

# NEBRASKA

## State Fire Marshal Training Division

---

---



TRAINING DIVISION  
CERTIFICATION SYSTEM

### *CERTIFICATION POLICY AND PROCEDURES MANUAL*

---

---

State Fire Marshal Training Division  
2410 North Wheeler Avenue, Suite 112  
Grand Island, NE 68801-2376

308.385.6892

[www.nebraskasfmd.org](http://www.nebraskasfmd.org)



**State of Nebraska  
State Fire Marshal Training Division**

**Certification Policy and Procedures Manual**

**TABLE OF CONTENTS**

FORWARD ..... 14

ACKNOWLEDGMENT ..... 15

MANUAL ORGANIZATION ..... 16

**System Structure and Ideology Section**

CERTIFICATION SYSTEM ORGANIZATION and ADMINISTRATION ..... 18

    Authority – State Statute..... 20

    Identification/Delegation of Authority ..... 20

        Signature Authority..... 20

    Mission Statement ..... 20

    Training Division Goals..... 21

    Certification Goal ..... 23

    Procedural Guidelines for Certification..... 24

    Applicant/Candidate Access-Certification Levels ..... 24

    Financial Capability..... 25

    Certification Staff ..... 25

    Health and Safety ..... 26

        Compliance-Federal, State, & Local..... 26

    Test Sites ..... 28

    Reaccreditation..... 29

    Equivalency Testing ..... 29

    Grandfather Certification ..... 30

    NFPA Standards ..... 30

    Standards..... 31

        Fire Fighter I..... 31

        Fire Fighter II..... 31

        Hazmat: Operational Level..... 31

        Instructor I ..... 31

        Hazmat: Technician Level..... 31

Participation .....	32
Eligibility.....	32
Age Requirements.....	32
Nondiscrimination Statement.....	32
Learning Disability Issues .....	33
Scheduling of Examinations .....	33
Frequency .....	33
Notification of Examinations.....	33
Application.....	34
Application Period .....	34
Candidacy Application Forms .....	34
Candidacy Application – Retest Option.....	35
Reapplication .....	35
Retest Option Exam Failure – Third Exam Option .....	35
Accreditation Organization Access .....	36
Submission of Data.....	36
Availability of Testing Materials .....	36
Reference Listing .....	37
Denial and Revocation of Certification .....	38
Purpose.....	38
Denial or Revocation Criteria.....	38
Appeals Process.....	39
Notice .....	39
Review Committee.....	39
Appeal of Denial or Revocation of Certification.....	39
Appeal of Examination Process.....	40
Reciprocity .....	40
Process.....	40
Reciprocity Requirements– Candidates .....	41
Revisions.....	41
Recertification .....	42
Future Planning – Recertification Certificate Process .....	42
Certification Fees .....	43
National Registration .....	43
Certificate Fees .....	43

Prerequisites .....	44
Prerequisites for Candidacy.....	44
Prerequisites-Recognized Standard for Certification.....	45
Prerequisites-State of Nebraska Established .....	45
Prerequisite Waiver Policy .....	45
Option to Waive Policy-Training .....	46
Accepted, Approved, Qualified Courses/Methods.....	47
Written and Skills Examinations.....	48
Certification Examinations Offered.....	48
Correlation Forms .....	48
Selection Process – PSE/Written Examination .....	49
Test Question Banks .....	49
Test Question Bank Items .....	49
Test Question Bank Revision & Updates.....	50
Option on Listing all References .....	50
Subject Matter Review-Test Questions.....	50
Test Items and Test Review by Test Construction Experts.....	51
Test Items/Scores Reviewed and Analyzed: Validity & Reliability.....	51
Validity.....	51
Reliability and Question Bank Software.....	51
Standard Error of Measurement – Written Examinations .....	51
Writing Test Questions for Examinations.....	52
Examination Time Limits.....	52
Examination Grades/Scoring Process.....	53
Grading.....	53
PSE Scoring – Verbalization .....	53
Paraphrased Contents – In-Service Examiner Training .....	54
Skill Examination Grade .....	54
Notification of Grades.....	55
Time Periods-Certification Records .....	56
Certificates.....	56
Confidentiality .....	57
Retests of Failed Examinations .....	57
Security of Testing Instruments .....	57
Access .....	57
Storage.....	57
Candidate Files .....	57
Disposal.....	58
Test Site Security .....	58

Levels of Examination Examiners .....	59
Examination Administration .....	59
Test Site Audits.....	59
Written Criteria for Selection of Test Examiners .....	60
Candidate/Examiner Conflict .....	60
Disregard for Policy and Procedures .....	61
Examiners and Candidates Instructions.....	62
PSE Test Site Instructions – Chief Examiner to Examiners .....	62
PSE Test Site – Examiner for the Test Station.....	63
PSE Test Site – From Examiner to Candidate.....	64
Examiner Levels-Roles and Responsibilities.....	65
Chief Examiner (CE) .....	65
Assistant Chief Examiner (ACE).....	66
Lead Examiner.....	67
Examiner .....	67
Practical Skills Examinations .....	67
Written Examination Instructions .....	68
Chief Examiner (Test Proctor).....	68
Chief Examiner – Read to Candidates .....	69
Proctor Duty – Test Site Completion Information.....	70
Written Examination – Student Packet.....	71
Student Information – Test Answer Form Information .....	71
Interpretations, Limitations, Safety .....	73
Written Test Specifications.....	73
Passing Score/How Determined .....	74
Practical/Performance Skills Examinations.....	74
Written Examination – Test Banks.....	75
OSHA Refresher Training Issues – Hazmat .....	76
Hazmat Operational Level Certification – Letter Example.....	77
Hazmat Operational Level Refresher Validation – Letter Example.....	78
Fire Fighter I – Hazmat Exam – Letter Example .....	79
Hazmat Operations Level – Prerequisite Certification Test.....	79
Fire Fighter II – Certification – Letter Example .....	80
Hazmat Operations Level – Prerequisite Certification Test.....	81
Implied Hazmat Certification for Reciprocity .....	82
Explanation of Implied Certification Status.....	82
Certificate of Reciprocity – Implied Hazmat Certification Letter Example .....	82
Certification Implied Status – Reciprocity .....	83
Certificate of Reciprocity – Implied Certification Letter Example .....	83

# Certification Levels – Procedures and Details

FIRE FIGHTER I CERTIFICATION PROCESS .....	85
Descriptions and Revisions .....	87
Overview of Changes & Emergency Medical Care Training Info .....	87
Course Completion/Attendance/Records .....	87
Course Registration.....	88
Course Enrollment/Certificates .....	88
Fire Fighter I Session Changes/Additions.....	88
Waiver Policy for HM: FROL Students.....	89
Description of HM Waiver of Class Attendance/Testing Out.....	89
Practical Skills Examinations – Title Description.....	89
Explanation.....	89
General Competencies-PSE – Stand-Alone & Multi-Task .....	89
Interior Fire Attack (IFA) – Practical Skills Examination .....	90
Hazmat Awareness/Operations Level – Practical Skills Examination .....	90
FFI – Multi-Task PSE List .....	90
FFI – Stand-Alone PSE List .....	90
FFI-Hazmat – Multi-Task PSE List .....	93
FFI-Hazmat-Stand Alone PSE List.....	93
Example – FFI-General Skills PSE Check List Form.....	95
Form Sample .....	96
Practical Skills Examination Test Site – Second Attempt .....	98
Practical Skills Examination Test Site Failure .....	98
Practical Skills Examination Score.....	98
Practical Skills Lists – MT and SA Skills .....	99
Time Limits .....	99
Written Examinations .....	99
Explanation of Exams – FFI General and FFI Hazmat.....	99
Example of Written Exam Questions – FFI-General Skills & Knowledge .....	100
Example of Written Exam Questions – FFI-Hazmat Awareness/Operations .....	101
Written Examination Information .....	102
Unsuccessful Completion of Either Examination.....	102
FFI General Knowledge Exam .....	102
Time Limit .....	102
FFI Hazmat Knowledge Exam .....	103
Time Limit .....	103
Test Site Attendance .....	103
Written Exam Test Site Failure .....	103

Written Exam Score .....	103
Test Question Bank Categories/Question Selection.....	104
FFI – NFPA 1001, 2013 Edition, Test Question Bank.....	104
FFI-HM Awareness/Operations – NFPA 472, 2013 Edition, Test Question Bank .....	105
Accepted, Approved or Qualified Courses .....	106
Certification Application Process.....	106
Application Information.....	106
Application Forms .....	107
Application for Candidacy Form.....	107
Candidate Prerequisite-EMC Verification Form .....	107
30-Day Notification Waiver Form .....	107
Certification Payment Form.....	108
Safety Validation Form.....	108
Online Registration – Certification Test Sites.....	108
Prerequisites and PSE Test Site Information .....	109
Age and Personal ID .....	109
Emergency Medical Care .....	109
<b>FIRE FIGHTER II CERTIFICATION PROCESS.....</b>	<b>111</b>
Description and Structure.....	113
Overview of Course/Certification.....	113
Course Completion/Attendance/Records .....	114
Course Registration.....	114
Course Enrollment/Certificates .....	114
Combo Courses.....	115
Fire Fighter II Sessions – J&B Curriculum Arrangement.....	115
Fire Fighter II Course Sessions/Classes.....	118
Fire Department – Logistical Support for Fire Fighter II Courses .....	119
Practical Skills Examinations – Title Description.....	120
Explanation.....	120
General Competencies-PSE – Stand-Alone & Multi-Task .....	120
FFII – Multi-Task PSE List.....	121
FFII – Stand-Alone PSE List.....	121
FF-Hazmat Operations – Multi-Task and Stand-Alone PSE List .....	122
Example – FFII-General Skills PSE Check List Form .....	123
Form Sample.....	124
Practical Skills Examination Information.....	126
Practical Skills Examination Test Site – Second Attempt .....	126
Practical Skills Examination Test Site Failure .....	126



Practical Skills Examination Score.....	126
Practical Skills Lists – MT and SA Skills .....	126
Time Limits .....	127
Written Examinations .....	127
Explanation of Exams – FFII General and FF Hazmat.....	127
Example of Written Exam Questions – FFII-General Skills & Knowledge .....	128
Example of Written Exam Questions – FFII-Hazmat Awareness/Operations...129	
Written Examination Information .....	130
Unsuccessful Completion of Either Examination.....	130
FFII General Knowledge Exam.....	130
Time Limit .....	130
Hazardous Materials Knowledge Exam.....	130
Time Limit .....	131
Test Site Attendance .....	131
Written Exam Test Site Failure .....	131
Written Exam Score.....	131
Test Question Bank Categories/Question Selection .....	132
FFII – NFPA 1001, 2013 Edition, Test Question Bank.....	132
HM Operational- NFPA 472, 2013 Edition, Test Question Bank .....	133
Accepted, Approved or Qualified Courses .....	134
Certification Application Process.....	134
Application Information.....	134
Application Forms .....	135
Application for Candidacy Form.....	135
30-Day Notification Waiver Form .....	135
Certification Payment Form.....	135
Safety Validation Form.....	136
Online Registration – Certification Test Sites.....	136
Prerequisites and PSE Test Site Information .....	137
Age and Personal ID .....	137
Fire Fighter I Certification or Equivalency .....	137
<b>HAZARDOUS MATERIALS: OPERATIONAL LEVEL CERTIFICATION PROCESS .....</b>	<b>139</b>
Description and Structure .....	141
Overview of Course/Certification.....	141
Course Completion/Attendance/Records .....	142
Course Registration.....	142
Course Enrollment/Certificates .....	142
Hazmat: Operational Level – Training Division Curriculum Arrangement .....	143

