NJSP HAZARDOUS MATERIALS RESPONSE UNIT INSTRUCTOR TRAINING PROGRAM



APPLICATION FOR INSTRUCTOR



DEPARTMENT OF LAW AND PUBLIC SAFETY



DIVISION OF STATE OF POLICE



HOMELAND SECURITY BRANCH EMERGENCY MANAGEMENT SECTION EMERGENCY RESPONSE BUREAU



DEPARTMENT OF LAW AND PUBLIC SAFETY DIVISION OF STATE POLICE

Hazardous Materials Response Unit

1001 Fire Academy Drive Sayreville, NJ 08872



Homeland Security Branch – Emergency Management Section Emergency Response Bureau

Welcome

As a perspective New Jersey State Police Hazardous Materials Response Unit (NJSP HMRU) instructor candidate, you have elected to begin a process that will impart highly technical information to new and current first responders in the area of Hazardous Materials response.

While this process will challenge your ability and test your knowledge, it is designed to insure that candidates are knowledgeable in the subject, properly trained and are capable of delivering factual, timely and correct information to emergency responders.

INSTRUCTIONAL ACTIVITIES

As a TTT candidates, you are required to already have attended and completed the class as a student. As a TTT candidate, the expectation is that they know the program well. Train-the-trainers candidates are expected to come to class ready to teach the class they have applied for.

During this process, you will be evaluated as to your ability and your technical knowledge of the specific topic.

<u>PRETEST</u>

Each TTT candidate will be completing a pre-test in the usage of the 2012 edition US-DOT Emergency Response Guidebook in the first 30 minutes of the class. Individuals must pass this pre-test with 95 % score. Pre-test is open book, which will be provided.

A list containing sample questions for your reference is attached.

POST TEST & Class Evaluation

- Each TTT specific class will have a post test. Post test must be completed with 90% OR BETTER TO QUALIFY AS A HMRU INSTRUCTOR.
- 2. Each Instructor candidate will be evaluated in their teaching style and technical knowledge via demonstration in the subject matter. By completing a 10 minute presentation.

For direct assistance on any of the training programs contact: Theodore K. Cashel, CFEI
NJSP HMRU
1001 Fire Academy Drive
Sayreville, NJ 08872
732-721-4040 Office
732-721-4676 Fax
LPPCASHT@gw.njsp.org E-mail

NJSP HMRU Train-the Trainer Applications

Individuals interested in becoming an Instructor in any of the NJSP HMRU Training programs will need to begin the process by completing the attached form.

This form uses Adobe Acrobat software. Adobe Reader version 7.0 is available from www.adobe.com THE APPLICATION MUST BE COMPLETED USING ADOBE READER FOR CLARITY PRIOR TO SUBMISSION.

ALL APPLICATIONS MUST BE ACCOMPANIED BY COMPLETE DOCUMENTATION. THOSE APPLICATIONS WITH INCOMPLETE DOCUMENTATION WILL NOT BE REVIEWED. HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

Part I

Start by clicking on the <u>Name</u> field and <u>tab</u> through the remaining questions. Once finished, print a copy. Mail or fax form along with your supportive documentation.

PART II

In PART II is designed to show which documents you are submitting and relying upon. Indicate by placing a date from your class certificate. Select the type of instructional training you have and then select the experience level by hours of training per month or per year that you are the lead instructor.

PART III

Check all boxes that apply. It is highly recommended that you save or print the finished form for you records. This printed record can also be used to mail or fax into our office if you run into difficulty or do not have an email account.

SIGNATURES / DATES

Sign the form and obtain signature of Chief Officer and date signed.

This Application form is used for all NJSP HMRU TTT candidates. As such if you are currently an NJSP HMRU Instructor and are applying for another TTT subject, <u>all you need to submit is the first page and the specific documentation</u> (application form) as all other data is already received in HMRU database.

Documentation (certificates etc) can be sent via e-mail (preferred) FAX, or via regular mail. NJSP HMRU will confirm via E-mail receipt of your application and documentation.

Submit all supporting documentation via e-mail, regular mail or fax with application form.

732-721-4040 Extension 17 Office (questions & messages) 732-721-4672 FAX

LPPCASHT@GW.NJSP.ORG

NJSP HMRU 1001 Fire Academy Drive Sayreville, NJ 08872



NEW JERSEY STATE POLICE HOMELAND SECURITY BRANCH SPECIAL OPERATIONS SECTION TECHNICAL RESPONSE BUREAU HAZARDOUS MATERIALS RESPONSE UNIT



TRAIN-THE-TRAINER CRITERIA

TRAIN-THE-TRAINER, APPLICANTS MUST SUBMIT A RESUME, AN HMRU TRAIN-THE-TRAINER REGISTRATION FORM, AND SUPPORTING CERTIFICATES AS LISTED.

