

Office of the State Fire Commissioner



Local-Level Instructor Mentoring No. 2014 – 01

April 15, 2014

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I. Purpose:

The PSFA recognizes the value of utilizing our experienced cadre of Suppression and Non-Suppression instructors to support professional development and mentor new or “at-risk” instructors.

This policy shall serve as a guide to current local-level Instructors and our Educational Training Agency (ETA) partners in the administration of PSFA Local-Level Instructor Mentoring (L-LIM) to evaluate PSFA instructor’s performance and skills.

II. Policies

The PSFA/ETA shall assign an experienced Instructor Mentor to work with newly accredited Suppression and Non-suppression Instructors before being released by the PSFA to teach/instruct their initial assignment as a lead instructor. L-LIM is required for:

A. Suppression (completed ZFID) and Non-Suppression Instructors

1. Any new suppression or non-suppression instructor meeting all other Instructor Requirements will receive an initial letter of approval as an accredited PSFA Local-Level Instructor from their PSFA Field Supervisor.
2. This initial letter allows those instructors to serve only as an Instructor-in-Training (Assistant/Secondary Instructor) but not as a “Lead” Instructor.
3. The PSFA Instructor database shared with the ETAs will indicate the instructor status listed as “M” for “Mentoring”. For the purposes of this document, this status will refer to as an Instructor-in-Training.
4. Suppression/non-suppression Instructors-in-Training participate and complete the L-LIM process;
5. If successful, upon submission of required paperwork, the PSFA Field Supervisor will generate a final letter authorizing approval as an “Active” Suppression/Non-suppression instructor status (as applicable) within the local-level fire training system. Those instructors successfully completing the mentoring process will be deemed eligible to serve as “Lead” instructor or teach alone.
6. The PSFA Instructor database shared with ETAs will be modified to indicate “A” for “Active” for suppression and non-suppression respectively.

7. If unsuccessful, repeat for a maximum of three evaluation cycles.

B. "At Risk" Instructors

1. Any instructor determined to be deficient or "at risk" (requiring formal remediation) as identified by the PSFA or an ETA will be notified and restricted from instructing alone or as a "Lead" instructor.
2. This "At-Risk" status will require formal documentation and review by the PSFA Field Supervisors and management before being initiated.
3. Once initiated, the PSFA Instructor database shared with ETAs will indicate a changed instructor listed as "M" for "Mentoring". For the purposes of this document, this status will refer to as an Instructor-in-Training.
4. Instructor participates in the L-LIM process until completed.
5. Once successfully completed, PSFA Instructor database is shared with ETAs to indicate return to "A" (Active) status for that instructor.

C. Instructor Train-the-Trainer (T-t-T)

1. Due to circumstance beyond their control, any PSFA accredited instructor unable to attend a T-t-T may utilize and complete the mentoring process with an accredited instructor as a substitute to the T-t-T method. For example:
 - a. Courses where no T-t-T exists,
 - b. A highly specialized course or course requiring a unique skill set,
 - c. Insufficient numbers or demand to conduct a T-t-T, etc.
2. On a case-by-case basis the L-LIM process will be used in lieu of a T-t-T with prior approval of PSFA Field Supervisor and PSFA management.
3. Instructors must submit a letter requesting reasons for exemption and request the use of the mentoring (L-LIM) process in lieu of T-t-T.

D. Local-Level Instructor Suppression Candidates Only

1. Any instructor candidates lacking formalized local-level class experience as defined in the Instructor Classification System (Policy 2001-01) as defined below but meets all other instructor policy pre-requisites:
 - a. Have a minimum of 150 hours of documented structural fire suppression training of which 100 hours shall be PSFA programs.

- b. This process is determined on a case-by-case basis in consultation with PSFA Field Supervisors, PSFA management and ETA. Very specific circumstances must be demonstrated before final approval is granted.
2. Instructor must mentor the full number of total hours deficient after taking the Suppression Instructor Development (ZFID) Course to meet the minimum experience as defined in the Instructor Classification System (Policy 2001-01).
3. Once initiated, the PSFA Instructor database shared with ETAs will indicate instructor listed as "M" for "Mentoring". For the purposes of this document, this status will refer to as an Instructor-in-Training.
4. Once all hours are completed and the mentoring process is successful, the Instructor will be granted equivalency to "Active" suppression instructor status and the database will be changed and shared with the ETAs.
5. This mentoring policy will only be approved for instructors requiring less than 50% of the total deficient instructional hours.