Hazmat Operational Level Course Classes .....	143
Hazmat: First Responder Awareness Level Classes .....	143
Hazmat: First Responder Operational Level Classes.....	144
Waiver Policy for HM: FROL Students.....	146
Practical Skills Examinations – Title Description.....	147
Explanation.....	147
General Competencies-PSE – Stand-Alone & Multi-Task .....	147
Hazmat: Operational Level – Multi-Task PSE List .....	147
Hazmat: Operational Level – Stand-Alone PSE List.....	148
Example – Hazmat: Operational Level-Skills PSE Check List Form .....	149
Form Sample .....	150
Practical Skills Examination Information.....	152
Practical Skills Examination Test Site – Second Attempt .....	152
Practical Skills Examination Test Site Failure .....	152
Practical Skills Examination Score.....	152
Practical Skills Lists – MT and SA Skills .....	153
Time Limits .....	153
Written Examinations .....	153
Explanation of Exams – Hazmat Operational Level.....	153
Example of Written Exam Questions – Hazmat Operational Level.....	153
Written Examination Information .....	155
Hazmat Operational Level Knowledge Exam .....	155
Time Limit, Test Site Attendance .....	155
Written Exam Test Site Failure .....	155
Written Exam Score .....	155
Test Question Bank Categories/Question Selection .....	156
Operational Level – NFPA 472, 2013 Edition, Test Question Bank.....	156
Accepted, Approved or Qualified Courses .....	157
Certification Application Process.....	157
Application Information.....	157
Application Forms .....	158
Application for Candidacy Form.....	158
Awareness Prerequisite Verification Form.....	158
30-Day Notification Waiver Form .....	158
Certification Payment Form.....	158
Health and Safety Validation Form.....	159
Online Registration – Certification Test Sites.....	159
Prerequisites and PSE Test Site Information .....	160
Age and Personal ID .....	160

Awareness Level Prerequisite – Candidacy Application .....	160
INSTRUCTOR I CERTIFICATION PROCESS .....	162
Description and Structure .....	164
Overview of Course/Certification.....	164
Course Completion/Attendance/Records .....	164
Course Registration.....	165
Course Enrollment/Certificates .....	165
Instructor I Sessions – IFSTA Curriculum Arrangement.....	165
Instructor I Course Sessions/Classes.....	166
Waiver Policy for Instructor I Students .....	167
Practical Skills Examinations – Title Description.....	167
Explanation.....	167
General Competencies-PSE – Stand-Alone .....	167
Instructor I – Stand-Alone PSE List .....	168
Example – Instructor I Skills PSE Check List Form .....	168
Form Sample .....	169
Practical Skills Examination Information.....	173
Practical Skills Examination Test Site – Second Attempt .....	173
Practical Skills Examination Test Site Failure .....	173
Practical Skills Examination Score.....	173
Practical Skills List – SA Skills.....	174
Time Limits.....	174
Written Examinations .....	174
Explanation of Exams – Instructor I.....	174
Example of Written Exam Questions for Instructor I Skills & Knowledge.....	174
Written Examination Information .....	176
Website Practice Questions – IFSTA Curriculum.....	176
Instructor I General Skills and Knowledge Exam .....	176
Time Limit .....	176
Test Site Attendance.....	176
Written Exam Test Site Failure .....	177
Written Exam Score .....	177
Test Question Bank Categories/Question Selection .....	177
Instructor I – NFPA 1041, 2012 Edition, Test Question Bank.....	178
Accepted, Approved or Qualified Courses .....	179
Certification Application Process.....	179
Application Information.....	179
Application Forms .....	180

Application for Candidacy Form.....	180
30-Day Notification Waiver Form .....	180
Certification Payment Form.....	181
Online Registration – Certification Test Sites .....	181
Prerequisites and Test Site Information.....	181
Age and Personal ID .....	181
HAZARDOUS MATERIALS: TECHNICIAN LEVEL CERTIFICATION PROCESS .....	183
Description and Structure .....	185
Overview of Course/Certification.....	185
Course Completion/Attendance/Records .....	186
Course Registration.....	186
Course Enrollment/Certificates .....	186
Hazmat: Technician Level – Training Division Curriculum Arrangement .....	187
Hazmat: Technician Level Course Classes .....	187
Waiver Policy for Hazmat: Technician Level Students .....	189
Practical Skills Examinations – Title Description.....	190
Explanation.....	190
General Competencies-PSE – Stand-Alone & Multi-Task .....	190
Hazmat: Technician Level – Multi-Task PSE List .....	190
Hazmat: Technician Level – Stand-Alone PSE List.....	191
Example – Hazmat: Technician Level-Skills PSE Check List Form .....	192
Form Sample .....	193
Practical Skills Examination Information.....	194
Practical Skills Examination Test Site – Second Attempt .....	194
Practical Skills Examination Test Site Failure .....	195
Practical Skills Examination Score.....	195
Practical Skills Lists – MT and SA Skills .....	195
Time Limits .....	195
Written Examinations .....	196
Explanation of Exams – Hazmat Technician Level.....	196
Example of Written Exam Questions – Hazmat Technician Level.....	196
Written Examination Information .....	197
Hazmat Technician Level Knowledge Exam .....	197
Time Limit .....	197
Test Site Attendance .....	197
Written Exam Test Site Failure .....	198
Written Exam Score .....	198
Test Question Bank Categories/Question Selection .....	198

Technician Level – NFPA 472, 2013 Edition, Test Question Bank.....	199
Accepted, Approved or Qualified Courses .....	200
Certification Application Process.....	200
Application Information.....	200
Application Forms .....	201
Application for Candidacy Form.....	201
Operations Prerequisite Verification Form.....	201
30-Day Notification Waiver Form .....	201
Certification Payment Form.....	201
Health and Safety Validation Form.....	202
Online Registration – Certification Test Sites.....	202
Prerequisites and PSE Test Site Information .....	203
Age and Personal ID .....	203
Operations Level Prerequisite – Candidacy Application .....	203

## **FOREWORD**

To increase individuals' knowledge and skills on a professional level, and to document by a nationally recognized process the qualifications of firefighters and other emergency responders; the Nebraska State Fire Marshal Training Division has established the Certification System. The Certification System is accredited by the Committee on Accreditation with the National Board on Fire Service Professional Qualifications and by the International Fire Service Accreditation Congress. This accreditation authorizes the Nebraska State Fire Marshal Training Division to grant certification to successful candidates for specific levels of response, training, and management pursuant to the applicable NFPA Standards.

Because the certification process can be complex and demanding, as well as rewarding, the following policy and procedures manual has been developed to set forth the guidelines for those who wish to meet the challenge, as well as those policies to be adhered to by the Nebraska State Fire Marshal Training Division. All candidates must adhere to the qualifications set forth in this Certification Policy and Procedures Manual to attain certification status based on either the current NFPA standard as published by National Fire Protection Association, or on the current NFPA standard recognized by the Nebraska State Fire Marshal Training Division for the requested level of certification.

The Nebraska State Fire Marshal Training Division, by way of state statute number 81-5,151, offers certification to firefighters and other emergency response personnel. No component of the statute states or insinuates in any way that certification is required or that it must be attained before advancement in a particular field or status can be accomplished. Certification in Nebraska is voluntary, unless the Authority Having Jurisdiction sets forth a local policy requiring responder certification.

The Nebraska State Fire Marshal Training Division Certification System is not intended to supersede any federal, state, or local laws, or any departmental policies that dictate other means or measures that must be met for professional operations as an emergency responder, trainer, or manager.

Certification is not intended to be used as a determination of an individual's qualifications for participation in the practice or profession of firefighting or the other related fields of emergency response, training, or management. Absence of a certification status may just indicate that the individual has not yet applied to be a candidate for certification, or has not yet met all of the requirements for certification. Likewise, the lack of a certification status does not necessarily mean that the individual is unqualified to participate in firefighting procedures, or the other facets of being affiliated with an emergency response organization.

Because the Certification System is offered on a voluntary basis, the Authority Having Jurisdiction has the final say as to whether those individuals who serve the jurisdiction shall meet, to any degree, a certification status. Certification is not mandatory by any State Statute, nor is it required by the Nebraska State Fire Marshal Training Division. The Nebraska State Fire Marshal Training Division is the sole AHJ for certification in the State of Nebraska as it pertains to those levels listed in this manual.

## ACKNOWLEDGMENT

A certification system was established in the State of Nebraska in mid 1980. At that time, the process successfully accomplished its goal and was beneficial and rewarding to those that applied for certification. However, certification systems throughout the United States progress each year, adding additional certification levels and improvement to the certification processes. Nebraska's system must meet those needs by updating and modifying its current system regularly.

Many hours are dedicated to the update and modification of the new Certification System, and numerous people need to be recognized for their desire to produce the best possible system that would enhance the achievements of firefighters and other emergency response personnel.

Accomplishments can be attributed to the numerous fire departments, individual firefighters, and response personnel who gave of their time to assist with the system modification. Appreciation should also go to the directors and employees of the other state training programs throughout the United States for their direct or indirect assistance in helping us formulate the modifications to the Certification System.

Furthermore, the staff of the Nebraska State Fire Marshal Training Division, full-time and part-time, has been an integral part to these accomplishments. Their countless hours of research and review of numerous methods of enhancing the system cannot go unmentioned.

A special message of appreciation must be noted for the individuals who sit on the Self-Study Team and those who are members of the Certification System Advisory Team.

Without the dedication and assistance from all of those mentioned, the Nebraska State Fire Marshal Training Division's Certification System would not be the caliber program it is today.

Let it be known to all that their assistance, guidance, and dedication to the cause is greatly appreciated and acknowledged by the Nebraska State Fire Marshal Training Division. The certification system and the certification policy and procedures would not be the recognized program it is today if it had not been for you.

Henry Ford once said, "*You can't build a reputation on what you are going to do.*" The continued revision and upgrading to this certification system comes from simple ideas and small talk. Nevertheless, it is a testament to the fortitude of the Staff – we do have a system that is solid and dependable; a system that compliments the attitudes of all that it serves.

## **MANUAL ORGANIZATION**

The Certification Policy and Procedures Manual will consist of a “System Structure and Ideology” section that addresses all Certification System organizational components and administrative policies or procedures.

Regardless of the content of each section, additional information for each level of certification will be addressed in the “Certification Levels – Procedures and Details” sections of the Certification Policy and Procedures Manual.

This arrangement will provide the candidate or organization with a clear picture of the specific requirements for a level within the particular NFPA Standard, once the structure of the Certification System is understood.

### **System Structure and Ideology**

This section of the Certification Policy and Procedures manual will address the principles, or provide sufficient information on the certification levels, of the certification process and explain the purpose for each section heading. The table of contents will provide the page number of the location of each topic addressing those accreditation policy and procedures, and how the State of Nebraska, State Fire Marshal Training Division will address each of those accreditation issues.

This section is titled as “**Certification System Organization and Administration**”.

### **Certification Levels – Procedures and Details**

Each certification level will contain the exact processes for certification testing. This information may expound on the System Structure and Ideology, or list specific information such as the number of questions for the written examination, number of practical skills examination, etc.

The Certification Levels – Procedures and Details section builds on the System Structure and Ideology contents and shall not be considered as “all conclusive” information. It should not be used or interpreted in lieu of the System Structure and Ideology section information. The System Structure and Ideology section will set the base for all certification levels by establishing the direction of the certification process for a specific level of the NFPA Standard.

This section of the manual will include information specific to the Fire Fighter I, Fire Fighter II, Hazardous Materials: First Responder Operational Level, Fire Service Instructor I and Hazardous Materials: First Responder Technician Level certification.



(This page intentionally left blank)

**CERTIFICATION**

**SYSTEM**

**ORGANIZATION**

**and**

**ADMINISTRATION**

(This page intentionally left blank)

## **AUTHORITY**

---

**§81-5,151.** Training Division; established; purpose; State Fire Marshal; powers and duties.

The State Fire Marshal shall establish a training division for purposes of operating a statewide training program for fire department personnel, others involved in fire safety training, and other emergency responders that may require specialized training available from the training program for the purposes of developing, maintaining, and updating fire department skills and other skills of those emergency responders requiring specialized training available from the training program. The State Fire Marshal in establishing a training division shall (1) conduct training, (2) certify fire department personnel, (3) give technical assistance to fire departments and other emergency responders requiring specialized training available from the training program, and (4) conduct live fire training. The State Fire Marshal in establishing such training may also give technical assistance to rescue squads and respond to emergencies upon request for technical assistance. Fees for manuals and training shall be collected pursuant to section 81-5,152. Nothing in this section shall require mandatory participation by fire departments, individuals, or others interested in fire safety training or other specialized training available from the training program.

