



## RE-APPLICATION FOR FIRE INSTRUCTOR I, II, III and II/III RE-CERTIFICATION AFTER RECENT EXPIRATION

*A 30-day grace period is extended to anyone that has failed to meet the original deadline. You must pay the \$50 fee if you have exceeded the 30-day grace period.*

**Name:** \_\_\_\_\_ **PSID:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Step 1.** Submit completed **Indiana Fire Service Instructor Recertification** documenting all required continuing education hours completed prior to the original expiration date and this form by email to [firecertifications@dhs.in.gov](mailto:firecertifications@dhs.in.gov).

**Step 2. Check:** Pay \$50 fee payable by check to **Indiana Department of Homeland Security**.

*Send to:*

Indiana Fire & Public Safety Training Academy  
Attn: Instructor Recertification  
302 W. Washington St., Room E208  
Indianapolis, IN 46204

or

**Credit Card:** Pay \$50 fee payable by VISA, MasterCard, American Express, or Discover.

**NOTE: THERE WILL ALSO BE A 2.25% PROCESSING FEE ADDED TO THE TRANSACTION.**

Full Name on Credit Card:

Phone:

Billing Address:

City:

State:

ZIP:

Credit Card #:

Expiration Date:

CVV2:

(Code on card)

### 655 IAC 1-2.1-2.1 Instructor I and Instructor II/III recertification process after expiration

Authority: IC 22-14-2-7 Affected: IC 22-14-2-7 Indiana

Sec. 2.1. (a) If a properly completed report of continuing education is submitted within one hundred twenty (120) calendar days after the expiration of the Instructor I or Instructor II/III certification, together with the required documentation to show that the applicant has completed all required continuing education within the required years prior to the expiration of the certification, and a fifty dollar (\$50) reapplication fee, the certification will be reinstated on the date that the board staff determines that the required report, documentation, and reapplication fee have been properly submitted.

(c) On and after June 1, 2013, the expiration date of the certification will be two (2) years from the expiration of the previous, expired certification. (Board of Firefighting Personnel Standards and Education; 655 IAC 1-2.1-2.1; filed Aug 2, 2012, 11:53 a.m.: 20120829-IR-655110730FRA; readopted filed Sep 9, 2013, 8:27 a.m.: 20131009-IR-655130180RFA; readopted filed Sep 19, 2019, 4:10 p.m.: 20191016-IR-655190177RFA)

