



**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**  
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# Memo

Date: August 28, 2018

To: Minnesota Fire Service

From: Steve Flaherty, Executive Director

Re: MBFTE Qualified Instructor Program

The Minnesota Board of Firefighter Training and Education (MBFTE) is in the process of redesigning its Qualified Instructor program. The timeline for implementing the new Qualified Instructor program is dependent upon a key element in having the 2019 MN State Legislature add into the MBFTE's existing statute (MS 299N) that the MBFTE also has the authority to carry a Qualified Instructor list.

In conjunction with the statutory change, the MBFTE is in the process of expanding their database to support the updated Qualified Instructor program. This expansion will allow potential qualified instructors to apply for and upload their documentation to the MBFTE for consideration. The database will also provide an individual portal for each qualified instructor to upload and store their supporting documentation related to the criteria needed to maintain and renew their qualified instructor status.

The expected timeline for completion of the database expansion and the ability for candidates to apply for and be approved as an MBFTE Qualified Instructor is early in the calendar year 2019 in conjunction with the end of the 2019 Minnesota Legislative Session. The expected date to integrate the Qualified Instructor program with the MBFTE Training Reimbursement program is July 1, 2019.