



## State Fire Instructor Initial Application Guide

### Purpose

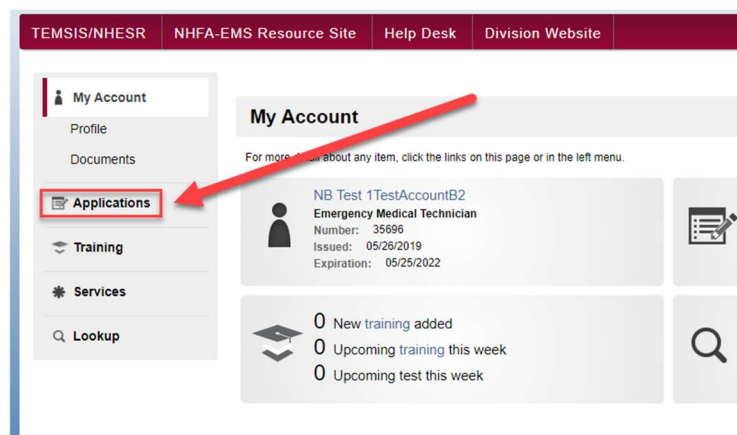
This guide will outline the process to apply for your State Fire Instructor Credential in RespondNH.

To apply for State Fire Instructor you must hold a ProBoard Firefighter I, or higher certification and a Fire and Emergency Services Instructor I, or higher certification. If your certifications do not appear in your "Certifications" tab under your account in RespondNH, please email them to [fstems@dos.nh.gov](mailto:fstems@dos.nh.gov) before you begin this process.

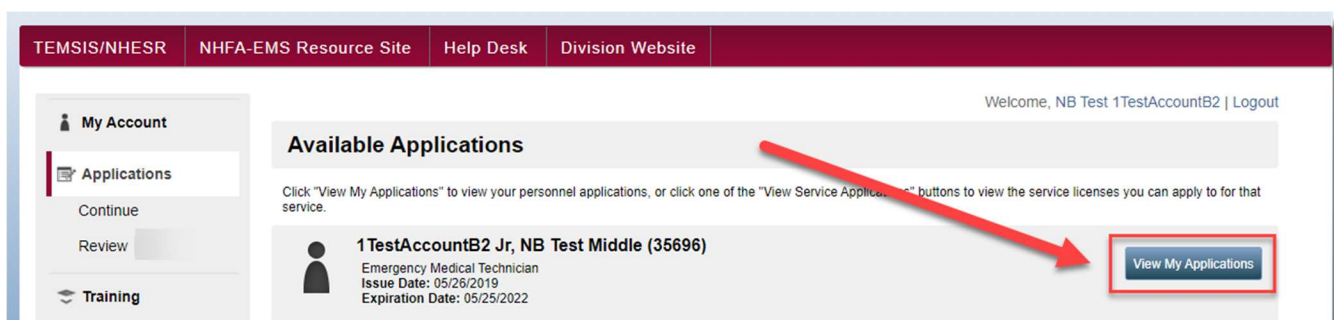
If you have questions about this process, you may halt this application and contact The Division of Fire Standards and Training & EMS at [FireEMSIstructors@dos.nh.gov](mailto:FireEMSIstructors@dos.nh.gov) or 603-223-4200.

### Application Procedure

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

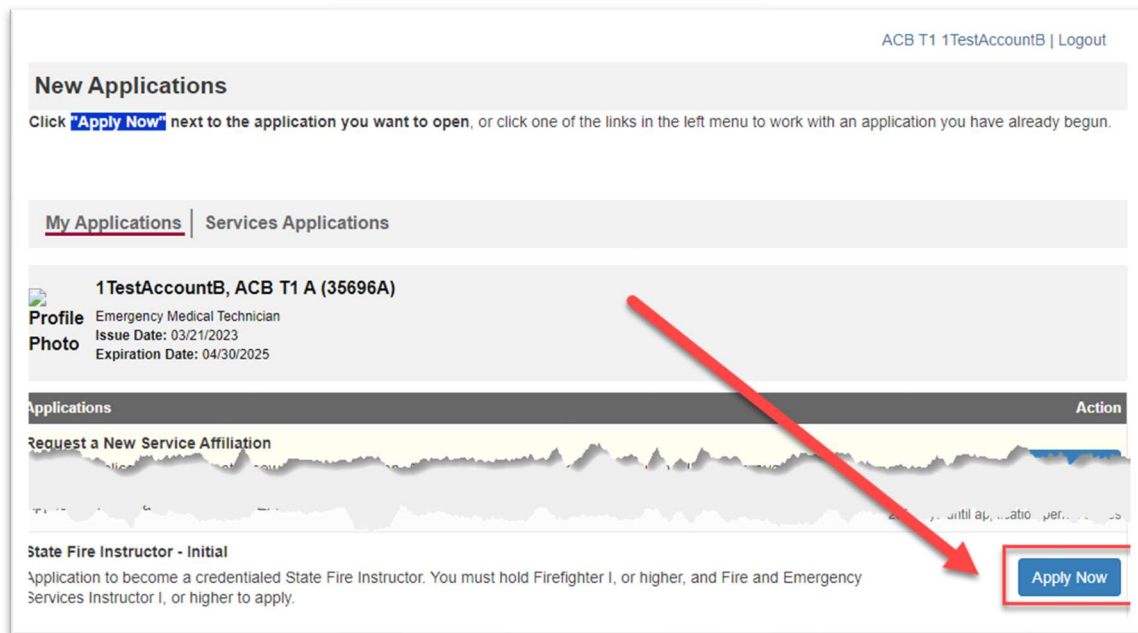


- Select "View My Applications":



