

IMPORTANT: Read instructions on bottom of Certification Page before completing this form. Failure to comply with instructions may cause disapproval of proposed Regulations.

STATE OF CONNECTICUT  
**REGULATION**  
of

NAME OF AGENCY

Connecticut Commission on Fire Prevention and Control

CONCERNING

SUBJECT MATTER OF REGULATION

Fire Fighter Qualifications and Certification Policy and Procedures Rules and Regulations

Section 1. Section 7-323k-6(b)(1)(A)(i) of the Regulations of Connecticut State Agencies is amended to read as follows:

All personnel records are maintained at the Commission's Office 34 Perimeter Road, [ PO Box 3383 ] Windsor Locks, Connecticut .

Sec. 2. Section 7-323k-6(b)(1)(A)(iv) of the Regulations of Connecticut State Agencies is amended to read as follows:

Personnel records are the responsibility of the [Business Services Officer] FISCAL ADMINISTRATIVE SUPERVISOR of the Commission. All requests for disclosure or amendment of these records should be directed to the [Business Officer] FISCAL ADMINISTRATIVE SUPERVISOR.

Sec. 3. Section 7-323k-6(b)(1)(B) of the Regulations of Connecticut State Agencies is amended to read as follows:

Training and Certification Records

(i) Records are maintained at the Commission's Office, 34 Perimeter Road, [PO Box 3383] Windsor Locks, Connecticut ,06096.

(ii) Records are maintained in both automated and manual form.

(iii) Records are maintained for the purpose of determining training completed and certification achieved by firefighters, fire instructors, [afire] AND FIRE officers.

(iv) Training records are maintained by the Director of Fire Training [and Education] 34 Perimeter Road, [PO Box 3383] Windsor Locks, Connecticut, 06096. Certification records are maintained by the

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Certification Division Fire Service Analyst, 34 Perimeter Road, [PO Box 3383] Windsor Locks, Connecticut, 06096. All requests for disclosure or amendment of training records should be made to the Director of FIRE Training. All requests for disclosure or amendment of certification records should be made to the Certification Division Fire Service Analyst.

Sec.4. Section 7-323I-78 of the Regulations of Connecticut State Agencies is amended to read as follows:

The following terms when used in sections 7-323I-77 to 7-323I – [98] 102, inclusive, of the Regulations of Connecticut State Agencies shall have the following meanings:

[(a)] (1) “**Fire Fighter Candidate**” means the member of a fire department who has not met the objectives for Fire Fighter I.

[(b)] (2) “**Fire Fighter I**” means the fire fighter, at the first level of progression in the fire department, who has demonstrated the knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in accordance with the objectives specified in this Standard for that level, and, when engaged in hazardous activities, works under direct supervision.

[(c)] (3) “**Fire Fighter II**” means the fire fighter, at the second level of progression in the fire department, who has demonstrated the skills and depth of knowledge necessary to function under general supervision. This person shall function safely and effectively as an integral member of a team of equally or less experienced firefighters to accomplish a series of tasks in accordance with the objectives specified in this Standard for that

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level, and, when engaged in hazardous activities, maintains direct communication with a supervisor.

**(4) “WILDLAND FIRE FIGHTER I”** MEANS A PERSON, AT THE FIRST LEVEL OF PROGRESSION AS DEFINED IN CHAPTER 3 OF NATIONAL FIRE PROTECTION ASSOCIATION STANDARD 1051, WHO HAS DEMONSTRATED THE KNOWLEDGE AND SKILLS NECESSARY TO FUNCTION SAFELY AS A MEMBER OF A WILDLAND FIRE SUPPRESSION CREW. THE WILDLAND FIRE FIGHTER I WORKS UNDER DIRECT SUPERVISION.

[(d) **“Fire Fighter III”** means, as defined by National Fire Protection Association Standard 1001, 1987 edition, the fire fighter, at the third level of progression in the fire department, who has demonstrated the knowledge of, and the ability to perform objectives specified in that standard, and who works under minimum supervision, but under orders.]

**(5) “RESCUE TECHNICIAN”** MEANS A PERSON WHO HAS DEMONSTRATED THE KNOWLEDGE, SKILLS, AND ABILITIES AND IS TRAINED TO PERFORM AND DIRECT THE TECHNICAL RESCUE IN ACCORDANCE WITH THE OBJECTIVES SPECIFIED IN THIS STANDARD FOR THAT LEVEL.

