MBFTE QUALIFIED INSTRUCTOR APPLICATION PROCESS

STEP 1

- Click on Qualified Instructor Application link
    - Contact the MBFTE if you get an error message at any time while applying
- Read and acknowledge Data Practices Notice
- Complete application (name, contact information, email address must not be a shared email)
    - Employer is your fire department or training provider(s) that you instruct for
- **Certifications Section**
    - Enter certification number and upload Pdf copy of your certificate or card for each
    - Click "Continue" (yellow box)

STEP 2

- **Select the appropriate standard(s) that you are applying for as a Qualified Instructor** (supporting credentials are needed for each discipline checked to be considered as "Approved")
    - Go back and click on **Maintain Attachments**
- Use the drop-down arrow in the "Attach To" box (to the right) and select each applicable standard(s), then use the **Browse** button to attach Pdf supporting credentials(s) and select **Upload File**. Repeat steps as needed. Close the window when finished.
- Read and electronically sign your application by clicking on the "**Apply"** button at the bottom
    - Close your browser
- You will receive an email with an acknowledgement that the MBFTE has received your application and your temporary Password will be provided to you.
    - All notifications will be made via a "DO NOT REPLY" email address by the MBFTE
        - Check your SPAM folder if you do not receive an email from the MBFTE
- You will be notified by email again once your application has been reviewed by the MBFTE and your Qualified Instructor status has been updated.

STEP 3

- **Supporting Documentation Section (all uploads must be in Pdf format)**
    - Click on **Maintain Attachments**
    - Click on Browse button next to Application Attachments
        - Select the file in your computer that has your fire service resume` or professional resume` and double-click on it
    - Click the drop-down arrow in the Select Document Type box that says "**Resume`**" and then click the **Upload File** button
    - Upload your Continuing Education documentation in the same way as your resume`
        - Select "**Continuing Education**" from the drop-down arrow in the Select Document Type box
            - Multiple pages can be scanned and uploaded as one Pdf file *(Hint: Label your file as "Qualified Instructor Continuing Ed" or something similar)*
    - Upload your Instructional Hours documentation in the same way as Resume` and Continuing Education
        - Multiple pages can be scanned and uploaded as one Pdf file *(Hint: Label your file as "Instructional Hours" or something similar)*

- Select "**Instructor Hours**" from the drop-down arrow in the Select Document Type box
- Upload any other documents (if applicable) in the same way as described above
  - Select "**Othe**r" from the drop-down arrow in the **Select Document Type** box
    - If you are an applicant that only meets the criteria under <u>section b</u> of the credentials for Qualified Instructor, upload your documents (course outline, objectives, and outcomes) under **"Other"**
- Close the Document Maintenance window (Close button is located on bottom right)