- Select State Fire Instructor – Initial from the list of available applications and click “Apply Now”:

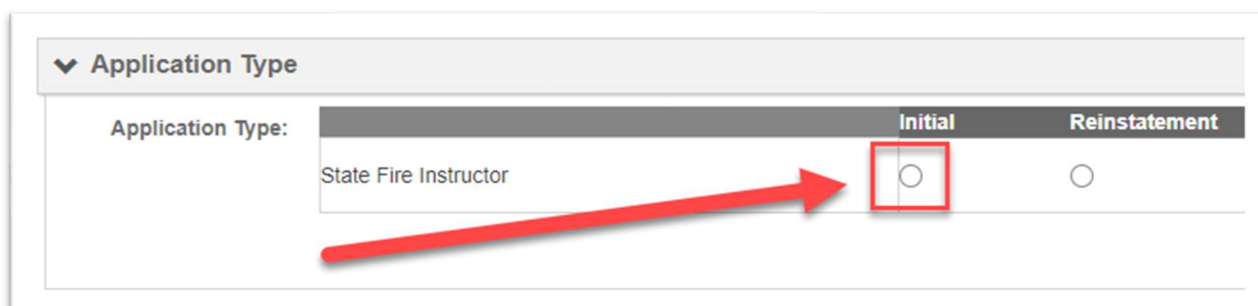
*Note: This application is only available to applicants that meet the prerequisites. If you have any concerns about its availability, please email Captain Nick Bibeau: [Nicholas.A.Bibeau@dos.nh.gov](mailto:Nicholas.A.Bibeau@dos.nh.gov)*



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

## Application Form

- Applicant 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.*
- Prerequisites: The system will check your certification transcript for the prerequisites. If you do not see your status listed correctly in the spaces provided, please email your certification to [FSTEMS@dos.nh.gov](mailto:FSTEMS@dos.nh.gov) to continue your application.
- Application Type: Under Application Type, choose “Initial”:



- State Fire Instructor Published List:

FSTEMS provides a list of current State Fire Instructors including their name, location, phone numbers and email address to Fire Departments across the state who are interested in working with or hiring independent State Fire Instructors. Answer whether you would like to be included in the list.

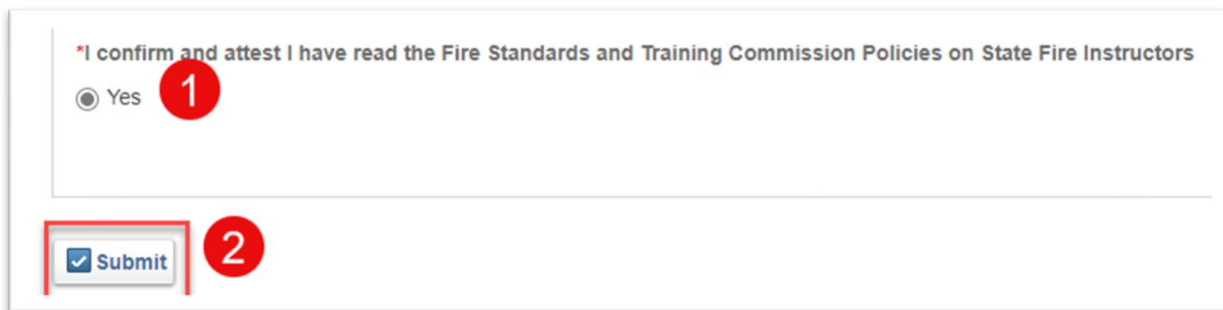
### Fire Standards & Training Rules Affirmation and Acceptance

- Under the Affirmation Section, please read and review all of the documentation from the New Hampshire Fire Standards and Training Commission. As a State Instructor, you are expected to know the rules governing State Instructors, adhere to them, and assist the Division in increasing compliance across the state. For your convenience, here are the links provided in the affirmation section:

I certify and attest that I have read and understood the New Hampshire Fire Standards and Training Commission rules, particularly the following sections pertaining to instructors 404.01-404.05 - These rules are available for review at the following link: [Fire 404 Instructors](#).

Additionally, I acknowledge the clarification to Fire 404.04 – Maintenance of Status issued in September 2023: The approved policy for Fire 404.04 – State Fire Instructor Renewal is available here: [Renewal Policy](#).

Confirm the affirmation and hit Submit:



### Next Steps

Once the Division has reviewed your application, we will contact you with details about the next steps. These may include:

- Train-the-Trainer and Orientation Session:  
This session covers the current curriculum, available resources, and the guidelines for your State Fire Instructor credential.
- Mentored Teaching:  
The Fire Standards Training Commission (FSTC) requires a recommendation from at least one approved mentor for State Fire Instructor status. Typically, this involves completing approximately 20 hours of mentored teaching. Details about this process will be explained during your Orientation session.

Please allow up to two weeks for the Division to contact you regarding your credentialing process. If you have not heard back after two weeks, reach out to Captain Nick Bibeau at [nicholas.a.bibeau@dos.nh.gov](mailto:nicholas.a.bibeau@dos.nh.gov).