



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 04-12	Effective Date: January 2010
Division: Education and Training	
Chapter: MICRB, Academy Sponsorship/Practice and Interim Student Teaching	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

It shall be the policy of the Prince George's County Fire/EMS Department's Training Academy to adhere to this MICRB policy for all instructors sponsored by the Prince George's County Fire/EMS Training Academy.

DEFINITIONS

Academy Course – any course that is being conducted by the Fire/EMS Training Academy

Approval – a statutorily applied to the Maryland Fire-Rescue Education and Training Commission (MFRETC) as an agency of the Maryland Higher Education Commission (MHEC) under Education Article, §11-105, Annotated Code of Maryland, before a postsecondary institution can award a certificate, diploma, or degree to an individual.

Certification – to verify that an individual has met the requirements of these standards.

Emergency Services – fire, rescue and emergency medical services, with emergency medical services also meaning “emergency care” as related to training.

Field Evolutions – a structured training exercise designed to complete a specific training objective.

Fire/EMS Training Academy (FETA) – the official training facility for the Prince George's County Fire/EMS Department.

Local Emergency Services Instructor – an individual who is designated to instruct by the local jurisdiction.

Local Jurisdiction – any city, county, municipal, or State-approved public school, or postsecondary institution providing emergency services training or education, and other institutions as approved by the Maryland Instructor Review Board (MICRB).

Maryland Instructor Certification Review Board (MICRB) – an independent five-member board created as a unit within the University System of Maryland which is responsible for the administration of the Emergency Services Instructor Certification Program and the issuance of certificates under that program.

Orange Book – a manual for the Certification, Standards, and Procedures for all emergency services instructors in the State of Maryland.



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Sponsoring Agency – a local jurisdiction submitting a candidate for certification. The Prince George's County Fire/EMS Training Academy is the local jurisdiction.

State Emergency Services Instructor – an individual who is certified to be an emergency services instructor by the MICRB.

Supporting Services – non-teaching support rendered in the emergency services area, usually in an administrative or communication capacity in the career or volunteer service.

Training Supervisor – an individual(s) who is a MICRB certified State emergency services instructor and who directly supervises certified State emergency services instructors on a full-time basis.

PROCEDURES / RESPONSIBILITIES

1. General Provisions

Adherence

Members shall familiarize themselves with, and conform to, applicable policy, procedures, and regulations. Supervisors shall lead, manage, and command subordinates within said guidelines and philosophy.

While intended to be comprehensive, it is not practical to expect that all possible situations will be documented herein. Therefore, all members shall exercise responsible conduct, sound management, common sense, and reasonable judgment—respectively.

Application

This General Order shall supersede all orders and directives enacted prior to this General Order.

2. Initial Sponsorship

The perspective instructor candidate shall complete the application of intent to teach with the Prince George's County Fire/EMS Training Academy. The perspective instructor candidate shall also submit their ITC – I, II, and III Pro-Board certificates.

Perspective instructor candidates shall then be scheduled to attend the first available MFRI Skills Weekends through the Prince George's County Fire/EMS Training Academy.

Upon completion of the above course, the instructor candidate **MUST** present the MFRI Skills certificate to the Fire/EMS Training Academy in order for the FETA to maintain documentation of such certification.



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The perspective instructor candidate shall sign a teaching agreement, understanding that there is a commitment to teach for the Fire/EMS Training Academy. Any breach of this commitment shall result in the revocation of sponsorship.

3. Practice Student Teaching

The instructor candidate, after successful completion of skills development, is required to practice teach a minimum of two 3-hour sessions or classes which include one cognitive information session and one practical skill session, and must receive a satisfactory evaluation for each class.

The teaching shall be performed under the continuous direct supervision of a certified State emergency services instructor.

A certified State emergency services instructor approved as an evaluator shall perform the evaluation.

4. Interim Student Teaching

Interim student teaching provides the instructor candidate an opportunity to teach a complete course of instruction with some supervision.

During this stage, two evaluations shall be made by MICRB-approved evaluators. One of these evaluations must be completed by a MFRI evaluator. The completed evaluations shall become part of the total certification requirements.

The instructor candidate shall teach a minimum of 60 clock hours.

Initial certification course requirements are:

- EMS Instructors: teach a complete entry level EMT course totaling the Maryland Institute of Emergency Medical Services Systems (MIEMSS) mandated hours.
- Fire Instructors: teach a complete Fire Fighter One/Two to total 60 hours.
- Rescue Instructors: teach complete rescue courses to total 60 hours.
- Management Instructors: teach Management courses to total 60 hours.

The instructor candidate must receive two consecutive satisfactory evaluations from two different MICRB-approved evaluators. One evaluator will be from the local jurisdiction and one from MFRI.

5. Initial Application for MICRB

After the teaching assignment is completed, each candidate's file shall be reviewed by the Fire/EMS Training Academy representative, who shall make appropriate recommendations based upon the evaluation of the completion of the requirements.



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The MICRB application will be completed by the Fire/EMS Training Academy MICRB representative in the accordance with the Code of Maryland Regulations (COMAR) 13B.03.01. An application must be submitted on an official MICRB, watermarked form *only*. No reproduction of this form or non-MICRB application form will be acceptable.

6. Maintaining Sponsorship from the Prince George's County Fire/EMS Academy

Once and instructor candidate becomes a MICRB certified instructor, he/she must sign the agreement to teach for the Fire/EMS Training Academy.

