COMMISSION ON FIRE PREVENTION AND CONTROL

CERTIFICATION UNIT

ADMINISTRATIVE AND OPERATIONS MANUAL

June 2015

CERTIFICATION DIVISION - ADMINISTRATIVE AND OPERATIONS MANUAL

TABLE OF CONTENTS

CHAPTER	SECTION	SUBJECT	Page
1		**Certification System**	**1**
	1.1	Introduction	1
	1.2	How to use this manual	1
	1.3	Mission Statements	1-2
	1.4	Equal Opportunity	2
	1.5	Americans with Disability Statement	3
	1.6	Goals and Objectives	3-4
	1.7	Empowerment	4
2		**Organization and Administrative Procedures**	**5**
	2.1	Purpose	5
	2.2	Federal and State Regulations	5
	2.3	Standards and Accreditation	5
	2.4	Certification Functions and Duties	5-6
	2.5	Adjunct Examiners	6-10
	2.6	Station Evaluators	10
	2.7	General Responsibilities of Adjunct Examiners	10-12
	2.8	Safety and Health Requirements	12-13
	2.9	Live Burn Audits	13
3		**Certification Management**	**14**
	3.1	Purpose	14
	3.2	Certification Responsibilities	14-15
	3.3	Test Bank Management	15
	3.4	Written Examination Consistency	15
	3.5	Multi-level and Combined Level Scoring	16
	3.6	Notification of Examination Scores	16
	3.7	Practical Examination Consistency	16
	3.8	Record Keeping Management	17
	3.9	Record and File Appeal Procedures	17-18
	3.10	Security, Handling and Storage of Test Materials	18-20
	3.11	Test Analysis	20
	3.12	Developing and/or Reviewing Test Items for Validity	20-21
	3.13	Distribution of Materials	21
	3.14	Privacy and Security	21
	3.15	Public Information Disclosure	21
	3.16	Disclosure of Certification Candidate Records	21
	3.17	Third Part Disclosure of Examination Information	22
	3.18	Disclosure of Examination Results	22
	3.19	Disclosure of Examination Results to Certification Candidates	22
	3.20	Certification Revocation and Refusal	22-23
	3.21	Appeal of Certification Policies and Procedures	23
	3.22	Appeals	23-24

4		**Examinations**	**25**
	4.1	Purpose	25
	4.2	Examination Fee Structure	25
	4.3	Candidate Eligibility	25
	4.4	Application Procedure	25-26
	4.5	Re-examination Process	26-27
	4.6	Examination Scheduling	27-28
	4.7	Examination Scheduling	28
	4.8	Non-Fire Service Personnel	28
	4.9	Qualifying Aspects for Specialty Certification Levels	28-29
	4.10	Prerequisite Waiver Policy	29-30
	4.11	Prerequisites for New Accreditation Levels	30
	4.12	Test Item Challenge	30-31
	4.13	Cheating During Examinations	31-32
5		**Assessment**	**33**
	5.1	Purpose	33
	5.2	Performance Criteria	33
	5.3	Assessment of Psychomotor Skills	33-34
	5.4	Skill-Related Evaluation Materials	34
	5.5	Assessment of Cognitive Competency	34
	5.6	Written Test Design	34
	5.7	Multi-Level and Combined Level Examinations	35
	5.8	Question Bank Management	35
	5.9	Examination Absences	35
	5.10	Special Circumstances Examinations	35-37
	5.11	Generally Accepted Accommodations	37
6		**Certification Candidate Procedures**	**38**
	6.1	Purpose	38
	6.2	Certification Division	38
	6.3	Certification Options	38-48
	6.4	Reciprocity	48
Appendix	A	Glossary	A-1
Appendix	B	Blank	B-1
Appendix	C	Blank	C-1
Appendix	D	Sample Questions	D-1
Appendix	E	Blank	E-1
Appendix	F	Examiner Annual Minimum Hour Requirement	F-1

CERTIFICATION DIVISION - REVISION PAGE

Revision Date	Page or Chapter	Summary of Revision
10/18/13	Chapter 6 Page 46-48 Appendix E	1. Added revision page 2. Added Project Based Assessment; 2. Renumbered Reciprocity 3. Commissioner update
10/21/13	Chapter 4	Addition of On Duty Examination Policy
6/30/15	Chapter 3	1. Revision of appeal process 2. Removal of Appendix B, C, E

CHAPTER 1

CERTIFICATION DIVISION ADMINISTRATIVE AND OPERATIONS MANUAL

1.1 INTRODUCTION

1.1.1 The Certification Administrative & Operations Manual (A&O manual) was established by the Commission on Fire Prevention and Control pursuant to Sec. 7-323*l* of the Connecticut General Statutes.

1.1.2 This Manual is intended to provide all division employees and personnel who are attached to the division or who are working under division supervision with written policy and procedures of the division that are consistent with the goals of the division mission statement.

1.1.3 All division employees are subject to all applicable directives of this manual, the Department of Public Safety Administration and Operations Manual, the State Personnel Act, applicable Department of Administrative Services (DAS) regulations, state statutes and various special orders, and all lawful and proper written and verbal directives published or issued by supervisors to which an employee is subordinate.

Pro Board TD 1

1.1.4 Within the State of Connecticut, the certification of Fire Service personnel to various levels of competency reflects performance standards developed by the National Fire Protection Association (NFPA) in compliance with federal, state and local regulations and guidelines for the Authority Having Jurisdiction (AHJ). Nationally accredited, the process is overseen by the Connecticut Commission on Fire Prevention and Control (CFPC) and managed by its Certification Division (Certification).

1.1.5 The operation of Certification can be documented through seven (7) interrelated components:

a. Administrative Manual - policy document
b. Operating Guide - procedures manual
c. Document Review Schedules - tracking documents
d. Examination Procedures - detailed information per certification level
e. Communications Packages - audience-specific detailed procedures
f. Website Communications - documents included in CFPC website
g. Business Continuity Plan – incident/disaster recovery procedures

1.1.6 The intent of the systems approach is to provide a comprehensive framework. Through modular design and the use of templates, the system is structured to offer multi-level response, with detail appropriate for the requesting entity. The result is an efficient process for review and modification reflective of the dynamic character of the Fire Service.

1.2 HOW TO USE THIS MANUAL

1.2.1 Viewed as the driving document for Certification operational policies, this manual includes general policy information supplemented in more depth with charts and reference material located in the Appendix.

1.2.2 Copies of this document are maintained by the Certification office and are available in electronic format on the CFPC website.

1.3 MISSION STATEMENT

1.3.1 Commission on Fire Prevention and Control

Pro Board A3
IFSAC CA 1

The Mission of the Commission on Fire Prevention and Control is to prevent or mitigate the effects of fire and disasters, either natural or manmade, on the citizens of the State of Connecticut. This objective shall be accomplished through the development and delivery of state-of-the-art educational programs designed to meet nationally recognized standards, certification of individuals to such standards and maintenance of up-to-date resources for use by Fire Service personnel, public educators and other first responders.

1.3.2 Certification Division

The Commission on Fire Prevention and Control, Certification Division is committed to the development and maintenance of organizational procedures, which allow for fair and consistent

evaluation and certification of the Connecticut Fire Service to various National Fire Protection Association Professional Standards and maintenance of certification records

1.4 EQUAL OPPORTUNITY

Pro Board PA 1
IFSAC CA 8

1.4.1 Non-Discrimination Policy

The Commission on Fire Prevention and Control (CFPC), Certification Division (Certification) is committed to providing a testing atmosphere free from discrimination and harassment. Our mission success depends on it. Certification staff and candidates deserve nothing less. CFPC Certification does not discriminate on the basis of age, ancestry, color, learning disability, race, religion, sex, sexual orientation, physical disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

1.4.2 Sexual Harassment

Certification is committed to providing its candidates with a positive testing environment. Sexual harassment is a form of employment discrimination and unlawful under Title VII of the Civil Rights Act of 1964, 42 US Code §2000e et. seq., as amended, as well as Connecticut General Statutes §46a-60(8). This form of employment discrimination is a serious violation of an individual's rights and our institutional values. Sexual harassment of any sort will not be tolerated.

Any candidate who feels that he or she has experienced or is experiencing any form of sexual harassment is strongly encouraged to report the incident(s) to either the Director of Certification (Director), or the Department of Emergency Services and Public Protection (DESPP) Human Resource Unit and/or the Equal Employment Opportunity (EEO)/Affirmative Action (AA) Office so that the incident(s) may be investigated pursuant to the DESPP EEO Policy Statement and §4.1.5 of the Administration & Operations (A&O) Manual.

All reported matters brought to the attention of the Director will be forwarded to the department's EEO/AA Office to respond to and investigate all claims of sexual harassment, and appropriately sanction such behavior. Sexual harassment can be committed by both men and woman against both men and women. It can occur between members of the opposite sex or between members of the same sex. It can occur between candidates, between candidates and examiners, between candidates and CFPC staff members, between examiners and staff members, between examiners, and between staff members. Some examples of sexual harassment include, but are not limited to:

- Repeated sexual advances, propositions and/or inappropriate and/or offensive comments;
- Engaging in sexual flirtation and/or physical touching without consent;
- Discussing sexual activities;
- Making a comment and/or spreading a rumor which embarrasses or demeans a person because of the individual's gender and/or sexual orientation;
- Making graphic and/or suggestive comments about an individual's body or physical appearance;
- Displaying sexually suggestive objects, pictures, cartoons or drawings;
- Threatening or insinuating, either explicitly or implicitly, that an employee's refusal to submit to sexual advances shall adversely affect the employee's continued employment, performance evaluation, wages, advancement, assigned duties, and/or any other privilege or condition of employment;
- Using unseemly gestures, crude and offensive language, sexually explicit jokes, sexually explicit photographs or drawings, and/or sexually degrading words to describe an individual; and
- Retaliation against a candidate and/or employee for reporting sexual harassment and/or participating in an EEO Investigation regarding sexual harassment, in accordance with the department's Anti-Retaliation Policy Statement.

If you believe you are being sexually harassed by anyone with a recognized connection to CFPC or are a witness of sexual harassment by any person in connection with his/her employment or participation with the CFPC, should bring the matter to the immediate attention of either CFPC staff or to:

Equal Employment Opportunity ("EEO")/Affirmative Action ("AA") Office
State of Connecticut Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, Connecticut 06457
(860) 685-8010

1.5 AMERICANS WITH DISABILITIES STATEMENT

Pro Board PA 1
IFSAC CA 3

1.5.1 Department of Emergency Services and Public Protection

The Department of Emergency Services and Public Protection (DESPP) is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes following the mandates of the Americans with Disabilities Act of 1990 (ADA), a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. The Department is also committed to its obligations, as an employer, under the Rehabilitation Act of 1973, as amended and applicable State Disability and Discrimination Constitutional provisions and statutes.

1.5.2 Commission on Fire Prevention and Control, Certification Division

The Commission on Fire Prevention and Control, Certification Division is committed to providing reasonable accommodation(s) for persons with special circumstances. This commitment includes the mandates of the Americans with Disabilities Act of 1990 (ADA) as amended by ADA Amendments Act of 2008. This policy is in compliance with and does not supersede Department of Emergency Services and Public Protection (DESPP) "Americans with Disabilities Act Policy Statement Policy Statement" dated January 11, 2013.

1.5.2.1 Discussion

a. Certification engages in an interactive process with each candidate on a case-by case basis in order to determine eligibility for accommodations. In determining disability status, Certification is guided by the federal definition of disability which describes an individual with a disability as someone who has:

(1) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(2) a record of such impairment;

(3) being regarded as having such an impairment.

b. In accordance with Section 7-323*l*-95(d) of Connecticut Regulations for State Agencies, *all examinations and/or components shall be structured and administered in accordance with the Americans with Disabilities Act. Appropriate accommodations may be made on an as needed basis when supported by appropriate documentation of disability.*

1.6 GOALS AND OBJECTIVES

IFSAC CA 1

1.6.1 Measure the level of knowledge, skill and abilities possessed by participants and to attest that these individuals meet nationally recognized standards. These competency-based standards promote evaluation and uniformity of training programs.

1.6.2 Establish and maintain a mechanism whereby municipal, tribal and industrial fire brigade personnel can be measured against established qualifications and demonstrate skills in alignment with applicable NFPA Standards.

1.6.3 Maintain standard operating and administrative procedures to preserve accreditation of the CFPC certification system in accordance with the requirements of the International Fire Service Accreditation Congress (IFSAC) and the ProBoard Fire Service Professional Qualifications System (ProBoard).

1.6.4 Preserve the CFPC certification system within the requirements issued under the Connecticut General Statutes and State Administrative Regulations related to the CFPC.

1.6.5 Maintain a certification system whereby Certification Candidates (candidate) are tested in a fair and consistent manner on information and skills relevant to the particular NFPA Standard.

1.6.6 Offer an individualized assessment of prior learning, knowledge, skills, abilities and experience for applicants who wish to pursue certification at certain levels.

1.6.7 Design organization, procedures, and staffing activities to achieve the highest standard for security of examination documents and results.

1.6.8 Provide all certification programs on a voluntary basis.

1.6.9 Adopt new NFPA Standards and update all practical and cognitive instruments and procedures skills testing within 24 months of issue for each new or updated National Fire Protection Association (NFPA) standard.

1.6.10 Maintain permanent records documenting the certification testing results of all individuals who properly apply for certification through Certification.

1.6.11 Assure all testing is conducted in a manner that provides for the appropriate safety of all applicants, examiners and the general public at all times.

1.6.12 Sustain a cadre of Adjunct Examiners (examiner) who are trained and qualified to conduct fair and consistent assessment of candidate skills.

Pro Board PA 1
IFSAC CA 8

1.6.13 Provide Fire Service certification testing and certifying services to all the Fire Service organizations and personnel of the State of Connecticut without regard to race, gender, creed, national origin or disabilities.

IFSAC CA 4

.6.14 Develop policies and procedures reasonably precluding the inappropriate influence of individuals, entities or interest groups over the certification process.

1.7 EMPOWERMENT

Pro Board A 3

1.7.1 Section 7-323*l* of the Connecticut General Statutes states: Duties of the Commission on Fire Prevention and Control. Regulations. (a) The Commission shall: …(2) Establish standards for a fire service training and education program, on a voluntary basis, and develop and conduct an examination program to certify those fire service personnel who satisfactorily demonstrate their ability to meet the requirements of the fire service training and education program standards;

1.7.2 Section 7-323*l*-95(a) of Regulations of Connecticut State Agencies states “The Commission on Fire Prevention and Control shall prepare and conduct oral, written, and/or practical examinations as deemed necessary to determine of a person is qualified and eligible to be certified.”

1.8 ACCREDITATION

1.8.1 The accreditation of the Commission’s certification processes by Pro Board and IFSAC assures compliance with the procedures and criteria established by the accrediting entities. The Commission is proud to act as a certifying agency under their sponsorship. Commission issues certification automatically and at no further charge for the individual upon successful completion of examinations.

CHAPTER 2

CERTIFICATION DIVISION ORGANIZATION AND ADMINISTRATIVE PROCEDURES

2.1 PURPOSE

2.1.1 The purpose of this chapter is to establish the administrative authority, responsibility and procedures for Certification.

2.1.2 C.G.S 7-323 creates the Commission on Fire Prevention and Control, the general purpose of which is to establish standards for a fire service and education program, on a voluntary basis, and develop and conduct an examination process to certify fire service personnel.

2.2 FEDERAL AND STATE REGULATIONS

2.2.1 Federal

Certification shall comply with all applicable federal regulations including Department of Labor, Occupational Safety and Health Administration (OSHA) and the Department of Justice, Americans with Disabilities Act (ADA) in the performance of certification testing in a safe and appropriate environment.

2.2.2 State

Certification shall comply with all applicable State of Connecticut regulations including C.G.S 7-323, Section 7-323/ Regulations of Connecticut State Agencies, and CONN-OSHA.

2.3 STANDARDS AND ACCREDITATION

2.3.1 National Fire Protection Association (NFPA)

All certification testing shall be based on the appropriate NFPA Standard for knowledge and skill at the requisite level of certification.

2.3.2 Accrediting Agencies

2.3.2.1 National Board on Fire Service Professional Qualifications (NBFSPQ) (Pro Board)

Certification policies, procedures and operations shall reflect criteria specified by the Pro Board Committee on Accreditation (COA) and published in NBFSPQ “Operational Procedures”.

2.3.2.2 International Fire Service Accreditation Congress (IFSAC)

Certification policies, procedures and operations shall reflect criteria specified by the IFSAC Certificate Assembly.

2.4 CERTIFICATION FUNCTIONS AND DUTIES

2.4.1 The CFPC, per Sec 7.232l and Sec. 7-323o of C.G.S. shall

2.4.1.1 establish fees for the actual direct and indirect costs of the administration of the firefighter certification programs, which fees shall be assigned against any person participating in such programs;

2.4.1.2 promulgate rules establishing standards for firefighter certification programs and for determining whether a firefighter certification meets established standards;

2.4.1.3 on the recommendation of the Director of Certification (Director), issue a certificate to any firefighter who presents evidence that the minimum certification standards have been met;

2.4.1.4 recommend for appointment, to the Commissioner of the Department of Emergency Services and Public Protection, a State Fire Administrator.