---

## **IDENTIFICATION/DELEGATION OF AUTHORITY**

The Nebraska State Fire Marshal Training Division, hereafter known as Training Division, is the sole certifying agency for the certification of fire and emergency response personnel for those that serve the State's communities. No delegation of authority, in whole or in part for certification to any level of any NFPA Standard, has been established in Nebraska through the Training Division. These levels of certification, as addressed and administered by the Training Division, are recognized by IFSAC and NBFSPQ. The Training Division does offer certification to eligible candidates from other States who participate in the Training Division's courses or the certification criteria is met as established within this manual.

### **Signature Authority**

The authorized signature for certification certificates and other documentation for the IFSAC and NBFSPQ shall be that of the Training Manager of the Training Division. The Staff Assistant to the Training Manager shall have the authority to sign and validate documents such as letters, correspondence, and record keeping lists; including the letters specifically addressing the certification results for a candidate.

## **MISSION STATEMENT**

Provide training and education with a professionally trained staff that deliver fundamental courses and highly specialized programs to emergency response organizations committed to the protection of life, property, and the environment.

## TRAINING DIVISION GOALS

**(Goals based on the budget proposal, submitted every biennium. This cycle begins each September of the even years [i.e. 2012]. These goals will be updated every two years or whenever modifications are made to future expectations. The following ‘Objectives’ and ‘Strategies and Actions to be Taken’ are paraphrased from the actual language of the budget proposal and are specific to the Certification System.)**

1. Provide the basic emergency response training for the fire service, designed to establish the platform for advanced training.

*This goal provides for entry-level training classes that address the basic knowledge and skills training for response competencies, and facilitate future participation in advanced or specialized training.*

2. Provide advanced levels of emergency response training and specialized response training.

*This goal provides for the development of curriculum for advanced level response training, and promotes the specialized training courses that provide entry-level officer candidates with the necessary skills and knowledge to supervise entry-level teams and handle complex emergency response incidents; including requirements for NIMS compliant training, response, and resource typing specifications.*

3. Improve the computer technology in curriculum design and presentation and upgrade the web-based course request, registration and application process on the website.

*This goal will update and revise systems using computers for website advertising, registration and certification application process, record keeping, data transfer, curriculum development, and course presentations for all instructors; including advanced data analysis of courses and instructors, and instructor impact per each region in the State.*

4. Increase the levels of the certification program, including designated test sites and testing props for consistency and continuity.

*This goal will update, revise, and develop curriculum pertinent to the requests and needs of emergency responders for certification courses, introduce advanced levels of certification offerings for NFPA-Professional Qualifications Standards, and implement designated test sites for certification testing with pre-annual notification of locations.*

### **Objectives:**

Revise core courses to meet current standards and competency levels

Develop advanced courses to meet current standards and competency levels

Market on the website the availability of courses and requirements for certification

Provide a new program called Combo Courses, designed to share training with certification

Offer web options for previewing course information and requirements

Provide training calendar for statewide course scheduling

Provide means for electronic course registration

Provide information on certification requirements, forms and application

Provide access to all policies for class scheduling, skills training, and safety concerns

- Develop curriculum that meets/exceeds NFPA Standards, offering the courses for certification application
- Establish evaluation and testing teams within the instructor cadre to provide for certification evaluation at test sites
- Organize agreements with local fire departments to establish predetermined and designated certification test sites with assigned testing props

### **Strategies and Actions to be Taken:**

- Courses monitored to verify coverage of all applicable standard competencies or federally mandated regulations
- All core courses revised to meet a minimum of competencies, thus producing the platform of necessary training for participants to progress to the advanced levels of response or specialized training
- Available courses advertised to all organizations via the website, and full time instructors will devote additional time to marketing courses, explaining the needs, and promoting training of entry-level courses and the prerequisites for advanced response training.
- Advanced courses developed to meet a minimum of competencies, structured to complement basic training and officer development
- Available courses advertised to all organizations via the website, with explanations of prerequisites for the advanced/specialized response training
- Develop a user-friendly website for easy access to information and course schedules
- Provide access to training records and course registration with confirmation
- Provide information via policy and procedures manuals on certification, live fire training, and other safety concerns for skills oriented classes
- Develop PDF forms for submitting information on organizations and individuals for classes
- Provide organizations access to certification information, registration, application, and testing material examples
- Modify existing databases to link to classes with instructors and regions
- Revise and develop new curriculum that offers the option for emergency responders to apply for certification to a variety of NFPA Standards levels for national certification
- Revise curriculum to address NFPA Standards as minimally accepted competencies
- Utilize full-time and part-time instructors with training and response expertise to develop new certification curriculum
- Organize a cadre of independent evaluators for certification testing in each region
- Develop an organizational plan and agreement process for designated test sites to be established in each region at fire department locations on predetermined dates, and advertise dates by July of the previous year

## **CERTIFICATION GOAL**

The Training Division strives to develop courses, modify existing or purchased courses, and make available courses that will provide training and education to firefighters and other emergency responders that can provide the opportunity for each attendee to apply for certification. The Training Division certification goal is to save lives and protect property and the environment by providing the skills and knowledge that will enable emergency responders to perform their duties without putting their lives at great personal risk.

The service that can be offered to the citizens and communities of this state will be enhanced by the professional competency attained through the certification process. However, it should be noted that the provision of knowledge and skills for certification is not our ultimate goal. We consider continuous training and education to be as important as the certification process.

The Certification System for emergency responders has been based on the following elements and shall be competency, performance and knowledge driven for excellence.

- A. A set of uniform standards that addresses a minimum level of standards recognized nationwide as a standard of care.
- B. Quality and uniformity of all certification procedures, which reinforces equality and excellence for all candidates.
- C. Determination of competency status of all candidates based on either current published standards or those standards currently recognized by the certification system.
- D. Provisions within the certification process for all candidates qualifying them in a system within the State of Nebraska, and providing them recognition by an accreditation system(s) at the nation level.
- E. Provisions within the certification process for reciprocity, to certified individuals who qualify and have entered the emergency services in the State of Nebraska.
- F. Recognition of an individual's accomplishment(s) by issuance of a certificate indicating that their performance has met the current minimum standards, indicated by the edition of the recognized NFPA Standard.
- G. Modification of the certification process within a two-year period, whereas all certification processes will address the most current edition of any NFPA Standard.
- H. Review and revision of the certification process on an annual basis or whenever the Training Division Staff, in conjunction with the Certification System Advisory Team, must amend specific criteria.

## PROCEDURAL GUIDELINES FOR CERTIFICATION

The procedures that must be followed for an individual to meet the requirements for certification through the Training Division, and to qualify for national recognition through an Accreditation Organization(s) are listed below. Any individual, who plans to apply for candidacy, must request in writing for an exception to those listed procedures. Exceptions to any procedure must be approved by two-thirds majority vote of the full-time staff of the Training Division.

There shall be three sections to the certification process for the Training Division. Those sections must be completed in succession as listed.

**Section 1.** Completion of a course (see the Accepted, Approved, or Qualified Courses Section) that meets/addresses all competencies listed in the current NFPA Standard for which the candidate is applying for certification. For purposes of this section, "current" NFPA standard shall be a current standard being addressed by the Training Division and not necessarily the most current edition published by NFPA.

**Section 2.** Upon the completion of ALL course material for a specified course, the individual shall apply to be a candidate for certification and take the Practical Skills Examinations or the Performance Skills Examination.

**Section 3.** Upon successful completion of Sections 1 and 2, the candidate shall take a written examination, or examinations, administered by the Training Division.

There are exceptions to Section 1 of the certification process. Contents of the Equivalency Testing, Reciprocity, Prerequisites, Prerequisite Waiver Policy, and Option to Waive Policy-Training sections may contain a component that suits a potential candidate. These exception policies or options are listed in the manual and are discussed in detail. These exceptions do not require a vote by the Training Division Staff.

## APPLICANT/CANDIDATE ACCESS-CERTIFICATION LEVELS

Any individual requesting information on any certification level is provided with any or all options, waivers, requirements, and applicable NFPA Standards with current editions (Usage information only – Standards are not copied or provided to anyone).

This shall include each level of a particular Standard for which certification is offered, all methods of acquiring the necessary training and education, any applicable certification prerequisites, and any application forms for a particular certification level of a Standard. All pertinent information provided on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'.



## **FINANCIAL CAPABILITY**

The Training Division operates from a budget consisting of general funds and cash funds (with some federal funds for federal grant programs) established every biennium and approved by the Nebraska Legislature, Appropriations Committee, and signed into law by the Governor. Within the budget are approved line item amounts for operating expenses, travel expense, capital outlay, personnel services support, and personnel services. All processes that support the certification option for emergency response personnel is calculated into the budget, as part of the overall training goal, and no exclusive line item exists for certification or any components of the certification system.

The issue of certification for emergency responders is an integral part of the budget, and appropriately addressed within the budget request. Because the Training Division conducts training that supports certification, and in some cases is integrated with training; certification is addressed by statistics within the budget proposal and is supported by the Agency of the State Fire Marshal.

## **CERTIFICATION STAFF**

The Training Division operates with one Training Manager, one Staff Assistant, six Training Specialists (Full-Time Instructors), 101 Part-Time Instructors, and a cadre of Certification Evaluators. All Training Division staff are provided training in both the examination process and examination instruments. However, only Training Specialists or the Training Manager are qualified to administer written test examinations.

Each Training Specialist is responsible for coordination within a region, including all Part-Time Instructors and Certification Examiners within that region. Testing is conducted with Full-Time Instructors, Part-Time Instructors, and Certification Evaluators; and the Part-Time Instructors and Certification Evaluators are normally responsible for conducting the practical or performance skills examinations by station and Full-Time Instructors responsible for managing and administering the examination process at the test site.

All Instructors, Full Time and Part Time, and Certification Evaluators bear a different title when conducting any certification examinations. All documentation and scoring of written examinations is handled in the Training Division Office by the Staff Assistant, with most components of the validation process now computerized.

## **EQUIPMENT AND SAFETY VALIDATION**

All training conducted by the Training Division requires students to participate with protective clothing, SCBA, and any given equipment/supplies that meets NFPA standards. This does not mean that all items listed above, or applicable to any training evolution, must meet the current applicable standard published or the Standard recognized by the Training Division.

PPE must meet the applicable NFPA standard in place at the time of manufacture. No organization can or will be expected to immediately replace all PPE and equipment just to meet newly published standards. However, all PPE and equipment must be inspected to see that it did meet a NFPA standard when it was purchased and placed into service. The Training Division does reserve the right to question the safety of any item during training, and if deemed unsafe, substitute PPE or equipment must be acquired from another location for any additional training to occur.

The Training Division implements these same procedures when conducting any testing for certification. All applicable PPE and other equipment needed for testing stations shall meet the minimum standard for that particular item, or in such cases where new standards have been published; then any item shall be evaluated for compliance with an older NFPA Standard.

### **Compliance – Federal, State, and Local**

The Training Division does not operate a training academy; therefore, all testing is conducted at local training sites or fire department stations. Designated test sites will be established across the State, including the scheduling of tests strategically by Region to better offer multiple opportunities to any candidate applying for certification.

Because the Training Division does not have the authority to dictate what type of equipment, apparatus, supplies, etc. that any organization must use; the Training Division will require the completion and submittal of the Health and Safety Validation form. Each host organization that is providing any equipment for a test site and all candidates from other organizations must complete the form annually to verify that all equipment either meets or exceeds currently recognized Standards or State Statute. In conjunction with this compliance, the Department of Labor, by way of State Statute, also recognizes federally issued regulations that address health and safety.

The State of Nebraska, enforcing a State Statute on fire equipment sales/purchasing, requires vendors located within the boundaries of the State of Nebraska (and those parent companies outside the boundaries of the State) to sell certain equipment and apparatus that meets currently published and applicable NFPA Standards. The impact of the statute also applies to fire departments who update equipment and attempt to relocate any older equipment.

Because of this statute and NFPA Standards that provide for the health and safety of emergency responders, the Training Division does require all certification testing apparatus, equipment, or supplies to meet or to have met recognized federal, state, and local policies. This requirement

shall apply to any apparatus, equipment, supplies, and etc. that may be used during any testing procedure.

