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**Date:** July 9, 2021

**To:** Statewide Training and Education Advisory Committee  
State Board of Fire Service

**From:** Andrew Henning, Assistant Deputy Director

**SUBJECT/AGENDA ACTION ITEM:**  
Instructor Update Course Temporary Reinstatement

**Recommended Actions:**  
Temporary Reinstatement of the Instructor Update Course

**Background Information:**

State Fire Training (SFT) implemented the Instructor Update Course (IUC) in 2012. This course was required for all registered SFT Instructors. This course informed instructors of changes as it relates to the use of Terminal and Enabling Objectives (TLO/ELO), Test Planning, and modifications to the SFT Curriculum processes. SFT informed stakeholders of this course requirement with mailed post cards, SFT E-News, and postings on the SFT website. These notices informed existing registered instructors that they were required to complete the IUC by December 2014, and that if they did not complete an IUC their SFT Registered Instructor status would be suspended, and they would not be authorized to teach SFT courses. These notifications also informed them of optional ways to meet this requirement if they did not complete the IUC by the set deadline. Between December 2014 and December 2016, the instructor had the option to complete the Training Instructor 1C course or Instructor 2, and after December 2016 with the retirement of Training Instructor 1C they would still have an opportunity to become reinstated by completing the Instructor 2 course.

SFT also updated the Training Instructor 1C on August 1, 2013 to include the use of Terminal and Enabling Objectives (TLO/ELO), Test Planning, and modifications to the SFT Curriculum processes.

Due to demand, the IUC continued being offered through November 2017. At the time of the course retirement, approximately 70+ courses had been offered statewide. SFT discontinued the course in 2017.

Concurrently with the IUC course offerings, SFT was receiving new registered instructor applications. Applicants at that time who met the Instructor training requirements based on the 2015 & 2018 Procedures Manual were approved as registered instructors. **The requirements were:**

Has fulfilled one of the following instructor training qualifications:

- Attended and passed SFT Training Instructor 1A, 1B, and 1C
- Attended and passed SFT Fire Instructor 1A and 1B and Training Instructor 1C or Fire Instructor 2A
- Holds a valid lifetime community college teaching credential
- Completed the 60-hour Techniques of Teaching course from a University of California (UC) or California State University (CSU) institution
- Completed the National Fire Academy's (NFA) Fire Service Instructional Methodology course
- Completed four semester units of upper-division credit in educational materials, methods, or curriculum development

While these applicants met the requirements to become SFT registered instructors based on the Procedures Manual under Primary Instructor Status-Maintenance, they were still required to complete the IUC course prior to teaching a course. They could satisfy this requirement by completing the IUC, or Training Instructor 1C (after August 1, 2013), or the Instructor 2 course.

#### **Analysis/Summary of Issue:**

In 2018, SFT transferred instructor information from our legacy database (CACDS) to the SFT User Portal (Acadis). The new SFT User Portal did not have the capability of a mass transfer of the suspended status, and all instructors were transferred as active instructors. This created a manual process for SFT staff. Instructors who did not complete the IUC and were suspended in the legacy database were incorrectly listed in the SFT User Portal as active instructors. Staff manually began suspending these instructors at the end of 2020.

Approximately 1,100 instructors that did not complete the IUC or complete the other qualifying courses were suspended. SFT has identified that there were approximately 80 instructors who were not suspended in CACDS or were new instructors who did not complete the IUC and should have in order to continue teaching within the SFT system. In addition, there were 24 instructors who had not completed the update and were not suspended in the SFT User Portal. They have since instructed classes and several have become registered Lead Skills Evaluators.

Effective January 2020, any suspended instructor who had not yet complied with the 2012 update requirements would need to meet the current Registered Instructor Requirements which now requires Instructor 2 certification prior to registration.

SFT is proposing to offer the IUC course up to three times through distance education between October 2021 and March 2022. These courses would be limited only to previously identified registered instructors who did not complete the IUC. Persons who have completed the legacy instructor training but were not registered instructors would not be able to complete the course.

SFT will notify the previously registered instructors who did not complete the update course via their email address on file in the SFT User Portal. The notifications will inform them of this temporary opportunity to return to good standing. SFT will not notify persons without an email address on file in the SFT User Portal. If a previous registered instructor was required to complete the 2012 IUC and does not complete one of the upcoming courses between October 2021 and March 2022 they shall lose their instructor status and shall be required to meet the new registered instructor requirements.