REGISTRATION FORMS ARE AVAILABLE VIA REGULAR MAIL, OR FAX OR THROUGH THE NJSP HMRU OFFICE (732) 721-4040. OR THE WEB SITE AT http://njsp.org/divorg/homelandsec/hrmu.htmlhtml.

Use the http://njsp.org/divorg/homelandsec/hrmu.html#ttt (Application Packet) to apply for TTT courses. Copies of all supporting certificaties must accompany the application. Applicatins will be discarded if not complete.

Instructor candidates MUST FULFILL STANDARDS IN OSHA RULE 29 CFR PART 1910.120 PARAGRAPH (q) (7).

1910.120(q)(7)

Trainers. Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. National Fire Academy, or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

ALL DOCUMENTS TO BE SUBMITTED TO THE ATTENTION OF:

NJSP HMRU 1001 FIRE ACADEMY DRIVE SAYREVILLE, NJ 08872 Attn: Theodore K. Cashel, ERS PHONE (732) 721-4040 ext. 17 FAX (732) 721-4672 E-MAIL: LPPCASHT@GW.NJSP.ORG

<u>Prerequisites</u>

	Z.MAT AWARENESS 00008	CDI	KNE AWARENESS 00091
	Must have taken the NJSP HMRU HAZ. MAT. Awareness and		Must have taken the NJSP HMRU CBRNE Awareness and
	Operations course in order to be an instructor for the awareness		Operations course in order to be an instructor for the awareness
	course.		course.
	Must have attended an 80/40 hour instructor training or method of		Must have attended an 80/40 hour instructor training or method of
	instruction (MOI) course, or basic EMT instructor or fire service level 2		instruction (MOI) course, or basic EMT instructor or fire service level
	or a state certified teaching degree from an accredited learning		2 or a state certified teaching degree from an accredited learning
	institution.		institution.
			Must have 40 hours (actual classroom time as instructor) of related
	training within the last two years. (Documented) Completion of		training within the last two years. (Documented) Completion of
	Attachment Proof of instructional expereince)		Attachment Proof of instructional expereince)
	Must presently be working with an agency that is part of the		Must presently be working with an agency that is part of the
	emergency response community.		emergency response community.
			Resume
	Completed Instructor Experience & References attachments		Completed Instructor Experience & References attachments
HA	Z.MAT. OPERATIONS 06010	CBR	RNE OPERATIONS 06092
	Must have taken the NJSP HMRU Haz Mat Awareness and		Must have taken the NJSP HMRU CBRNE Awareness and
	Operations course and the NJSP-HMRU 80 hr. Hazardous Material		
	Operations course and the NJSP-HMRU 80 hr. Hazardous Material Technician course, or the equivalent training and/or experience, to be		Must have taken the NJSP HMRU <u>CBRNE Awareness and Operations</u> course in order to be an instructor for the operations course.
	<u>Operations course</u> and the NJSP-HMRU <u>80 hr. Hazardous Material Technician course</u> , or the equivalent training and/or experience, to be an instructor for the operations program.		Must have taken the NJSP HMRU <u>CBRNE Awareness and Operations</u> course in order to be an instructor for the operations course. Must have attended an 80/40 hour instructor training or method of
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NJSP HMRU Train the Trainer Criteria Page 2