[(e)] **(6) “Pump Operator”** means the fire apparatus driver/operator who has demonstrated the knowledge, skills, and abilities required for the operation of apparatus equipped with an attack or fire pump in accordance with the objectives specified in this Standard for that level.

[(f)] **(7) “Truck Operator”** means the fire apparatus driver/operator who has demonstrated the knowledge, skills, and abilities required for the

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operation of apparatus equipped with aerial devices in accordance with the objectives specified in this Standard for that level.

[(g)] (8) “**Airport Fire Fighter**” means the fire fighter who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

[(h)] (9) “**Fire Officer I**” means the fire officer, at the supervisory level, who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

[(i)] (10) “**Fire Officer II**” means the fire officer, at the supervisory / managerial level, who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

[(j)] (11) “**Fire Officer III**” means the fire officer, at the managerial /administrative level, who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

(12) “**FIRE OFFICER IV**” MEANS THE FIRE OFFICER, AT THE ADMINISTRATIVE LEVEL, WHO HAS DEMONSTRATED THE KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY AND IN ACCORDANCE WITH THE OBJECTIVES SPECIFIED IN THIS STANDARD FOR THAT LEVEL.

[(k)] (13) “**Public Fire and Life Safety Educator I**” means an individual who has demonstrated the ability to coordinate and deliver existing educational programs and information in accordance with the objectives specified in this Standard for that level.

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[(l)] (14) **“Public Fire and Life Safety Educator II”** means an individual who has demonstrated the ability to prepare educational programs and information to meet identified needs in accordance with the objectives specified in this Standard for that level.

[(m)] (15) **“Fire Service Instructor I”** means a fire service instructor who has demonstrated the knowledge of and the ability to conduct instruction from prepared material in accordance with the objectives specified in this Standard for that level.

[(n)] (16) **“Fire Service Instructor II”** means a fire service instructor who, in addition to meeting Fire Service Instructor I qualifications, has demonstrated the knowledge and ability to coordinate other instructors and who is capable of using a variety of teaching strategies to develop lesson plans and instructional aids based on a task analysis in accordance with the objectives specified in this Standard for that level.

[(o)] (17) **“Hazardous Materials Technician”** means an individual who responds to releases or potential releases of hazardous materials for the purpose of controlling the release utilizing special chemical protective clothing and control equipment in accordance with the objectives specified in this Standard for that level.

[(p)] (18) **“Fire Department Safety Officer”** means the member of a fire department assigned and authorized by the fire chief as the principle safety officer assigned to perform the duties and responsibilities OF THE HEALTH AND SAFETY OFFICER AND THE INCIDENT SAFETY OFFICER in accordance with the objectives specified in the Standard for that level.

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[(q)] (19) **“Fire Department”** means the Agency that provides fire suppression and/or fire prevention services to a state, county, municipality, organized fire district or institution; also any recognized fire education or training program.

[(r)] (20) **“Safely”** means to perform the objective without injury to self or to others.

[(s)] (21) **“With Competence”** means possessing knowledge, skills and judgment needed to perform indicated objective satisfactorily.

[(t)] (22) **“Swiftly”** means the time, as determined by the authority having jurisdiction, that it takes an approved fire fighter to perform the objective satisfactorily.

[(u)] (23) **“Demonstrate”** means to show by actual use, illustration, simulation or explanation. This may be supplemented by or replaced by simulation, explanation, illustration or a combination of these.

[(v)] (24) **“Identify”** means to physically select, indicate, or explain verbally or in writing, using standard terms recognized by the Fire Service.

[(w)] (25) **“Objective”** means observable or measurable demonstration of a skill, knowledge, or both.

[(x)] (26) **“Qualified”** means having satisfactorily completed the requirements of the objectives.

[(y)] (27) **“this Standard”** means the term *this Standard* shall refer to each section of the “ Fire Fighter Qualifications and Certification Policy and Procedures Rules and Regulations” ( section 7-323k-6 and sections

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7-323I-77 to 7-323I-99, inclusive, of the Regulations of Connecticut State Agencies as amended ).

[(z)] (28) **“Non - Live Fire Practical Skills Examination”** means any psychomotor skills examination which consists of skills or tasks that do not expose the candidate to actual fire conditions.

[(aa)] (29) **“Live Fire Control Examination”** means any psychomotor skills examination that consists of skills or tasks that exposes the candidate to actual fire conditions during efforts to control or extinguish the fire.

[(bb)] (30) **“Live Fire Suppression Activities”** means any fire service activity that exposes the candidate to actual fire conditions during efforts to control or extinguish the fire.

