Academy in Pittsford. If the candidate fails to pass either the previously failed skill station or the additional random skill station, then the challenge process ends.

Fire Instructor I Certification is granted once a candidate passes both the written and practical skills exams.

## Scheduling a Fire Instructor I Certification Challenge Exam

Fire Instructor I Certification Challenge Exams are scheduled on an as-needed basis. Candidates may request an exam date by contacting the Vermont Fire Academy. Applications must be filed with the Vermont Fire Academy at least 30 days prior to the exam date. This does not apply to the annual challenge exam that is offered.



**State of Vermont  
Vermont Fire Academy  
FIRE INSTRUCTOR I  
CHALLENGE EXAMINATION APPLICATION**

Please PRINT all information legibly as it will appear on your permanent records. This entire application must be completed by **both** the challenger & current fire chief prior to submission. Applications can be emailed to: [DPS.VFAApplications@vermont.gov](mailto:DPS.VFAApplications@vermont.gov)

| Personal Information   |   |  |
|--|---|--|
| First Name:  | Middle Initial:   | Last Name:   |
| Mailing Address:   |   |  |
| City:  | State:  | Zip Code:  |
| Home Phone:  | Work Phone:   | Other Phone:   |
| E-Mail:  |   |  |
| Date of Birth:   | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary   |  |
| Last Four digits of SSN:   |   |  |
| Agency Information   |   |  |
| Department/Agency Name:  |   |  |
| Rank/Position:   | <input type="checkbox"/> Permanent <input type="checkbox"/> Call <input type="checkbox"/> Volunteer |  |
| Agency Mailing Address:  |   |  |
| City:  | State:  | Zip Code:  |
| Agency Phone:  |   |  |
| Candidate's Qualifications   |   |  |
| Do you have a high school diploma or equivalent?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a minimum of five years of experience in fire or emergency services?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a current/approved Firefighter I (or higher) or EMT license (or higher) with a minimum of three years of service at that level?<br>If your qualification is an EMS license, attach a copy.   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you attached a copy of an endorsement letter from your current department chief indicating that you have the training, qualifications, and experience equal to those outlined in NFPA 1041, Standards for Fire Instructor Professional Qualifications?  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Exam Date Requested: (Applications must be filed at least 30 days in advance of exam date)   |   |  |
| By my signature below, I certify that the above information is true and correct to the best of my knowledge. I understand that intentionally making a false statement on this application is a crime. The holder of any certification obtained in such a manner, through fraud or misrepresentation of material fact, will be subject to decertification per Section 6 of the Vermont Fire Service Training Council Rules and Policies, effective February 15, 2020. |   |  |
| Applicant Signature:   |   | Date:  |
| Chief Signature:   | Chief Name Printed:   | Date:  |

**Submit completed application and required documentation to:**  
Vermont Fire Academy  
93 Davison Drive  
Pittsford, VT 05763