2.4.2 The Director shall

2.4.2.1 report directly to the State Fire Administrator;

2.4.2.2 develop and conduct an examination program to certify fire service personnel;

2.4.2.3 advise the State Fire Administrator and CFPC on the promulgation of rules enacting standards for the certification of firefighters; and procedures for determining whether a firefighter has met the established standards;

2.4.2.4 advise the State Fire Administrator and CFPC on the establishment of fees for the actual direct and indirect costs of the administration of firefighter certification programs;

2.4.2.5 develop and administer the entire certification system;

2.4.2.4 serve as the agency's representative to national accreditation boards and organizations;

2.4.2.7 review State Regulations and forward recommendations for revision to the CFPC;

2.4.2.8 maintain NFPA Standards library;

2.4.2.9 supervise daily operations and administration of

a. written examinations;

b. practical examinations;

c. written test and practical test material development.

ProBoard TA 6

2.4.2.10 The Director shall conduct unannounced examination site visits and observations for the purpose of site inspections and Examiner observations.

2.4.3 The Certification Registrar (Registrar) is responsible for records relating to certification and maintenance of individual certification records. The Registrar shall

2.4.3.1 verify candidate eligibility for practical and written examinations;

2.4.3.2 schedule written and practical examinations;

2.4.3.3 manage practical skills examination component of candidate evaluation and associated recordkeeping;

2.4.3.4 select and schedule Chief Examiners, Written Examination Proctors, and Burn Auditors;

2.4.3.5 verify Station Evaluator credentials and maintains Station Evaluator database;

2.4.3.4 communicate examination results to candidates; and

2.4.3.7 distribute earned certificates.

2.5 ADJUNCT EXAMINERS

2.5.1 Roles and Responsibilities

Pro Board TA 5
IFSAC GA pg 11

2.5.1.1 Certification is supported by a cadre of part-time employees (examiners) who serve as Chief Examiners, Written Examination Proctors and Live Burn Auditors:

2.5.1.1 All individuals serving in the role of Chief Examiner, Written Examination Proctor, Station Examiner, or Live Burn Auditor shall follow all guidelines and instructions provided by Certification for the administration of a safe, fair, consistent, equitable and objective practical and/or written examination or audit.

2.5.1.2 All Examiners shall be minimally certified to the Fire Service Instructor I level, with pertinent certification to the level being assessed, and who have been trained to the policies and procedures for conducting certification examinations.

2.5.1.3 The assurance of an effective, fair, consistent and secure testing environment is the priority for all examiner personnel who conduct examinations on behalf of the CFPC. The safety of all participants in the examination process is of highest priority and the security of all testing materials is expected. The following general responsibilities and tasks are assigned to an Examiner:

a. Verifies the identification of all candidates participating in an examination process through a photo identification source bearing a date of birth (e.g. driver's license, military or Fire Department identification card, passport);

b. Distributes and collects all examination materials required for a written certification examination; secures all examination material for transport;

c. Delivers scripted instructions at practical and written examinations to explain the examination process and requirements for maintaining an appropriate testing environment;

d. Assures that written examinations are conducted within the prescribed timeframe by announcing the start point, mid-point and end point for a given examination;

e. Confirms that Station Evaluators assigned to practical skills examination stations have not instructed candidates in the topic(s) to be assessed;

f. Verifies that practical skills stations are equipped with the tools and resources necessary to conduct a safe and accurate examination;

g. Observes the administration of practical skills stations through periodic checks to confirm that Station Evaluators and candidates comply with prescribed guidelines for the examination process;

h. Reviews skill sheet summaries and individual skill sheet deficiency documentation for accuracy and completeness;

i. Conducts a skill sheet review with the candidate for any practical skill station(s) requiring retesting, and oversees the second performance assessment of said candidate;

j. Records grade summaries on appropriate forms and documents any discrepancies from the prescribed process;

k. Dismisses from the examination site any individual who fails to comply with Certification policies and procedures for a safe, fair, consistent, equitable and objective examination;

l. Discharges other duties as may be requested by the Director or the Director's designee.

Pro Board TA 4
Pro Board TA 6
IFSAC GA pg 11

2.5.1.4 Examiners may be assigned to the following roles:

a. Chief Examiner

(1) There shall be one Examiner assigned as Chief Examiner for each Practical Examination. The Chief Examiner is:

(a) accountable for the supervision of all assigned examiners and station evaluators;

(b) accountable for conducting candidate evaluations in a fair, objective and safe manner;

(c) granted authority for on-site decision making, with oversight for Station Evaluators;

(d) accountable for accurate recordkeeping and documentation of candidate performance; and

(e) responsible for maintaining security of all testing materials;

(f) responsible for appropriate safety measures are in place commensurate with the specific examination protocols including, but not limited to:

[1] fall arrests;
[2] air monitoring;
[3] safety officers; and
[4] water supply.

(g) Chief Examiners shall observe all Station Examiners and Station Evaluators at least once during the examination process.

[1] Any Station Examiner or Station Evaluator who fails to abide by the established process or is found to be coaching or instructing candidates shall be removed from the examination. The Director shall be notified immediately.
[2] Examiners found to be coaching, instructing or cheating may be subject to disciplinary action.
[3] Station Evaluators found to be coaching, instructing or cheating shall be removed from the Station Evaluator qualification list.

(2) Chief Examiners shall not

(a) have been directly involved in the training for the examination being conducted;

(b) be the Fire Department Training Officer or Lead Instructor of a commercial training entity requesting the examination; or

(c) hold a leadership position in the training entity requesting the examination.

b. Station Examiner

(1) Station Examiners are assigned when

(a) as required by the specific examination;

(b) skills to be tested exceed the certification level(s) of available station evaluators;

(c) station evaluator(s) are unavailable; or

(d) requested by the training entity

(2) A Station Examiner will be assigned to witness or conduct all same-day skill station re-takes.

(3) Station Examiners are responsible to the Chief Examiner for test material security.

(4) Station Examiners shall not

(a) have been directly involved in the training for the skill station being tested;

(b) be the Fire Department Training Officer or Lead Instructor of a commercial training entity requesting the examination; or

(c) hold a leadership position in the training entity requesting the examination.

c. Written Examination Proctor (Proctor)

(1) A Proctor is accountable for

(a) assuring a safe and appropriate environment for the administration of written test instruments;

(b) maintaining test security;

(c) performing associated recordkeeping duties; and

(d) maintaining security of all testing materials.

(2) Examination Proctor shall not

(a) be utilized to administer a written examination for course that they have instructed to the candidates;

(b) be the Fire Department Training Officer or Lead Instructor of a commercial training entity requesting the examination; or

(c) hold a leadership position in the training entity requesting the examination.

d. Live Burn Auditor

(1) A Live Burn Auditor is accountable for the confirmation

(a) of candidate participation in live fire training that reflects specific skills within NFPA 1500 Standard on Fire Department Occupational Safety and Health Program, NFPA 1001 - Standard for Professional Qualifications of Firefighters at the Fire Fighter I and Fire Fighter II levels of certification; and

(b) that live fire training is conducted in accordance with NFPA 1403 Standard for Live Fire Training Evolutions.

(2) A Live Burn Auditor shall not

(a) have been directly involved in the training for the live burn being audited;

(b) be the Fire Department Training Officer or Lead Instructor of a commercial training entity requesting the audit; or

(c) hold a leadership position in the training entity requesting the audit.

2.5.2 Adjunct Instructor minimum qualifications

2.5.2.1 Chief Examiner

a. Fire Service Instructor II;

b. Station Evaluator Training;

c. 50 hours, 30 hours of documented experience assigned as a practical skill examination Examiner, other than at the FF1 and FF2 level;

d. Experienced in examination rotation procedures; and

e. State Certified at or above the certification level being tested.

2.5.2.2 Examiner and Written Examination Proctor

a. Fire Service Instructor I;

b. Station Evaluator Training; and

c. Completed orientation/mentoring process.

2.5.2.3 Live Burn Auditor

a. Fire Service Instructor I;

b. Station Evaluator Training;

c. Documented live burn/NFPA 1403 training; and

d. Completed orientation/mentoring process.

2.5.3 Examiner minimum annual hour requirements are located in Appendix F.

2.6 STATION EVALUATORS

Pro Board TA 5
IFSAC GA pg 11, 12

2.6.1 Station Evaluators for selected practical examinations are employees of the training entity requesting the examination.

2.6.1 All individuals serving in the role of Station Evaluator shall follow all guidelines and instructions provided by Certification for the administration of a safe, fair, consistent, equitable and objective practical and/or written examination or audit.

2.6.2 Station Evaluators shall report directly to the Chief Examiner or the Chief Examiner's designee

2.6.3 Minimum qualifications for a Station Evaluator are

2.6.3.1 Fire Service Instructor I;

2.6.3.2 Documented completion of Station Evaluator Training; and

2.6.3.3 State Certified at least one level higher that the level being tested, if a higher level exists. If a higher level does not exist, must have three (3) years of experience in the job category;

2.6.3.4 Responsible for maintaining security of all testing materials.

2.6.4 Station Evaluators <u>shall not</u>

a. have been directly involved in the training for the skill station being evaluated;

b. be the Fire Department Training Officer or Lead Instructor of a commercial training entity requesting the examination; or

c. hold a leadership position in the training entity or training program requesting the examination.

2.7 GENERAL RESPONSIBILITIES FOR ADJUNCT EXAMINERS

2.7.1 The assurance of an effective, fair, consistent and secure testing environment is the priority for all adjunct examiners conducting examinations on behalf of Certification. The safety of all participants in the examination process is of highest priority and the security of all testing materials is expected.

2.7.2 While a full delineation of responsibilities appears in the Operating Guide. The following general tasks are assigned to Examiners:

2.7.2.1 Verify the identification of all candidates participating in an examination process through a photo identification source bearing a date of birth (e.g. driver's license, military or Fire Department identification card, passport);

2.7.2.2 Distribute and collect all examination materials required for a written certification examination; secure for transport;

2.7.2.3 Deliver scripted instructions at practical and written examinations to explain the examination process and requirements for maintaining an appropriate testing environment;

2.7.2.4 Assure that written examinations are conducted within the prescribed timeframe by announcing the start point, midpoint and end point for a given examination;

2.7.2.5 Confirm that Station Evaluators assigned to practical skills examination stations have not instructed candidates in the topic(s) to be assessed;

2.7.2.4 Verify that practical skills stations are equipped with the tools and resources necessary to conduct a safe and accurate examination;

2.7.2.7 Observe the administration of practical skills stations through periodic checks to confirm that Station Evaluators and candidates comply with prescribed guidelines for the examination process;

2.7.2.8 Review skill sheet summaries and individual skill sheet deficiency documentation for accuracy and completeness;

2.7.2.9 Conduct a skill sheet review with the candidate for any practical skill stations requiring retesting, and oversee the second performance assessment of said candidate;

2.7.2.10 Record grade summaries on appropriate forms and document any discrepancies from the prescribed process;

2.7.2.11 Dismiss from the examination site any individual who fails to comply with Certification policies and procedures for a safe, fair, consistent, equitable and objective examination; and

2.7.2.12 Discharge other duties as may be requested by the Director or the Director's designee.

2.7.3 Professional Conduct of Examiners

2.7.3.1 As representatives of Certification, all Examiners are held to a high standard of professional conduct in the performance of assigned duties. All are subject to the rules, regulations and guidance governing employees of the CFPC.

2.7.3.2 Deviation from accepted policies may result in disciplinary action as warranted up to and including dismissal.

2.7.3.3 Alleged criminal or felonious behavior shall be referred to the Department of Emergency Services and Public Protection (DESPP) Human Resources and Office of Professional Standards In accordance to section 5.1.2 of the Administration and Operations Manual,

a. "all complaints or requests for Internal Affairs/Administrative Inquiries shall be submitted directly to the Office of Professional Standards in writing using DPS-478-C-1 (new 02/07), "Complainant Information Form."

2.7.3.4 It is expected that all Examiners will discharge their duties with respect, impartiality and consistency in the use of reasonable judgment to sustain a safe, fair and objective testing environment. Situations that exceed the Examiner's scope and authority shall be referred to the Director or the Director's designee.

a. Illustrations of situations requiring examiner judgment are included in the Operating Guide.

2.7.3.5 Expectations for professional conduct include the following general characteristics of a Certification representative:

a. Models a professional and positive demeanor;

b. Exhibits grooming and behavior appropriate for the high visibility position and responsibility that accompanies the role of a Certification representative;

c. Shows respect for the customer through punctuality and attentive response to questions and requests;

d. Shows respect for colleagues, Station Evaluators, host representatives and candidates in language, actions and through the exercise of fundamental human courtesy and regard for the diversity of all people

e. Refrains from words, actions, innuendo or advances of a sexual nature that could be perceived as inappropriate or constituting harassment;

f. Demonstrates honesty in the handling of certification tasks, assessment of a candidate's abilities and avoids the appearance of impropriety in circumstances that might exhibit potential for a conflict of interest;

g. Uses materials issued locally and by Certification in a proper and authorized manner;

h. Recognizes and handles the confidential nature of information accordingly;

i. Strives to deliver optimal customer service;

j. Follows the State of Connecticut Employee Code of Conduct; and

k. Acknowledges the following Certification policy:

(1) "The use of tobacco in any form, the consumption of alcohol and/or use of illicit drugs by Certification Division representatives is strictly prohibited at examination sites during the examination. Individuals who engage in this behavior shall be dismissed from the examination site and subject to disciplinary action."

2.7.4 Examiner Attire for Examinations

2.7.4.1 Reasonable judgment is to be exercised by Certification representatives in the selection and use of attire. Where situations indicate the need for departure from a specific dress code, it is expected that Examiners respond in a reasonable manner while maintaining the intent of the dress code. Personal safety shall continue to be an overriding priority in the selection of specific attire for an examination.

2.7.4.2 General Attire

a. When representing Certification at examinations (practical and written), and Live Burn Audits, Examiners shall wear a Class B station uniform (navy blue trousers, navy blue shirt with Certification Division badge and CFPC patch, dark socks, black shoes, matching belt).

b. Business attire is an acceptable substitute when proctoring a written examination.

c. Recommended attire for Fire Officer and Fire Instructor Practical Examinations is business attire.

d. When needed sweaters, sweatshirts and outerwear (including caps) shall not display department, union, agency or organization affiliation or signage other than the CFPC logo.

e. Uniforms shall be clean, pressed and in good condition free of stains, rips and tears.

2.7.4.3 Personal Protective Equipment (PPE):

a. Safety shall continue to be an overriding priority in the selection of specific attire for an examination.

b. Protective gloves, eyewear and headgear shall be worn as warranted for practical examinations.

c. It is expected that any PPE worn by a Certification representative be worn in accordance with manufacturer's recommendations.

2.8 SAFETY AND HEALTH REQUIREMENTS

Pro Board TA 4
IFSAC CA 3

2.8.1 All Chief Examiners, Station Evaluators and candidates shall wear appropriate Personal Protective Equipment (PPE) for the tasks to be performed during a practical examination day.

2.8.2 Candidates shall comply with applicable NFPA Standards, and other regulations, including guidelines for facial hair; non-compliance shall result in dismissal from the practical examination.

2.8.3 Jewelry and/or body adornment posing a safety hazard shall be removed; non-compliance shall result in dismissal from the practical examination.

2.8.4 Examiners shall exercise reasonable judgment during severe weather conditions, utilizing heat and cold index guidelines and staying alert to extreme weather conditions (lightning storm, tornado, hurricane, and blizzard) which may impact the safety of Station Evaluators and candidates.

2.8.5 Every candidate added to the original roster for a given practical skills examination day shall complete an Injury Notification Report listing a contact person to be notified in the event of severe injury.

2.8.6 EMS considerations shall be addressed for all practical and written examinations, with local protocols for access communicated to the Chief Examiner.

2.8.7 Candidates who become ill during the examination process and can no longer continue shall be dismissed, asked to complete a Voluntary Withdrawal Form, and be allowed to reschedule for a future examination.

2.8.8 Injuries sustained during an examination must be documented on an Injury Report Form. Should the injury prevent continuation in the examination process, the candidate shall be dismissed without prejudice, asked to complete a Voluntary Withdrawal Form, and allowed to test at a future time. Medical monitoring of the situation shall be initiated, as appropriate. EMS providers shall be notified to respond for documentation, and/or treatment/transport to a designated medical facility. The Chief Examiner shall notify the Director.

2.8.9 For illness and/or injury deemed critical or fatal, the Chief Examiner shall notify both the State Fire Administrator and the Director at the earliest possible opportunity.

2.8.10 The Director, through the State Fire Administrator, shall see that CONN-OSHA is notified within 24 hours of a death or an injury where more than three candidates are injured when performing the same skill.

2.8.11 The use of tobacco products in any form, the consumption of alcohol and/or use of illicit drugs by candidates is strictly prohibited at examination sites during the examination process. Individuals who engage in this behavior shall be dismissed from the examination site.

2.9 LIVE BURN AUDITS

2.9.1 Live Burn Audits, while not conducted as examinations, constitute a component of the qualifying process for awarding certification at the Fire Fighter I and Fire Fighter II levels.

2.9.2 Live Burn Audits shall be conduct to ensure compliance with NFPA 1403 and CFPC policy.

2.9.3 Live burn auditors shall ensure that live burn activities adequately meet the requirements of NFPA 1403.

2.9.4 Live Burn Auditor shall complete the Live Burn Audit Form.

CHAPTER 3

Certification Management

3.1 PURPOSE

3.1.1 The purpose of this chapter is to establish certification management policies. The policy is intended to ensure that the integrity and quality of the certification program is maintained.

