BOULDER COUNTY REGIONAL
FIRE TRAINING CENTERS

TO:	Live Burn Instructor-in-Charge Certificate Holders	FROM:	BCRFTC Board of Directors
SUBJECT:	Live Burn Instructor-in-Charge Recertification Guidelines	DATE:	Nov. 1, 2007

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1. A candidate must initially complete a four hour basic Live Burn Instructor Orientation class sponsored by the Board of Directors with a certified Train the Trainer.

2. Upon completion of the Live Burn Instruction Orientation four hour class the candidate must complete an initial four hour live fire practical drill at the facility or facilities they desire to be certified for which will be sponsored by the Board of Directors with a certified Train-the-Trainer.

3. In order to maintain a specific facility certificate each member must conduct and be in charge of at least three live burn drills at this facility in a three year period. This will apply to each facility they are certified for.

4. The members will be required to document their live fire trainings they were in charge of with an official department training document. They will submit these documents to the BCRFTC Board of Directors with a letter requesting recertification of their Live Burn Instructor-In-Charge certification for each facility ninety days prior to their certificate expiring. No grace period will be offered.

5. The members will also need to complete a two hour live burn instructor orientation refresher course in the three year period along with their live fire drill documentation to qualify for recertification.

6. If a member's LBIIC or Train-the-Trainer certificate expires, the member must submit in writing a circumstantial letter to the Board of Directors detailing why/how they allowed the certificate to expire. The Board of Directors will determine the terms and conditions of any reinstatement on an individual basis.

7. Each certification will expire in a three year period from date of issue.