(31) **“TECHNICAL RESCUE”** MEANS THE APPLICATION OF SPECIAL KNOWLEDGE, SKILLS AND EQUIPMENT TO SAFELY RESOLVE UNIQUE OR COMPLEX RESCUE SITUATIONS.

Sec. 5. Section 7-323I-81(a)(1) of the Regulations of Connecticut State Agencies is amended to read as follows:

A candidate for Fire Fighter II certification shall be an active member of a fire department and shall be a certified Fire Fighter I OR SHALL DOCUMENT IN WRITING THAT HE OR SHE HAS BEEN AN ACTIVE MEMBER OF A FIRE DEPARTMENT SINCE PRIOR TO JULY 1, 1977.

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Sec.6. The Regulations of the Connecticut State Agencies are amended by adding sections 7-323I-81a and 7-323I-81b as follows:

(NEW) Sec. 7-323I-81a **Wildland Fire Fighter I**

(a) **General**

(1) A candidate for Wildland Fire Fighter I certification must be an active member of an organization that participates in wildland fire suppression activities.

(2) No person may be certified to the level of Wildland Fire Fighter I until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Wildland Fire Fighter I shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1051, Wildland Fire Fighter I, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by the Regulations of Connecticut State Agencies.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Wildland Fire Fighter I those candidates who have satisfactorily demonstrated their ability to meet the

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requirements as defined in section 7-323I-81a of the Regulations of Connecticut State Agencies.

(NEW) Sec. 7-323I-81b **Rescue Technician**

(a) **General**

(1) A candidate for Rescue Technician certification must be an active member of a fire department.

(2) No person may be certified to the level of Rescue Technician until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Rescue Technician shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1006, Rescue Technician, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by the Regulations of Connecticut State Agencies.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Rescue Technician those candidates who have satisfactorily demonstrated their ability to meet the requirements of Chapter 3 of National Fire Protection Association

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Standard 1006 and the job performance requirements of one or more of the following rescue specialties as defined by NFPA Standard 1006: Rope Rescue, Surface Water Rescue, Vehicle and Machinery Rescue, Confined Space Rescue, Structural Collapse, or Trench Rescue as well as the requirements as defined in section 7-323I-81b of the Regulations of Connecticut State Agencies.

Sec. 7. Section 7-323I-86(a)(1) of the Regulations of Connecticut State Agencies is amended to read as follows:

A candidate for Fire Officer I certification must be an active member of a fire department and must be a certified Fire Fighter II OR SHALL DOCUMENT IN WRITING THAT HE OR SHE HAS BEEN AN ACTIVE MEMBER OF A FIRE DEPARTMENT SINCE PRIOR TO JULY 1, 1977.

Sec. 8. Section 7-323I-87(a)(1) of the Regulations of Connecticut State Agencies is amended to read as follows:

A candidate for Fire Officer II certification shall be an active member of a fire department, [and] shall be a certified Fire Officer I, AND SHALL BE A CERTIFIED FIRE SERVICE INSTRUCTOR I.

Sec. 9. Section 7-323I-88a(1) of the Regulations of Connecticut State Agencies is amended to read as follows:

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A candidate for Fire Officer III certification shall be an active member of a fire department, [and] shall be a certified Fire Officer II, AND SHALL BE A CERTIFIED FIRE SERVICE INSTRUCTOR II.

Sec. 10. The Regulations of the Connecticut State Agencies are amended by adding section 7-323l-88a as follows:

(NEW) Sec. 7-323l-88a **Fire Officer IV**

a) **General**

(1) A candidate for Fire Officer IV certification must be an active member of a fire department and must be a certified Fire Officer III.

(2) No person may be certified to the level of Fire Officer IV until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Officer IV shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1021, Fire Officer Professional Qualifications, Fire Officer IV, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by the Regulations of Connecticut State Agencies.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

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(c) The Commission shall certify as a Fire Officer IV those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in section 7-323I-88a of the Regulations of Connecticut State Agencies.