3.2 CERTIFICATION RESPONSIBILITIES

Pro Board TA 1
IFSAC CA 4

3.2.1 CFPC Certification shall be the Authority Having Jurisdiction ("AHJ") for all certification performance standards.

3.2.2 Certification shall publish the adopted policies and standards.

3.2.2 Certification shall maintain and publish a current examination schedule.

3.2.2.1 A current examination schedule shall be published on the CFPC website.

3.2.2.2 Students shall be notified by the Lead Instructor of the examination schedule for individual classes.

3.2.2.3 Candidates for reexamination shall be mailed a copy of the current examination schedule with the candidate's examination results.

3.2.2.4 Examination schedule shall be made available to candidates via email and by phone in response to individual inquiry.

3.2.3 Certification shall have the capability to test 100% of the JPR and components of the requisite knowledge and skills in a given standard.

3.2.4 Certification shall review every certification policy and performance standard as necessary. Proposed changes must be made in accordance with the policies of the CFPC.

Pro Board TA 3
IFSAC CA 4
IFSAC GA pg 7

3.2.5 Certification shall maintain testing consistency when conducting examinations throughout the state. Certification shall ensure an optimal testing environment at any site for which a written and/or practical examination is to be conducted.

3.2.5.1 Examination specific required equipment listing and requirements for hosting practical examinations shall be provided to the remote examination site host agency at the time of examination application approval.

a. A Certification Examination Site Compliance Form shall be included along with a required equipment list.

3.2.5.2 Remote test sites shall be safe, well-lighted and ventilated areas with sanitary facilities.

3.2.5.3 Remote testing site shall have adequately spaced seating for written examinations to preclude views of other candidates' answer sheets.

3.2.5.4 Remote test sites shall appropriate climate control.

3.2.5.5 Remote test sites shall have testing areas reasonably free from distractions.

IFSAC CA 3

3.2.5.6 Examination site hosts shall verify that all apparatus and equipment selected for use at a practical examination complies with applicable NFPA Standards for care, use and maintenance (e.g., NFPA 1901 *Automotive Fire Apparatus*).

3.2.5.7 Any apparatus or equipment that does not meet the requisite NFPA Standards shall not be used during the certification examination.

3.2.5.8 Any equipment that requires regular or annual inspection or certification (e.g., SCBA, ladders, hose, ropes, etc.) shall be compliant to the appropriate NFPA Standard or alternative standard.

3.2.5.9 The remote test site shall accommodate 35 foot ground ladder deployment, including raise and full extension actions.

3.2.5.10 The remote test site shall accommodate a continuous, non-interrupted water supply or wet hydrant system that does not cause concern for firefighter safety or public water consumption.

3.2.5.10 In the case of major equipment failure, the host will have one hour to secure a replacement. Evaluation of the examination station is suspended until the replacement equipment is in place and operable. If equipment cannot be replaced within the allotted time, the practical examination day continues with the exception of the affected skills station and an appropriate substitute skills evaluation station, as determined by the Chief Examiner, shall be set up.

3.2.5.10 Candidates who completed but did not pass a practical skills station prior to equipment malfunction requiring cancellation of the specific station shall be examined at the replacement station; those who passed the cancelled station need not be examined at the replacement station.

3.2.5.13 The State of Connecticut Commission on Fire Prevention and Control shall be held harmless from all aspects of the care, use and maintenance of any apparatus and/or equipment utilized or any practical skills examination. Any extenuating circumstances shall be addressed on an individual basis.

3.2.5.14 Site visits to prospective examination sites may be conducted by Certification to accord long-term approval to a given location or to reject a site for non-compliance.

3.2.5.15 The Director or designee shall conduct scheduled and unscheduled examination site compliance visits.

3.3 TEST BANK MANAGEMENT

3.3.1 Test banks shall be purchased from Performance Training Systems, Inc. A separate test bank shall be maintained for each level of certification. Test bank items shall be validated by a committee of subject matter experts comprised of Examiners, certified Instructors and members of Connecticut Fire Service agencies.

IFSAC GA pg 9

3.3.2 To ensure that the relative number of test questions in a written examination reflects the applicable NFPA Standard, Certification shall determine the relative weighting of written test questions by correlation to the weight of the corresponding segment of the specific NFPA Standard. This shall be achieved objectively through the use of commercial software designed to randomly generate examinations from any NFPA Standard and programmed for such weighting in the selection of available test bank questions.

3.4 WRITTEN EXAMINATION CONSISTENCY

Pro Board TD 2
Pro Board TA 6
IFSAC GA pg 9

3.4.1 All examination items shall be referenced to the NFPA Standard and the appropriate reference materials. Questions used to compile written examinations are validated for content, accuracy and currency, and reside in a computerized test bank. Technical advisory committees consisting of subject matter experts shall be brought together to validate each exam question. Written Examination Proctors who have successfully completed training shall administer these tests.

3.4.2 A 70% passing score shall be established per State Regulations.

3.4.3 Examination questions shall be chosen at random from the test bank whenever a new exam is generated. Test banks shall be large enough to generate several different versions of the same test instrument. All exams shall be analyzed for validity and reliability.

3.4.4 If multiple levels of a standard or different standards are being tested within a single written examination, the candidate shall be graded on those different levels separately. The candidate must successfully pass all levels tested.

3.4.5 Written Examination Proctors shall read all instructions to candidates using the script provided.

3.5 MULTI-LEVEL AND COMBINED LEVEL SCORING

Pro Board TD 2

3.5.1 If multiple levels of a standard or different standards are being tested within a single examination, the candidate shall be graded on those different levels separately. The candidate must successfully pass all levels being tested.

3.5.2 Commercial software shall separate the raw and average score at each level.

3.5.3 The Registrar shall record the individual average scores for each level.

3.5.4 For candidates that fail one or more levels of an examination, but not all levels, the Registrar shall record the average score for the level passed with an "H" to indicate that the level has been passed but is being held until all levels are successfully completed. Example FF1-80H.

3.6 NOTIFICATION OF EXAMINATION SCORES

Pro Board TA 7
IFSAC GA pg 10

3.6.1 Certification shall provide timely reporting of examination results for both practical and written testing of candidates for certification

3.6.1.1 Practical Examinations

a. Candidates shall be advised of "pass/fail" status by Station Evaluators at the conclusion of each examination station or evolution at a practical examination;

b. Chief Examiners shall confirm the candidate's status at the end of the examination day when all candidates have completed testing and all necessary retesting of candidates has been completed;

c. Reporting of a candidate's results shall be done in an appropriate and professional manner, with disclosure intended for the individual candidate and/or the evolution team;

d. Courses requiring in-class evaluation of practical skills (e.g., Fire Instructor I, Fire Officer I) shall involve direct instructor-candidate communication.

3.6.1.2 Written Examinations

a. Individual test scores shall be made available to the candidate electronically through a secure, password-protected link on the CFPC website within 24 hours after the examination is scored.

b. Test scores shall be sent to each candidate by First Class Mail within six (6) to eight (8) weeks of the examination date.

c. Reexamination applications shall be mailed with exam results to each candidate requiring a reexamination.

3.7 PRACTICAL EXAMINATION CONSISTENCY

Pro Board TA 6
IFSAC GA pg 13, 14

3.7.1 Psychomotor skill objectives are required to be examined through a process of practical skills testing and graded on a pass/fail basis.

3.7.2 All practical examinations shall be referenced to the NFPA standard. Each skill is validated for content, accuracy and currency, and is made available to each candidate.

3.7.3 Practical examination components are scored on a pass/fail basis using the Job Performance Requirements (JPRs) as evaluative guides. Scenarios are designed from the skill sheets that are selected randomly for each examination. All levels require completion of 100% of the skills unless noted on the individual JPR.

3.7.4 The practical skill testing evaluation will consist of mandatory and/or random NFPA JPRs.

3.7.5 Examiners and Station Evaluators shall use the scripts provided for each skill station.

3.4.5.1 Station Evaluators may clarify and repeat scripted instruction, but shall not coach or provide instruction to the candidate.

3.8 RECORD KEEPING MANAGEMENT

Pro Board TA 8
IFSAC GA pg 11

3.8.1 Document Retention

3.8.1.1 Record retention and disclosure is based upon the State of Connecticut Records Retention Policies and the Family Educational Rights and Privacy Act of 1974, as amended.

3.8.1.2 Records routinely maintained by Certification in print and/ electronic format at the Connecticut Fire Academy (CFA) site include, but are not limited to:

a. Candidate name and address

b. Sponsoring training activity

c. Fire Service affiliation

d. Training Program(s) attended

e. Certification(s) levels attempted and examination scores

f. Certification(s) awarded

3.8.1.3 Candidate examination scores shall be maintained at the CFA site in perpetuity.

3.8.1.4 A copy of test instruments shall be maintained at the CFA site in perpetuity upon replacement and destruction of non-current test instruments.

3.8.2 Document Obsolescence

3.8.2.1 All routine documents and correspondence shall be managed in accordance with CFPC operational policies and guidelines for disposal of such materials.

3.8.2.2 Written test materials deemed outdated shall be inventoried and accounted for in their entirety and destroyed through the use of a document shredder or other permanent destruction process.

3.8.3 Challenge Process: Record and File Review

3.8.3.1 Candidates may submit a written request an explanation or interpretation of any item in the Candidate's record or file by to the Director. The Director shall respond to all reasonable written requests.

3.8.3.2 Acceptable reasons for requesting a record review includes, but are not limited to:

a. inaccuracy;

b. misleading entry(s);

c. privacy violation(s).

3.8.3.3 After review of the record or file the requested, the requestor may request an amendment to the document by submitting a written request to the Director. Appropriate documentation must be attached.

a. Written requests for amendment(s) shall be answered within fifteen (15) days of receipt indicating disposition of the request.

3.9 RECORD AND FILE APPEAL PROCEDURES

IFSAC CA 15

3.9.1 A requestor may appeal the decision to the Director in writing to the stating the reason(s) for the appeal.

3.9.2 The Director shall schedule an Appeals Hearing within 30 days of receipt of the request.

3.9.3 The Appeals Hearing shall consist of three individuals designated by the Director.

3.9.4 The Director shall

3.9.4.1 hear the person responsible for placing the contested items(s) in the file or record (if appropriate);

3.9.4.2 examine all documentation or testimony the requester presents;

3.9.4.3 decide whether the contested item(s) should be retained, deleted, altered or amended;

3.9.4.4 issue a written decision, based solely on the evidence presented at the hearing, within fifteen (15) days of the conclusion of the hearing;

a. Decisions adverse to the requester shall include a statement indicating the requester's right to place a statement in the file or record to register disagreement and reasons for the disagreement with the decision.

3.9.5 The requestor may choose to be assisted or represented by individuals of choice including an attorney.

3.9.5.1 The Director is to be advised thirty (30) days prior to the hearing as to any anticipated representatives and their relationship to the requestor.

3.9.5.2 Representation and/or assistance shall be at the requestor's expense.

3.10 SECURITY, HANDLING AND STORAGE OF TEST MATERIALS

Pro Board TD 4
IFSAC GA pg 11

3.10.1 This section prescribes procedures for safeguarding and handling controlled test materials and outlines requirements for investigating loss or compromise of controlled materials.

3.10.2 Controlled materials include written examination booklets, completed answer sheets, and randomly selected skill sheets.

3.10.3 Access

3.10.3.1 Access to controlled test materials shall be restricted at all times and will be limited to the authorized individuals listed below;

a. Director;

b. Certification Registrar (Registrar);

c. Designated Written and Practical Examiners;

d. Technical advisory committee; and

e. Candidate will have access to test materials only during test administration.

3.10.4 Test Security

3.10.4.1 To ensure the integrity of the examination process, the following procedures will be followed:

3.8.4.2 Examination test banks stored in hard copy format shall be secured at all times

a. Test booklets are given a serial number for test security purposes.

3.10.4.3 Examination test question banks shall be stored electronically on an independent computer that is not continuously connected to the internet/intranet server. Appropriate password safeguards shall be in place.

3.10.4.4 Access to test booklets and completed answer sheets shall be restricted to

a. Director;

b. Registrar;

c. Designated Written and Practical Examiners;

d. Candidate will have access to test materials only during test administration.

3.10.4.5 Test booklets in transit to examination sites shall be transported under secure conditions including but not limited to, a locked storage case.

3.10.4.6 Test question banks that have been printed and/or copied for development purposes shall be

a. securely destroyed (shredded) as soon as possible;

b. inventoried by copies made, copies currently in circulation and copies destroyed.

3.10.4.7 Test booklets shall be duplicated in a secure manner.

3.10.4.8 Test booklets shall be revised on a regular basis to ensure security.

3.10.4.9 Visitors, family members, media, Chief Officers, Fire Officers, Instructors, and Fire Service members, not directly assigned to examination duties are prohibited from the examination area.

3.10.4.10 Conversation/video phones, personal digital assistants, handheld scanner technologies and other means for capturing audio, visual images and/or text shall be prohibited from all testing locations.

3.10.4.11 Noise-emitting electronic devices allowed into the examination site shall be turned off during the entire examination process.

3.10.4.12 Emergency communication intended for candidates shall be processed through the Staging Officer at practical examinations sites and by the Proctor at written examinations.

3.10.4.13 Contents of examination boxes for each level of certification shall not be disclosed prior to the scheduled examination.

3.10.4.14 Practical skills examination test boxes shall be secured for transportation to and from the examination sites.

3.10.4.15 Learning media and print materials including, but not limited to text, reference materials, notebooks and study guides shall not be allowed into the examination area on the day of testing.

3.10.4.16 Project-related materials and portfolios submitted for evaluation shall be reviewed for plagiarism, possible copyright violations and other inappropriate actions, in accordance with accepted practices established by the University of Connecticut, other State of Connecticut-regulated educational institutions, agencies or other regulatory bodies.

3.10.4.17 To ensure security during test question validation, review shall occur in the Certification office or designated CFA classroom under the supervision of Certification staff. All subject matter experts shall abide by the policies set forth in this manual. All documentation, notes and records shall be maintained in a locked file in the Certification office.

3.10.5 Shipment

3.10.5.1 Test materials shall be packaged and sealed securely with tape in such a way that a broken seal will be an indication that tampering has occurred.

3.10.5.2 Controlled materials shall be hand delivered or sent by commercial carrier. Controlled materials are hand-delivered to the certified Proctor or sent the certified Proctor's home address.

3.10.6 Receipt

3.10.6.1 Proctors shall maintain security and integrity of all examinations.

3.10.6.2 Proctors shall verify the testing materials are correct and secure them until the time of testing.

3.10.7 Destruction

3.10.7.1 Controlled test materials are to be destroyed by order of the Director. Items are to be destroyed by shredding or other methods that prevent the recognition or reconstruction of the materials.

3.10.7.2 Test materials shall be inventoried before destruction. Destruction shall be recorded.

3.10.8 Inventories

3.10.8.1 Inventories may be conducted when:

a. Certification staff changes;

b. Test version has been compromised; or

c. At the request of the Director.

3.10.8.2 All materials are inventoried after each usage to insure all test booklets have been return and are in testing condition.

3.10.8.3 If an investigation determines that a test version has been compromised, the test booklets for that version will be destroyed.

3.11 TEST ANALYSIS

Pro Board TD 2
IFSAC GA pg 10

3.11.1 Written test item analysis

3.11.1.1 All answer sheets shall be graded by the Registrar. Once graded the information is automatically updated in the database. The Director can access the database and obtain test analysis information: number of candidates testing, distribution of test scores, average test score and the number of incorrect answers made by all candidates on a particular question.

3.11.1.2 The Director shall analyze the information to identify high miss questions (questions that 50% or more of those examined miss) and review the question(s) identified, distribution of test scores and average test scores. Test items are reviewed annually for reliability.

3.11.1.3 Data derived from analysis will be used to improve or eliminate test items by the following:

a. Adjustments are deemed necessary by Validation Committee convened by the Director;

b. The Validation Committee deems there is a need for modification/clarification or elimination of a test item;

c. Corrections are updated to the certification level test bank;

d. New certification level test versions are created;

e. Prior certification level tests will then be destroyed as per Section 3.8.7.

3.11.2 Practical test item analysis

3.11.2.1 The Director will convene a Technical Advisory Committee to review Skill Sheets to ensure compliance with current standards.

3.11.2.2 Skill test item analysis may be initiated as a result of:

a. A candidate challenging the skill sheet;

b. Examiners may indicate or advise a need to review for clarification of content of the skill sheet;

c. Users of the system (i.e. instructors, coordinators, training officers, etc.) may notify Certification of issues when utilizing the skill sheets during training evolutions.

3.11.2.3 Data derived from analysis will be used to improve or eliminate test items by the following:

a. Technical Advisory Committee reviews the skill sheet for validity;

b. Adjustments are deemed necessary by the Technical Advisory Committee;

c. Revised skill sheets are disseminated and can be found on the CFPC website;

d. Certification level practical examinations versions are updated to reflect changes in skill sheets.

3.12 DEVELOPING AND/OR REVIEWING SKILL TEST ITEMS FOR VALIDITY

Pro Board TD 2
Pro Board TD 3
IFSAC GA pg 13, 14

3.12.1 Certification shall adhere to the following process for developing and/or reviewing skill test items for new or existing levels of certification or updates to NFPA standards.

3.12.1.1 The Director shall convene an ad hoc committee of Subject Matter Experts (SME) from the CFPC adjunct staff or recruit SMEs with specialties for desired certification level.

