



FIRE SERVICE TRAINING

1723 W. Tyler
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Information for Prospective Field Instructors

Congratulations on your interest in joining our professional team of field instructors at Oklahoma State University – Fire Service Training (FST). Since its beginning, FST has depended on part-time field instructors to provide quality training on the latest fire and emergency services topics to the emergency responders in Oklahoma. Our field instructors include volunteer fire fighters, career fire fighters, retired fire fighters, emergency medical technicians and specialists from industry.

By requesting information on the field instructor program you have taken the first step in joining the program. A hiring process is used to identify and select the best-qualified instructors available. This process begins with you submitting an application package for review. The application package must include the following items.

A current résumé that highlights your professional training and experiences. Experience in specific subject areas should be noted. For example, if you are a hazardous materials technician and are active on your department's haz mat team, that should be noted in your résumé. Please limit your résumé to no more than two (2) pages. Also, ensure your contact information, including email, is listed.

A copy of all college transcripts that may apply to the position of field instructor. For example, if you have an interest in teaching hazardous materials chemistry and you have taken 15 semester hours of chemistry at your local college, submit that transcript. It will be helpful to the evaluators if you highlight those courses that you believe are pertinent.

Copies of all professional certifications, training certificates from courses, etc. To be considered for field instructor you must have certification as a Fire Instructor I. Remember, you must have training and/or certification in any area that you have a desire to teach. For example, if you have a desire to teach leadership to company officers you need to be certified as a Fire Officer I.

Two letters of recommendation from a current FST field instructor, an active member of the Fire Service Instructors of Oklahoma, a current chief officer or an FST staff member. The purpose of the letter is to verify that you have professional credibility with someone in a leadership or training position in the Oklahoma fire or emergency services.

A letter of interest from you in which you clearly state the reasons you wish to be a field instructor. In the letter you should identify the topics you wish to teach and why you believe you are qualified to teach those subjects. Please limit your letter to no more than two (2) pages.

Please keep in mind that to even be considered for a field instructor position you must be certified as a Fire Instructor I and have at least four (4) years of active experience in an emergency services field such as the fire service, EMS, hazardous materials response, industrial safety, etc. Please refrain from submitting an application package if you do not meet these minimum requirements.

The application package should be professionally submitted in a binder or notebook. The cover of the binder or notebook must list your name, address, and telephone number. The application package should be mailed to the following address.

Oklahoma State University – Fire Service Training
Attn: Prospective Field Instructor
1723 W. Tyler St.
Stillwater, OK 74078