A minimum of 60 clock hours within the three (3) year certification cycle is mandated. All 60 hours must be for the Prince George's County Fire/EMS Training Academy. Classes/hours taught for outside agencies (i.e. MFRI) will not be accepted.

Once the mandated hours have been completed, the Fire/EMS Training Academy MICRB representative will document the classes in the instructor MICRB file and make notification to the instructor.

A minimum of 12 hours of approved Professional Development for Instructors (PDI) must be turned into the training supervisor within the three (3) year certification cycle. MFRI holds 6 hour PDI's bi-annually. The Fire/EMS Training Academy MICRB representative will notify instructors of PDI opportunities.

REFERENCES

Orange Book

MICRB web site: http://www.mfri.org/MICRB/MICRB_FS.html

FORMS / ATTACHMENTS

Attachment #1 - Application of Intent to Teach

Attachment #2 - Sponsorship Agreement

Attachment #3 - Maryland Instructor Certification Review Board (MICRB) Certification Letter



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**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
FIRE/EMS TRAINING ACADEMY**



Application of Intent to Teach

Last Name		First Name		Middle Name
Street Address		City	County	State Zip
Home Phone	Work Phone		Cell Phone	

Social Security Number

Instructor Training Course – II: _____

Date of the course

Instructor

Which area of instruction are you interested in?

MGMT _____ EMT _____ Fire _____ Rescue _____

Have you ever had certification as an Emergency Services Instructor in the State of Maryland revoked?

Yes () No ()

Have you ever had your certification/license as an instructor or teacher in Maryland, or any other jurisdiction, revoked?

Yes () No ()

Do you have a minimum of three (3) years progressive emergency services experience?

Yes () No ()

Are you 21 years of age or older? Yes () No ()

Are you capable of performing all of the essential functions of a State Emergency Services Instructor?

Yes () No ()

Are the Pro-Board Certificates for ITC – I, II and III attached to this form?

Yes () No ()

I certify that all information on this application is accurate and recognize it is subject to verification. By affixing my signature below, I authorize the Prince George's County Fire/EMS Training Academy or its authorized representatives to verify the accuracy of the above information.

Signature of Applicant _____ Date _____

Division 04– Education and Training

Chapter 12 – MICRB, Academy Sponsorship/Practice and Interim Student Teaching

Revision Date – N/A



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Fire/EMS Training Academy

Date

TO:

FROM: (current FETA Training Director), *rank*
Fire/EMS Training Academy

RE: Maryland Instructor Certification Review Board (MICRB) Certification

The Prince George's County Fire/Emergency Medical Services (EMS) Training Academy has agreed to sponsor you for Maryland Instructor Certification Review Board (MICRB) Skills. To complete the MICRB certification process, you must complete two (2) practice teachings with evaluations. You will then be assigned to a class preceptor to teach a minimum of 60 hours with two (2) formal evaluations.

Initial certification course requirements are:

- EMS Instructors: teach a complete EMT-B course totaling 131 hours.
- Fire Instructors: teach a complete Fire Fighter I/II course to total 60 hours.
- Rescue Instructors: teach complete Rescue course to total 60 hours.
- Management Instructors: teach Management course(s) totaling 60 hours.

After the documentation for the courses are complete, application to the Review Board for MICRB certification may be made by the Prince George's County Fire/EMS Training Academy. MICRB Instructor certification is valid for a three (3) year period.

To be MICRB sponsored by the Prince George's County Fire/EMS Training Academy you will be required to teach a minimum of 20 hours per certification year and obtain four (4) hours (minimum) of Professional Development for Instructors (PDI) per certification year. Any teaching done outside the Prince George's County Fire/EMS Training Academy will not count towards your hours for recertification of MICRB. All teaching and PDI must be documented and turned into Ms. Christine Haber to ensure recertification mandates are met.

You are responsible for keeping track of class hours and PDI classes. The Prince George's County Fire/EMS Training Academy will provide teaching opportunities, PDI opportunities, and evaluators for formal evaluations. The Prince George's County Fire/EMS Training Academy will also complete and submit paperwork to the MICRB for certification and/or recertification.

All questions are to be directed to Ms. Christine Haber at the Prince George's County Fire/EMS Training Academy. She may be reached by phone at 301-856-3410 or by email at cahaber@co.pg.md.us.



Prince George's County Fire/EMS Training Academy Maryland Instructor Certification Review Board (MICRB) Sponsorship Agreement

I _____ agree to adhere to the rules and regulations as set forth by the Maryland Instructor Certification Review Board (MICRB). I also agree to meet the requirements of the Prince George's County Fire/EMS Training Academy, who has agreed to sponsor my certification.

To be MICRB sponsored by the Prince George's County Fire/EMS Training Academy, I will be required to teach a minimum of 20 hours per certification year and obtain four (4) hours (minimum) of Professional Development for Instructors (PDI) per certification year. I am aware that any teaching done outside the Prince George's County Fire/EMS Training Academy will not count towards my hours for recertification of MICRB. I am also aware that all teaching and PDI must be documented and turned in to ensure recertification mandates are met.

I am ultimately responsible for keeping track of all of my class hours and PDI classes. The Prince George's County Fire/EMS Training Academy will provide me with teaching opportunities, PDI opportunities, and evaluators for formal evaluations. I am aware that the Prince George's County Fire/EMS Training Academy will also complete and submit my paperwork to the MICRB for certification and/or recertification.

I agree to the above terms set forth by the Prince George's County Fire/EMS Training Academy.

Signature

Witness Signature

Printed Name

Printed Name

Date

Date