Therefore, any organization, or individual if not sponsored by the organization, shall provide substantiation of adhering to the above-mentioned equipment and safety issues addressed by Standards, Regulations, or Local Policies. Any department or facility that becomes a designated test site shall complete the form for an annual period, commencing with the beginning of each fiscal year for the Training Division.

The Training Division will provide to each organization or each individual (via the Training Division website) an Equipment and Safety Validation form that addresses compliance with applicable standards, regulations, and local policies, and this form shall be kept on file in the Training Division Office. This form can be completed annually, beginning in January of each calendar year, and will be kept on file at the Training Division Office. For organizations continually involved with the certification of their membership, this will negate the repeat completion of the form each time a candidate is scheduled for an examination.

Each candidate shall be considered as participating in the certification process under the auspices of their organization, or as an individual of any organization but applying for candidacy on their own accord. The organization, representing the candidates, must sign the document and attest that they are meeting and/or exceeding the requirements of the Training Division health and safety compliance policy.

The Training Division, who conducts all testing at test sites selected by the Training Specialists, shall validate that the organizational facility designated as the host for the certification testing does indeed meet all requirements and that all apparatus, equipment, or supplies used from the host organization do meet the health and safety compliance statement of the Certification System. This verification shall be considered as a secondary approval to the compliance document received from the organization for the candidates about to be tested, and the Chief Examiner shall sign this document at the time of the test.

The Staff Assistant shall review the previously submitted files, make a copy of the current Equipment and Safety Validation form(s) for the designated facility and any participating organizations, and forward all copies of said documents to the Chief Examiner. The Chief Examiner will verify the content of each document with the organization or candidates from each respective organization and sign each form for return with all test instruments.

The Staff Assistant shall review the forms for the specific test site facility once a course order is received for a test site. If no current form exists, the organization shall be notified immediately and instructed to complete the form that is accessible on the Training Division website. No testing will be conducted with any apparatus, equipment or supplies that were not manufactured under specifications that met a NFPA Standard or other regulation or local policy.

## TEST SITES

The Training Division Training Specialists shall determine the schedule and geographic location of certification examinations, based in part upon completion of training courses within each of the six regions of the State.

Each geographical location selected for any certification examination, including practical and performance skills testing as well as written examinations, must have a testing location that meets minimum criteria for a test site.

This test site criterion shall meet the following minimum guidelines, but is not limited to these guidelines. Any other factors or environmental concerns that may impact on the candidate's abilities to perform all functions of the selected tests may be reasons to disqualify the test site and another site must be chosen. Should any other factors affect the professionalism or functions of the examiners, a different test site must be chosen.

### Practical Skills, Performance Skills, or Written Examinations

- \*Secure area that is quiet, provides ample lighting, comfortable chairs, sufficient tables, workable surface area for candidates to participate on, and workspace for the chief examiner and all other assisting examiners.
- \*Area must be secured from motor vehicle traffic, spectators, and other emergency responders.
- \* Area must have a staging location for candidates, capable of negating any visual contact with all test stations.
- \*Area must have reasonable accessibility to restrooms.
- \*Area must have controls for audible devices, such as page speakers, radio speakers, and intercom systems.
- \*Area must have sufficient ceiling height to accommodate any practical or performance skills testing.
- \*Testing area must be sufficient in size to handle all candidates applying for the examination. Should a site be suitable for testing but lacks sufficient size to accommodate all candidates, a second test date shall be established and candidates will be assigned to a respective test date.

Certain certification examinations may be taken at the Training Division office in Grand Island with prior arrangements arranged with the Training Division Office.

## **REACCREDITATION**

No individual, tested and certified by the Training Division, shall have their certification revoked because of any updates to the Certification Policy and Procedures Manual or because of any system modifications reflected by changes required to be met for reaccreditation. Revisions to the applicable NFPA Standards shall not warrant the revoking on any certification. All Training Division certification certificates indicate the 'Edition' that candidate was certified to, for the specific NFPA Standard listed on the certificate.

Should any NFPA Standard contain a 'rank' system (i.e. Fire Fighter I and II, Instructor I, II, III), and this rank system is modified in future editions; any certified individual shall maintain the certification level they hold, only having this level evaluated for equivalency should any other NFPA Standard ask for prerequisites before application for candidacy can be attained.

## **EQUIVALENCY TESTING**

Firefighters participating in training during station hours or during monthly scheduled meetings, acquire skills and knowledge that would place them at response capability positions comparable to those that take prescribed training. Those fire fighters with the skills and knowledge acquired by departmental or regional training should not be kept from progressing in a standard with multiple levels.

These individuals will be given the opportunity to take an equivalency examination for the Fire Fighter I level of the standard, which would allow them, upon successful completion of the examination, to proceed with their education to certify to the next level of the standard. Another possibility is the 'Option to Waive' for course participation, but this option addresses actual certification testing and will be addressed later. No other certification level other than Fire Fighter I is offered under the Equivalency Testing option.

It shall be noted, however, that an individual who successfully completes an equivalency examination will not be issued a certificate for that level of the standard. The individual will only be allowed to progress within the specified standard to the next level for certification purposes. A certificate shall be issued indicating the equivalency testing for a specific level and specific NFPA Standard including the applicable edition of referenced Standard.

Any organization that holds descriptive job duties for any position may use those job duties to form a correlation to a specific level of a NFPA Standard. This review and documentation will establish that all job duties have been successfully accomplished by departmental task identification, validate the accomplishment of these tasks by organizational management staff and/or political subdivision management staff, and provide all documentation to the Training Division Office to apply for an equivalency test.

The Equivalency Test will consist of two Practical/Performance Skills Examinations, one multi task and one stand-alone will be chosen from the list of PSEs for the FFI level, and a Written Examination consisting of 50% more questions than a normal certification written examination (FFI-General and Hazmat).

These steps define the process and documentation that must be completed and submitted to the Training Division Office for any person to be accepted for Equivalency Testing to Fire Fighter I level of the Standard.

1. Individual, in conjunction with the organization, shall complete a check sheet that correlates all Requisite Knowledge, Requisite Skills and Job Performance Requirements as listed in the NFPA Standard (Form available from the Training Division Office).
2. Organization management personnel shall verify in a letter (on letterhead) that the individual does meet the competencies of the specific level for which the applicant is applying for the Equivalency Test. The management personnel must also verify in the letter the validity of the Correlation Sheet that has been completed by the applicant and applicable management staff.
3. Applicant will be notified by the Training Division Office when the Equivalency Test can be scheduled and what equipment will be needed for the PSE.
4. The PSE will be conducted first, and with successful completion of the PSE; the Equivalency Test will be administered.
5. The applicant will be issued a certificate of successful completion of the Equivalency Test
6. The fee for the Equivalency Test must be paid in advance of the test date. This fee payment will follow those fee options offered for all other certification testing. See 'Fees' section for examination costs.
7. Any prerequisites for Fire Fighter I, by means of documentation or application forms, must be submitted before the Equivalency Test can be administered.

## **GRANDFATHER CERTIFICATION**

The Training Division does not grandfather any level of certification regardless of service time, involvement and participation, or past experience.

All certificates for certification to a NFPA Standard must be acquired by successful completion of test instruments for the specific level of the NFPA Standard that is currently recognized by the Training Division.

## **NFPA STANDARDS**

The Training Division shall use only NFPA Standards within the Certification System, and the Training Division is not a standards writing division within the State Fire Marshal's Office. All NFPA Standards used within the Training Division are recognized as minimum competencies for any particular skill or function; although no NFPA Standard, in whole or in part, is adopted by the Training Division.

Since any certification level offered on NFPA Standards may also reference other NFPA Standards, those referenced standards shall hold the same merit as those recognized for certification purposes.

## **STANDARDS**

The most current National Fire Protection Association Standards shall be recognized as the guidelines to establish the minimum competencies for those levels of specified standards used to develop the testing processes for certification to any particular standard and subsequent level within that standard. The Training Division reserves the right to implement any given NFPA Standard when appropriate to the operations of the Certification System, however this period shall not exceed a 3-year period.

The Training Division shall apply for reaccreditation for all certification levels required by the National Board on Fire Service Professional Qualifications and the International Fire Service Accreditation Congress.

The Training Division shall implement new curriculum on all recognized standards in Nebraska for the Certification System no later than two years after the introduction of the new edition of a particular standard by the NFPA. However, no Standard will be immediately implemented until both curricula and the certification system are properly organized and prepared for the new edition of a Standard.

The following National Fire Protection Association Standards shall be used as the standards for the Training Division Certification System for the following levels:

### **FIRE FIGHTER I**

NFPA Standard 1001, Standard for Firefighter Professional Qualifications, 2013 Edition  
NFPA Standard 472, Professional Competencies of Responders to Hazardous Materials Incidents

### **FIRE FIGHTER II**

NFPA Standard 1001, Standard for Firefighter Professional Qualifications, 2013 Edition  
NFPA Standard 472, Professional Competencies of Responders to Hazardous Materials Incidents

### **HAZARDOUS MATERIALS: FIRST RESPONDER OPERATIONAL LEVEL**

NFPA Standard 472, Professional Competencies of Responders to Hazardous Materials Incidents, 2013 Edition

### **FIRE SERVICE INSTRUCTOR I**

NFPA Standard 1041, Standard for Fire Instructor Professional Qualifications, 2012 Edition

### **HAZARDOUS MATERIALS: FIRST RESPONDER TECHNICIAN LEVEL**

NFPA Standard 472, Professional Competencies of Responders to Hazardous Materials Incidents, 2013 Edition

## **PARTICIPATION**

All practical/performance skills (Job Performance Requirements and preceding Requisites) addressed within any NFPA standard become part of a selection bank of skills checklists for the purpose of grading a specific skill demonstrated by the certification candidate. These skills are specifically listed by each important component of the skill with a respective score (point system) attached to each of the particular skill steps. All PSE test instrument components are weighted, with the total score valued at 100.

### **Eligibility**

Certification examinations shall be offered to anyone, regardless of the number of year's experience (must meet the minimum age requirement). The only exception to this rule is the Option to Waive Policy, which requires that a candidate that does in-house departmental training to provide complete, undisputable documentation of training and education.

This individual, if a new member of the organization, must have sufficient experience and training along with all documentation for classes attended and practical skills sessions attended, before they can apply for candidacy. This candidate must be supported and approved by an officer in charge of the organization, the organization, or some other Authority Having Jurisdiction (AHJ).

### **Age Requirements/Student Identification Number**

The minimum age for certification in the State of Nebraska shall be 18 years. There shall be no maximum age limit. The Training Division shall use a combination of the individual's first letter of first name, first four letters of last name and full date of birth:(bpfei 01011971)

## **NONDISCRIMINATION STATEMENT**

The Training Division shall not discriminate against anyone on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, or status as a disabled veteran. The Training Division operates under the auspices of the State Fire Marshal's Office, and thus adheres to all policies and procedures established for compliance with ADAAA. Should any candidate have special needs as addressed by the Americans with Disabilities Act as Amended, reasonable efforts will be made to accommodate the candidate's needs.

The Training Division's Certification System does not contain language that permits any skills test instrument to be modified for any reason. The Training Division does not permit any functions or certification testing processes to be modified whereas safety becomes a concern or safety is compromised, or local organizational policies and safety procedures are circumvented for testing purposes.



### **Learning Disability Issues**

Any candidate with special needs may contact the Training Division at the time of application to arrange alternative testing procedures. Should any potential candidate require the written examination to be read to them, they must provide a letter from their doctor or qualified expert describing the issues and the reading disability. Then the candidate will have to schedule a date and location with the Training Division Office, independent of a scheduled test site, for a “reader” to proctor the examination. The only examination offering this option is the Fire Fighter I exam.

## **SCHEDULING OF EXAMINATIONS**

Because the Training Division does not have a fixed training facility, the Training Division Training Specialists determine the scheduling of all certification examinations for the respective regions they supervise. Examinations are scheduled upon completion of training courses within the region and by requests received from local fire departments or Educational Institutions.

The geographical location of the majority of those wishing to apply for candidacy dictates the location of the test site, and the location dictates the selection of examiners to administer the examination.

### **Frequency**

Certification examinations at all levels shall be conducted per region when requested by the organizations within these regions and shall be contingent upon the number of candidates in the area at a given time.