III. Procedures

A. Minimum Requirements of an Approved Instructor Mentor shall be:

1. An Instructor Mentor shall be a PSFA accredited Non-Suppression or Suppression Instructor with at least five years of stand-alone "Lead Instructor" experience.
2. An instructor who has not received an unsatisfactory Instructor Performance Evaluation Report in the past five years.
3. Completion of orientation training on the L-LIM with the PSFA Field Supervisor.
4. Instructor Mentor should not have an existing relationship (relative, friend, co-worker, business relationship/supervisor/subordinate) with the Instructor-in-Training being mentored.
5. PSFA and ETA (if applicable) must approve the Instructor Mentor.

B. Responsibilities of the Instructor Mentor include:

1. Meet with the Instructor-in-Training before each class session.

2. Guide the Instructor-in-Training in the proper paperwork required to be submitted to the Field Supervisor and the ETAs.
3. Assist the Instructor-in-Training to perform effective classroom and skills based training instruction/roles.
4. The Instructor Mentor will be discreet while dealing with Instructor-in-Training and appropriately correct deficiencies/address issues privately and with respect.
5. Complete the Instructor Performance Evaluation Report (Appendix B) at the end of each session with the Instructor-in-Training. Forward the completed reports to the Field Supervisor on a regular basis. (See Item D. 2. Below for distribution of forms)
6. Assist the Instructor-in-Training with student issues.
7. Guide the Instructor-in-Training concerning the correct procedures for dealing with ETAs, PSFA, fire departments and other entities.
8. Responsible for the use and adherence to all PSFA instructor and safety policies and procedures.
9. Advising the Field Supervisor concerning any safety issues.
10. Guide the Instructor-in-Training through the successful process of completing class.

C. The Responsibilities of the PSFA Field Supervisor include:

1. Approving an Instructor mentor assigned by the ETA to the Instructor-in-Training who meets the minimum qualifications.
2. Coordinate with the Instructor Mentor and the Instructor-in-Training to explain the purpose and procedures of the L-LIM process.
3. Maintain contact with the all parties during the class and arrange for evaluations of the Instructor-in-Training.
4. Review the Instructor Performance Evaluation forms as completed and forwarded to the PSFA and complete the tracking form for each instructor (See Appendix B).

5. Discuss any issues with the Instructor Mentor and Instructor-in-Training as needed.

D. The Instructor Performance Evaluation Form (See Attachment A):

1. Will be completed by the Instructor Mentor and reviewed with the Instructor-in-Training at the conclusion of each session evaluated.
2. Original (white) retained by Instructor-in-Training, one copy (canary) forwarded to the PSFA Field Supervisor, one copy (pink) to ETA and one copy (gold) to Instructor Mentor conducting the performance evaluation.
3. The Field Supervisor will review the completed performance forms and discuss needed items with the Instructor Mentor and/or Instructor-in-Training as required.
4. At the conclusion of the class where the mentor is assigned a summary report will be completed by the Instructor Mentor listing specific comments/issues on the evaluation form.
5. The PSFA Field Supervisor will review the report and handle any issues that require attention.
6. The PSFA copy of the evaluation form will be maintained in the Instructor-in-Training personnel file.

