Wildland Fire Instructor Guide
Based on NWCG PMS 901-1
Note to Reader

On March 14, 2018, the Wildland Task Force convened at the Department of Public Safety Standards and Training (DPSST) at the direction of the Fire Policy Committee (FPC) to review and discuss the revisions to the Operations section of the National Wildland Coordinating Group’s (NWCG) PMS 310-1 National Incident Management System: Wildland Fire Qualification System Guide (PMS 310-1). The Task Force determined it is in the best interest to the Oregon fire service to continue with the adoption into Oregon Administrative Rule (OAR) of PMS 310-1 in addition to formally adopting NWCG’s PMS 901-1 Field Manager’s Course Guide (PMS 901-1) which works in conjunction with PMS 310-1. According to NWCG, PMS 310-1 outlines minimum requirements for training, experience, physical fitness level, and currency standards for wildland fire positions, among other additional qualification requirement information. Additionally, PMS 901-1 provides detailed administrative information regarding the requirements for NWCG training curriculum and instructors. By adopting PMS 901-1, the Task Force acknowledged these proposed changes are significant and would require DPSST to provide further education to the Oregon fire service.

The primary area affected by the adoption of PMS 901-1 is the approval of DPSST certified Wildland instructors. Historically, it has been written into OAR that a DPSST-approved instructor must be certified or trained in the subject area they are teaching and either be certified as an NFPA Fire Instructor I or be a Content Expert. If approved, the adoption of PMS 901-1 generally would require the lead instructor of a Wildland course be certified at a higher level than the class he or she is applying to instruct, in addition to having 32 hours of acceptable formal instructional training (i.e. a DPSST certified NFPA Fire Instructor I, M-410 Facilitative Instructor course, etc.). For example, in order to instruct S-130 Firefighter Training (one of the courses required to be certified as a Firefighter Type 2 [FFT2]), the lead instructor must be a qualified single resource boss, such as Engine Boss, Single Resource (ENGB). Or, in order to instruct S-230 Crew Boss (a required course for single resource certifications), the lead instructor must be certified in either Strike Team Leader Engine (STEN) or Task Force Leader (TFLD).

The Wildland Task Force has recommended continuing with the adoption of PMS 310-1 in conjunction with formally adopting PMS 901-1 in order to create a safer and stronger cadre of Wildland firefighters and instructors within Oregon. The requirements in both PMS 310-1 and PMS 901-1 follow the national standard and set guidelines for the Oregon fire service to follow as Wildland firefighting has begun to play a more significant role in Oregon and surrounding states in the last few years. The Task Force made recommendations they believe will strengthen the DPSST Wildland Operations Positions certification.
Frequently Asked Questions:

Q:  
**Will the new instructor requirements effect the NWCG courses I can instruct?**

A:  
**Potentially.** Currently, there are approximately 120 DPSST-certified Wildland instructors, with the majority of them approved to instruct courses that go toward Firefighter Type 2 (FFT2) and Firefighter Type 1 (FFT1) levels of certification. Each of these instructors will be affected. Some will only be affected by filling out a new F-9F Application to Instruct. Others, however, may no longer qualify to instruct under PMS 901-1 who were previously approved under OAR. They would have to fulfill the requirements in order to be approved again. The amount of time necessary to fulfill these requirements could vary greatly depending on the level they are applying to instruct.

Q:  
**Is there an opportunity to grandfather instructors who have been instructing NWCG courses under previous Oregon Administrative Rule (OAR) but no longer qualify under the newly adopted rule?**

A:  
**No.** The Wildland Task Force made the decision to adopt PMS 901-1 with the intent that the entirety of the Oregon fire service is instructing under a national standard. ‘Historical Recognition’ and ‘grandfathering’ will not be taken into consideration after the new instructor requirements begin on January 1, 2019.