3.12.1.2 The Director will establish a scheduled meeting of the appointed SMEs.

3.12.1.3 SMEs will develop and/or review the task by extracting desired requisite skill applicable NFPA standard.

a. Director shall set expectations.

b. Director shall provide necessary documents and reference materials.

3.12.1.4 SMEs will outline critical task steps necessary for the candidate to successfully complete the skill sheet.

3.12.1.5 SMEs will compile the information into the skill sheet template and forward to Certification.

3.12.1.6 SMEs predetermine mandatory and/or random selection for practical skills testing.

3.12.1.7 Certification will develop or revise skill sheets based on ad hoc committee input.

3.12.1.8 All skill sheets shall be posted on the CFPC website.

3.13 DISTRIBUTION OF MATERIALS

IFSAC 2

Materials published by Certification shall be available to individuals by contacting Certification. Requested materials will be mailed, faxed, emailed, or can be retrieved from the web site.

3.14 PRIVACY AND SECURITY

Pro Board TA 7

A high priority is placed on the preservation of individual privacy, confidentiality in the disclosure of examination-related communications, and the security of all materials relating to the examination process for certification at all levels. Certification shall acknowledge and comply with all State of Connecticut policies and regulations pertaining to electronic components and technology.

3.15 PUBLIC INFORMATION DISCLOSURE

Pro Board TA 7

3.15.1 Information from records, files or electronic data directly relating to a candidate's examination score shall be disclosed to individuals or agencies outside the Certification Division only with the written consent of the candidate.

3.15.2 Public information comprised of data considered part of a candidate's record (Name, Certification level's attained) shall be disclosed unless an individual directs the Director by written instruction to refrain from said disclosure.

Exception: The above policy for disclosure of public information shall be superseded by court order through the Commission on Fire Prevention and Control and/or Office of the State Fire Administrator.

3.16 DISCLOSURE OF CERTIFICATION CANDIDATE RECORDS

Pro Board TA 7

3.16.1 All candidates are afforded the right to inspect records, files and electronic data primarily and directly related to their performance. This inspection is to be conducted in the presence of a Certification staff member, according to the following guidelines.

3.16.1.1 Written request for record review must be submitted in writing to the Director;

3.16.1.2 A date for records inspection shall be granted within forty-five (45) days of the receipt of the written request;

3.16.1.3 Requests under the Freedom of Information Act (FOIA) provisions shall be honored accordingly;

3.16.1.4 Certification examinations taken by the requester do not constitute records or files for purposes of this review;

3.16.1.5 On-line release of records, files and information directly pertaining to candidate performance shall comply with accepted practices instituted within the State if Connecticut for its agencies.

3.17 THIRD PARTY DISCLOSURE OF EXAMINATION INFORMATION

Pro Board TA 7

3.17.1 With the exception of Public Information, and conditions state herein, Certification shall refuse access to or disclosure of information from educational records to third parties without the written consent of the candidate.

3.17.2 A record of the requesting party and the reason for the request shall be retained by Certification.

3.17.3 Individuals wishing to release their certification record information must submit a written, signed and dated request to the Director, specifying the information to be released including, if desired, a request for copies.

3.17.4 Candidate records are available without candidate-written authorization, to the following.

3.17.4.1 Instructional or administrative personnel employed by CFPC whose responsibilities reasonably require access to files and records;

3.17.4.2 Certain representatives of the State of Connecticut, federal departments, agencies or authorities, as provided by law, who administer and/or regulate activities directly related to fire and rescue services and who in the scope of their employment, should reasonably be expected to require access to individual files and records;

3.17.4.3 In response to a lawful subpoena or court order.

3.18 DISCLOSURE OF EXAMINATION RESULTS

Pro Board TA 7

3.18.1 Certification complies with CFPC regulations, federal and state privacy laws in prohibiting the disclosure of certification examination scores to any person other than the respective candidate, without the written consent of the candidate.

3.18.2 The CFPC Release of Test Scores Authorization Form (Form C-15) shall be used by a candidate to authorize the reporting of a certification examination score to the Lead Instructor for a given course of study.

3.18.3 The following guidelines shall be provided to the candidate at the time the form is presented and prior to the opportunity for authorizing score release.

3.18.3.1 Scores shall be forwarded to the designated Lead Instructor as soon as possible;

3.18.3.2 Under no circumstances shall examination scores be released over the telephone, by E-mail or facsimile communication;

3.18.3.3 Scores reported are confidential information and will only be reported to the Lead Instructor of the training program;

3.18.3.4 The Lead Instructor is not authorized to release the scores to any other individual or organization, including CFPC and/or CFA staff members and instructors;

3.18.3.5 Upon receipt of scores, the Lead Instructor shall privately inform the individual candidate of the score received;

3.18.3.6 The lead Instructor is not authorized to release scores to other members of the training class, either verbally or by posting scores in a public place;

3.18.3.7 Candidates who fail an examination and require retesting <u>must</u> await receipt of written examination scores mailed from Certification prior to applying for re-examination;

3.18.3.8. Any application for re-examination based solely on examination results communicated by the Lead Instructor cannot be accepted and will be returned to the applicant.

3.19 DISCLOSURE OF EXAMINATION RESULTS TO CERTIFICATION CANDIDATES

3.19.1 Disclosure of Certification Candidate examination results shall follow the procedures as outlined in 3.6 of this chapter.

3.20 CERTIFICATION REVOCATION OR REFUSAL

3.20.1 The Commission on Fire Prevention and Control may revoke a certificate for any of the following reasons:

3.20.1.1 The certificate was issued by administrative error;

3.20.1.2 The holder of the certificate obtained such certification through fraud or intentional misrepresentation of a material fact;

3.20.1.3 The holder of the certificate is professionally unfit to perform the duties for which the certification was granted; or

3.20.1.4 The holder of the certificate is convicted in a court of law of a felony. Revocation shall be in accordance with the procedures established by the commission pursuant to Chapter 54 of the Connecticut General Statutes.

3.20.2 Prior to consideration of revocation of a certificate, notice shall be provided by mail to the candidate of the facts or conduct which warrants the potential revocation and the candidate shall be given the opportunity to show compliance with all lawful requirements for the retention of the certificate.

3.20.1 Certification reserves the right to refuse certification of any applicant or candidate for cause.

3.21 APPEAL OF CERTIFICATION POLICIES AND PROCEDURES

Pro Board PA 5
IFSAC CA 15

3.21.1 Certification shall provide applicants and candidates an orderly and systematic means to appeal qualifications, certification examinations and Certification policies and procedures without fear of restraint, coercion or reprisal. When an appeal has been placed, a review may occur.

3.21.2 Conditions under which an applicant or candidate may exercise the right to appeal:

3.21.2.1 Noncompliance to written testing procedures and policies as outlined in this manual;

3.21.2.2 Validity of test questions or applicant of skills evaluations; or

3.21.2.3 Perceived discrimination with regard to race, religion, creed, color, gender, disability or national origin.

3.21.3 On-site examination appeals shall be limited to typographical and/or mechanical errors within a written examination booklet. Examination Proctor shall address the issue immediately and, if appropriate, issue a replacement examination booklet.

3.21.4 Unless specifically addressed in Chapter 5, the appeals process will only be utilized for the areas of concern stated above and is subject to include the procedural timeline and appeals board as necessary.

3.21.5 Appeals are limited to the applicant or candidate directly affected by the situation to be appealed.

3.21.6 Candidates may only appeal the grading of their respective examination.

3.21.7 The content, wording, and/or reference materials of a specific question or questions are ineligible for appeal.

3.21.8 Only those persons who have failed an examination or specific portion of a multi-part examination shall be eligible to appeal the score of that examination.

3.21.9 Any candidate may inspect their written examination answer sheet or practical skills grading summary sheet to verify the mathematical accuracy of the grade and may be apprised as to which section needs further preparation.

3.21.10 The request for an appeal of an examination grade must be received by Certification no later than thirty days after the date of the notification letter indicating failure for that examination.

3.22 APPEALS

3.22.1 The Director is delegated the authority to hear and respond to appeals regarding examination scores, examination procedures, and resolve issues of an appeal.

3.22.1.1 In the event the candidate making the appeal is not satisfied by the results of the appeal, the candidate may appeal the decision to the State Fire Administrator pursuant to CSR 7-323*l*.

3.22.1.2 The Director shall report all appeals received and results of appeals to the State Fire Administrator.

3.22.2 Procedural Timeline

3.22.2.1 Candidates may submit an appeal to the Director after the examination is complete, but in no case shall the appeal be made more than thirty (30) days after the date of the notification letter indicating failure for that examination.

3.22.2.2 The appeal shall include specific and detailed information in writing with regard to the alleged occurrence/violation.

3.22.2.3 The Director will arrange to hear the appeal with 30 days of receipt of the appeal.

3.22.2.4 If the decision is in favor of the candidate, provisions for correction shall be made as quickly as possible.

CHAPTER 4

Examinations

4.1 PURPOSE

4.1.1 The purpose of this chapter is to identify certification examination procedures.

4.1.2 Individuals seeking certification are urged to observe the recommended sequence for completing prerequisite training courses and certification for a given level, before initiating training at a subsequent level. The practice of "stacking" or the overlapping of training courses and certification examinations is discouraged. The practice of stacking has proven counterproductive, disruptive to the certification process, and ignores the professional development prerequisites of individual NFPA standards.

4.2 EXAMINATION FEE STRUCTURE

Pro Board PA 1 4.2.1 Initial Examination fee is $15.00 per certificate.

4.2.2 Single level and combined level Practical Examination fee is $15.00.

4.2.3 Multi-level examination equals number of certificates multiplied by $15.00. Example FF1/HMWMD = 2 certificates x $15.00 = $30.00.

4.2.4 Reexamination fee.

4.2.4.1 A fee of $5.00 shall be assessed for reexaminations for all Practical Examinations.

4.2.4.2 A candidate who fails to pass a written examination shall not be assessed a fee for the first reexamination attempt. Subsequent attempts will be assessed a $5.00 reexamination fee.

4.2.5 Candidates who fail to complete all certification examination components within 12 months shall be assessed a fee of $15.00 per certificate at the time of reapplication to initiate another 12-month cycle of testing.

4.3 CANDIDATE ELIGIBILITY

Pro Board PA 3 4.3.1. Candidates for certification must be eighteen (18) years of age to qualify for practical and written examinations conducted by Certification.

4.3.2 Applicants for certification shall furnish approval from their affiliated agency in the form of a Chief Officer signature attesting to their active status and confirming that they meet the medical and physical requirements for firefighting tasks at the level of certification.

4.3.3 Candidates for certification must meet or exceed the cognitive and psychomotor performance objectives outlined for each level of certification sought, as evidenced by the signature of a qualified Connecticut – certified Fire Service Instructor on the appropriate Certification Examination Application form.

IFSAC CA 9 4.3.4 Candidates must document proof of certification by an accredited entity for all prerequisite levels before the level of certification will be granted. Course completion certificates will not be accepted. Candidates for certification are not allowed to begin the certification process before prerequisite training is completed.

4.3.5 Certification eligibility requirements will be reviewed annually by Certification for inclusion in the CFA Training Division Calendar and the CFPC website.

4.4 APPLICATION PROCEDURE

Pro Board PA 1 4.4.1 Applications shall be given to all candidates on the first day of any certification based training program.

4.4.2 Applications shall be available on the CFPC website and in the Certification office.

4.4.3 Completed applications shall be received by the Registrar at least ten (10) business days prior to the date of the examination.

4.4.3.1 Completed applications shall include all required signatures, and all Practical Skill Compliance initialed by the Instructor observing and evaluating the skill.

4.4.3.2 Faxed, emailed, incomplete or late applications shall not be accepted and will be returned to the applicant.

4.4.4 Original applications shall be received by the Registrar at least ten (10) business days, excluding Saturday, Sunday and holidays, prior to the date of the scheduled Practical Skills Examination.

4.4.5 A Live Fire Suppression Verification Form C23 signed by the Fire Chief or Designee, or Director of a Regional Fire School or Agency for each Firefighter 1 and Firefighter 2 candidate shall be received by the Registrar at least ten (10) business days, excluding Saturday, Sunday and holidays, prior to the scheduled Written Examination.

4.4.6 Reexamination procedures.

4.4.6.1 In the event a candidate is unsuccessful during a Practical of Written Examination attempt, the registrar will:

a. provide a Reexamination Application along with the examination results;

b. provide a copy of the current Examination Schedule.

4.4.6.2 A candidate will not be retested without submitting a completed reexamination application.

4.4.6.3 The reexamination application and associated fees shall be received by the Registrar at least (10) business days prior to the examination date requested by the candidate.

4.4.7 All components for a given level of certification shall be completed with a 12-month period of time.

4.4.7.1 The 12-month period of time shall be deemed to have been initiated on the date of the signature of the lead instructor authorized to sign the examination application form for the specific level of certification.

4.4.7.2 Failure to complete all requirements within the 12-month time frame shall render all examination components that have been completed void.

4.5 RE-EXAMINATION PROCESS

Pro Board PA 6
IFSAC GA pg 11

4.5.1 Candidates are allowed one year from the date of the Lead Instructor's signature on the original application for certification to complete the certification process for that level of training. This includes single-level, multi-level and combination certification examination processes. During that time, the individual shall be provided unlimited opportunities to retest, provided that retraining/counseling requirements are met for each retest.

4.5.1.1 There is no extension of the 12-month certification eligibility period.

4.5.2 Practical skills examinations.

4.5.2.1 Candidates that receive a failing grade on any Skill Sheet shall be afforded the opportunity to reexamine the skills failed one time at the time of examination.

a. Candidate shall be made aware of the skill or skills failed at the time of examination.

b. Candidate shall be permitted to review the practical Skill Sheet used for the original evaluation. Both the candidate and the Examiner shall sign the Skill Sheet verifying the review has been afforded the candidate.

c. Outside study materials are prohibited.

d. Candidate shall not be allowed to consult with any outside individual prior to participating in the reexamination.

4.5.2.2 Candidates that fail multiple skill stations shall be afforded the opportunity to retest at each failed skill station regardless of the results of a retest during the retesting process.

4.5.3 The candidate shall be provided unlimited opportunities to retest during the 12-month period, provided that the following retraining/counseling requirements are met for each retest:

4.5.3.1 Within 180 days of the original examination, candidates who score between 60 percent (60%) and less than 70 percent (70%) may be reexamined in the specified deficient examination level(s) without retraining or counseling;

4.5.3.2 This no retraining option may be exercised one time for each examination; subsequent reexaminations shall require retraining or counseling;

4.5.3.3 Individuals scoring less than 60 percent (60%) on an examination or level(s) of a multi-level or combination examination shall be retrained or counseled prior to any reexamination;

4.5.3.4 Proof of retraining or counseling shall be in the form of a signature of a Connecticut-certified Fire Service Instructor certified at or above the level being sought on a re-examination application form;

4.5.3.5 Upon successful completion of an examination, the final grade of record shall be the percentage received on the successfully completed re-examination.

4.5.4 To be re-examined in any State of Connecticut certification written examination at any level within twelve (12) months of the date of the Lead Instructor's signature on the original application for certification does not require re-examination of the practical skills portion.

4.5.5 Once the 12-month certification period has lapsed, the individual shall be required to retake the entire examination and begin another one-year cycle.

4.5.5.1 The subsequent re-entry into the certification process requires completion of all practical examination components, including any associated live burn audits, before the candidate is eligible to take the written certification examination at the specified level.

4.5.6 Candidates who fail any component of the Awareness and Operations level Hazardous Materials/ Weapons of Mass Destruction (HM/WMD) written examination as it applies to Fire Fighter I certification are not eligible for Fire Fighter I certification until all components of the Awareness and Operations Level HM/WMD are attained.

4.5.7 Candidates who fail any component of the Fire Fighter I/II HMWMD levels are not eligible for Fire Fighter II certification until all components of the Fire Fighter I level, including the Awareness and Operations Level Hazardous Materials/Weapons of Mass Destruction, are attained.

4.5.8 Candidates who fail any level of a multi-level Rescue Technician specialty certification level (e.g., Trench I/II) are not eligible for certification until all components of the level are attained.

4.5.9 The deadline for testing to any level of certification may be extended up to three months in some extenuating circumstances.

4.6 EXAMINATION SCHEDULING

Pro Board TA 6
IFSAC CA 9

4.6.1 Written Examinations

4.6.1.1 At least 28 days prior to the anticipated examination date fire department, regional fire school or commercial entity examination, the Chief of Department or designee, lead Certified Instructor, Director of the regional fire school or the lead certified Fire Service Instructor of the commercial entity shall submit to the Commission on Fire Prevention and Control, Certification Division a completed “Request for Examination” form. (CSR 7-323/-96(b)(1))

4.6.2 Practical Skill Examinations

4.6.2.1 At least 60 days prior to the anticipated examination date fire department, regional fire school or commercial entity examination, the Chief of Department or designee, lead Certified Instructor, Director of the regional fire school or the lead certified Fire Service Instructor of the commercial entity shall submit to the Commission on Fire Prevention and Control, Certification Division a completed “Request for Examination” form. (CSR 7-323/-97(b)(1).

4.6.3 Practical skill examinations shall be conducted for every level of certification, as required by the respective NFPA Standard.

4.6.3.1 On designated Practical Examination days (e.g., Firefighter I, Firefighter II, Hazmat Technician);

4.6.3.2 Assessment within a course of study (e.g., Safety Officer);

4.6.3.3 Assessment following the conclusion of the training course (e.g. Fire Instructor I).

4.6.2 Written examinations shall be conducted for all levels of certification administered on a predetermined schedule established by Certification.