Sec. 11. Section 7-323I-89(b) of the Regulations of Connecticut State Agencies is amended to read as follows:

**Objectives:** The candidate for certification to the level of Public Fire and LIFE Safety Educator I shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1035, Professional Qualifications for Public Fire and Life Safety Educator, Public Fire and Life Safety Educator I, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by the Regulations of Connecticut State Agencies.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

Sec. 12. Section 7-323I-90(c) of the Regulations of Connecticut State Agencies is amended to read as follows:

The Commission shall certify as a Public Fire and LIFE Safety Educator II those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

Sec. 13. Section 7-323I-93(d) of the Regulations of Connecticut State Agencies is amended to read as follows:

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It shall be the responsibility of the individual certified as a Hazardous Materials Technician to meet the annual training requirements and receive medical surveillance in accordance with federal Occupational Safety and Health Administration ( OSHA ), STATE OF CONNECTICUT DEPARTMENT OF LABOR, DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CONN OSHA ), local occupational health and safety [regulatory] REGULATIONS, or US. Environmental Protection Agency ( EPA ) requirements, whichever are appropriate for their jurisdiction. FAILURE TO ACCOMPLISH SAID REFRESHER TRAINING MAY RESULT IN FORFEITURE OF THE HAZARDOUS MATERIALS CERTIFICATION.

Sec. 14. Section 7-323I-94(b) of the Regulations of Connecticut State Agencies is amended to read as follows:

**Objectives:** The candidate for certification to the level of Fire Department Safety Officer shall comply with the performance objectives of the most current edition of National Fire Protection Association Standard 1521, Fire Department Safety Officer, CHAPTERS ENTITLED ORGANIZATION, FUNCTIONS OF THE HEALTH AND SAFETY OFFICER, AND FUNCTIONS OF THE INCIDENT SAFETY OFFICER, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered, or deleted by the Regulations of Connecticut State Agencies.

Sec. 15. Section 7-323I-95(c) of the Regulations of Connecticut State Agencies is amended to read as follows:

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(c) All examination components for a given level of certification shall be completed within a 12 month period of time. THE 12 MONTH PERIOD OF TIME SHALL BE DEEMED TO HAVE BEEN INITIATED ON THE DATE OF SIGNATURE OF THE LEAD INSTRUCTOR AUTHORIZED TO SIGN THE EXAMINATION APPLICATION FORM FOR THE SPECIFIC CERTIFICATION LEVEL. Failure to complete requirements within that time frame shall render all examination components which have been completed void.

(1) INDIVIDUALS AUTHORIZED TO SIGN EXAMINATION APPLICATIONS SHALL MEET THE FOLLOWING REQUIREMENTS:

(A) SHALL BE CERTIFIED TO THE LEVEL OF FIRE SERVICE INSTRUCTOR I AT A MINIMUM.

(B) SHALL BE CERTIFIED TO AT LEAST ONE LEVEL HIGHER THAN THAT BEING APPLIED FOR WITHIN THE SAME JOB CATEGORY IF A HIGHER LEVEL OF CERTIFICATION EXISTS. IF A HIGHER LEVEL OF CERTIFICATION DOES NOT EXIST, AUTHORIZING INDIVIDUAL SHALL BE CERTIFIED TO THE SAME LEVEL AS THAT BEING AUTHORIZED AND SHALL DOCUMENT AT LEAST THREE YEARS PRACTICAL EXPERIENCE IN THAT JOB CATEGORY. APPROVAL OF PRACTICAL EXPERIENCE SHALL BE GRANTED BY THE DIRECTOR OF CERTIFICATION PRIOR TO SIGNATURE BEING AFFIXED TO EXAMINATION APPLICATION.

(2) THE DEADLINE FOR TESTING TO ANY LEVEL OF CERTIFICATION MAY BE EXTENDED UP TO THREE MONTHS IN SOME EXTENUATING CIRCUMSTANCES. A WRITTEN REQUEST FOR AN EXAMINATION TIME LIMIT EXTENSION THAT STATES THE SPECIFIC REASONS WHY THE EXAMINATION CANNOT BE ACCOMPLISHED WITHIN THE ALLOTTED 12 MONTH TIME LIMIT MUST ARRIVE AT THE COMMISSION'S OFFICE BEFORE THE EXPIRATION OF THE ORIGINAL 12 MONTH TIME LIMIT.

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Sec. 16. Section 7-323I-96 of the Regulations of Connecticut State Agencies is amended to read as follows:

(a) All written examinations shall be provided and administered by the Commission on Fire Prevention and Control, Certification Division. Periodically the Commission shall offer examinations. These written examinations may be given in conjunction with practical examinations. GENERALLY, FOR LEVELS THAT SO REQUIRE, the candidate shall successfully complete the practical examination for a certification level prior to applying for and participating in the written examination for that level. [This requirement shall apply for all levels of certification with the exception of Safety Officer for which no practical skills examination is required.] THE REQUIREMENT TO SUCCESSFULLY COMPLETE THE PRACTICAL EXAMINATION PRIOR TO PARTICIPATING IN THE WRITTEN EXAMINATION MAY BE WAIVED TO IMPROVE EXAMINATION DELIVERY EFFICIENCY OR IN CASES IN WHICH A FORMAL APPEAL OF A PRACTICAL EXAMINATION GRADE IS PENDING. Dates of upcoming written examinations and application forms may be obtained from the Commission on Fire Prevention and Control, Certification Division. Candidates applying for examinations shall file an application form with the Commission at least 10 days before the scheduled date of the examination.

