



# STATE FIRE TRAINING

## INSTRUCTOR CODE OF ETHICS/CONDUCT

### **MISSION STATEMENT**

The instructor, believing in the worth and dignity of every person, recognizes the importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The instructor accepts the responsibility to adhere to the highest ethical standards.

The instructor recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of peers, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. This code of ethics/conduct indicates the aspiration of all instructors and provides standards by which to judge conduct.

### **PRINCIPLE I**

#### ***Commitment to the Student***

The instructor strives to help each student realize his or her potential as a worthy and effective member of the fire service. The instructor therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the instructor...

- 1) Shall create a positive learning environment for all students.
- 2) Shall encourage students to think and act independently in their pursuit of learning.
- 3) Shall encourage critical thinking and expression of varying points of view.
- 4) Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety.
- 5) Shall not be under the influence of illicit drugs or alcohol during any portion of a class.
- 6) Shall foster and support the diversity each student brings to the classroom.
- 7) Shall treat all students with equal respect and provide equal opportunities.
- 8) Shall establish and maintain the student/instructor professional relationship.
- 9) Shall not intentionally expose the student to embarrassment or disparagement.
- 10) Shall promote an environment that is free of inappropriate racial, ethnic, religious, political, or sexual comments.
- 11) Shall not use profane or abusive language.
- 12) Shall maintain each student's right to privacy and confidentiality.
- 13) Shall do everything possible to impart knowledge relevant to student's success.

### **PRINCIPLE II**

#### ***Commitment to the Training and Education Profession***

The training and education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In fulfillment of the obligation to the profession, the instructor...

- 1) Shall be honest and above reproach when presenting their instructional qualifications by giving only accurate information.
- 2) Shall maintain classroom integrity by allowing only authorized instructors to teach.
- 3) Shall disclose information obtained in the course of professional service only when disclosure serves a compelling professional purpose or is required by law.
- 4) Shall maintain professional integrity by not accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**PRINCIPLE III**

***Commitment to State Fire Training***

In the belief that the quality of the services of the education profession directly influences the state and its citizens, the instructor shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the instructor...

- 1) Shall maintain exam integrity by not distributing old or new exams for student review.
- 2) Shall teach the course to meet the course objectives and course goals set by State Fire Training.
- 3) Shall administer the certification exam under direct, visual supervision.
- 4) Shall adhere to the policies and procedures of State Fire Training.
- 5) Shall monitor student attendance daily and document the approval of any absences.
- 6) Shall keep up-to-date on the topics they are registered to teach.
- 7) Shall not teach to the exam.
- 8) Shall adhere to all copyright laws.
- 9) Shall meet or exceed the course content requirements.
- 10) Shall use, at a minimum, the course materials identified by State Fire Training as required for the course.
- 11) Shall request course approval prior to course delivery in accordance with State Fire Training policy.
- 12) Shall return all State Fire Training class materials promptly and in accordance with State Fire Training policy.
- 13) Shall submit payment when obligated.
- 14) Shall confirm with the registrar that all students meet the course prerequisites.
- 15) Shall ensure the student/instructor ratio is maintained at all times.
- 16) Shall inform State Fire Training on any issues found with the curriculum or course delivery.
- 17) Shall report to State Fire Training information about classes and/or instructors that do not meet the standards required by State Fire Training.
- 18) Shall teach only a class or portions of class for which they are qualified.
- 19) Shall report to State Fire Training any negative or harmful classroom dynamics that occurred during the delivery of a State Fire Training class.
- 20) Shall not make false or malicious statements about State Fire Training.
- 21) Shall support the mission of State Fire Training at all times and assume the responsibility of an ambassador.

**This agreement must be signed and filed with State Fire Training to be registered as an instructor.**

**PLEASE WRITE LEGIBLY**

**I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH STATE FIRE TRAINING'S INSTRUCTOR CODE OF ETHICS.**

Date: \_\_\_\_\_ SS# (last 4 digits): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**If mailing in the agreement, please complete the information above and make a copy for your files. Return the original to:**  
**PACE II Coordinator**  
**PO Box 944246**  
**Sacramento, CA 94244-2460**