Q:  
**How will this affect the Oregon fire service?**

A:  
Because some instructors may not qualify to instruct courses they were previously approved for, there may be fewer course options for firefighters to take. DPSST recognizes this decrease but does not believe course opportunities will decrease significantly. With Wildland certifications increasing each year, the number of individuals qualified to instruct under PMS 901-1 will continue to grow. In addition, there are also other opportunities to take acceptable courses from entities which follow PMS 901-1 such as Oregon Department of Forestry (ODF).

Overall, following a national standard creates a more skillful, qualified fire service that will only improve Oregon’s ability to respond to the wildland interface.
Wildland Fire Instructor Information

Below you will find excerpts from PMS 901-1 which is revised every October. Please use the following link for additional information: https://www.nwcg.gov/sites/default/files/publications/pms901-1.pdf

Instructor certification is a privilege, not a right. Whenever a questionable situation arises, the case will be reviewed by the appropriate course or training center coordinator (Reviewing Official).

COURSE LEVEL DESCRIPTIONS

The NWCG Training Development Program will assign each course an appropriate letter and number code relative to the subject area and the complexity/organizational level of instruction. Assignments are based on the formula listed below, the analysis of the project development team, the target group, the recommendations from the project leader, and input from other NWCG entities that may be involved. The first digit of a course number designates the complexity level at which the course is designed to be presented and also indicates the organizational level at which the course should be given.

100 – 200 – Entry-Level: Local Level Skills Development

300 – 400 – Mid-Level: Regional, State or Geographic Area Level Management Skills

500 – 600 – Advanced: National Level Management Skills

NWCG INSTRUCTOR CERTIFICATION

A qualified instructor means the instructor meets the position currency requirements as described in the NIMS: Wildland Fire Qualification System Guide, PMS 310-1. Instructors are not required to meet Work Capacity Test (WCT) and RT-130, Annual Fireline Safety Refresher, requirements to be considered qualified. Certification of instructor qualifications is the responsibility of the employing agency. See table on page 5 and refer to courses within this Guide for specific instructor requirements. See table on page 5 and refer to courses within this Guide for specific instructor requirements.

Instructor Criteria for 100 – 200 Level Courses

All 100 and 200 level instructors must meet one of the following criteria:

• Qualified and current (minus the WCT and RT-130) in any required positions identified as an instructor prerequisite for the course description in the NWCG FMCG, OR

• Written approval by course coordinator to instruct a specific unit or technical portions of a unit or units.
100 level instructors: No additional instructor training requirements beyond those set forth in the FMCG for each particular course.

200 level instructors: Lead instructors are required to meet both Unit Instructor – Teaching Skills and Lead instructor – Teaching Skills portion of Instructor Criteria for 300 – 600 Level NWCG Courses. See attached table.

Unit instructors should have 32 hours of acceptable formal instructional training (e.g., state fire training certificate, college teacher’s credential, college education courses, or M-410, Facilitative Instructor).

The NWCG has established the following general instructor requirements and levels:

- 300 – 600 Level lead instructors oversee presentation of the entire course and assure course objectives are met in accordance with the criteria of the current FMCG and/or Course Introduction. The lead instructor must meet the certification criteria listed in the table below.

- They should have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units.

- Unit instructors are responsible for successful presentations of one or more units and should be experienced in the lesson content they are presenting.

- Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead Instructor.

- They must be experienced, proficient, and knowledgeable of current issues in their field of expertise.
## Instructor Criteria for 300 – 600 Level NWCG Courses
Certification is based on ability to meet one standard in each column.