The establishment of dedicated test sites at local fire departments or other facilities will produce a schedule of predetermined dates to be published by July of the previous year. Certain months of the year will be ‘blacked out’ for any certification tests, such as the end of April, May, and June.

### **Notification of Examinations**

The Training Division provides all certification candidates with a minimum of 30 calendar days to prepare for any certification examination. All test sites are posted on the Training Division website no less than 30 calendar days before the specified test date.

Written notification is not provided to any organization for a test site. The Training Division website provides easy access to the calendar of certification test sites. Each test site notification on the website lists specific information, including but not limited to, the date(s), time(s), specific location, and maximum numbers. Each test site notification lists how many candidates have applied and how many positions remain open. A deadline date for registration will be noted, and also a statement regarding the completion of all candidacy application forms.

Candidates may waive the 30-day notification condition by signing the 30-Day Notification Waiver form, however, this does not override the requirement for online registration and completion of all applicable applications forms by the Registration Deadline date. The 30-day notification period may be affected by: direct correspondence within the candidate's organization, modified for Instructor I whereas performance skills examinations are conducted during the 2<sup>nd</sup> Session of the course, or influenced by circumstances beyond the Training Division's control.

Candidates who fail the initial tests must wait 15 calendar days before a second attempt can be scheduled. The 30-Day Notification Waiver cannot be used to circumvent the 15-day waiting period.

## **APPLICATION**

### **Application Period**

The deadline for receipt of all certification applications for candidacy and the online registration shall be the close of the business day for the registration deadline date listed on the Training Division webpage. Should the deadline date fall on a weekend date, the following business day shall be considered the deadline date.

This registration deadline date shall be a minimum of (10) working days prior to the scheduled examination. This policy shall apply to applications for all initial examinations, but this does not apply to any "Retest Option" examinations for written and/or practical skills examinations when a candidate has failed either the skills or written portions of the certification examination process.

Candidates who fail the initial examination test site for skills or written examinations for certification are allowed one free retake per paid certification examination (see the Candidacy Application – Retest Option subsection). This should not be confused with the two attempts afforded candidates when they are tested at certain Practical Skills Examination test sites. This will be addressed in detail for each certification level. See 'Fees' section for examination costs.

This ruling shall not apply to individual written examinations scheduled by appointment that may be administered at the Training Division Office.

### **Candidacy Application Forms**

Interested parties can complete the applicable Candidacy Application forms on the Training Division website at [www.nebraskasfmt.d.org](http://www.nebraskasfmt.d.org) under 'Certification'. Forms are designed as PDF form-filling forms, allowing the candidate to complete the forms online and then print the forms.

All forms must be mailed or delivered to the Training Division Office. No option is provided, because of sensitive/confidential candidate information, for submission of application forms to the Training Division via electronic mail.

## **Candidacy Application –Retest Option**

Any candidate who fails any of the initial examinations must complete the Retest Option (RO) Application form. This application form is for a candidate who has failed the first PSE or Written examination. See ‘Fees’ section for examination costs.

Candidates who submit a request for a new test site date that is less than the 15-day waiting period will not be honored. No examination will be scheduled less than 15 calendar days after the date of the initial failed examination notification, which shall be the postmark date of the failure letter issued by the Training Division Office (onsite notification for a PSE test site). Retest Option applications can be submitted at any time, but must be received no less than 10 days before the next requested examination test date.

## **Reapplication**

Candidates who have failed the certification examination process including all reexaminations shall be afforded the opportunity to reapply for certification, as many times as they desire, as a new applicant at the set fee for any particular examination.

The potential future candidate must attend training classes for the level of certification desired, and all records of the training classes must be submitted to the Training Division Office; unless the potential future candidate attends classes conducted by the Training Division. The certification process must be addressed in its entirety.

Suggestion for Success: The candidate, before completing a new series of application forms and attending a complete training course, should consult with the Training Specialist for the organization’s region and the Training Manager, and address the subject material from previous tests that created the difficulty during the examinations. Additional study, classroom participation, tutoring or mentoring may be an option for honing the skills and knowledge needed to be successful with the certification process for the candidacy reapplication.

## **Retest Option Exam Failure – Third Exam Option**

Should any candidate fail either the skills or written examination during the Retest Option Examination, the Training Division’s Training Manager will review the examination and evaluate the subject material creating the candidate’s problem with the exam.

Once the Training Manager has determined the subject material missed can be grouped into a few categories, the candidate will be granted one additional test once remedial learning has been accomplished on the subject material(s) in question. The candidate will receive an itemized list of the subject material that will require further training/classroom participation.

Upon completion of further education, the candidate shall notify the Training Division in writing (Class Attendance Rosters and/or a letter verifying the additional training/education by the organization’s management personnel) and a third examination will be scheduled for 50% of the initial fee for certification. See ‘Fees’ section for examination costs.

The candidate shall complete the Retest Option application form and indicate on the form that this is for a third examination option.

No examination will be scheduled less than 30 calendar days after the date of the second failed examination notification.

\*Candidates who fail the certification examination are required to reapply for subsequent examination test sites.

\*Candidates who miss an assigned examination shall be required to reapply for subsequent examination test sites.

\*Individual written examination retakes are permitted, but by appointment only.

## **ACCREDITATION ORGANIZATION ACCESS**

All accrediting agencies are granted full access to all testing information, including locations, times, dates, types of tests, and testing materials.

Any accrediting agency representative shall be permitted to observe any test site, provided an official form of documentation is provided by the representative to the chief examiner at the site to validate their position, responsibility, and reason for requesting access to the test site. Certification test sites are closed to the general public and any other individuals who are not part of the qualified list for certification testing. This requirement will not apply to any official site visit for reaccreditation purposes.

## **SUBMISSION OF DATA**

All data required by the accrediting organizations is submitted on a quarterly basis, beginning with the start of the fiscal year for the Training Division. This data shall include, but is not limited to, candidate name, student identification number or specific number as required by the accrediting agency, certification level of the NFPA Standard by definition, and all assigned seal numbers per accrediting organizations as well as the date of the certificate issuance.

## **AVAILABILITY OF TESTING MATERIALS**

All testing instruments, prepared written examinations, and master hard copies of test bank questions shall be made available to any accrediting organization upon request. No materials shall be permitted to be copied, but should any review member find any practical or performance skills examinations to be beneficial to their organization; the Training Division welcomes a request on letterhead from the respective organization for copies of any instrument for their review.

An exception to the printing of Test Question Bank questions will be permitted for the purposes of reaccreditation site visits or administrative reviews. This exception is only permissible once approval has been received from the company authoring the banks.

## REFERENCE LISTING

The Training Division Certification System uses a number of different publisher training manuals for reference of test instruments. The following list of reference materials, from which examinations have been compiled, addresses all levels of certification offered by the Training Division.

Published manuals used as reference for the Firefighter I, Fire Fighter II, Hazardous Materials: First Responder Operational Level, Hazardous Materials; Technician Level, Fire Apparatus: Driver /Operator and Instructor I are listed below.

The Training Division does reserve the right to use the Division's developed material as reference and any specific course material developed by the National Fire Academy, such as the Incident Command System courses that meet the criteria of the Department of Homeland Security and NIMS requirements.

These independent Training Division references shall be noted in the test question bank as references for all applicable questions in any of the certification levels. References will be listed to denote the Training Division and specific source of information (i.e. Training Division-NFA-ICS for the Fire Service, Chapter 3, page 64).

Contact the Training Division Office to find out what is the current edition of any publisher's manual that is currently being used for training and certification.

- ◆ Jones & Bartlett
- ◆ IFSTA
- ◆ Fire Engineering
- ◆ National Fire Academy
- ◆ State Fire Marshal Training Division Curriculum

The Training Division prepares all test instruments to address the Requisite Knowledge, Requisite Skills, and Job Performance Requirements of the applicable NFPA Standard. Certain skills and knowledge test instruments may not be specifically referenced to all manuals listed, meaning a practical/performance skill exam component or a stem and combination of distracters of a written exam question may not list all references as provided above. The verification of the test instrument purports the intent of the skill or question and its objective to test the Standard; therefore, the skill exam or written exam question is valid and reliable for the purposes of certification testing.

The Training Division does use published materials to develop curriculum, and these specific manuals will be used to address both the skills and written examination questions. In some cases, curriculum may be developed solely from one reference manual; supplemented by information specific to the needs of the State and the emergency response organizations.

# **DENIAL AND REVOCATION OF CERTIFICATION**

## **Purpose**

Any candidate that has applied for certification at any level available from the Training Division shall have the right to seek an appeal of his/her denial or revocation of certification.

## **Denial or Revocation Criteria**

Any candidate who knowingly violates the procedures for certification shall be denied certification, and a certified individual shall have his/her certification revoked if violations are discovered. Individuals who are denied certification or whose certification is revoked shall not be qualified to apply again for certification testing for a period of one year from the date that the infraction or violation was filed and verified with the Training Division. The following shall be considered cause for denial or revocation of certification:

- ◆ Submission of false information on an application or falsification of training certification documents. This shall include all information regarding prerequisites.
- ◆ Submission of falsified department records regarding a candidate's participation in department organized training.
- ◆ Submission of records from other organizations that have presented curriculum that meets or exceeds the current NFPA standards for certification, which contain falsifications or misrepresentations.
- ◆ Failure to adhere to the rules and requirements for the administration and completion of either the practical or written examinations for certification.
- ◆ Cheating during the proctoring of either the practical or written examinations.
- ◆ Making available to future candidates for certification any information on the test or testing procedures, thereby giving future candidates either an advantage or disadvantage during the certification process.
- ◆ Failure to pay any or all appropriate fees for the certification process. All applicable organizations shall be notified of the revocation, along with the organization where the individual is considered a member.
- ◆ Submission of false documentation of Training Division certification documents will exclude the candidate from applying for any future Training Division certification or reciprocity for a minimum of three years.

# **APPEALS PROCESS**

## **Notice**

Written notification will be given to any individual whose certification is denied or revoked by the Training Division. The written notice shall state all reasons for the denial or revocation and the notice shall include the appeal process.

## **Review Committee**

The review committee/advisory team shall consist of three employees of the Nebraska State Fire Marshal's Office, a member from the Certification System Advisory Team and the Training Manager. The three employees from the State Fire Marshal's Office committee shall be formed from the following: the Business Manager, the Legal Counsel, a Training Specialist, or a Chief Deputy or Manager of another State Fire Marshal division. The ranking employee of the Agency shall serve as chair of the committee and shall assist in the final selection of other committee members. If such Agency employees are not available, then the remaining committee shall be selected from the Certification System Advisory Team. The Training Specialist who initially filed the infraction or violation shall not serve on the review committee.

All hearings shall be conducted at the Training Division Office in Grand Island and notice of the scheduled time and date shall be no less than 15 working days from the date of the meeting.

## **Appeal of Denial or Revocation of Certification**

An individual who is denied certification or whose certification is revoked shall be given the opportunity to appeal the action to a review committee.

The appeal shall state in writing any and all reasons for the appeal and why the infraction/violation stated is not warranted. The review committee shall consider an appeal within 45 days of receipt of the appeal. The appellant shall be advised in writing by the chair of the committee of the date and time of the review committee's meeting.

The appellant and other witnesses may appear before the review committee or the appellant. The decision of the review committee shall be transmitted to the appellant by certified mail. Either the appellant or the Training Division may appeal the decision of the review committee within 30 days to the State Fire Marshal. The subsequent decision of the State Fire Marshal may be appealed to the State Fire Marshal Appeals Board.

Individuals whose certification is denied or revoked shall not be eligible to apply for certification for a period of one year from the date of the individual's notice from the Training Division. If certification is revoked, the Training Division shall notify all accrediting bodies with which the Training Division is accredited of the revocation.

## **Appeal of Examination Process**

An individual who wishes to appeal any matter related to the testing or scoring process may file a written appeal to the review committee. The appeal shall be filed within 30 days of the receipt of scores and shall state all reasons for the appeal.

Appeals shall be heard or considered within 45 days of receipt of the written appeal. The appellant shall be notified in writing of the date and time of the review committee's meeting. The appellant and witnesses may appear before the review committee at the request of the committee or the appellant.