(b) **Local delivery or regional school delivery of state written exams.**

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(1) At least [30] 28 days prior to the anticipated test date for a fire department or regional fire school examination, the Chief of Department, lead certified Fire Service Instructor, or the governing board of the regional fire school shall submit to the Commission on Fire Prevention and Control, Certification Division a completed "Request for Examination" form.

(2) Local written examinations shall be administered by Commission personnel for a reasonable number of candidates.

[(c) Every fire department may designate one (1) and each regional fire school may designate two (2) fire service instructors who shall be responsible for administering the training records of its members.]

[(d) Records of each candidate's practical training and evaluation shall be maintained by a designated fire service instructor on forms approved by the Office of State Fire Administration.]

[(e)] **(c) Written Examination Structure**

(1) Certification written examinations shall consist of questions [divided into sections, each section] covering one or more of the objectives required for certification of the levels specified in sections 7-323I-79 to 7-323I-[93]94, inclusive, of the Regulations of Connecticut State Agencies.

(2) Certification written examinations shall consist of a number of questions deemed appropriate by the Commission to adequately measure the cognitive knowledge of the objectives required for certification of the levels specified in sections 7-323I-80 to 7-323I-94, inclusive, of the Regulations of Connecticut State Agencies.

[(f)] **(d) Scoring:**

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(1) An overall grade of 70 percent is required for the successful completion of a written examination[; however, a minimum of 50 percent correct must be attained in each section of the examination].

(2) All written examinations are graded by the Commission on Fire Prevention and Control, Certification Division, and are recorded permanently in Commission files.

(3) Test scores shall be sent to each candidate by first class mail within 4 to 6 weeks of the date of the examination. If test scores are delayed beyond [4 to] 6 weeks, candidates shall be so notified by mail and shall be advised of the expected date of availability.

**[(g)] (e) Examination Delivery System:**

(1) All written state examinations shall be administered under direct control of the Commission on Fire Prevention and Control, Certification Division.

(2) Examination booklets and answer sheets shall be delivered by a representative of the Certification Division to the examination site. The package containing the examination booklets shall not be opened except in the presence of the candidates at the time and place the examination is to be administered. If this package has been opened prior to this time, the particular examination session is void.

(3) Upon completion of the examination, the proctor shall place all examination booklets, along with all scratch paper used by the candidates, in the return package provided [in the presence of one or more students

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who participated in the examination]. The proctor shall place the answer sheets in the package provided in the same manner.

**[(h)] (f) Administration Procedures:**

(1) The time allowed to complete each written examination shall begin after the proctor has read the instructions for that examination. At that time all discussion shall cease. From that time to the time that the candidate completes the examination and remits the examination materials to the proctor, candidates shall not be permitted to speak to each other or to the proctor and all "Instructions to the Candidates" contained in the proctor's instructions shall be followed.

(2) The time allowed for each WRITTEN examination shall be as deemed appropriate by the Commission. The Commission shall inform the candidates of the time allowed prior to the day of the examination and as part of the " Instructions to the Candidate " on the day of the examination.

**[(i)] (g) Reexamination:**

[(1) Any candidate receiving an overall grade below 70 percent shall be reexamined in the entire examination; any candidate who received an overall grade of 70 percent or higher but with a grade of less than 50 percent on one or more of the examination sections, shall be reexamined only in the examination section(s) in which the grade was below 50 percent and must obtain a grade of 70 percent or better in each such section upon reexamination.

(2) Procedures:

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(A) Candidates are reexamined in only those examination sections which were not successfully completed in the original exams. Upon successful completion of any previously failed section(s), the final grade of record for the examination shall be the percentage received for the original examination prior to the reexamination. Candidates shall receive credit for the section(s) passed during the reexamination for the purpose of determining mastery of those sections only. The score(s) of the reexamined section(s) shall not be factored into the final examination score.

(B) No person may be reexamined without complying with all requirements as defined in sections 7-323I-95 and 7-323I-96 of the Regulations of Connecticut State Agencies.