<table>
<thead>
<tr>
<th>Instructor Level</th>
<th>Teaching Skill</th>
<th>Course Content Knowledge</th>
<th>Practical Application</th>
<th>Ethics Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Instructor (per FMCG)</td>
<td>None</td>
<td>Known or demonstrated expertise on one or more subjects associated with the course</td>
<td>Subject matter expert on course related materials <strong>OR</strong> Demonstrated course related technical expertise <strong>OR</strong> Published subject related article or paper in previous 5 years</td>
<td>As required by agency</td>
</tr>
<tr>
<td>Unit Instructor</td>
<td>Accepted formal instructional training (e.g., state fire training certificate, college teacher’s credential, college education courses, or M-410, Facilitative Instructor) <strong>OR</strong> 40 hours of successful fire service instruction</td>
<td>Successful completion or audit of course being taught <strong>OR</strong> Successfully assisted in instructing the course <strong>OR</strong> Successfully completed Train-the-Trainer course (if applicable) and successfully taught the course in the past 5 years as determined by the Course Coordinator</td>
<td>Qualified and current (minus WCT and RT-130) as required in the course page FMCG <strong>OR</strong> Qualified and current (minus WCT and Refresher) one level above that identified in the course outline of FMCG <strong>OR</strong> Qualified as a Type 1 or 2 Command or General Staff position in the same functional area as the course being presented <strong>OR</strong> Meets the NIMS Training Program instructor criteria for specific course (supplemented by the NIMS ICS All-Hazards Position Specific Training Program: Administrative Guidelines) <strong>NOTE:</strong> Written approval of an NWCG member regional or state fire director can be substituted for currency requirement above.</td>
<td>As required by agency</td>
</tr>
<tr>
<td>Lead Instructor</td>
<td>Same as Unit Instructor <strong>AND</strong> 40 additional hours (80 total hours) of successful fire service instruction</td>
<td>Same as Unit Instructor</td>
<td>Same as Unit Instructor</td>
<td>As required by agency</td>
</tr>
</tbody>
</table>
USE OF NWCG CERTIFICATES

Students successfully completing an NWCG course sponsored by an NWCG member agency will receive an NWCG certificate (list of member agencies at https://www.nwcg.gov).

Educational institutions, contractor associations, and non-member agencies may issue the NWCG course certificate if the lead instructor is an authorized representative of an NWCG member agency OR they have a formal agreement established with an NWCG member agency.

TRAINING RECORD RETENTION

Records retention requirements differ by agency. Refer to agency policy on records retention for specific guidance. Individuals should retain copies of personal training records for their own documentation.
NWCG Instructor Requirements

Example of Instructor Requirements for RT-130, the most common course taught annually:

RT-130, Annual Fireline Safety Refresher Training - Annual Length determined by agency policy

Course Description
Annual Fireline Safety Refresher Training should be designed to provide up-to-date fireline safety information to employees holding Incident Command System (ICS) qualifications requiring this training per the NIMS: Wildland Fire Qualification System Guide, PMS 310-1. Individual sessions of Annual Fireline Safety Refresher Training should contain content pertinent to the registered students. There are four core components to the Annual Refresher Training:

- **Entrapment Avoidance** – Use training and reference materials to study the risk management process as identified in the Incident Response Pocket Guide (IRPG) as appropriate to participants, e.g., LCES, Standard Firefighting Orders, Watch Out Situations, Wildfire Decision Support System direction, Fire Management Plan priorities.

- **Current Issues** – Review and discuss current topics that could be based on the new modules or areas of concern identified by your agency or geographic area. Review forecasts and assessments for the upcoming fire season and discuss implications for firefighter safety.

- **Fire Shelter** – Review and discuss last resort survival including escape and shelter deployment site selection. Conduct “hands-on” fire shelter inspections. Practice shelter deployments in applicable crew/module configurations. Wearing fireline personal protective equipment during fire shelter practice can enhance the learning experience for students.

- **Other Hazards and Safety Issues** – Choose additional hazard and safety subjects, which may include SAFENET, current safety alerts, site/unit specific safety issues and hazards.

Course Components and Hours to Complete

Pre-selection assessment N/A
Pre-course work N/A
Online training N/A
Instructor-led training Varies
Total Hours Varies

Recommended Resources
- Wildland Fire Safety Training Annual Refresher https://www.nifc.gov/wfstar
- Experiential Training https://www.fireleadership.gov
- Wildland Fire Lessons Learned Center http://www.wildfirelessons.net/home

Target Group
Personnel holding Incident Command System (ICS) qualifications that require Annual Fireline Safety Refresher Training per the NIMS: Wildland Fire Qualification System Guide, PMS 310-1.

Field Manager’s Course Guide 53 of 142
Minimum Instructor Qualifications

- Lead instructor must be a qualified Single Resource Boss.