E. Use of Instructors-in-Training

1. The Instructor-in-Training can be counted as the first support (assistant/secondary) instructor in any session that requires additional instructor(s).
2. The mentor will not take over the class unless the Instructor-in-Training fails to deliver the program in a satisfactory manner. If this occurs, the ETA and the Field Supervisor will be contacted as soon as possible and a decision will be made to determine if the Instructor-in-Training will continue performing as the "Lead Instructor" under supervision of the Instructor Mentor.
3. The Instructor-in-Training will be responsible for all presentations this includes:
 - a. Equipment
 - b. Audio-visual aids
 - c. Support (assistant) instructors

4. Only one Instructor-in-Training shall be assigned to one Instructor Mentor per class.

IV. Delegation of Program Management

The Pennsylvania State Fire Commissioner delegates ongoing management and implementation of this policy to authorized staff of the program involved unless or until withdrawn. Specific responsibilities are placed upon the Fire Academy Administrator, Assistant Administrator, Field Supervisors, and the staff of the PA State Fire Academy.

V. Authority

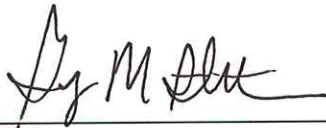
Title 35 Health and Safety as amended.

VI. Supersedes

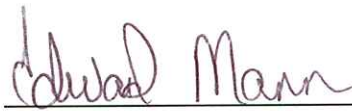
This OSFC Local-Level Instructor Mentoring Policy dated April 15, 2014 supersedes and rescinds any and all other policies and memorandums related to the Instructor Mentoring within the OSFC.

VIII. Duration of Instructor Policy

This Instructor Mentoring Policy shall remain in effect until superseded or suspended.



George M. Stapleton, Administrator
State Fire Academy
Office of the State Fire Commissioner



Edward Mann,
State Fire Commissioner
Office of the State Fire Commissioner

Attachment A

Pennsylvania State Fire Academy
Instructor Performance Evaluation



Instructor: _____

Program Introduction:

Identified Objectives 0 S U N/A Safety Requirements 0 S U N/A
 Student Requirements 0 S U N/A Facility Requirements 0 S U N/A

Comments: _____

Presentation Skills:

Preparation 0 S U N/A Content Accuracy 0 S U N/A
 Delivery 0 S U N/A Organization 0 S U N/A

Comments: _____

Program Delivery:

Logical Sequence 0 S U N/A Student/Time Mangt. 0 S U N/A
 Problem Solving 0 S U N/A Audio/Visual Usage 0 S U N/A

Comments: _____

Skills Practice:

Safety 0 S U N/A Presentation 0 S U N/A

Instructor Critique:

Appearance 0 S U N/A Presentation 0 S U N/A

Comments: _____

Program Information:

Course name _____ Course Code _____
 Date ___/___/___ Location _____
 Host/ETA _____

Recommendation: Acceptable Unacceptable Questionable (with comments)**

Evaluator: (print) _____ **Signature:** _____

Instructor: (print) _____ **Signature:** _____

*** A complete written explanation is required with this recommendation. The Pennsylvania State Fire Academy will review all recommendations and will determine the necessary actions for correcting any instructor deficiencies. (Use additional paper if necessary.)*

Attachment B



PA State Fire Academy
Local-Level Instructor Mentoring (L-LIM)
INSTRUCTOR-IN-TRAINING
TRACKING FORM



Last Name _____ *First Name* _____ *MI* _____ *INSTRUCTOR ID #* _____

County of Residence: _____

Address: _____
(Number, Street, City, State, Zip)

Phone Number: _____

Email: _____

Course Name: _____

Course Mentoring Location: _____

ETA: _____ Course Hours _____

County: _____ ETA Course Number: _____

Course Start Date: ____/____/____ Course End Date: ____/____/____

Course Name: _____

Course Mentoring Location: _____

ETA: _____ Course Hours _____

County: _____ ETA Course Number: _____

Course Start Date: ____/____/____ Course End Date: ____/____/____

Course Name: _____

Course Mentoring Location: _____

ETA: _____ Course Hours _____

County: _____ ETA Course Number: _____

Course Start Date: ____/____/____ Course End Date: ____/____/____

PSFA OFFICE USE ONLY

Initial Credential Letter Sent: ____/____/____

PSFA Approval Date: ____/____/____ *ETA Approval Date:* ____/____/____

Instructor Performance Evaluation Submitted: ____/____/____

Date of Completion of PSFA L-LIM: ____/____/____

Final Credentials sent ____/____/____ *Suppression* ____ *Non-Suppression:* ____