

MAINE SERC TRAINING STANDARDS

Last Revised 11/8/2021

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These standards have been developed to define the minimum requirements for a training entity to be reimbursed for hazardous materials courses.

I. Training Entity Requirements

1. Curriculum Development
 - a. Training Entities must develop courses that meet the core competencies defined in the current edition of NFPA 472, as well as any mission specific competencies required by the authority having jurisdiction.
2. Lead Instructors
 - a. Training Entities are responsible for ensuring all instructors meet the requirements outlined by the SERC
3. Assistant Instructor/ Subject Matter Expert
 - a. Any person with sufficient experience or knowledge teaching under the guidance and supervision of the Lead Instructor.
 - b. Examples of areas of utilization include but are not limited to leading a lecture in a specific area or skills stations.
4. Records Retention
 - a. All course information must be kept on file for no less than 7 years and must be made available upon request of the SERC
 - b. Items to be included
 - i. Instructor resume
 - ii. Course roster
 - iii. Course grades
 - iv. Course curriculum
 - v. Psychomotor Skills Evaluation (template provided by the SERC)
5. Minimum/Maximum Class Size
 - a. For the purposes of quality education, the minimum lecture class size has been set at eight students.
 - i. If the class does not meet the minimum enrollment of eight students, the instructor reserves the right to cancel the class or request payment from the local fire department. It is strongly recommended that a written agreement be established between the instructor, the County EMA, and the fire department to clarify responsibilities in such situations. If less than 8 students attend and the instructor decides to hold the class, the SERC will reimburse those attendees only and the requesting agency would be responsible for compensating the instructor for the difference, up to a minimum of 8 students.

- b. For psychomotor skills sessions there shall be a ratio of no more than 5-7 students to 1 instructor
- 6. Summative Exam
 - a. Training Entities are responsible for ensuring there is a summative exam that adequately tests the cognitive knowledge of students.
 - b. All exams and results must be made available at the request of the SERC
 - c. The passing score for any exam will be set at 80%
- 7. Certificates of Completion
 - a. All training entities must furnish a standardized certificate to be kept on file
- 8. All students will be issued a certificate within 30 days of successful completion of the course. (Certificates shall not be issued to students who do not successfully complete the course)
- 9. Course Evaluations
 - a. Course evaluations must be offered at the end of every course
 - b. Evaluations must be submitted to the SERC with course invoice

II. Instructor Minimum Requirements

- 1. ICS 100, 200, 700
- 2. FEMA Instructional Skills Class *
- 3. Experience and education commensurate with level of courses being taught

***Courses currently determined to be equivalent to Instructional Skills Class**

- 1. Maine Criminal Justice Academy - Methods of Instruction
- 2. Certified Fire Instructor 1
- 3. Maine EMS Instructor License
- 4. Centers for Disaster Preparedness – Instructor Certification
- 5. National Association of EMS Educators Instructor Certification
- 6. Bachelor's degree or higher in education
- 7. Demonstrate teaching experience in front of a Training Committee Member
- 8. OSHA outreach for General Industry (Authorized Instructor) (40 hr.)

**COURSE EVALUATION
HAZARDOUS MATERIALS FIRST RESPONDER TRAINING**

COURSE TITLE: _____

COURSE INSTRUCTOR: _____

DEPARTMENT/LOCATION: _____

COURSE DATE(S): _____

EVALUATION DATE: _____

- A. ON A SCALE OF 1 TO 5 WITH 5 BEING HIGHEST, PLEASE MARK THE RESPONSE THAT BEST REFLECTS YOUR OPINION:

	STRONGLY DISAGREE 1	2	3	4	STRONGLY AGREE 5
1. COURSE OBJECTIVES WERE CLEAR	1	2	3	4	5
2. ACTIVITIES SUPPORTED COURSE OBJECTIVES	1	2	3	4	5
3. COURSE MET EXPECTATIONS AND NEEDS OF ORGANIZATION	1	2	3	4	5
4. QUALITY OF INSTRUCTION	1	2	3	4	5
5. CLASS PARTICIPATION WAS ENCOURAGED	1	2	3	4	5
6. QUESTIONS WERE ANSWERED COMPLETELY	1	2	3	4	5
7. DIFFERENCES OF OPINION WERE TOLERATED	1	2	3	4	5
8. PRINTED MATERIALS WERE COMPLETE AND ORGANIZED	1	2	3	4	5
9. AUDIO-VISUAL MATERIALS WERE APPROPRIATE/VISIBLE/EFFECTIVE	1	2	3	4	5

- B. COMMENTS TO IMPROVE THE COURSE: _____

- C. OTHER COMMENTS: _____

THANK YOU.