4.6.3 Candidates shall not be restricted to the written examination schedule assigned to the respective training class. Periodic examinations for all certification levels shall be offered at the Connecticut Fire Academy and throughout the State of Connecticut.

4.6.4 Examination Prerequisites.

4.6.4.1 Live burn audit, while not conducted as an examination, constitutes a component of the qualifying process and is a prerequisite for certification at the Firefighter I and Firefighter II level.

4.6.4.2 Rescue Technician Core is a prerequisite for all specific levels of Rescue Technician.

4.7 INCREMENTAL EXAMINATIONS

Pro Board Opinion 13-02 7/15/13

4.7.1 Certification testing is often conducted as a comprehensive; end of course, examination of the entire standard for which certification is offered. In instances where extensive resources, facilities, or staffing is required, Incremental Testing may be used.

4.7.2 Incremental Testing is not “imbedded testing.” There shall be a clearly defined changeover from training to testing. Student/candidates shall be appropriately notified of the change from a training environment to a testing environment.

4.7.2.1 Instructors directly involved in instruction of a given skill shall not act as an evaluator,

4.7.2.2 Candidates shall be segregated or sequestered prior to examination,

4.7.2.3 Candidates shall be segregated from the testing area after completing the examination and may return to training,

a. Candidates requiring reexamination shall be sequestered

4.7.2.3 Candidates shall be notified that they are participating in an evaluation that is part of their certification examination.

4.7.3 Examinations that require extensive resources, facilities and staffing that shall be considered for Incremental Testing are

4.7.3.1 Firefighter I and HMWMD combination examination

a. HMWMD may be tested separate from Firefighter I.

4.7.3.2 Firefighter I, Firefighter II, and HMWMD combination examination

a. HMWMD may be tested separate from Firefighter I/II.

b. Vehicle Extrication may be tested separate from Firefighter II.

4.7.4 Incremental testing shall not be used to eliminate testing of the entire standard for which certification is being sought.

4.7.5 The requester shall be notified that Incremental Testing may result in increased examination costs.

4.7.6 Procedures for Incremental Testing

4.7.6.1 Written Examination

a. The training entity shall submit a separate request for examination for each examination. (Example: Separate FF1 and HMWMD examinations for a FF1/HMWMD course would require two request forms)

(1) Firefighter I and Firefighter II written examinations scheduled in conjunction with a combination Firefighter I and Firefighter II course, shall not be separated for incremental testing

b. In the event that the examinations are scheduled at different examination sites, a separate Site Compliance Form shall be submitted for each site.

4.7.6.2 Practical Examination

a. The requesting entity shall submit a separate request for examination for each examination. (Example: Separate FF1 and HMWMD examinations would require two request forms)

(1) Firefighter I and Firefighter II practical examinations scheduled in conjunction with a combination Firefighter I and Firefighter II course, shall not be separated for incremental testing.

b. Vehicle Extrication may be tested as a separate examination during Firefighter I/II combined examinations and Firefighter II training to facilitate efficient use of resources and facilities.

(1) A separate Examination Form and Site Compliance Form shall be submitted for Vehicle Extrication Incremental Testing.

4.7.7 Submission of Request Forms for Incremental Testing

4.7.7.1 All examination forms shall be submitted with the original request for examination.

4.7.7.2 Site compliance forms shall be submitted prior at least 14 days prior to the requested examination date.

4.8 EXAMINATION STAFFING

4.8.1 All Practical Examinations shall have at least a Chief Examiner assigned. The Chief Examiner duties are outlined in Chapter 2 of this manual. At a minimum, the Chief Examiner shall:

4.8.1.1 supervise all Station Examiners and Station Evaluators;

4.8.1.2 ensure the security of all examination materials.

4.8.2 Qualified Written Examination Proctors shall be assigned to all levels of certification.

4.8.3 Examiners that have been directly involved in the instruction of a course shall not be assigned as the Chief Examiner or Station Examiner.

4.8.4 Station Evaluators directly involved in the instruction or holding a leadership position in the training entity requesting the examination of a course shall not be assigned to practical skill stations that assess objectives taught. (Section 2.6)

4.9 NON-FIRE SERVICE PERSONNEL

Pro Board TA 2

4.9.1 Certification examinations may be administered at any level to non-Fire Service personnel affiliated with or operating within a Fire Service organization when the CFPC deems it appropriate and essential to the operation of that organization or to the life safety of the citizens of the state (e.g., Public Fire and Life Safety Educator, Hazardous Materials Technician, USAR).

4.9.2 Applicants for certification under this provision shall be required to obtain, and may be tested on, any and all prerequisite certification levels.

4.10 QUALIFYING ASPECTS FOR SPECIALTY CERTIFICATION LEVELS

4.10.1 There are certain fire and emergency services certification-intended training courses offered in Connecticut that do not require instruction by a Certified Fire Service Instructor or where the student may benefit from instruction by an individual with specialized expertise in a given field. Similarly, there may be students who do not have a fire service background and who may participate in training and certification as an obligation to their profession.

4.10.2 Specialty level training courses and certification opportunities offered through the Commission on Fire Prevention and Control and the Connecticut Fire Academy include Awareness and Operations Level Hazardous Materials and Weapons of Mass Destruction, Hazardous Materials Technician, Juvenile Firesetter Intervention Specialist, Public Fire and Life Safety Educator I, Fire Investigator and Fire Inspector I and Rescue Technician - Structural Collapse I/II.

4.10.3 Four essential elements are necessary to qualify for participation in the certification process:

4.10.3.1 Qualified Entity

a. An agency or organization that meets State of Connecticut criteria for an education/training institution or contractor sponsor/host for training program leading to certification for a specific professional qualification standard.

b. A state agency, municipality/municipal agent sponsor/host for a training program leading to certification for a specific professional qualification standard.

4.10.3.2 Qualified Instructor

a. An individual authorized by a sponsoring/host agency to teach the specialty course/topic leading to certification; and

b. an individual who can produce documentation attesting to affiliation and instructor credentials who is recognized by the Commission and authorized to sign applicable forms as a qualified instructor for certification purposes

4.10.3.3 Qualified Course

a. A training curriculum which specifically reflects the professional qualifications standard associated to the desired certification level.

b. A training curriculum approved by the Director.

4.10.3.4 Qualified Student

a. Meets all prerequisites for the course and certification.

b. Satisfies bona fide professional development requirements of the AHJ.

4.10.4 All requested documentation must be submitted to the Director.

4.11 PREREQUISITE WAIVER POLICY

Pro Board PA 3
IFSAC CA 16

4.11.1 Sections 7-323/-80 through 7-323/-94 of the Regulation of Connecticut State Agencies permit the waiver of certain prerequisites for various levels of fire service certification. The Commission on Fire Prevention and Control formulated such a waiver procedure to allow an individual the ability to enter the certification system at an advanced level that was commensurate with that individual's training and experience within the fire service. This procedure is also in the National Board on Fire Service Professional Qualifications Operational Procedures which state the National Professional Qualifications System shall not be used to render invalid any rank, qualification or appointment acquired prior to the adoption of any standard.

4.11.2.1 While the regulation allows an individual to enter the system in an advanced standing, it is not intended to certify individuals to any prerequisite level that has been waived as an actual examination has not been taken for the level.

4.11.2 Section 7-323/-99 of the Regulations of Connecticut State Agencies also allows an individual to receive reciprocal credit for certification received from another agency which is at least equivalent to a level of certification afforded by the Connecticut Commission on Fire Prevention and Control to allow that individual to enter the certification system in advanced standing.

4.11.2.1 An individual shall not be considered to be certified to any prerequisite level which has been waived to allow that individual to enter the certification system at an advanced level until all examination requirements for the prerequisite level have been satisfactorily fulfilled.

4.11.2.2 Waiver of any prerequisite level shall not be considered to mean that the individual has in any way complied with the National Fire Protection Association's Professional Qualifications Systems Standard for the waived level.

4.11.2.3 Individuals who have been awarded reciprocal credit for any level of certification shall not be considered to be certified to that or any prerequisite level in the State of Connecticut until all examination requirements for the level have been satisfactorily fulfilled.

4.11.3 Individuals having received reciprocal credit for a level of certification may, at the individual's discretion, challenge the certification process for such level. Individuals that challenge a certification level shall be required to satisfactorily fulfill all examination requirements.

4.11.4 Candidates for a given level shall be certified to the specified prerequisite level or shall document active Fire Department membership tenure in writing, as detailed in Appendix B.

4.11.5 Individuals who have been awarded Professional Firefighter Certification shall not be considered to have met the National Fire Protection Association's Professional Qualification Systems Standard for Firefighter I.

4.11.6 The following is applicable for the levels listed:

4.11.6.1 A candidate for

a. Firefighter II, or

b. Pump Operator, or

c. Truck (Aerial) Operator

certification shall be a certified Fire Fighter I or shall document in writing that he/she has been an active member of a fire department pre - July 1, 1977.

4.11.6.2 A candidate for

a. Fire Service Instructor I

certification shall be a certified Fire Fighter I and Firefighter II or shall document in writing that he/she has been an active member of a fire department pre - July 1, 1977.

4.11.6.2 State of Connecticut regulations allow for the prerequisite level of certification Fire Officer I to be waived as a prerequisite level of certification for some Officer levels in some instances and be replaced by time as a fire officer of a fire department as follows:

a. A candidate for

(1) Fire Officer II,

(2) Incident Safety Officer

certification shall be a certified Fire Officer I or continuous service as a Fire Officer pre - July 1, 1986.

4.11.6.3 Personnel trained to the Hazmat Awareness and Operations Levels are not required to be certified to Awareness and Operations before becoming certified at the Hazmat Technician Level.

4.11.6.4 All other candidates for all certifications levels who do not fulfill the criteria listed above must achieve the required certification prerequisite through a recognized testing methodology either within the State of Connecticut or from a nationally accredited certification entity.

4.12 PREREQUISITES FOR NEW ACCREDITATION LEVELS

Pro Board PA 2
IFSAC CA 6

4.12.1 All persons shall be certified to all prerequisite levels.

4.12.2 Candidates may challenge all or part of certification level per Section 6.3.5 of this manual.

4.13 TEST ITEM CHALLENGE

4.13.1 Candidates may challenge individual test items by:

4.13.1.1 Submitting the question number and a written statement why the question should be reviewed on the Certification Division Comment Sheet at the end of the examination.

4.13.1.2 Emailing or phoning the Certification Division.

4.13.1.3 All challenges will be reviewed and appropriate actions taken.

4.14 CHEATING DURING EXAMINATIONS

4.14.1 Connecticut certification is a major milestone to be achieved by members of the Connecticut Fire Service. Certification provides independent verification of an individual's competence and professional dedication. For the reasons, Certification takes the issue of cheating and unethical conduct very seriously.

4.14.2 Cheating is defined as*" the act of obtaining, attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination would include, but not limited to the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an exam without the permission of the instructor, using or displaying notes. "cheat sheets", or other information or devices inappropriate to the prescribed test conditions, as when the test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same; altering or interfering with grading procedures; forging or altering an official document."*

4.14.3 Before an Examiner charges a candidate with cheating, the Examiner should have reasonable evidence in respect to suspected cheating. Reasonable evidence may include but is not limited to documentary or other physical evidence, personal observation, or testimony. Prior cheating is not reasonable evidence.

4.14.4 When a candidate is suspected of cheating, the Examiner shall halt the examination process for the candidate suspected of cheating.

4.14.4.1 During a practical examination, the Examiner will suspend the skill station, remove the candidate from the examination area and call for a Chief Examiner.

4.14.4.2 The Examiner will discuss with the Chief Examiner and the candidate the issues informally. The Examiner will notify the candidate of the charge and supporting evidence. The purpose of the informal conference is to bring the parties involved together and discuss a plan of action. The Chief Examiner will document the conference including written statements from the Examiner and the candidate. If the Chief Examiner finds that there is reason to support an accusation of cheating the candidate will not be allowed to continue the examination process.

4.14.4.3 All documentation will be forwarded to the Director. The Director will convene a review board within (5) days to review the documentation.

4.14.4.5 The Director will not serve as a member of the review board.

4.14.4.7 The Review Board is charge with objectively deciding whether or not an incident of cheating occurred based on the documentation submitted.

4.14.5 In cases where a candidate is suspected of cheating during a written examination, the Examiner will suspend the examination process for the suspected candidate, collect the test booklet and answer sheet, collect all physical evidence if relevant (cheat sheets, etc.), escort the candidate from the testing area and inform the candidate of suspicion of cheating.

4.14.5.1 The Examiner will immediately notify the Director.

4.14.5.2 The Examiner will document, the conversation with the candidate and all other pertinent information and submit the documentation to the Director within one (1) business day.

4.14.5.3 All documentation will be forwarded to the Director.

4.14.5.4 Upon receipt, the Director will convene a review board within (5) business days to review the documentation.

a. The Review Board is charged with objectively deciding whether or not an incident of cheating occurred based on the documentation submitted.

4.14.5.5 The Director will inform the candidate in writing as to the decision of the review board within three (3) business days.

4.14.6 If the candidate is not satisfied with the review board decision, he/she may further appeal in writing to the Commission on Fire Prevention and Control within thirty (30) days of notification of the review board decision.

4.14.7 After receipt of the appeal, the Commission shall schedule a special meeting to hear the appeal or schedule the appeal as an item on the agenda of the next regular Commission meeting. The Commission shall notify the Candidate of its decision in writing within thirty (30) days of the meeting. The decision of the Commission shall be final.

4.14.7.1 If the Commission rules that the review board ruling is not justified, the Candidate will be allowed continue the examination process. A copy of the Commission's decision shall be forwarded to the candidate's respective department chief.

4.14.8 A Candidate dismissed for dishonesty shall not be eligible for certification testing for one (1) year from the date of the Review Board ruling.

4.15 EXAMINATIONS FOR CANDIDATES THAT ARE ON DUTY

4.15.1 Occasionally, examinations are scheduled for candidates that are on shift for the convenience of the requesting fire department. The Certification Division will be responsive to meeting the needs of the fire department prior to scheduling the examination.

4.15.2 Examinations scheduled for on duty candidates shall be conducted as follows

4.15.2.1 Candidate assignments to practical and written examinations shall follow the same procedures using the candidate application for certification form.

4.15.2.2 Candidate assignments to scheduled examinations shall be disseminated to the

a. Lead Instructor,

b. Candidate,

c. requesting fire department.

4.15.2.3 Candidates shall not be allowed to switch between dates or times of examinations if more than one exam date/time exists.

4.15.2.4 Candidates that are unable to attend a scheduled examination shall reschedule the examination at least ten days in advance of the next available examination for the level sought.

4.15.2.5 Shift changes, vacation, duty swaps, etc., are not sufficient cause for switching between examination dates and times. Candidates unable to participate in the scheduled examination may complete the examination process following 4.6.3.

CHAPTER 5

Assessment

5.1 PURPOSE

5.1.1 The purpose of this chapter is to establish procedures for candidate assessment.

5.2 PERFORMANCE CRITERIA

Pro Board TD 2
IFSAC GA pg 9, 13

5.2.2 The State of Connecticut Fire Service Certification System utilizes a random sample examination process. Candidates shall be examined on a diverse sample of the required performance objectives for any given NFPA Standard. Whether a measure of cognitive knowledge through selected written test questions or psychomotor skill behaviors through assignment of representative skills for examination, the purpose of this approach is to effectively measure the candidate's competency and optimize examination resources.

5.2.3 Specific skills to be examined are not known by the candidate until the time of the examination. Advanced information is not disclosed to Station Evaluators or Examiners assigned to the practical examination.

5.2.4 The candidates training and evaluation must reflect satisfactory completion of all objective of a given standard. Typically, this is accomplished though formative testing and evaluation during a formal training program, with appropriate documentation furnished at the time of application. Certification requires uniformity in the application process and does not endorse any training venue.

5.3 ASSESSMENT OF PSYCHOMOTOR SKILLS

Pro Board TD 2
IFSAC GA pg 13, 14

5.3.1 Practical skill performance evaluations are used for objectives that are best evaluated by demonstration of a particular skill. Each performance-based skill shall be assessed through the accomplishment of tasks that are further detailed in steps required for successful task completion. Examination concludes with a "pass" / "fail" evaluation that indicates attainment of minimal accepted performance of the requisite skill.

5.3.2 All performance objectives shall be evaluated using a practical skill sheet that outlines the tasks that must be successfully performed by the candidate in order to pass the specific skill area as defined in and referenced to the applicable NFPA Standard.

5.3.3 Skill sheets may be assessed singularly, grouped into a skill station or included with other skill sheets to form a Job Performance Requirement (JPR) scenario evolution in which a team of candidates is examined in a series of skills appropriate to the response tasks represented in the respective level of certification. A similar grouping of skill sets and skill sheets characterizes assessment for the NFPA 472 Awareness and Operations level Hazardous Materials Weapons of Mass Destruction (HMWMD) scenario.

5.3.4 Candidates shall be responsible for acquiring all the requisite knowledge and skills specified in the appropriate NFPA Standard (or alternative standard) for the level of certification sought. While responsible for all associated material, candidates will be assessed on a random selection of skills on the day of the practical examination.

5.3.5 To receive a "pass" grade on any skill sheet, a candidate must achieve success for all items as indicated on the skill sheet, in addition to successful completion of all critical tasks which are denoted on the skill sheet with an asterisk (*).