The review committee's decision shall be transmitted to the appellant by certified mail. The Training Division or the appellant may appeal the committee's decision within 30 days to the State Fire Marshal. The subsequent decision of the State Fire Marshal may be appealed to the State Fire Marshal's Appeals Board.

Individuals appealing a testing or scoring issue with the Training Division may retake certification tests at any time while an appeal is pending.

## **RECIPROCITY**

Reciprocity from the Training Division with other entities bearing certification status to the International Fire Service Accreditation Congress or to the National Board on Fire Service Professional Qualifications is established as follows.

### **Process**

Candidates applying for reciprocity to any available level in Nebraska shall be granted a certificate of certification recognition after following the procedures for a Nebraska Certificate of Reciprocity.

The candidate, if requesting that his/her certificate of certification from another certifying entity be recognized within the State of Nebraska, shall complete the 'Request for Certificate of Reciprocity' form on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under 'Certification', and shall submit a paper copy of the certification certificate to the Training Division along with the fee. See 'Fees' section for examination costs.

Upon verification of the certificate and the respective edition of the standard and level applying for, the Training Division may issue a *Nebraska Certificate of Reciprocity* to the individual for purposes of stating the following: The State of Nebraska and the Training Division recognize "stated individual" as having been certified by another entity by a program recognized by either the NBFSPQ or by IFSAC. The Training Division may issue a Certificate of Reciprocity for the level of the standard and corresponding edition for the original certificate of certification from the other entity.



The Training Division will not issue a Certificate of Reciprocity for certification for a certificate of equivalency or any other grand fathering process acceptable to any other entity. The Training Division will not issue a Certificate of Reciprocity for a certificate and upgrade the candidate to the current edition of a standard recognized by the State of Nebraska, but will only issue to the level and edition of the original certificate.

## **Reciprocity Requirements-Candidate**

The Training Division reserves the right to issue a Certificate of Reciprocity to individuals who are deemed a member of a Nebraska fire department, or hold permanent residence (must be deemed a resident of the State with mailing address or (ie:W2 or current tax return document) in Nebraska and are applying for a position with a fire department in Nebraska. Certificates will not be issued to anyone from another State until either of the required criteria is meet.

For individuals who are applying for a position in the State of Nebraska and need the Certificate of Reciprocity as part of the hiring process; the Training Division will review the request and contact the fire department where application has been made to verify the individual's intent. If the application process is valid, the Training Division will send to the individual and fire department an official letter stating the intent of the Training Division to issue the certificate once the fire department confirms the individual has been hired or has been accepted as a member of the organization. Once the individual has been hired or accepted as a member, the organization must send an official letter to the Training Division Office and the Certificate of Reciprocity will be issued upon appropriate request of the individual.

## **REVISIONS**

Because of the difference in cliental and others interested in the process of certification to a NFPA Standard, the Training Division shall send all revisions to the current certification policy and procedures manual for the Certification System to the following for review and comment prior to implementation into the manual.

Those that will receive these corrections, revisions, or additions are the State Fire Marshal Business Manager and Legal Counsel, Certification System Advisory Team, and the Training Division Training Specialists (Full-Time Instructors).

At the beginning of the calendar year, the Certification Policy and Procedures Manual shall be reviewed for its content and those revisions that were implemented during the year. If no major corrections have been noted, and the Training Division Manager has received no comments of significance; the review process can be directed by correspondence thus negating the need for a formal meeting. Regardless of any revisions or not, a review process must be documented to that effect.

The Certification Policy and Procedures Manual shall be available to all potential candidates and other interested parties to review said document and make comments at any time, therefore the Certification Policy and Procedures Manual will be available on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org) under 'Certification'. These comments shall be compiled with no modifications made to any suggestion or question. During any quarterly meeting of the Training Division staff, such comments, suggestions, or questions shall be discussed with an answer submitted to the interested party. Should any comment have direct consequences on upcoming test sites or individuals at upcoming test sites, then a special meeting shall be called to address any concern prior to the implication on those in question at the next certification test site.

All staff of the Training Division, including full-time and part-time instructors, shall be issued a revised copy of the Certification Policy and Procedures Manual upon new printing or shall receive insert pages for any changes or modifications made to the Certification Policy and Procedures Manual. This update shall include a cover letter describing all changes and the implication of those changes on the certification process.

The Staff Assistant shall maintain any questions or comments in the Training Division office, permitting all constituents the opportunity to voice an opinion on all suggested changes or modifications. Notification of any changes or modifications to the Certification System and the Certification Policy and Procedures Manual shall be posted on the general pages of the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org) and on the Fire Department page of the website, and if any changes require immediate implementation, the publication shall include the date when such proposed issues will be implemented.

## **RECERTIFICATION**

Recertification of any NFPA Standard, that certification is offered for, shall not be required by the State of Nebraska, State Fire Marshal Training Division.

### **Future Planning – Recertification Certificate Process**

A process for updating a certificate to a current edition of a recognized standard may be developed. This process will recognize past certification in conjunction with continued education as the basis for application for recertification to a current edition of the standard.

The Training Division will not accept any certificate for this purpose that was issued for a standard that is more than three editions older than the current standard. This limitation would be subject to the recertification period, estimating a recertification date that does not exceed 15 years. The initial implementation of this process would grandfather all certificates issued in the State, and the limitation would become effective once recertification has occurred or a time limit of two years after the option is offered.

Supplementing this process will be a program of training whereas all pertinent information, knowledge and skills, shall be presented to support any recertification process.

## CERTIFICATION FEES

A fee shall be charged to candidates for all certification examinations. The amount of the fee shall be determined for each level of certification upon analysis of associated costs. If a candidate fails a certification examination, they may retake the exam again without paying the certification fee.

Each candidate is allowed one free re-examination (either PSE or Written, or both) per fees paid for the certification examinations, and an option shall exist for a third examination if warranted by the Training Manager after evaluation of individual testing materials and categorizing those areas for additional study. Excluding certification Retest Option exams, examination fees will not be waived under any circumstances.

### National Registration

A portion of the paid certification fee is to be used for national certification submitted by the Training Division on behalf of the candidate. This portion of the certification examination fee will provide the candidate with nationally registered certification with the International Fire Service Accreditation Congress and the National Board on Fire Service Professional Qualifications.

Full time Training Division employees can answer questions on any certification fee, and fees will be posted on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'. The fee for certification examinations is also included on the application forms – Application for Candidacy and Payment Form, and will be included on any other application or form that addresses the Certification System.

### Certificate Fees

<i>Fire Fighter I</i> -----	\$50.00
<i>Fire Fighter II</i> -----	\$50.00
<i>Hazmat: Operational Level</i> -----	\$50.00
<i>Instructor I</i> -----	\$50.00
<i>Hazmat: Technician Level</i> -----	\$50.00
<b><u>Other Certification Options</u></b>	
<i>Retest Option Examination</i> -----	No Fee
<i>Retest Option Fail – Third Option Examination</i> -----	\$25.00
<i>Equivalency Test</i> -----	\$25.00
<i>Certificate of Reciprocity</i> -----	\$15.00

<i>Certification Insignia</i> -----	\$ 5.00
<i>Certificate Replacement</i> -----	\$35.00
<i>Certificate Duplication (from original TD copy)</i> -----	\$ 5.00

## **PREREQUISITES**

The Training Division recognizes the fact that not all curricula developed and accepted as courses, meet the requirements for certification or cover all topics covered in a standard. Such is the case with certain courses presented by the Training Division.

Therefore, if the course used to meet the requirements for certification excludes some components from the course curriculum, as is the case with the Firefighter I course; prerequisites for such competencies shall be completed by the candidate and signed by the Chief, Training Officer, or the candidate’s Supervising Officer before examinations are administered.

Prerequisite forms are available on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under ‘Certification’, and any applicable form must be submitted to the Training Division Office before the applicant will be qualified to apply for candidacy for certification.

As with all rules and guidelines, exceptions to the rule are established. These exceptions are in the Prerequisite Waiver Policy segment.

### **Prerequisites for Candidacy**

Candidates must meet the minimum age requirement as set by the local authority having jurisdiction, but in no case shall be less than 18 years of age.

If an individual is not a member of a recognized emergency response organization, but is represented by an organization and the organization’s insurance carrier accepts the liability of the individual; then the individual may apply for the certification examination. This recognition must be provided on official letterhead from the representing organization along with a statement from the insurance carrier. All requirements for applying for certification will apply to this individual.

Students participating in any Associate Degree program related to fire science, and who may be required to attend Fire Fighter Training classes, shall be accepted into the certification system as long as the institution accepts all responsibility for the student. This would include insurance coverage for the student. All requirements to become a candidate shall apply to these students, and they shall be considered members of the institution.

The Training Division will not certify anyone who does not have some association with an emergency response organization, is a member of a local fire department, is a student at an institution providing some form of higher educational degree in fire science or related topics, or is in the process of becoming a member and the organization will accept all responsibility and

liability for the individual. Individuals who are part of the public and who do not fit into any of the previously mentioned criteria for candidacy will not be accepted into the certification process. There are no provisions at this time for the public to provide insurance coverage, equipment and supplies, or be invoiced for the cost of a course for certification purposes.

### **Prerequisites-Recognized Standard for Certification**

The Training Division shall not accept any requests to modify, reduce, or revise the prerequisites or requisites for candidacy, that are listed in any NFPA Standard or developed by the Training Division.

### **Prerequisites-State of Nebraska Established**

The Training Division reserves the right to establish any prerequisites that it deems necessary for the safety and overall educational value of a candidate for any standard that is recognized for certification within the Training Division Certification System.

The fire chief or another departmental officer responsible for the education of any emergency responder will validate all prerequisites that are required by the Training Division. Since an individual's verification is based on his/her merit for the system, and also based on the validation of the departmental officer to verify by certificate or departmental records; the Training Division reserves the right to inspect any records or to verify any stated training at any time for the purpose of validating the prerequisite paperwork submitted to the Training Division Office.

Any candidate who cannot provide sufficient support of the training required to meet the competencies or cannot verify his/her competency of the topic, will not be permitted to advance in the certification process. Should these records be checked after the completion of any or all testing processes and be found to be invalid, the certification certificate can be revoked and not reissued until such time that the prerequisite topic, and its subsequent education to verify competency, has been completed.

## **PREREQUISITE WAIVER POLICY**

If there are policies and procedures within any organization or facility that do not allow a candidate to take a course to meet certain topics for a particular certification course, the candidate can receive a special waiver of a prerequisite. A candidate must submit in writing (on organization letterhead or stated to be from the organization) a request for a prerequisite waiver and must also send a copy of the policy and procedures section from their organization that states the policy of that organization.

As has been mentioned above, no exceptions to a written test will be made. If the candidate wishes to apply for a prerequisite waiver, he or she will accept the written test as developed by the Training Division, and this test will include the topic that the candidate has requested be approved as a prerequisite waiver (example: EMC training).

The candidate, upon successfully passing the written test, will receive his or her certification only after the Training Division has received from the candidate the prerequisite form, which states that the topic that was waived has been completed, and the candidate has been verified as being competent in the subject material addressed in the waiver.

## **OPTION TO WAIVE POLICY – TRAINING**

Since a number of firefighters and other emergency responders receive their training from sources other than the Training Division of the State Fire Marshal's Office, alternative methods shall be established and other courses and curriculums recognized for the purposes of certifying these potential candidates. Criteria for these options to waive portions of the certification courses established by the Training Division shall be provided in writing to any candidate that wishes to use the option process for certification.

Regardless of the alternative method elected by the candidate, the candidate shall provide substantiation of the required training to enter into the certification system. The Training Division provides forms and information for student participation and instructor qualifications for record keeping. These are available by contacting the Training Division Office.

Substantiated training shall mean that all training is documented by date, topic, length, knowledge or skills associated, and instructors and assistants. This documentation format is available from the Training Division Office upon request.

The Training Division has established different systems for certification for the courses that are recognized by the accreditation agencies. Even though different courses do have modified arrangements for attaining certification by the candidate's participation in the course, the Training Division will only recognize an 'option to waive' for the classroom instruction of those established courses. This means that any candidate electing the option to waive procedures must perform all cognitive and psychomotor skills that are established as part of the certification system recognized by the Training Division.

