



State Fire Instructor Renewal Application Guide

Purpose

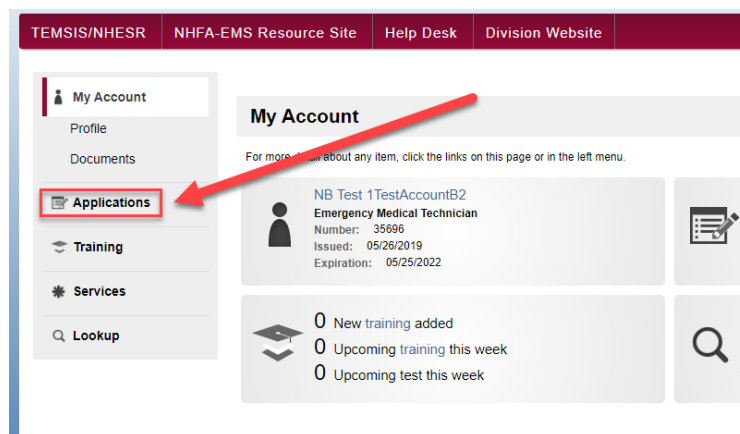
This guide will outline the process to renew your State Fire Instructor Certification in RespondNH.

All State Fire Instructors must renew their credentials annually before June 30th of each year. As outlined in Fire 404.04 State Instructor: Maintenance Status, you must either teach in a minimum of three Fire Standards and Training Commission approved programs per year or attend six hours of education methodology or Instructor Development continuing education.

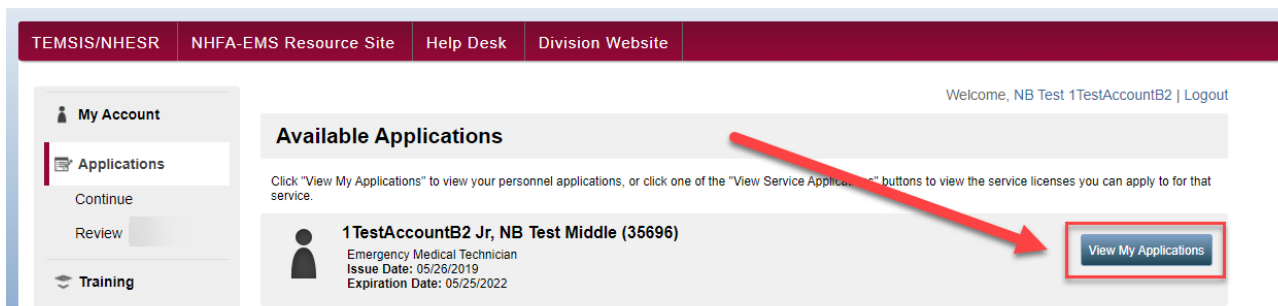
If you have questions about this process, you may halt this application and contact The Division of Fire Standards and Training & EMS at FireEMSIstructors@dos.nh.gov or 603-223-4200.

Application Procedure

1. Navigate to <https://www.respondnh.org> We recommend using Google Chrome web browser.
2. Login using your credentials.
 - a. See [Claiming Your Account](#) if you have never logged in before.
3. Select “Applications” from the left-hand menu:



4. Select “View My Applications”:



5. Select State Fire Instructor - Renewal from the list of available applications and choose “State Fire Instructor - Renewal” – Click “Apply Now”:

Note: This application is only available to CURRENT, unexpired State Fire Instructors. If your certification has lapsed, please email Captain Nick Bibeau: Nicholas.A.Bibeau@dos.nh.gov

Applications	Action
State Fire Instructor - Renewal Use this application to renew your State Fire Instructor Certification. This form is only available to current State Fire Instructors for renewal purposes only.	Apply Now

6. The application form will open automatically. Follow the on-screen prompts.

Your User Profile Demographics

This section will outline your name, date of birth, and email address. Please make any corrections necessary.

Note: if you require a name change, please exit this application, and see the Name Change Application before continuing with your State Fire Instructor Renewal request.

State Fire Instructor Maintenance

To maintain your status as a State Fire Instructor, you must meet what is outlined in Fire 404.04 State Instructor: Maintenance status. At a minimum, you must have taught a minimum of 3 courses in a 12-month period *or* have participated in a commission-approved continuing education program.

Renewal by Instructional Activity

You must provide a transcript of the courses in which you have taught in the previous 12 months. If you are a staff instructor for the Department of Safety, Fire Standards and Training & EMS, you can export your Horizon Staff Scheduler Personal Class Schedule following these steps:

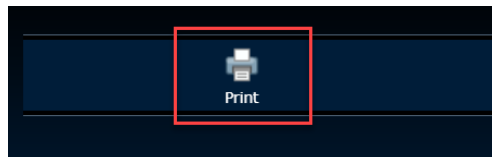
1. Log into your Horizon account
2. Navigate to “Personal Class Schedule”

- Members Home
- Master Class Schedule
- Personal Class Schedule**
- TBA Requests (108)
- Availability Calendar

- Choose Schedule Search & Filter, select the appropriate date range, and filters and choose search:



- Finally, select “Print” in the upper right-hand corner of the window:



- Choose “Send to Printer”, and finally, “Save as PDF”. Save this document in a safe place on your PC, and you will upload it in your application.

Alternatively, please provide a document listing your previous 12 months of instructional activity. You will be asked to upload that document in your application. Be sure to include: dates / Instructional Hours, Locations, Topics, and CREF#'s (if applicable). We recommend using this template:

[State Fire Instructor Renewal Continuing Education/Instructional Activity Form](#)

Renewal by Continuing Education

At this time, the continuing education renewal program consists of taking 6 hours of education methodology or Instructor Development continuing education. If all of your continuing education was received from NHFA-EMS, the system will verify your hours automatically. If your continuing education was received from an institution outside of NHFA-EMS, you must include your certificates of completion in your application. We recommend using this template:

[State Fire Instructor Renewal Continuing Education/Instructional Activity Form](#)

Staff/Specialty Instructor Acknowledgements

The final section of the renewal application will require your review and acceptance of the Division's policy on the Instructor Code of Professionalism and Human Dignity Statement. You may download each of those here:

[Instructor Code of Professionalism](#)

[Human Dignity Statement](#)