5.3.6 Criticality is assigned to those comprehensive skills or tasks that, if performed incorrectly, could result in severe injury or death, either as part of the skills being examined, or at an actual incident. The inability to correctly perform a critical skill results in a failure.

5.3.7. Candidates are afforded two (2) opportunities to successfully complete each practical skills evolution before receiving a failing grade on the examination for the given testing date. This applies to both single-level examinations (e.g., Fire Fighter II) multi-level examinations (e.g., Rescue Technician: Trench I/II), and combination examinations (e.g., Fire Fighter I/II).

5.3.8 Candidates that fail an individual skill set, a JPR evolution, or HMWMD scenario assessment a second time during a psychomotor skill practical examination day, the candidate(s) shall reapply for a

reexamination date. The candidate shall participate in the full psychomotor skill practical examination day and be assessed on all required skill stations for that day, not necessarily the deficient skill(s) from the initial examination.

5.3.10 For certification at the Fire Service Instructor and Fire Officer levels candidates are afforded a single opportunity to complete each practical skills assessment before receiving a failing grade on the examination for the given testing date. This applies to Fire Officer I, II, III and IV as well as to the Fire Service Instructor I and II levels of certification.

5.3.11 Details of the grading process, including the responsibilities of skill Station Evaluators, appear in the Operating Guide.

5.4 SKILL-RELATED EVALUATION MATERIALS

5.4.1 Specific skill-related information and forms for each level of certification can be found in the series of skills assessment Examination Procedures notebooks located in the Certification office. Each notebook is dedicated to a given certification level, designed to be reviewed and updated on a pre-determined schedule.

5.4.2 Similar in content, each notebook includes the following components:

5.3.2.1 General information for each certification level (e.g., Airport Firefighter).

5.3.2.2 Professional qualifications for the respective certification level:

a. NFPA Standard;

b. Correlation Matrix; and

c. Prerequisites and References

5.3.2.3 Psychomotor Skills Assessment

5.3.2.4 Cognitive Knowledge Assessment

5.3.2.5 Forms

5.3.2.6 Correspondence

5.5 ASSESSMENT OF COGNITIVE COMPETENCY

5.5.1 Knowledge, or cognitive objectives, shall be assessed through written examination. While instructors may use local, curriculum-issued or non-CFPC supplied tests for formative and summative within their respective programs, only those examinations generated and administered by Certification shall be used to determine whether sufficient learning has occurred to achieve certification to the applicable NFPA Standard.

5.5.2 Candidates must demonstrate a mastery of theoretical material in order to earn a passing grade on written certification examinations. A minimum score of 70% must be achieved to earn a passing grade on an examination intended for certification at a given level of competence.

5.6 WRITTEN TEST DESIGN

Pro Board TD 2
IFSAC GA pg 9

5.6.1 To ensure that the relative number of test questions in a written examination reflects the applicable NFPA Standard, Certification shall determine the relative weighting of written test questions by correlation to the weight of the corresponding segment of the specific NFPA Standard. This process shall be achieved objectively through the use of commercial software designed to randomly generate examinations from any NFPA Standard and programmed for such weighting in the selection of available test bank questions.

5.6.2 Questions for the written certification examinations shall be selected from commercially developed test banks and subject to regularly scheduled accuracy and applicability review sessions sponsored by Certification.

5.6.3 Multiple written examinations are produced for each certification level tested by Certification, with access restricted to those personnel essential to the examination process. The software used to generate, scan and store examinations shall be accessible only to full-time staff of Certification.

5.7 MULTI-LEVEL AND COMBINATION EXAMINATIONS

5.7.1 Cognitive skills assessment for certain levels of certification (e.g., Fire Fighter I with Awareness and Operations Level Hazardous Materials/Weapons of Mass Destruction) requires administration of a multi-level written certification examination. Levels such as Rescue Technician: Trench I/II require administration of a combination examination.

5.7.2 A candidate failing any level of a multi-level written certification examination or a combination written certification examination shall be retested using a written examination comprised of the deficient level(s).

5.7.3 Certification shall not be issued until all levels of the Multi-level or Combination Examination have been successfully completed.

5.8 QUESTION BANK MANAGEMENT

IFSAC GA pg 8

5.8.1 Written certification examination test question banks shall be reviewed and analyzed for validity, reliability and ambiguity on a predetermined basis as indicated in the test bank question management-tracking component of the CFPC Certification System.

5.8.2 Written test questions found to be invalid, unreliable or ambiguous shall be corrected or removed from the test question bank, with the action documented.

5.8.3 Whenever possible, written test questions removed from the test question bank shall be replaced with the same number of questions referenced to the same objective within the applicable NFPA Standard.

5.8.4 Details on the security aspects of test question bank management are found in the Chapter 2.

5.9 EXAMINATION ABSENCES

5.9.1 Prior notification of an inability to attend a certification examination results in an excused absence. A candidate may reschedule the examination date by telephone or in person without resubmitting an application or forfeiting fee(s) paid.

5.9.2 When a candidate is absent from an examination without prior notification (“no show”) for a medical or family related emergency, the candidate shall notify Certification within 5 business days.

5.9.3 Procedure for No-show candidate. (Absent without prior notification)

5.9.3.1 The candidate shall forfeit all certification application fees;

5.9.3.2 The candidate shall receive instructions on the rescheduling process to coincide with the mailing of results for the missed exam;

5.9.3.3 The candidate shall be required to reapply for an examination and is responsible for required reexamination fee(s).

5.10 SPECIAL CIRCUMSTANCES EXAMINATIONS

5.10.1 Procedures

Pro Board PA 1
IFSAC CA 3

5.10.1.1 In order to establish disability status and eligibility for specific accommodations, academic adjustments and/or auxiliary aides and services, Certification requires current and comprehensive disability documentation of the student’s impairment(s). Disability documentation is credible evidence from a qualified professional that attests to the existence of a disability, the impact of the alleged disability on academic performance and related competencies and recommendations for equal access and/or compensatory measures, commonly referred to as accommodations. Information contained in disability documentation is used by postsecondary disability service providers to determine eligibility of disability status as well as individualized academic accommodations and services.

a. Candidates must personally initiate a request for examination accommodations by completing and signing the *Request for Testing Accommodations* form, and submitting the form and all supporting documentation with their application and fee.

b. All documentation submitted in support of a request for testing is confidential.

c. No information concerning a request for testing accommodations is released without written request from the candidate.

d. A testing accommodation request by a third party (such as an evaluator, parent, or educational program) cannot be honored.

5.10.2 Guidelines for Physical Disability Documentation

5.10.2.1 The following information is provided for evaluators, physicians, medical professionals, candidates and family members to guide the process of submitting documentation to Certification. Our goal in providing these guidelines is to facilitate Certification's review process for candidates with disabilities requesting accommodations.

a. Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.

b. Documentation must be printed on official letterhead and signed by the credentialed professional.

c. A Summary of Performance (SOP), Individualized Education Program (IEP) and/or a 504 Plan alone are not considered adequate documentation.

d. Documentation must be submitted by a qualified professional who is not a family member of the candidate.

e. Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.

f. While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.

g. Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations from Certification.

h. Missing disability documentation information may result in a delay in reviewing a candidate's request for accommodations.

5.10.3 Confidentiality of Disability Documentation Statement

5.10.3.1 Certification is the Commission's agent charged with the responsibility for collecting and maintaining the confidentiality of disability documentation. This information is kept in secure files with limited access and is only shared with the expressed written permission of the candidate.

5.10.4 Accommodation Request

5.10.34.1 Candidates requesting accommodations should contact the Director of Certification for an Accommodation Application at:

Director of Certification
CFPC, Certification Division
34 Perimeter Road
Windsor Locks, CT 06096
860-627-6363 x 225

5.10.5 Appeal

5.10.5.1 In accordance with Section 7-323*l*-98(b) of Regulations of Connecticut State Agencies, *A candidate may appeal any examination grade <u>or other</u> Commission on Fire Prevention and Control, <u>Certification Division decision</u>, by writing, within 30 days of the receipt of the decision or receipt of grades, to the State Fire Administrator, who shall arrange for a*

hearing not more than 30 days after the receipt of the appeal…(c) In the event the candidate is not satisfied by the aforementioned hearing, further appeal may be made to the Commission on Fire Prevention and Control, in writing, not more than 30 days after said hearing.

5.10.6 Complaints

5.10.6.1 In accordance with DESPP Americans with Disabilities Act Policy Statement dated January 11, 201313, EEO complaints that derive from a Request for a Reasonable Accommodation that is denied to persons with disabilities are to be filed with the Departments EEO/AA Office by either regular mail, electronic mail and/or telephone:

Equal Employment Opportunity ("EEO")/Affirmative Action ("AA") Office
State of Connecticut Department of Emergency Services and Public Protection
1111 Country Club Road
Middletown, Connecticut 06457
(860) 685-8010

5.11 GENERALLY ACCEPTED ACCOMMODATIONS

5.11.1 Generally accepted accommodation options for the candidate includes, but is not limited to:

5.11.1.1 Additional time for completion of a written examination;

5.11.1.2 Administration of an oral examination for Firefighter I and Firefighter II only;

5.11.1.3 Physical location modification to address visual and auditory concerns;

5.11.1.4 Any question regarding the clarification of test question wording of a written examination; or

5.11.1.5 Recording test answers in the examination booklet in lieu of a "bubble sheet" scanning document

5.11.2 Testing Locations for Accommodated Candidates

5.10.2.1 The Certification office at the Connecticut Fire Academy in Windsor Locks shall be the primary location for administration for examinations requiring accommodations.

CHAPTER 6

Certification Candidate Procedures

6.1 PURPOSE

6.1.1 The purpose of this chapter is to establish procedures to be followed by candidates seeking certification.

6.2 CERTIFICATION DIVISION

6.2.1 Certification recognizes the complexities involved in pursuit of professional certifications and professional development. In an effort to address foreseeable needs of potential candidates, several different options are available to address those needs.

6.2.2 Certification shall publish and make available to all candidates and instructors a reference list. Appendix C.

6.3 CERTIFICATION OPTIONS

6.3.1 Option #1: Completion of an accepted and approved training program delivered through the Connecticut Fire Academy (CFA).

6.3.2. Option #2: Completion of an accepted, approved local or national training program delivered by a recognized training organization. Programs require prior approval by the Director of Certification (Director) or authorized designee to assure that the training curriculum meets the current NFPA Standard for the respective level of certification.

6.3.2.1 National Fire Academy

6.3.2.2 Connecticut Regional Fire Training Schools

6.3.2.3 Approved licensed for-profit training entities

6.3.3 Option #3: Documentation of successful completion of an individualized training program.

6.3.3.1 Candidate provides a comprehensive matrix to demonstrate how each performance objective of the respective NFPA Standard has been achieved or addressed.

6.3.3.2 The evaluation method used for the training program to confirm prerequisite knowledge and skill shall be notated.

6.3.3.3 Candidate shall submit verification of successful course completion.

6.3.3.4 Process for candidate evaluation

a. Prior to an interview and performance assessment, the candidate shall be required to design, develop and implement a project in order to show competency in the prerequisite knowledge and skills for professional qualifications at the level to be certified.

b. The candidate shall deliver a 20-minute presentation on the completed project to a Project Process Team (PPT) comprised of three panelists with equal or greater certifications for the specific level.

c. The candidate shall respond to questions from the PPT regarding project development, referencing course material defined through the specific requirements of the project process and applicable to the NFPA Stand for Professional Qualification at the level of certification sought. The interview shall be limited to one hour.

d. Upon conclusion of the interview, the candidate shall be dismissed and the PPT panelists shall deliberate and offer recommendations for approval or denial of the certification based on the predetermined evaluation criteria.

e. All assessment and evaluation materials and forms shall be collected. Data shall be compiled by the Director. The candidate will be notified by the Director via the United States Postal Service.

6.3.3.5 Initiating the Review and Interview Process

a. The candidate will receive notification of acceptance to the review and interview process, including information on the date, time and location of the interview and instructions for courtesy communication in the event of tardiness or cancellation due to extenuating circumstances.

b. Included with the notification shall be a description of the assessment package, evaluation procedures and forms used by the review panel. The candidate shall be advised of any current exceptions pertaining to the NFPA standard referenced for the certification level sought.

c. PPT panelists shall be advised of the date, time and location of the interview-review session and shall receive the following information that is to be brought to the interview:

(1) A listing of assignments and responsibilities.

(2) A copy of the candidate's project.

(3) A Project Evaluation Form.

(4) A Prerequisite Skills Written Evaluation Worksheet.

6.3.3.6 Assessment of the Candidate

a. PPT panels are responsible for assessing the knowledge and skills of the candidate using the Project Evaluation Form that highlights objectives based on the criteria for the JPRs. The competency JPRs for the standard will involve specific criteria relevant to the standard.

b. Following an assessment of the Candidate's project, presentation and response to the panels' questions, each panelist shall offer a score based on the following rubric:

(1) Advanced – demonstrates a comprehensive and in-depth understanding of rigorous subject matter, and provides sophisticated solutions to complex problems; demonstrates mastery of challenging subject matter and constructs solutions to challenging problems.

(2) Proficient – demonstrates a solid understanding of challenging subject matter and solves a wide variety of problems.

(3) Satisfactory – demonstrates a partial understanding of subject matter and solves simple problems.

(4) Deficient – demonstrates a minimal understanding of subject matter and does not solve simple problems.

c. The total score is combined and averaged with the other panelists.

(1) a total of 28 points is available from each panelist.

(2) an average score of 12 must be achieved for continuation of the certification process.

d. Each PPT panelist shall enter narrative detail for any pertinent information related to the candidate's project, presentation or responses that justifies the assigned score.

6.3.3.7 Candidates shall be notified of the results in writing by the Director. Notification will be sent via the United States Postal Service.

6.3.3.8 Candidates unsuccessful during the review-interview process shall have the opportunity to resubmit the project and participate in another review-interview session.

6.3.3.9 Candidates may appeal the finding of the PPT, by telephoning Certification, within 30 days after the mailing of the decision of the PPT. The candidate shall have the opportunity to review the Project Evaluation Forms, verify the mathematical accuracy of the assigned score and be apprised as to which area or section needs further preparation.

Pro Board TD 2
IFSAC GA pg 8

6.3.4 Option #4: Independent panel review of a candidate portfolio comprised of elements designed to demonstrate and confirm competence in specific Job Performance Requirements for the level of certification to be attained.

6.3.4.1 Certification may choose to use this process for certification to those levels which consist of advanced or broad performance requirements (JPR) or objectives and require and assessment of less tangible knowledge and skill criteria, such as the use of analysis and judgment in given circumstances.

6.3.4.2 Competency Verification

a. The portfolio process must objectively verify that the candidate meets or exceeds the JPR and/or objectives of the specific standard and level.

b. The candidate must demonstrate competency in all criteria listed for each JPR for the respective level of certification.

c. The candidate's portfolio shall verify competency through any combination of

(1) Documented professional experience.

(2) Work related projects.

(3) Successful completion of applicable professional development courses from recognized organization (e.g., Connecticut Fire Academy, National Fire Academy, Emergency Management Institute, etc.).

(4) Successful completion of applicable college courses.

d. Only college level and professional development courses, which incorporate an assessment and grading process, shall be considered.

6.3.4.3 Process Approval

a. Each process must assure that the candidate clearly demonstrates competency in each JPR or objective for the respective level in a manner that can be assessed objectively.

b. Request for approval shall include the following components:

(1) Criteria for each JPR and objective listed in the NFPA Standard for the level being evaluated corresponding with the criteria section of the given JPR.

(2) Forms to be used to evaluate each JPR and objectives that include the candidate's signature attesting to the accuracy of submissions.

(3) References to any agency form, record or report required for completion of the portfolio.

(4) List of all courses and associated JPRs and objectives approved by Certification which meet one or more of the criteria for certification.

6.3.4.4 Process Initiation

a. All prerequisites have been fulfilled.

b. The Director or designee will issue the candidate the appropriate portfolio program manual and review the instructions with the candidate to ensure understanding of the requirements of the portfolio, portfolio review and portfolio submission process.

Each manual contains information on the requisite criteria for the certification level and examples of the desired style and format for portfolio submission.

c. Each candidate for the portfolio process of certification shall designate an advisor for the duration of development and evaluation. The advisor must receive advanced approval by the Director or designee and must meet the following criteria:

(1) Certification to at least the level of certification sought by the portfolio candidate.

(2) At least five (5) years of documented experience operating in a municipal or private fire department at a level above that in which the candidate is seeking certification.

d. The Director and the candidate shall mutually agree to the time limit for completion of a portfolio and panel review assessment.

e. Certification shall verify all signatures associated with the portfolio and assure that all JPR and objectives have been addressed before certification is awarded to the candidate.

6.3.4.5 Demonstration of Competency

a. Documented experience and education comprise four major options for demonstrating competency within the portfolio process.

b. Option 1: Professional Experience

(1) A candidate shall demonstrate competency of a JPR or objective through documented professional experience by submitting the following:

(a) A job description for the position, formally adopted by the agency and in place during the candidate's tenure in the position, which identifies essential job duties and minimum requirements. All areas pertaining to the JPR and objectives are to be identified.

(b) A letter from the Fire Chief or Human Resources Manager verifying the candidate's dates of service in that position and attesting to the validity of the job description for the position.