Prerequisites

		Must have taken the NJSP HMRU HAZ MAT Awareness and Operations course and the NJSP-HMRU 80 hr. Hazardous Material technician course, or the equivalent training and/or experience, to be an instructor for the Operations program. Must have attended an 80/40 hour instructor training or method of instruction (MOI) course, or basic EMT instructor or fire service level 2 or a state certified teaching degree from an accredited learning institution. Must have 40 hours (actual classroom time as instructor) of related training within the last two years. (Documented) Completion of Attachment Proof of instructional expereince) Must presently be working with an agency that is part of the emergency response community. Resume Completed Instructor Experience & References attachments.		instruction (MOI) course, or basic EMT instructor or fire service level 2 or a state certified teaching degree from an accredited learning institution.
L				ing Course
_		Specialty Tra	uni	ing Course
	DEC	CON 02026	LE	<u> APR-PPE TTT 02032</u>
		Must have taken the NJSP HMRU <u>Haz Mat Awareness and</u>		
		Operations course and the NJSP-HMRU 80 hr. Hazardous Material		equivalent training .
		<u>Technician course</u> , or the equivalent training and/or experience, to be an instructor for this program.		Must have taken the NJSP HMRU <u>CBRNE Awareness</u> Must have attended an 80/40 hour instructor training or method of
		Must have taken the NJSP HMRU <u>CBRNE Awareness and</u>		instruction (MOI) course, or basic EMT instructor or fire service level 2
	ш	Operations course in order to be an instructor for the Tier I & II		or a state certified teaching degree from an accredited learning
		programs.		institution.
		Must have attended an 80/40 hour instructor training or method of		Must have 40 hours (actual classroom time as instructor) of related
		instruction (MOI) course, or basic EMT instructor or fire service level		training within the last two years. (Documented) Completion of
		2 or a state certified teaching degree from an accredited learning		Attachment Proof of instructional expereince)
		institution.		Must presently be working with an agency that is part of the
		Must have 40 hours (actual classroom time as instructor) of related	_	emergency response community.
		training within the last two years. (Documented) Completion of		Resume
		Attachment Proof of instructional expereince)		Completed Instructor Experience & References attachments
	ш	Must presently be working with an agency that is part of the emergency response community.		
		Resume		
		Completed Instructor Experience & Reference attachments		
ŀ		IFINED SPACE OPERATIONS 06023	НΔ	AZ.MAT. On-Scene Commander 06016
		Must have taken the NJSP HMRU Haz Mat Awareness and Confined		Must have taken the NJSP HMRU <u>Haz Mat Awareness and</u>
		Space Awareness course and the NJSP-HMRU 16 hr. Confined		Operations courses and the NJSP-HMRU CBRNE Awareness &
		SpaceOperations course, to be an instructor for the operations		Operations (Formerly WMD) It is Highly recommended to have
		program.		completed the 80 hr. Hazardous Material Technician course.
		Must have attended an 80/40 hour instructor training or method of		Must have attended and completed IMS Level I & II DFS
		instruction (MOI) course, or basic EMT instructor or fire service level		Or Completed ICS 100, 200, 300 and ICS 700, 800 courses.
		2 or a state certified teaching degree from an accredited learning		ICS/IMS Documents/Certificates (attached)
		institution. Must have 40 hours (actual classroom time as instructor) of related		Must have attended an 80/40 hour instructor training or method of
	Ш	training within the last two years. (Documented) Completion of		instruction (MOI) course, or basic EMT instructor or fire service level 2 or a state certified teaching degree from an accredited learning
		Attachment Proof of instructional expereince)		institution, or vo-tech instructor certification.
		Must presently be working with an agency that is part of the		
		emergency response community.		training within the last two years. (Documentation required)
		Resume		Completion of Attachment Proof of instructional expereince)
		Completed Instructor Experience & References attachments.		Be evaluated by staff instructor's during TTT course.
				Must presently be working with an agency that is part of the
				emergency response community and possess 5yrs experinence as
				part of Hazardous Materials Response Team and or experience.
				Resume
-				Completed Instructor Experience & References attachments