For example, a candidate may waive the required classroom education (Section 1), but shall be required to perform the practical skills examinations and shall be required to take the written examination. Sections 2 & 3 cannot be waived for any reason within the Certification System.

Those alternative methods and/or courses that will be recognized as methods acceptable for the option to waive policy will be listed in the "Accepted, Approved, or Qualified Courses/Methods" section.

## ACCEPTED, APPROVED, QUALIFIED COURSES/METHODS

Numerous publishers and other organizations develop curriculum for different NFPA Standards compliance. Because the Training Division does not evaluate each training package for content and completeness, any training materials that are marketed as meeting the job performance requirements of a particular Standard will be recognized by the Training Division. However, the organization or individual of the organization should verify the intent of the curriculum and also validate the content to see if it does cover all material as listed in the Standard.

The list of accepted materials, methods and curriculum should not be considered as all conclusive for what is accepted by the Training Division. If an organization or a potential candidate has some other form, method or curriculum that does meet the intent of a Standard, they must contact the Training Division Office and provide an overview of said materials. The final determination of acceptance will be provided by the Training Manager of the Training Division.

- ◆ Jones & Bartlett
- ◆ IFSTA
- ◆ Fire Engineering
- ◆ Department of Labor's Journeyman's Program
- ◆ Firefighter Training presented by the US Armed Forces.
- ◆ ISFSI established training courses for certification through the EMACS system, as long as they meet and or exceed NFPA standards established for the certification course.
- ◆ Courses developed in other states for certification purposes, as long as they meet and or exceed NFPA standards established for the certification course.
- ◆ Fire Department or Emergency Response Organization developed courses for certification purposes, as long as they meet and or exceed NFPA standards established for the certification level.
- ◆ National Fire Academy courses that address the cognitive learning of competencies of a particular NFPA Standard. All other competencies addressing the psychomotor skills shall be addressed as a separate and independent course of education.
- ◆ Approved Fire Department or Emergency Response Organization developed training, which involves both cognitive and psychomotor skills, training records are available to substantiate that the training was completed, and training records are signed by both student and instructor for each training session. The organization **MUST** have a qualified training officer who is designated as the Lead Instructor and be present to supervise all training. This individual **MUST** be certified to the level they are presenting, and **SHALL** be Instructor I certified. The training must be presented using recognized training material, and that the candidate applying for the option to waive policy shall provide substantiation of the required training to enter into the certification system. If an individual is a new member of the organization, they must have sufficient experience and training along with all documentation for classes attended and practical skills sessions attended, before they can apply for candidacy. This candidate must be supported and approved by an officer in charge of the organization or some other AHJ.

## **WRITTEN & SKILLS EXAMINATIONS**

### **Certification Examinations Offered**

All NFPA Standards and subsequent levels of those Standards, as addressed by the Training Division for certification status or referred to as prerequisite study within the Standard, shall be tested by addressing all content of the Standard. This shall involve the examination of candidates by testing both cognitive and psychomotor learning.

Current NFPA Professional Qualifications Standards utilize the Job Performance Requirement (JPR) format, thus the Training Division shall test all JPRs in those applicable Standards noted for certification; including all Requisite Knowledge and Requisite Skills components for each JPR. The Training Division does reserve the right to 'combination test' any or all prerequisite skills and knowledge for any specific JPR listed, with the exception that requisite knowledge components will also be tested by individual written examination questions.

All written examination questions are constructed as a true/false question or as a multiple-choice question. All multiple-choice questions are reviewed for question structure and shall contain appropriate distracters with only one unquestionable correct answer. All examinations used by the Training Division shall be based on and scored by an objective approach.

No examination instrument or question shall contain any statements, in whole or in part, that lends itself to permitting the examiner to use subjectivity during the examination.

### **Correlation Forms**

Correlation sheets, indicating the relationship between each component of the JPR, including Requisite Knowledge and Requisite Skills, shall be provided for each level of each NFPA Standard for those certification levels offered by the Training Division. These correlation forms shall show each component of the JPR and requisites, list whether the component shall be tested as a skill, knowledge, or option to test as both.

Each component shall be correlated to the respective PSE by number and to each respective written examination question by number within the test question bank. Any or all components may have numerous PSE or Exam numbers correlated to the evaluation processes available for the Standard.

Each component of any Standard will have at least one question or skill referencing the topic.

There will be two sets of correlation sheets for each certification level, addressing the specific forms for IFSAC and NPQS.

Correlation sheets will not be included in the Certification Policy and Procedures Manual, but may be reviewed at the Training Division Office



## **Selection Process – PSE/Written Examinations**

The Training Division randomly selects those skills and written examination questions that will be administered at test sites. The following process determines the practical skills examinations that will be used for testing purposes at the designated test sites. Before any site is established as a test site, the Training Specialist shall determine the availability of all needed equipment for demonstrating practical skills and/or any additional testing props needed for the test site.

All PSEs are evaluated by a point system, with each part weighted by a value and the total of all values must meet or exceed 75% for a Passing score. All practical skills examinations must be completed successfully and the candidate must receive a Pass score on all skills listed on the Master Candidate Scoring Sheet or the test site is recorded as a FAIL. A FAIL score means a candidate must retake the Practical Skills Examination at another time, and no credit is given for successful completion of part of the skills at the test site.

Candidates are offered a second attempt at any PSE test station if they fail the first attempt, but this retest must be conducted as soon as the candidate is ready and a different examiner has been placed at the station. This option for practical skills examinations does not apply to a performance skills examination as used for the Instructor I certification process.

All Practical/Performance Skills Examinations are selected randomly by the Administrative Assistant for the Training Specialist once he/she sets the dates for a test site. For some certification levels, certain PSE instruments will be used for all tests. SCBA is a PSE that is used for all Fire Fighter I PSE sites, and the Presentation PSE is used for all Instructor I PSE sites.

## **Test Question Banks**

The Training Division maintains purchased test question banks for all accredited certification programs, controlled and secured by the Assistant in the Training Division Office. The banks randomly generate written examinations for all certification programs.

The Training Division Training Manager and Training Specialists determine the number of questions for each category listed in the test question bank, and that will be included on the Written Examination for each certification level offered by the Training Division. Each certification level will have a designated number of questions for each written examination, and the specific number of questions will be addressed within the ‘Certification Levels – Procedures and Details’ section of the Certification Policy and Procedures Manual.

## **Test Question Bank Items**

Each test question bank contains a number of questions per competency/JPR as are listed in each of the NFPA Standards. The numbers of items listed are based on job requirements, skill complexity and frequency supported by a knowledge base, and subsequent position to be performed by the candidate upon successful completion of the test instrument for certification. Each test bank shall contain sufficient questions whereas the written examination instrument tests applicable JPR, Prerequisite Knowledge, and Prerequisite Skills.

## **Test Question Bank Revision & Updates**

The Training Division abides by all updates and revisions offered from Performance Training Systems, Inc. for modifications to existing test question banks. Each test question bank is purchased and implemented to test a specific standard and edition of that standard, and each test question bank is implemented by the Training Division to test those NFPA Standard levels that are recognized by the accrediting organizations for certification.

Each question contained within the respective test question banks are validated for content, construction, and reference to both the NFPA Standard and learning reference sources or the Training Division reference to general knowledge for the job. This process is tasked to the Training Specialists and the Training Manager, and the Test Question Review Individuals group as appointed by the Training Specialists. Once test questions have been verified, or are marked for modification, the information is forwarded to the Certification Training Specialist who updates the master Test Question Bank. (See Reference Listing and Option on listing all References)?

### **Option on Listing all References**

The Training Division prepares all test instruments to address the Requisite Knowledge, Requisite Skills, and Job Performance Requirements of the applicable NFPA Standard. Certain skills and knowledge test instruments may not be specifically referenced to all manuals listed, meaning a practical/performance skill exam component or a stem and combination of distracters of a written exam question may not list all references as provided above.

The verification of the test instrument purports the intent of the skill or question and its objective to test the Standard; therefore, the skill exam or written exam question is valid and reliable for the purposes of certification testing.

### **Subject Matter Review-Test Questions**

The Training Specialists and the Training Manager of the Training Division review the test items, in conjunction with the Test Question Review Individuals group, test question review group consist of selected staff at least one from each region. If any candidate inquirers about the structure and legitimacy of a test question, the Training Manager first reviews the question(s) introduced by the candidate and proposes an answer to the validity of the question once the Standard and reference materials are reviewed.

If concerns still exist about the validity of the test question, then the item in question is forwarded to the Training Specialists for further review before a final decision is made on the structure and validity of the question. This consensus of validity shall determine usage of the question in future tests, modification of the question within the test bank, and modification of the final test score for all students at the test site in question.

## **Test Items and Test Review by Test Construction Experts**

Test bank questions are purchased from Performance Training Systems, Inc. and all items have been listed by this company as being both reliable and valid. However, because the computer generates the tests used by Nebraska; the Test Question Review Groups, and then the Training Specialists and the Training Manager will review all questions of an established test for construction and integrity prior to being used. This review shall also address the applicability of the question to issues addressed in the training courses for Nebraska response organizations.

## **Test Items/Scores Reviewed and Analyzed: Validity and Reliability**

The Training Specialists and the Training Manager shall be the committee responsible for the verification of test bank questions for all certifiable standards for the Training Division. A review process of examining questions is established for purposes of declaring all test questions reliable. A validation process for examination questions is established to maintain a competent and competitive program for the purposes of certification.

### **Validity**

The validity of each test instrument is confirmed through the review of reference materials, JPR from the applicable Standard, and structure of the skill examination or written examination question. Written Examination question validity is also evaluated by the item statistics report, and compared to question content and construction. All information is then compared to the NFPA Standards and the Training Division Lesson Plan objectives.

### **Reliability and Question Bank Software**

Each test site, which produces a sufficient quantity of tests taken by candidates (any number greater than 5), is evaluated by the test bank software to produce the number of candidates taking the examination, score results, median and mean of the scores, test reliability, and standard error of measurement. In cases where students have missed sufficient questions, an item statistics report is produced to evaluate the percentages of each question missed and how many times, which distracters were chosen and the percentages for each. Test question found to be flawed will be edited or replaced.

### **Standard Error of Measurement – Written Examinations**

Each test site, excluding those candidates who may come to the Training Division office to take the examination, shall be calculated and the statistics evaluation printed and filed. Each score for a candidate is combined with the standard error of measurement and this is the final score each candidate receives on the letter sent addressing the examination. A copy of this letter is placed in each candidate's file, but no copies of this letter are released without expressed written permission from the candidate.

## Writing Test Questions for Examinations

Because of the limitation of the purchased test bank on some areas of competency questions for the NFPA standard, the Training Division shall adhere to the following guidelines for the implementation of developed questions.

- ◆ Questions shall be developed by the Training Division Training Specialists, initiated either from test site comments or instructor notation of potential errors in other questions.
- ◆ Questions developed shall address a specific JPR of the NFPA Standard and Objective of the prescribed course of study for which the test question is written.
- ◆ Questions developed shall have a reference to the applicable student manual used for educational purposes, and development shall follow a format design conducive with the purchased test bank.
- ◆ Questions shall be submitted to the Training Division Manager for further review before being implemented into a review/evaluation process.
- ◆ All questions developed will be reviewed and tested by no less than a combination of five members. Three members from the Training Division staff, one member from the State Fire Marshal's Office and two members from the Certification System Advisory Team.
- ◆ All questions, after initial review, content, and testing of material, by the above mentioned; shall be reviewed for validity, reliability, and content. After the Training Manager, and Training Specialists have accepted all questions; these questions shall be dated and implemented into the test question bank system.

## Examination Time Limits

Each certification examination, whether a practical or performance skills exam or a written exam, will have a set time limit for completion of the examination. The time standard, used by the Training Division, for written examinations is 1.50 hours for each 50 questions.

Because a PSE is driven by a variety of skill functions, each PSE has a specific time frame for the completion of the examination. Time limits are noted to the candidate before each PSE is started. Certain examinations may also have a noted time limit within the framework of the entire PSE, such as 60 seconds or less for a segment of the PSE. This time limit is monitored separately from the overall time limit on the PSE.