(c) A copy of any job performance evaluations during the candidate's tenure in the position that verify the candidate's satisfactory performance of the respective job duties. A letter from the candidate's designated supervisor or Fire Chief attesting to satisfactory performance may be substituted for job performance evaluation documents.

(d) Written justification of how the candidate's professional experience relates to the specific JPR and objective. The justification must address each criterion of the JPR or objective in a detailed, organized and well-written format.

(2) All letters submitted must be originals, written on agency letterhead, and signed in ink.

c. Option 2: Documented Work Product

(1) A candidate shall demonstrate competency of a JPR or objective through work product by submitting a minimum of one documentation package for each JPR or objective lusted for the perspective certification level, to include the following:

(a) A copy of the work product (reports, memos, letters, projects, etc.).

(b) Written verification that the candidate was the author of the work product, responsible for work represented in the majority of the product and capable of replicating the work product without supervision. Typically, this document is a letter from the candidate's supervisor, employer or authorized manger.

(c) Written justification of how the work product relates to the specific JPR or objective. The justification must address each criterion for the JPR or objective in a detailed, organized and well-written document.

d. Option 3: College Course Completion

(1) College course must be approved by Certification.

(2) A candidate must provide an original transcript from an accredited college or university affixed with the official seal/stamp of the institution, specifying course title, course identification number and verification of a final grade of “C”, “Pass” or “Satisfactory”; or

(3) A candidate must submit a copy of the course description as it appeared in the official printed or electronic college catalog at the time the course was completed and a detailed, organized, well-written justification of how the college course relates to the specific JPR or objective.

(a) A letter from the college registrar listing the outcome objectives for the course and verifying that an assessment / testing process was used during the course may be substituted for the course description in the event a course description is unavailable.

(4) The following items are to submitted if available

(a) course syllabus.

(b) learning objectives.

(c) testing methods used.

(d) copies of assignments, projects, test and other pertinent course work.

e. Option 4: Completion of a Professional Development Program

(1) A candidate shall demonstrate competency of a JPR or objective through documented successful completion of at least one relevant professional development course per JPR or objective.

(2) The candidate shall submit a copy of the course certificate specifying course title, dates, the candidate’s name, and the phrase “…for successful completion of…” or equivalent language. Certificates that only verify attendance will not be accepted.

(3) For a course(s) that does not have prior Certification approval, the following additional information shall be provided:

(a) A description of the organization/agency sponsoring the course (e.g., flyer brochure).

(b) A course description that includes learning objective and testing methods. A course that does not have a verified testing process will not be accepted.

(c) A transcript verifying course attendance and completion.

(d) a copy of the American Council on Education (ACE) recommendation for the course.

(e) a detailed, organized and well-written document that addresses each JPR or objective criterion to justify how the professional development course relates to the specific JPR or objective.

6.3.4.6 Appointment of the Portfolio Review Team (PRT)

a. Within ten (10) days of acceptance of a portfolio for review, the Director shall appoint a three person PRT. All PRT members must be minimally certified to the

Fire Service Instructor II level or its equivalent. A certified Fire Service instructor III shall be assigned to coordinate the review of the portfolio.

b. PRT Selection Criteria:

(1) One member shall be a fire science program coordinator from a community college/university or a senior instructor in the CT Fire Academy Fire Officer certification program. The member may not be the candidate's advisor or instructor of any courses submitted in the portfolio.

(2) One member shall be a Department Training Officer from other than the candidate's agency.

(3) One member shall be from the professional area and level in which the certification is being sought. Example: if a Fire Officer II level is being sought, the member must be an officer with responsibility for the direct supervision of junior officers and firefighters.

(4) All members, in the judgment of Certification, shall meet or exceed the requirements of the certification level being sought.

(5) No member of a PRT may be from the candidate's agency.

(6) No member should previously or currently have any private or professional relationship with the candidate that could result in bias during the review process. It shall be the responsibility of both the candidate and the PRT member to announce any such conflict of interest prior to beginning the review process, or when such conflict is determined. The Director shall immediately excuse any member with such conflict and seek replacement with another qualified member.

c. PRT Orientation:

(1) Certification shall conduct an orientation for individuals selected to serve as PRT members. Topics to be addressed include, but are not limited to, a review of the process guidelines, expectations for reviewers, assessment criteria and other information deemed appropriate for the specific review.

d. Portfolio Review

(1) The PRT shall meet to review the portfolio within thirty days following submission and shall use evaluation forms to guide the review of each JPR and objective. A candidate must demonstrate competency in all of the criteria to pass each JPR or objective; all JPRs and objectives must be passed to qualify for certification.

(2) The PRT shall objectively review each JPR and objective presented in the portfolio for the desired level, considering the following three general elements:

(a) Applicability

[1] The candidate must clearly demonstrate that the experience, work product or course listed is directly applicable to the JPR or objective. The PRT may refer to the criteria in the JPR and/or the requisite skills and knowledge to measure the applicability.

[2] For college and professional development courses, the PRT shall refer to the learning objectives and other course materials to determine if the specific job or skill was presented, applied and evaluated during the course. This may include objectives, learning activities, homework assignments, guide projects, etc.

(b). JPR Mastery

[1] The candidate must clearly demonstrate that he/she has mastered the JPR or objective by addressing all inclusive criteria and is capable of performing that job without direct supervision or coaching.

[2] The PRT may consider the length and nature of the professional experience, the number of times the candidate replicated the work product, or the number of courses successfully completed with a minimum grade of "C", "Pass" or "Satisfactory" that addressed the JPR or objective.

(c) Originality of Work

[1] The candidate must clearly prove that all work product, course work, etc., are the candidate's creation. While the candidate may have been part of a team, the candidate must prove the majority of the work is the candidate's and the job can be performed without supervision or coaching.

[2] For professional experience, originality means the candidate had the primary responsibility for performing the duties referenced in the job description.

[3] Original work in a college or professional development course requires proof that the candidate received individual credit, not credit as a member of a team or group.

[4] If the PRT determines that a candidate meets these criteria, credit is awarded for the specific JPR or objective.

[5] It is the candidate's responsibility to provide adequate information in the portfolio for a credible review on the part of the PRT. Insufficient information may result in disqualification.

(d) Completion of Review and Candidate Notification

[1] The PRT shall submit a written evaluation summary to the Director within ten days following the review of the portfolio. In addition to a listing of the JPRs and objectives passed, the PRT shall reference any JPRs or objectives for which the candidate was deficient and supply detailed written justification for the determination.

[2] No materials used in the review shall be returned to the candidate including the submitted reviewed portfolio, reviewer notes, and other related materials. In addition, no information may be provided by any member of the PRT that could be used by the candidate to fraudulently revise the candidate's portfolio for future reconsideration.

[3] The candidate shall be notified in writing of the outcome of the portfolio review within fifteen (15) days of the portfolio review. If all JPRs and objectives were met, a certificate for the respective level shall be issued to the candidate. The date of certification shall be the date the review the PRT was conducted.

[4] The candidate shall be informed of any unmet JPR, objective, and deficiencies in the portfolio. This

communication shall be accompanied by a detailed, objective critique of the submitted portfolio.

[5] A candidate may submit a revised portfolio that addresses the deficient JPR or objectives. The revised portfolio must be submitted within six months of the initial portfolio review.

[6] Upon receipt of a revised portfolio, the Director shall reconvene the initial PRT to review the revised portfolio. If the candidate fails to submit a revised portfolio within six months of the initial portfolio review, a complete portfolio addressing all the JPR or objectives for that level must be submitted and begin the process again.

[7] The PRT shall meet to review the revised portfolio within thirty (30) days after submission. As with the initial review, the PRT shall use the evaluation forms to guide the review of each JPR, and the candidate must demonstrate competency to meet each JPR and objective.

[8] The PRT shall submit a written evaluation summary to the Director within ten (10) days following the review of the revised portfolio. The PRT shall furnish a listing of the JPRs and objectives passed, reference any JPRs and objectives for which the candidate did not demonstrate competency, and include written justification detailing the reasons for said deficiency.

[9] If the PRT finds that the revised portfolio addresses the initial deficiencies and the candidate has successfully met the requirements for certification, a certificate for the level sought shall be issued to the candidate. The date of certification shall be the date the review by the PRT was conducted on the revised portfolio.

[10] The candidate shall be notified in writing of the outcome of the revised portfolio review within fifteen (15) days of the review. This communication shall include any unmet JPRs and objectives for the resubmitted portfolio, and the reason for the judgment of deficiency.

[11] Any candidate who does not meet the required JPR or objective with the revised portfolio shall wait twelve (12) months to resubmit a portfolio for the originally sought certification level. The new portfolio must address all JPRs and objective for the specified certification level.

e. Portfolio Appeals

(1) The candidate may request that an advisor be allowed to attend appeal proceedings. The advisor may accompany the candidate to the appeal hearing but may only provide information on the JPR or objective in question. The purpose of the advisor is to serve as an advocate in the provision of objective, verifiable, and first-hand information that may demonstrate the appellant's competency in the deficient JPR or objective.

(2) The candidate must advise the Director of Certification, in writing, of the desire to use an advisor during the appeal process. This notification must be received a minimum of ten (10) days before the scheduled hearing date. The advisor must have first-hand knowledge of the candidate's competency relating to the JPR in question.

6.3.5 Option #5: Project Based Assessment.

Pro Board TD 2
IFSAC GA pg 8

6.3.5.1 Candidate shall submit a comprehensive Project completed as final product of a CFA approved course offering.

6.3.5.2 Candidate shall submit verification of successful course completion in the form of a completed

6.3.5.3 Process for candidate evaluation

a. The candidate shall submit, electronically, a completed course project with a separate cover page, to the Director of Certification or his designee.

b. There shall be no personal identifying information, i.e., name, address, email, etc., on any project materials other than the one page single sided cover page.

(1) The project shall include an Executive Summary;

(2) Objectives (JPRs) shall be clearly annotated on supporting documentation to facilitate assessment scoring.

c. The Director of Certification shall:

(1) Assign a candidate number to the project to provide anonymity to the assessment process;

(2) File the cover page containing the Candidate's personal contact information;

(3) Ensure that there are no references to the candidate within the project that may affect the outcome of the Evaluator's assessment;

(4) Attach an appropriate Project Evaluation Form;

(5) Distribute the project(s) to assigned Evaluators through secure means.

d. Upon receipt, each assigned Evaluator shall:

(1) Acknowledge receipt of materials;

(2) Complete review and assessment of each Candidate project and record the results on the A Project Evaluation Form provided;

(3) Return all materials to the Director of Certification.

6.3.5.4 Candidates shall be notified of the results in writing by the Director. Notification will be sent via the United States Postal Service.

6.3.5.5 Candidates unsuccessful during the review-interview process shall have the opportunity to resubmit the project.

6.3.5.6 Candidates may appeal the assessment, by telephoning Certification, within 30 days after the mailing of the assessment results. The candidate shall have the opportunity to review the Project Evaluation Forms, verify the mathematical accuracy of the assigned score and be apprised as to which area or section needs further preparation.

6.3.5.7 Qualification and Selection of Evaluators

a. Evaluators shall be, at a minimum, Certified to the level being assessed

b. A minimum of three Evaluators shall be selected for each project submitted

c. Evaluators shall be a Certified Fire Service Instructor II

d. Evaluators shall report directly to the Director

IFSAC CA 6 6.3.6 Option # 5: Examination Challenge

6.3.6.1 The challenge process recognizes a candidate's prior training that is not from a Pro Board or IFSAC accredited entity but has prepared the candidate for the examination for a given certification level. A candidate may challenge the examination process for any certification level.

6.3.6.2 Procedures for challenging an examination

a. The candidate shall apply in writing to the Director requesting to challenge a specific certification level. The requester shall provide background information the candidate considers relevant to support the request. Permission to challenge a certification examination is granted when adequate documentation is submitted which demonstrates that an individual has been trained demonstrates competency in all of the objectives of a given NFPA Standard.

b. The Director shall review the request, check supporting documentation, and render a decision within fourteen days of receipt.

(1) The candidate shall be notified in writing of the decision.

(2) A declined request shall include reasons to support the decision to decline.

(3) An accepted request shall initiate the challenge process as follows:

(a) The Director shall forward the letter of acceptance and a Challenge Matrix for the specified level.

(b) The Challenge Matrix shall include

[1] A brief description of the skill or section that must be met.

[2] Applicable NFPA Standard reference/paragraph number.

[3] A space for the candidate to provide a written description of how the candidate was trained in each section or skill.

c. Upon receipt of the Challenge Matrix, the candidate shall;

(1) Complete all areas of the matrix.

(2) Attach documentation and any supporting evidence to support the candidates written responses.

(3) If a level has practical skills that are generally reviewed prior to a candidate being eligible to take a certification exam, provide the appropriate CT Fire Academy Practical Skills Evaluation Sheets signed by a CT certified Fire Instructor who is certified to the same level of certification that is being requested and has completed Station Evaluator Training.

(4) Attach any documentation that provides evidence of such training (i.e., certificate from a CFA course, syllabus from a college course, outline of subjects covered in an outside training program, etc.).

d. Upon receipt of the submitted documentation, the Director shall review the submission and render a decision.

(1) A declined submission will be return to the candidate with the reason(s) for the decline.

(2) Approval of a Challenge Request

(1) The Director shall notify the candidate of the approval of the challenge request.

(2) The candidate shall submit an application(s) for the required examination(s).

6.3.6.3 Any firefighter that has successfully completed an approved Instructor course (National Fire Academy, Educators Certificate, initial educator, provisional, or professional; Master of Education; Emergency Medical Services Instructor; or Law Enforcement/Police Officer Instructor Certificate) may challenge Fire Service Instructor I written examination. The practical examination shall be waived.

6.4 RECIPROCITY

Pro Board B4
IFSAC CA 6
IFSAC CA 16

6.4.1 Regulations for Connecticut State Agencies authorize certification reciprocity as follows:

6.4.1.1 Any firefighter possessing Fire Service Certification from another Pro Board or IFSAC accredited agency which is at least equivalent to a level of certification offered by the Commission on Fire Prevention and Control may receive credit for said certification.

6.4.1.2 The Director shall determine the level of credit to be awarded in accordance with minimum standards of the State of Connecticut.

6.4.1.3 Candidates for reciprocity shall

a. submit a completed Certification Reciprocity Application;

b. be an active member of a Connecticut Fire Department; or

c. be an active member of a Fire Department that responds to Connecticut on automatic or mutual aid response agreements.

(1) Verification of active member status must be submitted in the form of a letter on department letterhead attesting to active firefighter status signed by the candidate's Fire Chief. Original signature is required; faxed or email letters will not be accepted.

d. Receiving reciprocity only allows a person to enter the Connecticut certification system with advanced standing, acknowledging equivalency and meeting prerequisites for continued training, no certificates or uniform patches will be issued. Recipients of reciprocity shall not be considered certified to the level granted through reciprocity until all examination requirements for said level have been satisfactorily fulfilled.

6.4.1.4 A candidate that has received reciprocity may challenge the certification examination process for the given certification level.

Glossary

CERTIFICATION ADMINISTRATIVE MANUAL

Term	Definition
Adjunct Examiner	Experienced Fire Service Instructor professional minimally certified to Fire Service Instructor I, employed by the Certification Division of the Commission on Fire Prevention and Control, trained and oriented to the policies and procedures for conducting certification examinations
Certification Candidate	Individual seeking certification at a specified level of competency in the Fire Service
Certification Registrar	Responsible for records relating to the certification system and maintenance of individual records
CFPC	Commission on Fire Prevention and Control
Chief Examiner	Adjunct Examiner with accountability and oversight for the safe, fair, equitable, consistent and objective evaluation of Certification Candidates at a practical certification examination
Director of Certification	Responsible for development and administration of entire certification system
Examination Proctor	Adjunct Examiner with responsibility for the safe, fair, equitable, consistent and objective evaluation of Certification Candidates at a written certification examination
Host/Host Agency	Individual contact or agency responsible for logistics in providing a remote examination site
Job Performance Requirement (JPR)	Description of the performance required for a specific job, grouped according to the duties of the job to define what an individual must be able to do in order to successfully perform that duty
JPR Scenario	Evaluation evolution comprised of a series of JPR tasks evaluated at a practical skills examination
Lead Instructor	Instructor contact for a class of Certification Candidates seeking certification to a specific level of certification
Live Burn Auditor	Adjunct Examiner responsible for confirmation of Certification Candidates participation in live fire training reflecting skills for the respective level of NFPA 1001
Portfolio Review Team (PRT)	Compliance Method #4 evaluation panel comprised of three leaders in the field with specified representative credentials for the certification level

Project Process Team	Compliance Method #3 evaluation panel comprised of three leaders in the field with equal or greater recognized qualifications for the specific certification level
Staging Officer	Chief Examiner charged with accountability of Certification Candidates and oversight of Staging Area logistics at a practical certification examination
Station Evaluator Training (SET)	Training course required for Station Evaluator eligibility
Student	Individual enrolled in a course of study which may or may not lead to certification

APPENDIX D SAMPLE QUESTIONS

Knowledge, or cognitive objectives, is assessed through written tests.

Certification Candidates must demonstrate a mastery of theoretical material in order to earn a passing grade on written certification examinations. They must achieve a minimum score of 70% in order to earn a passing grade in an examination intended for certification at a given level of competence.

D.1 Airport Fire Fighter Sample Questions

1. NFPA "Airport Fire Fighter Qualifications" lists the firefighter's three major duties as:

   A. emergency operations, rescue, and resources.
   B. response, fire suppression, and rescue.
   C. response, rescue, and emergency medical services.
   D. response, suppression, and rescue.