NJSP HMRU Train the Trainer Criteria Page 3

HAZ.MAT. TECHNICIAN 06012 ☐ Must have taken the NJSP HMRU Haz Mat Awareness and ☐ Operations assure and the NJSP HMRU Haz Mat Awareness and	The following evaluation criteria for certification of hazardous materials instructors will be followed.
Operations course and the NJSP-HMRU 80 hr. Hazardous Material Technician course. ☐ Must have performed 40 hrs. in NJSP HMRU HM Technician Class as	 Potential instructors will be evaluated in their area of subject matter expertise.
a Apprentice (trainee) at Middlesex County Fire Academy and	□ Potential instructors will be required to demonstrate their skills and
☐ Be evaluated by staff instructor's upon conclusion of 40 hrs.	knowledge in the classroom and or skill station setting.
☐ Must have attended an 80/40 hour instructor training or method of instruction (MOI) course, or basic EMT instructor or fire service level 2 or a state certified teaching degree from an accredited learning	 Periodic or follow-up evaluations or recertification requirements Prior hands-on experience in hazardous materials response Prior experience in performing the tasks being taught.
institution, or vo-tech instructor certification.	
☐ Must have 40 hours (actual classroom time as instructor) of related training within the last two years. (Documentation required)	General
$\hfill \square$ Must presently be working with an agency that is part of the	It is recommended that the individual delivering First Responder Programs
emergency response community and possess experinence as part of Hazardous Materials Response Team.	demonstrate competency at least one level above the planned training program delivery.
There are five (5) catagories of Instructor specific to HMRU.	"Job knowledge - thorough knowledge of the content to be taught; knowledge of how the information, techniques, and principles apply to
1. MASTER INSTRUCTOR 2. LEAD INSTRUCTOR	performing the job; understanding the difficulties and problems that arise
3. INSTRUCTOR	on the job; and specific training or education in the subject matter being taught.
4. APPRENTICE INSTRUCTOR	taught.
5. GUEST	"Job experience - actual work experience directly related to the subject
Definitions.	matter (have performed the job being taught) and experience in hazardous materials response.
MASTER INSTRUCTOR is an individual who has over 10 years experience in the hazardous material response field. Has over 10	·
years experience in classroom instruction and or skill station experience. Individual is capable of performing in a lead	"Training knowledge - successful completion of an instructor training course that covers the principles of learning, methods and sequencing of instruction, methods of testing and evaluation, preparing performance
instructor/Instructor role and supervise any areas of the training curriculum.	objectives and lesson plans, training liability, and oral and written communication skills
LEAD INSTRUCTOR is an individual who has 5-7 years experience in	"Personal qualities patience and understanding, enjoyment of and
the hazardous material response field. Has 5-7 years experience in classroom instruction and or skill station experience. Individual is	respect for students, and flexibility. "Sensitivity to cultural diversity among students.
capable of performing in a specific topic as a lead	□ An instructor delivering a First Responder Awareness Program
instructor/Instructor role and may supervise the specific station or classroom topic.	should be competent at the First Responder Operational level or above.
<u>INSTRUCTOR</u> is an individual who has 3-5 years experience in the hazardous material response field. Has 3-5 years experience in	 The instructor should also be competent in adult instructional techniques. When selecting instructors for the technician and incident commander
classroom instruction and or skill station experience. Individual is utilized primarily in skill station capacity.	levels the material becomes increasingly more technical and decision oriented.
APPRENTICE INSTRUCTOR This is the entry level for instructor training and is an individual who has 2 years experience in the	It is imperative that instructors have the job experience and presentation skills necessary to successfully deliver the selected program.
hazardous material response field. Has 2 years experience in	Train the trainer programs provide the opportunity for existing instructors
classroom instruction with at least 40 hours classroom/skill station experience.	to become familiar with a program and instructional techniques associated with the program delivery.
$\underline{\text{GUEST}}$ $\underline{\text{INSTRUCTOR}}$ is an individual that has highly specific	
knowledge and or experience in an area or topic addressing hazardous materials/WMD response issues.	
Hospital Operations 06078	
Must have the NJSP HMRU <u>Haz Mat Awareness and Operations course</u> or the equivalent training and/or experience, to be an instructor for this program.	
☐ Must have taken the NJSP HMRU <u>CBRNE Awareness and</u>	
Operations course or the equivalent training and/or experience.	
☐ Must have attended an 80/40 hour instructor training or method of instruction (MOI) course, or basic EMT instructor or fire service level	
2 or a state certified teaching degree from an accredited learning	
institution.	
☐ Must have 40 hours (actual classroom time as instructor) of related training within the last two years. (Documented) Completion of	
Attachment Proof of instructional expereince)	
 Must presently be working with an agency that is part of the emergency response community or be connected to Medical 	
Community.	
☐ Submission of Resume	

Completed Instructor Experience & Reference attachments



New Jersey State Police Hazardous Materials Response Unit Train-the-trainer Application