- Unit instructors must be qualified as Firefighter Type 1 (FFT1).

- Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient and knowledgeable of current issues in their field of expertise.

- Instructors must have the knowledge and skills to utilize current educational technology, as it relates to the WFSTAR website. Examples would be streaming and downloading interactive videos as well as the use of apps and mobile devices.

Course Prerequisites
None

Course Level
Local
L-180, HUMAN FACTORS IN THE WILDLAND FIRE SERVICE 4hrs

Minimum Instructor Qualifications:

   Lead instructor must be qualified as any single resource boss.

S-130, FIREFIGHTER TRAINING 30-35.5 hrs

Minimum Instructor Qualifications:

   Lead instructor must be a qualified single resource boss.

   Unit instructors must be qualified as Firefighters Type 1 (FFT1).

S-130, FIREFIGHTER TRAINING (BLENDED) 30-32 hrs

Minimum Instructor Requirements:

   Module 13, Field Exercise – Lead instructor must be a qualified single resource boss; additional
   instructors must be qualified as Firefighter Type 1 (FFT1).

S-190, INTRODUCTION TO WILDLAND FIRE BEHAVIOR 6-8 hrs

Minimum Instructor Qualifications:

   Lead instructor must be a qualified single resource boss.

   Unit instructors must be qualified as Firefighter Type 1 (FFT1).

S-190, INTRODUCTION TO WILDLAND FIRE BEHAVIOR (ONLINE) 6-8 hrs

No instructor requirements

ICS-100, INTRODUCTION TO ICS

Minimum Instructor Qualifications:

   There is no national instructor database for the ICS courses as there is for the all-hazards position
   specific courses. For classroom delivery, instructors must have successfully completed ICS-200 and must
   have incident experience.

   Also see Instructor Certification at the beginning of this Guide.
INSTRUCTOR REQUIREMENTS FOR FIREFIGHTER TYPE 1 (FFT1) LEVEL CLASSES

S-131, FIREFIGHTER TYPE 1 12 hrs

Minimum Instructor Qualifications:

Lead instructors must be qualified single resource boss.

Unit instructors must be qualified as Firefighter Type 1 (FFT1).

S-133, LOOK UP, LOOK DOWN, LOOK AROUND 4hrs

Minimum Instructor Qualifications:

Lead instructors must be qualified single resource boss.

Unit instructors must be qualified as Firefighter Type 1 (FFT1).
INSTRUCTOR REQUIREMENTS FOR SINGLE RESOURCE (ENGB, CRWB, HEQB, FELB, AND FIRB) LEVEL CLASSES

S-230, CREW BOSS (SINGLE RESOURCE) 26 hrs

Minimum Instructor Qualifications:

Lead instructor must be a qualified Strike Team Leader (STL) or Task Force Leader (TFLD).

Unit instructors must be qualified as any single resource boss.

S-230, CREW BOSS (SINGLE RESOURCE) (BLENDED) 24 hrs

Minimum Instructor Qualifications:

Lead instructor must be a qualified Strike Team Leader or Task Force Leader (TFLD).

Unit instructors must be qualified as any single resource boss.

S-290, INTERMEDIATE WILDLAND FIRE BEHAVIOR 37 hrs

Minimum Instructor Qualifications:

The lead instructor must be a qualified Strike Team Leader (STL), Task Force Leader (TFLD) or Prescribed Fire Burn Boss Type 2 (RXB2). Successful completion of Advanced Fire Behavior Calculations (S-490) is recommended.

Unit instructors must be qualified as any single resource boss.

A meteorologist is highly recommended to instruct the weather sections of this class.

S-290, INTERMEDIATE WILDLAND FIRE BEHAVIOR (ONLINE) 15 hrs

No instructor requirements

ICS-200, BASIC ICS: ICS FOR SINGLE RESOURCES AND INITIAL ACTION INCIDENTS

ICS-200 NWCG Minimum Instructor Qualifications:

There is no national instructor database for the ICS courses as there is for the all-hazards position specific courses. For classroom delivery, instructors must have successfully completed ICS-300, must have specialized knowledge and experience appropriate for the audience, and must be qualified at the
Initial Attack Incident Commander (ICT4), single resource boss, or unit leader level.