2. Jet A (JP-8) has a flash point of:

   A. -45^0 F
   B. 50^0 F
   C. 100^0 F
   D. 150^0 F

D.2 Awareness Level HM/WMD Sample Questions

1. Substances or materials in quantities or forms that may pose an unreasonable risk to health, safety , or property when transported, stored, or used in commerce is a definition for a:

   A. hazard class.
   B. hazardous chemical.
   C. hazardous material.
   D. hazardous substance.

2. The two types of **potential hazards** found in each section of the *Emergency Response Guidebook* are:

   A. reactivity and solubility.
   B. spill and leak.
   C. corrosive and flammable.
   D. health and fire/explosion.

D.3 Driver Operator Aerial Sample Questions

1. The angle formed by level ground and a line from the point where the rear tires of a vehicle touch the ground to the lowest projection at the rear of the apparatus is considered:

   A. angle of return.
   B. angle of departure.
   C. angle of approach.
   D. longitudinal approach.

2. Which of the following **is not** a standard method of power take off engagement?

   A. spring-loaded.
   B. hydraulically-controlled.
   C. electronically-controlled.
   D. pneumatically-controlled.

D.4 Driver Operator Mobile Water Supply Sample Questions

1. When inspecting the apparatus, which of the following **is not** considered a daily check?

A. Braking system
B. Cooling system
C. Tires
D. Check packing glands for leaks

2. Proper apparatus maintenance includes visually checking the tank water level:

A. daily.
B. biweekly.
C. quarterly.
D. periodically.

D.5 Driver Operator Pump Sample Questions

1. A fire apparatus with a **primary** purpose of transporting 1,000 or more gallons of water is considered to be a/an:

A. attack pumper.
B. aerial device.
C. midi pumper
D. tanker/tender.

2. Many accidents involving apparatus are caused by the operator:

A. focusing too much on the traffic in front of the apparatus.
B. stopping at intersections.
C. misunderstanding the capabilities of the apparatus.
D. using warning devices.

D.6 Fire Fighter I Sample Questions

1. In the fire service, the term mutual aid refers to:

A. an agreement to provide reciprocal assistance.
B. an engine and truck company working together at a fire.
C. two or more firefighters mutually aiding each other.
D. two or more companies from the same department aiding each other.

2. The coupling on the high pressure hose that is attached to an SCBA cylinder should be:

A. of the reverse thread type.
B. **hand tight.**
C. secured with an adjustable wrench.
D. treated with Teflon® tape.

D.7 Fire Fighter II Sample Questions

1. When a company officer arrives first on scene, the officer is in command until:

A. the fire is declared under control.
B. a chief officer arrives and may choose to assume command.
C. the chief of the department arrives.
D. arrival of the senior shift officer.

2. Pressurized flammable liquids and gasses should:

A. always be extinguished.
B. not be extinguished unless the fuel can be immediately shut off.
C. not be extinguished by firefighters; trained specialists should be called for these fires.
D. not be extinguished unless the product involved has a vapor density greater than one.

D.8 Fire Inspector I Sample Questions

1. A collection or compilation of rules and regulations enacted by a legislative body to become law in a particular jurisdiction is called a(n):

   A. standard.
   B. code.
   C. ordinance.
   D. amendment.

2. Prior to a court case, an inspector should do all of the following **except:**

   A. re-inspect the facility the day before the trial.
   B. go over his/her testimony with the prosecutor before entering the courtroom.
   C. appear in proper uniform or neatly dressed.
   D. volunteer information to make responses as detailed and complete as possible.

D.9 Fire Service Instructor I Sample Questions

1. Performance standards for fire instructors are identified in:

   A. NFPA 1021.
   B. NFPA 1041.
   C. NFPA 1403.
   D. NFPA 1521.

2. The instructional sequencing method starts with an overview of a topic, then discusses each individual topic and finishes with a review of the main point is called:

   A. whole-part-whole.
   B. simple-to-complex.
   C. cognitive-to-psychomotor.
   D. known-to-unknown.

D. 10 Fire Service Instructor II Sample Questions

1. Probably the **greatest** challenge to a supervisor is:

   A. span of control issues in the training division.
   B. cost analysis and purchasing new equipment.
   C. anticipating and mitigating problems before they become large issues.
   D. celebrating accomplishments.

2. The effective and efficient management of _____ is essential to a successful training program.

   A. budget
   B. training records
   C. equipment
   D. the purchasing process

D.11 Fire Service Instructor III Sample Questions

1. Agency procedures typically require conflict-resolution skills that include:

   A. assisting both sides by suggesting solutions.
   B. selecting the decision, then talking with each side.
   C. showing preference to sway both parties toward the right decision.
   D. utilizing sarcasm to highlight solutions.

2. Planning for safety in training scenarios involves two processes:

   A. identification and evaluation.
   B. task analysis and hazard/risk analysis.
   C. analysis and monitoring.
   D. management and supervision.

D.12 Fire Investigator Sample Questions

1. An investigator **should** **not** work a fire scene alone. It is recommended that fire scene investigations be conducted by the:

   A. investigator and one other person.
   B. representative of the insurance company.
   C. police department crime scene team.
   D. Both B and C are correct.

2. Ventilation-generated patterns are caused by blowing air over glowing embers, raising enough heat to melt metals. This can produce:

   A. holes in floors.
   B. a wide "V" pattern.
   C. a narrow "V" pattern.
   D. heat shadowing.

D.13 Fire Officer I Sample Questions

1. The fire company tends to meet the essential elements of a group. Which of the following **is** **not** one of the elements?

   A. Having similar roles within the group.
   B. Having common binding interest.
   C. Having a sense of continuity.
   D. Having a shared set of values.

2. With respect to communication skills, people only remember _____ of a message 24 hours after they hear it.

   A. 25 percent
   B. 35 percent
   C. 50 percent
   D. 65 percent

D.14 Fire Officer II Sample Questions

1. City council members or commissioners may be elected at large. Which of the following statements is generally applicable to an at-large election?

   A. Candidates must reside within a specific part of the city.
   B. At-large elections most commonly occur in large cities.
   C. At-large elections reduce undue influence by any particular constituency.
   D. Only citizens living in a specific part of the city are eligible to vote.

2. Policies and procedures are most effective:

   A. when they have been developed by chief officers.
   B. when they are considered dynamic documents.
   C. when they have been developed by the legal staff,
   D. Both A and C are correct.

D. 15 Fire Officer III Sample Questions

1. Which of the following **is** **not** one of the basic leadership styles?

   A. Delegation
   B. Autocratic
   C. Democratic
   D. Laissez-faire

2. Which of the following statements is **incorrect** regarding a fire department relationship with the community and media?

   A. The public remembers a person or organization by their first achievement.
   B. All statement made to the public must be factual.
   C. Statements made to the community should be ethical.
   D. All department members speaking to the media have an obligation to the public.

D. 16 Fire Officer IV Sample Questions

1. The **final** responsibility and authority must remain with the:

   A. firefighter.
   B. company officer.
   C. fire chief.
   D. employee.

2. The purpose of an incentive program is:

   A. only for use in the career fire service.
   B. to encourage retention of experienced firefighters.
   C. to limit the need for other benefits.
   D. to encourage early retirement for senior firefighters.

D.17 Health and Safety Officer Sample Questions

1. Which NFPA standard provides the design, performance, testing, and certification criteria for portable power tools used at emergency incidents?

   A. NFPA 1500
   B. NFPA 1521
   C. NFPA 1901
   D. NFPA 1936

2. The health and safety officer has the authority to:

   A. cause the immediate correction of situations that create imminent danger to personnel.
   B. cause the immediate correction of non-imminent hazards.
   C. change procedures without the approval of the chief.
   D. issue orders at his/her own discretion.

D.18 Incident Safety Officer-Fire Suppression Sample Questions

1. The fire department health and safety officer has a second distinct and vital role as the:

   A. incident safety officer.
   B. first-responder training officer.
   C. rapid intervention team coordinator.
   D. emergency medical services director.

2. When confronted with an unsafe act that presents an unusual or dangerous hazard, the incident safety officer should:

   A. immediately inform the incident commander, who will stop the unsafe act.
   B. consult with the incident commander prior to stopping the unsafe act.
   C. immediately stop the unsafe action and then inform the incident commander.
   D. immediately stop the unsafe action and document the incident for disciplinary purposes.

D.19 Juvenile Firesetter Intervention Specialist I

1. The intention of early identification of a Firesetter problem is to:

   A. provide educational information and parental support.
   B. identify at-risk youth and prevent further involvement in firesetting.
   C. assess a child's level of risk and enroll at-risk individuals in a prevention program.
   D. identify at-risk youths and enter them into a central registry.

2. If an interviewer is unable to surpass client resistance, he/she may appropriately employ any of the following **except:**

   A. returning to rapport-building.
   B. terminating services.
   C. referring the client to a mental health professional.
   D. rescheduling the interview.

D.20 Operations Level HM/WMD Sample Questions

1. If a product with a vapor density of 1.6 escaped from its container, you would expect the product to:

   A. collect in low-lying areas.
   B. rapidly dissipate if outdoors.
   C. float on water.
   D. sink in water.

2. What would be the **primary** hazard to a responder while rescuing victims in a building where a non-flammable hazard class 2 product is leaking?

   A. Ingestion
   B. Inhalation
   C. Absorption
   D. Injection

D.21 Public Fire and Life Safety Educator I Sample Questions

1. Smoke detector should be tested:

   A. annually.
   B. every two years.
   C. according to manufacturer's instructions.
   D. every five years.

2. The fire prevention program, Learn Not to Burn® pre-school program includes all of the following **except:**

   A. cool a burn.
   B. crawl low under smoke.
   C. recognize firefighters are helpers.
   D. wait in the house for the fire department to arrive.

D.22 Rescue Technician – Confined Space I Sample Questions

1. Which of the following statements **is correct?**

   A. Bases are also referred to as alkali.
   B. A substance with a pH of 1 is considered a strong base.
   C. Acids are considered corrosives, bases are not.
   D. Acids are also referred to as caustic.

2. Signs and symptoms of a rescuer experiencing heat stroke include hot, dry skin, core temperature above 105^0, and

   A. slow pulse.
   B. hypertension.
   C. increases level of consciousness.
   D. rapid pulse.

D.23 Rescue Technician – Confined Space II Sample Questions

1. Actions taken to isolate, eliminate or reduce the degree of risk to life and property from hazards, either before, during, or after an incident, are called:

   A. hazard intervention.
   B. hazard mitigation.
   C. hazard address.
   D. hazard resolution.

2. Which of the following raising systems can be defined as having all the moving/travelling pulleys moving at the same speed as the load?

   A. Simple pulley system.
   B. Compound pulley system.
   C. Complex pulley system.
   D. Duplex pulley system.

D.24 Rescue Technician – Rope and Rigging I Sample Questions

1. When an individual is confronted with making decisions regarding rescue situations, the ability to overcome decision making problems is essential. Which of the following **is** **not** a trait of an effective leader?

   A. Confidence
   B. Willingness to take excessive risks
   C. Mental toughness

2. The immediate objectives of the technical rescue search are to:

   A. locate the patient(s), call for backup, and control the press/public.
   B. create a single scene entry and point, spot auxiliary equipment, and call for additional resources.
   C. locate the patient(s), identify the hazard(s), and establish the incident boundary.
   D. identify resources, locate equipment and personnel, establish the hot zone.

D.25 Rescue Technician – Rope and Rigging II Sample Questions

1. When two anchor points are used to support a load, an angle is created by the anchor straps. As the angle becomes _____, the force on the anchors will _____.

   A. smaller, increase
   B. greater, decrease
   C. smaller, remain the same
   D. greater, increase

2. A line that is attached to a load on a highline and is used to control the load from the far-side point is called a _____ line.

   A. lowering/belay
   B. tag
   C. haul
   D. suspension

D.26 Rescue Technician – Structural Collapse I Sample Questions

1. In a search of light frame buildings:

   A. a callout/listen search may be effective due to lower density of wood floors.
   B. seismic type sensors will be more effective than listening devices.
   C. dogs will probably **not** be able to scent through wood floors.
   D. callout/listen searches are ineffective.

2. To shore sloped floors, you should:

   A. use one shoring solution to fit all conditions.
   B. tighten every few days if green lumber is used.
   C. place shores horizontally to the headers.
   D. use horizontal cut-in bearings for support.

D.27 Rescue Technician – Structural Collapse II Sample Questions

1. In a search of concrete frame buildings with heavy floors, workers should:

   A. use a callout/listening search since floors will probably transmit noise easily.
   B. use seismic listening devices.
   C. use dogs in late afternoon when winds are calm.
   D. monitor for vertical movement.

2. To access a victim in heavy construction, the preferred method is to:

   A. cut through columns.
   B. cut through slabs above the collapse.
   C. cut slabs near column connections
   D. **not** cut any rebar pieces – remove as one unit.

D.28 Rescue Technician – Trench I Sample Questions

1. Which of the following **is not** a condition or factor that can lead to cave-in or collapse?

   A. Pressure transmittal from one side of the trench to the other.
   B. Freestanding time
   C. The water table
   D. Previously disturbed soils

2. A timber shore that is cut too short can be used with:

   A. wedges
   B. scabs
   C. additional cribbing
   D. a screw jack

D.29 Rescue Technician – Trench II Sample Questions

1. Trench walls are held in place with a system of devices called:

   A. solid sheeting and cross bracketing
   B. warping and wales
   C. sheeting and shoring
   D. spot-bracing and skip-shoring

2. An object's center of gravity can be described as:

   A. the point on a body around which the body's mass is evenly distributed.
   B. the point on a body in which the mass is equal to its weight.
   C. a point at which an object's length intersects its width.
   D. no calculation required, object will seek its own equilibrium.

D.30 Rescue Technician – Vehicle and Machinery I Sample Questions

1. Which of the following could be used by a rescue agency as a model for a standard approach plan for vehicle/machinery incidents?

   A. NFPA 1001
   B. Vehicle rescue life cycle
   C. Incident Management System
   D. NFPA 472

2. When dealing with accident vehicles in the upright position, the two main stabilization concerns are to prevent the vehicle from moving horizontally and

   A. vertically.
   B. forward.
   C. backward.
   D. to the side.

D.31 Rescue Technician – Vehicle and Machinery II Sample Questions

1. Which of the following could be used by a rescue agency as a model for a standard approach plan for vehicle/machinery incidents?

   A. NFPA 1001
   B. Vehicle rescue life cycle
   C. Incident Management System
   D. NFPA 472

2. The fundamentals of extrication include all of the following **except:**

   A. administering necessary care before extrication and assuring that the patient is removed in a way that minimizes further injury.
   B. using a tourniquet to control bleeding.
   C. administering patient care prior to extrication unless the delay would endanger the life of the patient or rescuer.
   D. working with other responding personnel.

D.32 Technician Level HM/WMD

1. In most situations, decontamination personnel **should be** in personal protective clothing that is:

   A. the same level of protection or one level of protection below the people working in the hot zone.
   B. the same level of protection or one level of protection above the people working in the hot zone.
   C. equivalent to ordinary structural fire fighting turnout gear.
   D. Level C with negative pressure respiration.

2. If a container is unable to adapt to applied stress, it will breach. An opening commonly associated with a BLEVE is called:

   A. a failure of container attachments.
   B. disintegration.
   C. runaway cracking.
   D. a puncture.

F.1 Examiner Annual Minimum Hour Requirement

F.1.1 Examiners shall complete a minimum of 40 hours engaged in certification assignments per fiscal year.

F.1.2 Adjunct Examiners may accumulate hours toward the annual 40-hour minimum requirement by:

F.1.2.1 accepting and completing assignment(s) as a Practical Examination Examiner; or

F.1.2.2 accepting and completing assignment(s) as a Written Examination Proctor; or

F.1.2.3 accepting and completing assignment(s) as a Live Burn Auditor; or

F.1.2.4 participating as a member of a Technical Review Committee(s); or

F.1.2.5 participating as a member of a Question Bank/Test Correlation Committee(s); or

F.1.2.6 participating on Pro Board or IFSAC Site Visit review committees; or

F.1.2.7. any combination of a through f.

F.1.3 Examiners credentialed to accept assignments from the Training Division shall not receive credit toward the 40-hour minimum requirement for hours worked in the Training Division.

F.1.4 Examiners assigned to an examination cancelled by the Director or the Director's designee at the request of the training entity shall be given credit for the scheduled exam hours.

F.1.5 Examiners assigned to an examination cancelled due to weather shall be given priority for reassignment when the examination is rescheduled. The Examiner shall not receive credit for the cancelled examination.

F.1.6 Examiner assignments cancelled due to a reduction in the number of Examiners required, shall not receive credit for the initial assignment.

F.1.7 Examiner hours will be reviewed quarterly. The Director or the Director's designee will contact Examiners that are deficient in meeting required hours.

F.1.7.1 First notice of deficiency shall be made by phone contact or email.

F.1.7.2. Second notice of deficiency will result in a letter from the Director. The Director shall state the purpose of the letter, document the Examiner's record to date identifying the deficiency, restate the requirements of all Examiners, and request a meeting and a written statement of intent from the Examiner.

a. A copy of the notification shall be forwarded to the State Fire Administrator.

b. Failure on the part of the Examiner to respond to the letter within 30 days shall be accepted as the Examiner's implied intent to relinquish credentialing as CFPC Certification Division Examiner.