(C) To be reexamined in the state certification written examination at any level within 12 months of the date of the practical examination does not require retesting of the manipulative skills portion.

(D) If the written portion of the examination is not satisfactorily completed within 12 months of the date of the practical exams the candidate shall be required to re-accomplish the practical skills portion.

(E) A candidate may retake any examination section as frequently as the examination is offered by the Office of the State Fire Administrator, Certification Division. All satisfactory scores are cumulative for a maximum of one year from the calendar date that the candidate began the certification process for a particular level. There are no restrictions as to the number of times the individual may take exams during the one year period.

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(F) Any candidate who has not successfully completed all examination sections for a particular level by the end of the one year period shall lose all satisfactory scores. The candidate shall then be required to retake the entire examination and begin another one year cycle of attempts.]

(1) ANY CANDIDATE RECEIVING AN EXAMINATION SCORE BELOW 70 PERCENT SHALL BE REEXAMINED IN THE ENTIRE EXAMINATION.

(2) PROCEDURES:

(A) WITHIN 180 DAYS OF THE ORIGINAL EXAMINATION, INDIVIDUALS WHO SCORE BETWEEN 60 PERCENT AND LESS THAN 70 PERCENT MAY BE REEXAMINED IN THE ENTIRE EXAMINATION WITHOUT RETRAINING OR COUNSELING.

(B) INDIVIDUALS SCORING LESS THAN 60 PERCENT ON AN EXAMINATION SHALL BE RETRAINED OR COUNSELED PRIOR TO ANY REEXAMINATION.

(C) PROOF OF COUNSELING OR RETRAINING SHALL BE IN THE FORM OF A SIGNATURE OF A CERTIFIED FIRE SERVICE INSTRUCTOR ON A REEXAMINATION APPLICATION FORM.

(D) UPON SUCCESSFUL COMPLETION OF AN EXAMINATION, THE FINAL GRADE OF RECORD SHALL BE THE PERCENTAGE RECEIVED ON THE SUCCESSFULLY COMPLETED EXAMINATION.

(E) TO BE REEXAMINED IN ANY STATE CERTIFICATION WRITTEN EXAMINATION AT ANY LEVEL WITHIN 12 MONTHS OF THE DATE OF INITIATION OF THE CERTIFICATION EXAMINATION PROCESS DOES NOT REQUIRE REEXAMINATION OF THE PRACTICAL SKILLS PORTION.

(F) IF THE WRITTEN PORTION OF THE EXAMINATION IS NOT SATISFACTORILY COMPLETED WITHIN 12 MONTHS OF THE INITIATION OF THE CERTIFICATION EXAMINATION PROCESS THE

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CANDIDATE SHALL BE REQUIRED TO RE-ACCOMPLISH THE PRACTICAL SKILLS PORTION OF THE EXAMINATION.

(G) A CANDIDATE MAY RETAKE AN EXAMINATION AN UNLIMITED NUMBER OF TIMES DURING THE 12-MONTH PERIOD OF TIME PROVIDING RETRAINING OR COUNSELING REQUIREMENTS ARE MET FOR EACH RETAKE.

Sec. 17. Section 7-323I-97 **Practical Skills examinations** of the Regulations of Connecticut State Agencies is amended to read as follows:

(a) (1) All practical skills certification examinations shall be provided and administered by the Commission on Fire Prevention and Control, Certification Division.

(2) Periodically the Commission may offer statewide open examinations. These practical skills examinations may be given in conjunction with written examinations. GENERALLY, the candidate shall successfully complete the practical examination for a certification level (if required) prior to applying for and participating in the written examination for that level. THE REQUIREMENT TO SUCCESSFULLY COMPLETE THE PRACTICAL EXAMINATION PRIOR TO PARTICIPATING IN THE WRITTEN EXAMINATION MAY BE WAIVED TO IMPROVE EXAMINATION DELIVERY EFFICIENCY OR IN CASES IN WHICH A FORMAL APPEAL OF A PRACTICAL EXAMINATION GRADE IS PENDING. Dates of upcoming practical skills examinations and application forms may be obtained from the Commission on Fire Prevention and Control, Certification Division. Candidates applying for examinations shall file an application form with the Commission at least 10 days before the scheduled date of the examination.

(b) **Local delivery or regional school delivery of state practical skills exams.**

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(1) At least 60 days prior to the anticipated test date for a fire department or regional fire school examination, the Chief of Department or the governing board of the regional fire school shall submit to the Commission on Fire Prevention and Control, Certification Division a completed "Request for Examination" form.

