



## State Fire Instructor Renewal Application Guide

### Purpose

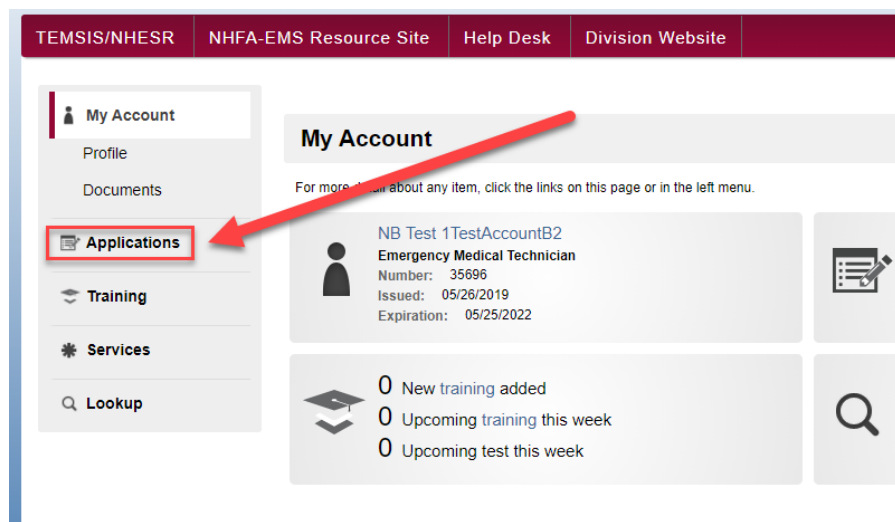
This guide will outline the process to renew your State Fire Instructor Certification in RespondNH.

Users of RespondNH can now generate a renewal application request from their individual RespondNH accounts. This request will be automatically sent to the appropriate NHFA-EMS staff for approval.

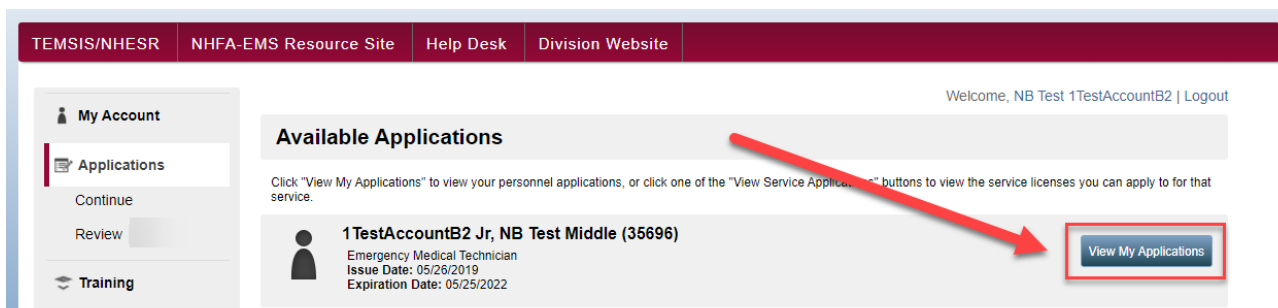
If you have questions about this process, you may halt this application and contact The Division of Fire Standards and Training & EMS at [fstems@dos.nh.gov](mailto:fstems@dos.nh.gov) or 603-223-4200.

### Application Procedure

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



4. Select “View My Applications”:



- Select Name Change Application 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 Chief Doherty at: <mailto:scott.m.doherty@dos.nh.gov>*

- The application form will open automatically.

### 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

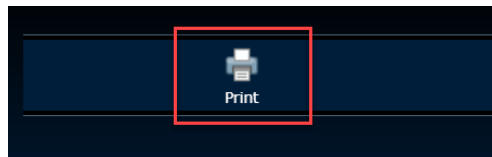
You must provide a transcript of the courses in which you have taught in the previous 12 months. If you are a staff instructor for the Department of Safety, Fire Standards and Training & EMS, you can export your Horizon Staff Scheduler Personal Class Schedule following these steps:

- Log into your Horizon account
- Navigate to “Personal Class Schedule”

- 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 continuing education. Please provide the dates, hours, locations, topics, and CREF #’s (if applicable) of at least 6 hrs of instructor Con Ed to renew by this method. 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](#)