Unit instructors must have successfully completed ICS-200.
INSTRUCTOR REQUIREMENTS FOR STRIKE TEAM LEADER ENGINE (STEN) AND TASK FORCE LEADER (TFLD) LEVEL CLASSES

S-215, FIRE OPERATIONS IN THE WILDLAND/URBAN INTERFACE 16-24 hrs

Minimum Instructor Qualifications:

Lead instructor must be a qualified Incident Commander Type 3 (ICT3), Task Force Leader (TFLD), or Division Group Supervisor (DIVS).

Unit instructors must be qualified as Incident Commander Type 4 (ICT4) or any strike team leader.

S-330, TASK FORCE/STRIKE TEAM LEADER 21 to 22.5 hrs

Minimum Instructor Qualifications’

Lead instructor must be a qualified Division/Group Supervisor (DIVS).

Unit instructors must be qualified as Strike Team Leader (STL) or Task Force Leader (TFLD).

INSTRUCTOR REQUIREMENTS FOR DIVISION GROUP SUPERVISOR (DIVS) LEVEL CLASSES

S-339, DIVISION/GROUP SUPERVISOR 21-23 hrs

Minimum Instructor Qualifications:

Lead instructor must be a qualified Operations Section Chief Type 2 (OSC2).

Unit instructors must be qualified as Division/Group Supervisor (DIVS) or Incident Commander Type 3 (ICT3).

S-390, INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS 42-44 hrs

Minimum Instructor Qualifications:

Lead instructor must have completed S-490, Advanced Fire Behavior Calculations and be a qualified Division/Group supervisor (DIVS), Incident Commander Type 3 (ICT3), or Prescribed Fire Burn Boss Type 1 (RXB1); recommend the lead instructor be a qualified Fire Behavior Analyst (FBAN).

Unit instructors must be qualified as Strike Team Leader, Task Force Leader (TFLD), or Prescribed Fire Burn Boss Type 2 (RXB2).

A meteorologist is highly recommended to instruct the weather sections of this course.
ADDITIONAL CLASSES

RT-130, ANNUAL FIRELINE SAFETY REFRESHER TRAINING Length is determined by Agency Policy

Minimum Instructor Qualifications

- Lead instructor must be a qualified single resource boss.
- Unit instructors must be qualified as Firefighter Type 1 (FFT1).
- Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient and knowledgeable of current issues in their field of expertise.
- Instructors must have the knowledge and skills to utilize current educational technology, as it relates to the WFSTAR website. Examples would be streaming and downloading interactive videos as well as the use of apps and mobile devices.
Oregon Administrative Rule

259-009-0005 Definitions

(67) “NWCG” stands for the National Wildfire Coordinating Group. “NWCG” preceding a certification title denotes that the certification is based upon the training and certification requirements established by the NWCG that may have been adopted in part or in whole by the Board and the Department for Oregon fire service professional certifications.

(68) “NWCG Firefighter Type 2 (FFT2)” means a person who is the basic resource used in the control and extinguishment of wildland fires and works either as an individual or as a member of a crew under the supervision of a higher qualified individual.

(69) “NWCG Firefighter Type 1 (FFT1)” means a person who leads assigned personnel (usually seven or fewer) to accomplish established mission objectives in a rapidly changing, high-risk wildland fire environment. The FFT1 reports to the Crew Boss (CRWB) or other Single Resource Boss.

(70) “NWCG Single Resource Boss” means a person who is responsible for supervising and directing a fire suppression module, such as a hand crew, engine, helicopter, heavy equipment, firing team, or one or more fallers. “NWCG Single Resource Boss” includes NWCG Crew Boss, Single Resource (CRWB); NWCG Engine Boss, Single Resource (ENGB); NWCG Felling Boss, Single Resource (FELB); NWCG Firing Boss, Single Resource (FIRB); and NWCG Heavy Equipment Boss, Single Resource (HEQB).