(A) Upon receipt of a "Request for Examination" form, the Certification Division shall forward a Certification Examination Site Compliance Form to be completed by the entity requesting the exam. It shall be the responsibility of the entity requesting the examination to complete the form and certify to the Commission that the site is conducive to the conduct of the examination. The Commission may conduct a site visit for the purpose of assisting the requesting organization to determine if the site is suitable and for approving the location for administration and conduct of a practical skills examination. Approved sites may not require subsequent Compliance Forms or visits unless, in the opinion of the Commission, the characteristics and facilities of the site have changed substantially.

(B) If, in the opinion of the Commission or its designated representative, the examination site is not suitable for the conduct of the [exam] EXAMINATION on the specified date, and modification cannot be made in a reasonable period of time, the examination shall be canceled or postponed and the requesting entity shall be required to resubmit the "Request for Examination" form.

(2) Local or regional school practical skills examinations shall be administered by Commission personnel for a reasonable number of candidates and each firefighter shall have demonstrated proficiency in all skill evaluations identified for that level by having been previously observed and evaluated by [two] ONE certified fire service instructor[s] in the accomplishment of these skills.

(3) Examination evaluators for local or regional school practical skills examinations shall be provided by the entity requesting the examination. The examiners shall be certified by the State of Connecticut to the level of

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Fire Service Instructor I and shall have not been directly involved in the training of the candidate being examined in the specific skill(s) being evaluated. The names of the examiners shall be provided to the Certification Division prior to the examination for verification of credentials.

(4) The Commission shall, as a minimum, provide a Chief Examiner to administer each local or regional school practical skills examination.

[(c) Every fire department may designate one (1) and each regional fire school may designate two (2) fire service instructors who shall be responsible for administering the training records of its members.

(d) records of each candidates practical training and evaluation shall be maintained by a designated fire service instructor at the site of the examination on forms approved by the Office of State Fire Administration.]

[(e)] **(c) Practical Skills Examination Structure – Number of Skills**

(1) Certification practical skills examinations shall consist of evaluation of psychomotor skills required by one or more of the objectives required for certification of the levels specified in sections 7-323I-80 to 7-323I-94, inclusive, of the Regulations of Connecticut State Agencies.

(2) Certification practical skills examinations shall consist of evaluation of a number of practical skills deemed appropriate by the Commission to adequately measure the psychomotor skills required by the objectives required for certification of the levels specified in sections 7-323I-80 to 7-323I-94 inclusive of the Regulations of Connecticut State Agencies.

[(f)] **(d) Scoring:**

(1) Successful completion of all practical skills evaluated on a given examination day shall be required for certification. Successful completion shall mean a minimum of 70% on each practical skill evaluation sheet with no failure of identified critical skills.

(2) All practical skills examinations shall be graded by the Commission on Fire Prevention and Control, Certification Division, and shall be recorded permanently in Commission files.

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(3) Test results shall be made available to each candidate either at the examination site or by first class mail within 4 to 6 weeks of the date of the examination.

[(g)] **(e) Examination Delivery System:**

(1) All practical skills state examinations shall be administered under direct control of the Commission on Fire Prevention and Control, Certification Division.

(2) Examination practical skills evaluation sheets to be evaluated on a given examination day shall be delivered by a representative of the Certification Division to the examination site.

[(h)] **(f) Administration Procedures:**

(1) Practical skills evaluations may be conducted in evaluation stations, the purpose of which are to approximate actual fireground situations which take into account the testing environment. Candidates shall be expected to perform skills swiftly, safely, and with competence.

(2) Examiners shall furnish the candidate with specific instructions for each skill to be evaluated. Examiners shall be allowed to clarify instructions but shall not be permitted to assist the candidate, either through verbal or practical assistance, once the evaluation has begun. In the case of multiple-candidate evolutions, candidates shall be allowed to communicate with each other as would be expected in normal fireground operations.

(3) The time allowed for each examination shall be as deemed appropriate by the Commission.

[(i)] **(g) Reexamination**

(1) Any candidate receiving an overall grade below 70 percent on any practical skills evaluation sheet shall be afforded the opportunity to reexamine the skill or skills failed one time at the time of the examination. Subsequent failure of the skill or skills shall require the candidate to retake the entire practical skills examination. THE REQUIREMENT TO RETAKE THE ENTIRE PRACTICAL SKILLS EXAMINATION MAY BE WAIVED IN

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EXTENUATING CIRCUMSTANCES BY SUBMITTAL OF SUCH A REQUEST IN WRITING TO THE CERTIFICATION DIVISION FIRE SERVICE ANALYST.

