

## MEMORANDUM

**DATE:** February 25, 2008  
**TO:** Kansas Fire Service Instructors  
**FROM:** Kansas Fire & Rescue Training Institute  
**SUBJECT:** Instructor program & status changes

Dear Instructor,

The existing Field Instructor program at the Institute has been in effect for almost 20 years without modification. During that time the Institute has undergone substantial change in programs and deliveries. The time has come to revise our “Field Instructor” program. In order to lessen the confusion associated with redefining the existing Field Instructor title, we have created two new instructor classifications. Regardless of what title you may have operated under in the past, all instructors will be classified within one of the two new classifications.

1. Fire Department Instructor (In-House Instructor). This category includes certified instructors who teach in their home fire departments or in their mutual aid departments. Fire Department Instructors are not compensated to teach in those departments for credit. Nationally Certified Fire Service Instructors are (will be) automatically awarded this status.

If you have been operating as a Fire Department Instructor (as described above), you need not take any action. Your status/title will be changed automatically.

2. Associate Instructor. Instructors who have applied for, and been awarded Associate Instructor status by the KF&RTI. Associate Instructors are compensated for courses assigned (authorized) by the KF&RTI.

If you have taught for wages from the KF&RTI within the last two years and wish to continue in this status (as an Associate Instructor) you MUST complete the Associate Instructor Application form and return it to the KF&RTI no later than April 1, 2008. If you are currently a Field Instructor who has worked for the Institute within the last two years, no resume is required. Instructors not having served in the capacity within the last two years must include a resume with the application. Once the Institute reviews all of the forms, we will confirm the status of all newly classified Associate Instructors by April 30, 2008.

Please visit the KF&RTI web page ([www.continuinged.ku.edu/fire/](http://www.continuinged.ku.edu/fire/)) for detailed information on the revisions to our Instructor Program. Once reaching our web page, click on the Instructor Program link. This link will take you to the Instructor Program Criteria document which contains details of the revised program. You can also call the Institute toll-free 866-804-8841 to request a copy of the Instructor Program Criteria or ask questions about these changes.

The changes outlined in this memo will become effective on April 30, 2008.

Attachment: Associate Instructor Application form