(71) “NWCG Strike Team Leader Engine (STEN)” and “NWCG Task Force Leader (TFLD)” means a person who reports to a Division/Group Supervisor and is responsible for performing tactical missions as assigned on a division or segment of a division. The Leader reports work progress, resource status, and other important information to his or her supervisor and maintains work records on assigned personnel.

(72) “NWCG Division/Group Supervisor (DIVS)” means a person who is responsible for implementing the assigned portion of the IAP (Incident Action Plan).

259-009-0062 Fire Service Professional Certification

(1) NWCG Wildland Fire Operations Certifications.

(A) The Department recognizes completion of the NWCG National Incident Management System: Wildland Qualification System Guide (PMS 310-1) as meeting the minimum requirements for the following certifications:

(i) NWCG Firefighter Type 2 (FFT2);

(ii) NWCG Firefighter Type 1 (FFT1);
(iii) NWCG Engine Boss, Single Resource (ENGB);

(iv) NWCG Crew Boss, Single Resource (CRWB);

(v) NWCG Heavy Equipment Boss, Single Resource (HEQB);

(vi) NWCG Felling Boss, Single Resource (FELB);

(vii) NWCG Firing Boss, Single Resource (FIRB);

(viii) NWCG Strike Team Leader Engine (STEN);

(ix) NWCG Task Force Leader (TFLD); and

(x) NWCG Division/Group Supervisor (DIVS).

(B) The NWCG PMS 310-1 and the task books required for each certification are available online at https://www.nwcg.gov/.

(C) Training completed after January 1, 2019 to satisfy a requirement for certification as identified in the NWCG PMS 310-1 must have been instructed under the prescribed guidelines of the NWCG Field Manager Course Guide (PMS 901-1) publication.

(D) All applicants for certification must complete, and submit documentation for, the required training and meet the required experience for each certification as outlined in the NWCG PMS 310-1. When determining eligibility for a Wildland Fire Operations Certification, the Department will review the NWCG standards in place at the time of application for certification.

259-009-0080
Certification of Instructors

(1) The Department will certify instructors deemed qualified to teach in any of the certified training courses.

(2) Instructors will be certified on the basis of minimum qualifications as established by the Department in areas of education, training, and experience. It is the continuing responsibility of the Department to see that instructors are qualified to teach.

(3) Notwithstanding section (4), instructors for Department-certified courses must:

   (a) Be certified or trained in the subject area they are teaching; and

   (b) Be certified as an NFPA Fire Instructor I or be a Content Expert.

(4) The Department recognizes the instructor criteria outlined in the NWCG Field Manager Course Guide (PMS 901-1) as the minimum requirements for instructor certification to instruct any Department-
certified NWCG courses. When determining eligibility for instructor certification, the Department will review the NWCG standards in place at the time of application for instructor certification.

(5) Applications for instructor certification must be submitted to the Department on an Instructor Certification Application (DPSST Form F-9F).

(6) Applications for Content Expert instructor certification must be submitted to the Department on an Instructor Certification Application (DPSST Form F-9F) and must be accompanied by a detailed resume of individual qualifications.

(7) If an application for Instructor or Content Expert instructor certification is incomplete, the application will be rejected and the applicant notified in writing of the reasons for the rejection.

(8) Department-issued instructor certification is not required for teaching assignments in courses that are not certified by the Department.

(9) Review of instructor certification may be initiated upon the request of an agency head, staff, or other reliable source.

(10) Instructor or Content Expert instructor certification must be renewed upon the expiration of course certification or when there is a change to the certified course standard.

(11) Instructors delivering a certified course are responsible for ensuring the accuracy of the student rosters by indicating if students passed, failed or did not complete the course (incomplete). Rosters must be submitted to the Department on a Department-approved form within 30 calendar days of course completion; otherwise the Department may decertify the course.

(12) Instructors must provide students with a Department-approved Notice of Course Completion (NOCC) form upon successful completion of the certified course.