(2) Procedures:

(A) Candidates shall be made aware of the skill or skills failed at the time of the examination. Candidates shall be given a reasonable period of time to prepare for the retake of the skill or skills. Candidates shall be permitted to review the practical skills grading sheet used for the original evaluation only. The use of any outside materials shall be prohibited. Candidates shall not be allowed to consult with any outside individual prior to participating in the retake.

(B) No person may be reexamined without complying with all requirements as defined in sections 7-323I-97 and 7-323I-98 of the Regulations of Connecticut State Agencies.

(C) If the written portion of the examination is not satisfactorily completed within 12 months of the date of the [practical exams] INITIATION OF THE CERTIFICATION EXAMINATION PROCESS the candidate shall be required to re-accomplish the practical skills portion.

(D) A candidate may retake any practical skills examination as frequently as the examination is offered by the [Office of the State Fire Administrator] COMMISSION ON FIRE PREVENTION AND CONTROL. There are no restrictions as to the number of times the individual may take exams.

(E) Any candidate who has not successfully completed all certification examination [sections] COMPONENTS for a particular level by the end of the one-year period shall lose all satisfactory scores. The candidate shall then be required to retake the entire examination and begin another one-year cycle of attempts.

Sec. 18. Section 7-323I-99(a) of the Regulations of Connecticut State Agencies is amended to read as follows:

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Any fire fighter who possesses fire service certification from another 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 level of certification. SUCH RECIPROCITY SHALL BE LIMITED TO MEMBERS OF THE CONNECTICUT FIRE SERVICE AND TO MEMBERS OF NON-CONNECTICUT FIRE DEPARTMENTS THAT PROVIDE MUTUAL AID TO CONNECTICUT FIRE DEPARTMENTS.

Sec. 19. The Regulations of the Connecticut State Agencies are amended by adding sections 7-323I-100 to 7-323I-102, inclusive, as follows:

(NEW) Sec 7-323I-100 **Revocation**

(a) The Commission on Fire Prevention and Control may revoke a certification for any of the following reasons:

- (1) The certification was issued by administrative error;
- (2) The holder of the certification obtained such certification through fraud or intentional misrepresentation of a material fact;
- (3) The holder of the certification is professionally unfit to perform the duties for which the certification was granted; or
- (4) The holder of the certification 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.

(NEW) Sec 7-323I-101 **Issuance and Lapse of Certificates**

(a) The Commission on Fire Prevention and Control shall issue a certificate upon determination that an individual is eligible to be certified.

(b) From time to time, the Commission on Fire Prevention and Control may waive the provision that a candidate for certification be an active

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member of a fire department in such cases as that provision is required as part of sections 7-323I-80 to 7-323I-94, inclusive, of the Regulations of Connecticut State Agencies for the purpose of personnel recruitment. In such cases, successful completion of the examination process for a level shall entitle the candidate to a letter of certification eligibility. The actual certification shall be issued upon receipt of proof that the individual has become an active member of a fire department.

(1) In the event that a person holding such letter granted under the provision of 7-323I-101(b) is not appointed to a position commensurate with such letter, the eligibility for certification shall be of no effect under sections 7-323I-80 to 7-323I-94, inclusive, of the Regulations of Connecticut State Agencies after the passage of one year.

**(NEW) Sec 7-323I-102 Waiver**

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

(b) Individuals who have been awarded reciprocal credit for any level of certification shall not be considered to be certified by the Commission to that or any prerequisite level in the State until all examination requirements for the level(s) have been satisfactorily fulfilled.

(c) Reciprocal credit levels shall be recognized as being equal to the corresponding State certification level and individuals granted such reciprocal credit shall be entitled to all rights and privileges granted to persons who have received state certification.

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Sec. 20. Section 7-323l-82 of the Regulations of Connecticut State Agencies is Repealed.

Statement of Purpose:

These proposed regulations amend existing regulations which set the policies and procedures for a fire service personnel certification program, as authorized by C.G.S. 7-323l. These amendments change the title of the fiscal service officer, replaces the reexamination process, eliminates records administration requirements and makes other minor administrative changes. These amendments add provisions for the certification of fire officers, wildland fire fighter, and rescue technician and expands the definition of safety officer. These amendments add provisions for revocation of certifications, issuance and lapse of certificates, and specifies a certification waiver policy.