PRINT CLEARLY ALL REQUESTED INFORMATION

PART 1				Police, E	MS, Fire, Health, etc			
NAME				TYPE	OF AGENCY			
DEPT.					WORK PH#	()	
MAILING ADDRESS					HOME PH#	()	
TOWN			STATE		ZIP CODE			
FAX#	()				S.S. #			
E-Mail			_		E-mail will be use so print neatly	d to cor	nfirm your a	ttendance,
) All applications for T			
PART 2					ethodology training. (So START OF CLAS		ication Sheet)	
CI	ass You are	applying	for:					
Date Attended		,		Date Attended			,	1
Date Attended		1	1	 Date Attended			/	1
		1	/				/	1
Date Attended		1	/	Date Attended			/	/
Date Attended	-	1	1	Date Attended				/
Instructor Train (Select)	ing				tional Experience	ed)		
PART 3		sponse Uni	t. I as Supervi	s requesting to a	ttend a HazMat train Head have verified th	ing cour		
	Applicant is a	ctively invo	lved with a Haz	zardous Materials	s/Emergency Respon	se within	n the departr	nent.
	Applicant has rejection of ap		II requested do	ocuments as req	uired for TTT class.	Missing	d ocuments	will result in
	hands-on acti Applicant has requested for	vities. already at the T TT a	ended the cou	rse as a student. y completed an	condition and is a ble Can demonstated p approved (methods	roficienc	cy above the	elevel
	Applicant will	be covered		orkman's Compe	nsation insurance ar ability for any injuries			
	of Supervisor		•				5 .4	
(pr	int)		Sup	ervisor Signature	1		Date	
NJSP HAZMAT Response Unit Middlesex County Fire Academy 1001 Fire Academy Drive Sayreville, NJ 08872 Fax # (732) 721-4672		addı For (732	Mail or fax applications to the NJSP at the address/number to the left For further info. contact the HAZMAT Response Unit at (732) 721-4040 LPPCASHT@GW.NJSP.ORG					



Applicant Information

NEW JERSEY STATE POLICE

HOMELAND SECURITY BRANCH
SPECIAL OPERATIONS SECTION
TECHNICAL RESPONSE BUREAU
HAZARDOUS MATERIALS RESPONSE UNIT



TRAIN-THE-TRAINER CRITERIA

Proof of Two(2) years (40) hours Experience in providing Instruction

Name_____ E-mail _____ Ph # Work _____ Ph# Cell ____ Ph# Home ____ Signature _____ Date____ **Course Information** Course Name Dates Location Sponsoring Agency Course Name Dates Hrs. Location Sponsoring Agency Course Name Dates Hrs. Location Sponsoring Agency Course Name Dates Hrs. Location Sponsoring Agency Course Name Location Sponsoring Agency Course Name Dates Hrs. Location Sponsoring Agency Dates Course Name Hrs. Location Sponsoring Agency Course Name Dates Hrs. Location Sponsoring Agency Course Name Dates Hrs. Location Sponsoring Agency Dates Course Name Hrs. Location **Sponsoring Agency**

May Include or attach any additional courses offering or presentations.



Applicant Information

NEW JERSEY STATE POLICE

HOMELAND SECURITY BRANCH
SPECIAL OPERATIONS SECTION
TECHNICAL RESPONSE BUREAU
HAZARDOUS MATERIALS RESPONSE UNIT



TRAIN-THE-TRAINER CRITERIA

Profession References Individualswho can provide details of your experience in providing Instruction <u>Attachment</u>

Name		E-mail	
Phone # Work	Phone Cell		_ Ph Home
Signature	Date		-
Reference #1			
Name		Title _	
Organization/Company			
How do you know this person?			
Phone		E-mail	
Reference #2			
Name		Title	
Organization/Company			
How do you know this person?			_How long Have you known
Phone		E-mail	
Reference #3			
Name		Title	
Organization/Company			
How do you know this person?			
Phone		E-mail	
Reference #4			
Name		Title	
Organization/Company			
How do you know this person?			
Phone		E-mail	

Examples of the questions that can be expected:

Questions are all based upon the 14th Edition of the NJSP HMRU HazMat Awareness (Course # 06007) student reference guide, and the 2012 edition of the US DOT ERG.

Sample Question #1

The 2012 DOT ERG is broken down into how many major sections

- a. 4 sections
- b. 5 sections
- c. 3 sections
- d. 9 sections

Answer: 5 sections White, Yellow, Blue, Green and Orange

Sample Question #2

The NFPA 704 symbol utilizes 4 colored areas or fields. The RED field designates

- 1. Fire Hazard
- 2. Ignition Temperature
- 3. Combustibility
- 4. Fire Severity

Answer: Fire Hazard

Sample Question #3

Duties of the Awareness trained responder includes:

- 1. Secure the scene, attempt ID, make notification
- 2. Call CHEMTREC, Call DEP-NJ, call the fire dept.
- 3. Call DEP-NJ, Call NJSP headquarters, call police
- 4. Eliminate ignition sources, dike drains, remove victims

Answer: Secure the scene, attempt ID, and make notification

Sample Question # 4

Hazardous Materials Awareness level training is:

- 1. Offensive
- 2. Defensive
- 3. Site specific
- 4. All are same

Answer: Defensive – OSHA 29 CFR 1910.120 (q) 6. No intentional contact with materials.