# **EXAMINATION GRADES/SCORING PROCESS**

## **Grading**

Examinations shall be graded within five full working days after receipt in the Training Division office and candidates will be notified within ten full working days from date of grading in the Training Division Office. Chief Examiners will prepare all materials and deliver or mail to the Training Division Office within 48 hours of the test site completion date and time. If test site date is near the weekend, test instruments can be delivered the following week to the office.

The Staff Assistant or his/her designee shall conduct all grading of written examinations. All documentation of a candidate is considered strictly confidential; and office visitors, candidates, Part-Time Instructors, or others with no authority to view any confidential documents, shall be requested to leave the grading area.

All examinations, PSE and Written, are graded by a point system. The Written Examinations for each certification level are predetermined by the Training Division Staff. The scoring for these tests shall be explained to candidates prior to beginning the examination. The skills examinations are graded on a point system, however different steps for the skills are weighted with different point values. All values do total 100 points, but those steps considered vital or crucial may have a higher point value than supporting steps. Some Practical Skills Examinations are a combined effort of a number of skills stations, and the candidate will receive a Pass or Fail score for the exam. Other PSE test sites may have a combination of test scores that much total 75% or more to receive a pass score. Each PSE arrangement for each certification level is defined in detail within the Certification Levels – Procedures and Details section of the manual.

All examinations shall be graded from an objective point of view. Written examinations, containing multiple choice and true/false questions, reduce the potential for subjectivity becoming a factor; however, the grading of a PSE does hold the possibility of subjectivity becoming an issue if examiners are not trained on proper conduct and evaluation processes. This issue is addressed in the in-service training sessions when instructors meet the requirements to be an examiner, and a statement is contained on the test site information for examiners.

## **PSE Scoring – Verbalization**

The use of verbalization to clarify the skills examinations shall be accepted by the Training Division. A PSE is designed to permit the examiner to witness, evaluate, and score the actions of a candidate. The description of the examination (Practical/Performance) alone will support this ruling, and likewise, in itself, defines the outcome. Since the PSE is an evaluation of a skills performance, all steps or tasks to accomplish the skill shall be performed and no skill segment will be accepted as being performed by verbalization alone.

The candidate will be advised that they are permitted to accompany their actions with verbalization, thus making it clearer to the examiner what the candidate is performing. However, the examiner is not to depend on verbalization alone to score the PSE, nor is it required.

## **Paraphrased Contents – In-Service Examiner Training**

*It is the responsibility of the Examiner to complete the PSE Check List, including all information at the top to indicate the candidate's proper identification; and this must be completed legibly. The Check List gives you the evaluation steps, each correlating to a point system for scoring the skill accomplishment, that facilitate a complete evaluation along with an objective approach to the accomplishment of each skill.*

*The Examiner is to evaluate the candidate's performance while demonstrating the steps necessary to perform a skill safely, quickly, and efficiently. At no time will the Examiner coach the candidate or give assistance in performing the skill. The Examiner is held responsible for making sure no one frequents the test station, making comments on steps not performed properly.*

*Should any examiner, while conducting examinations at a designated test station, encounter an issue involving a conflict of interest; the Chief Examiner must be notified immediately.*

*As a Certification Examiner, you are required to make decisions about the skill performance of the candidates you evaluate. You will make these decisions on an "either-or" basis: "Either" the candidate performs the skill acceptably, "Or" the candidate does not perform the skill acceptably. This must be an OBJECTIVE evaluation, with no other factors influencing your decision. You must understand that skill performance involves the translation of knowledge into action. As an examiner, you are expected to make a judgment about whether a person can do a skill well enough to meet the objectives of the skill station.*

*Therefore, you will observe each and every step performed by the candidate as they demonstrate the practical skill. From what you observe, you will grade the candidate by using the PSE Check List and the points per step. As was stated earlier, you are to be unbiased, accurate, and use your professional training to fairly grade the candidate and be able to comment in writing about anything that leads you to believe that the candidate is not performing sufficiently to complete the objective safely and efficiently.*

*Remember-your position no longer identifies you as an instructor; you now have the responsibilities of an examiner.*

### **Skill Examination Grade**

The Examiner will note on each Master Candidate Scoring Sheet a PASS or FAIL sign with the Examiners signature to accompany the score. It is the responsibility of the Examiner to properly complete the PSE Check List, including all information at the top to indicate the candidate's proper identification; and this will be done legibly.

The Chief Examiner or the Assistant Chief Examiner shall review each PSE for each candidate for the purposes of verifying that all information is correct and complete, review any comments from test station examiners, and verify that all documentation for each candidate has been submitted. No appeals will be honored at any PSE test site.

The Chief Examiner shall review the Master Candidate Scoring Sheet, and validate the document by signing his/her name and date the document. This scoring sheet shall accompany all individual PSE sheets and shall be returned to the Training Division for proper documentation in the database.

## **Notification of Grades**

This notification means the Training Division Office will place the examination letter in the mail and be post-marked within fifteen working days from the date the examinations are received in the Training Division Office; with the exception of Chief Examiner travel and weekend scheduling, sick periods or vacation leave or any of the aforementioned for the Training Division Office personnel.

All pass/fail notification for a candidate is provided in writing via the US Postal Service. **No pass/fail notification will be provided via telephone, fax or email regardless of the circumstances. No method for providing proof of oneself will be accepted via telephone, fax or email.**

All candidates who sit for a certification written test will be notified of their numerical score for the written examination and be provided a summary of the areas needing further study. This summary shall include the subject matter area needing study and the NFPA Standard JPR.

Since candidates are normally members of emergency response organizations, and since those organizations may require or wish to know of the position of a candidate who has completed testing for certification status; the Fire Chief or Officer in Charge of any emergency response organization may request the status of their candidates. They must request this information in writing on official letterhead of the organization, providing the candidate's personal identification account number. They will be provided with a 'Pass' or 'Fail' status for each candidate.

## **Time Period-Certification Records**

### **Certificates**

Participants who successfully complete all required portions of a certification examination will be issued a certificate and patches signifying the certification level. Certified individuals are authorized to note their level of certification after their name.

Additional patches are available from the Training Division Office. See the Fees section for prices. Any certified individual requesting additional patches must provide proof of identify, to include full name and personal identification account number. Providing the certification numbers for the respective level of certification will expedite the process of verification. Listing the organization the individual represents shall not be required nor shall it be considered as proof of identity.

The date of certification shall be the date that a person has completed all portions of the examination process (includes the test instrument scoring, certificate generation, and letter of successful completion and proper payment. This shall be the date noted on the certification certificate issued to the candidate.

Completion of all portions of the examination process shall also include any examination waivers accepted by the Training Division. Therefore, successful completion of all segments of the certification process does not dictate the certificate date, but that the date on the letter and prerequisite form indicating successful completion of any prerequisite noted as waived shall be recognized as the official certification date.

A letter will be sent to the candidate stating that they have become certified to a particular level, along with their certificate and patches. All correspondence related to each individual's testing and certification process will be kept at the Training Division office. The Training Division policy for active records is five years, but all certification documentation per individual shall be maintained for a period of 99 years.

All individuals who become certified by the Training Division with a certification level authorized by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (NBFSPQ) will have their records submitted for national certification. Certification records will be sent to IFSAC and NBFSPQ quarterly.

There will be a fee for replacement certificates, which will be a 'copy' of the copy of the original certification certificate contained within the file for the certified individual at the Training Division Office. There will be a fee for replacement certificates. Replacement certificates will be filed with new IFSAC and NBFSPQ certification numbers for the national registry, but will duplicate all other information contained on the copy of the original certificate. See Certification Fees section for applicable cost for certificates

## **Confidentiality**

All records regarding certification shall remain confidential and secured in the Training Division Office or the Records Center in Lincoln. The Training Division staff may verify that a candidate



is certified at a particular level, and this exception is limited to the full time employees of the Training Division.

## **Retests of Failed Examinations**

Candidates are afforded retakes on failed examinations, but a time period of two years is established for a continuation of the initial certification application process. If the time period expires, the individual must begin the candidacy application process over and all fees initially paid for certification will be forfeited to the Training Division.

## **SECURITY OF TESTING INSTRUMENTS**

### **Access**

Access to the Test Question Banks shall be restricted to the Training Manager, Training Specialists and Assistant to the Training Manager. The Training Manager shall hold all responsible for the Certification System for the Training Division. All computerized test question bank files shall be password protected, and this password shall be limited to the Training Manager, Assistant to the Training Manager. Access, for purposes of review only, to the Test Question Banks shall be granted to the State Fire Marshal and Assistant State Fire Marshal, but either the Training Manager, or the Assistant must be present during the review process.

### **Storage**

All testing materials shall remain under lock and key, filed within the office of the Assistant to the Training Manager. This filing cabinet shall hold all written examinations for any NFPA Standard for which certification is offered, and shall hold the masters of all Practical Skills Examinations. The PSE selection file for the random selection of PSE's for any given test shall be secured under lock and key.

### **Candidate Files**

All files of candidates, regardless of successful or in the process of application/examination, shall be secured under lock and key; and all filing cabinets shall be located on the premises of the Training Division. These files are only accessible to the Assistant and the Training Manager of the Training Division, but may be reviewed by Training Specialists, the Business Manager, Legal Counsel, the State Fire Marshal, or Assistant State Fire Marshal under the supervision of The Training Manager or the Assistant

### **Disposal**

All draft materials, old examinations, testing materials containing any personal information, etc. shall be disposed of by paper shredder and all CD's, or DVD's shall have all files erased and if

possible, all disks shall be reformatted or destroyed. A master of all old examinations will be secured under lock and key and remain with the Training Division Office.

## **Test Site Security**

When materials are prepared for a specific test in the field, the Administrative Assistant shall contact the Training Division Training Specialist and a decision shall be made on the means of transferring the materials to the Training Specialist. If possible, materials should be picked up at the Training Division Office. However, if this is not practical, materials shall be sent by first class U.S. Postal Service mail or by UPS directly to the Training Specialist's home office.

Once any examination materials are in the possession of the Training Specialist, the materials shall remain in the state vehicle and vehicle shall remain locked at all times, or the examination materials may remain in the Training Specialist's home office in a secured location.

After all arrangements have been made at the test site and examination materials are moved to the testing site, no materials shall be left unattended at any time. All examination materials shall remain in a brief case or carrying case, and either the Chief Examiner or the Assistant Chief Examiner shall be with the examination materials at all times.

During the testing process, should any Examiner need to take a break, it shall be the responsibility of the Chief Examiner or the Assistant Chief Examiner to secure all examination materials as well as the test station until the Examiner returns.

All candidates shall be advised that no speaking, visiting, or coaching will be allowed. Should this behavior occur, all candidates involved will be dismissed from the test site and will have to reapply for the examination.

During Practical Skills Examinations, any candidate that may need to use the restroom shall request permission from the Chief Examiner or the Assistant Chief Examiner. During examinations, the Chief Examiner shall allow only one candidate to use the restroom at a time, this including male and female candidates.

Candidates shall be advised that the staging area is an area where all candidates, who are not testing at a station, should be located. Within the staging area, no study materials shall be allowed, no practice equipment will be allowed, no electronic devices will be allowed, no calls will be taken during the test unless the candidate is expecting an emergency call approved prior to testing (doctors, family situations, etc). Radios and other electronic devices are to be turned off and no visiting shall be allowed. Candidates will also be advised during the "Statement to Candidates" that candidates will not be allowed to stop and visit between testing stations.

# **LEVELS OF EXAMINATION EXAMINERS**

## **Examination Administration**

Adequate supervision for each other, as examiners and for all candidates, shall be provided at all certification examination sites. This shall be done to ensure control, adherence to established procedures, and safety. Such supervision shall be provided by the Training Division Staff, to include the Examiners, Lead Examiner, the Assistant Chief Examiner, and the Chief Examiner.

For purposes of testing, four levels of examiners shall be established. These different levels will have multiple responsibilities for both the test site and the candidate. These levels shall be known as the Chief Examiner, Assistant Chief Examiner, Lead Examiner and Examiner. When multi-task practical skills examination test stations are designated, there shall also be a Lead Examiner for those Examiners administering the test. The Lead Examiner can assist with the skills examination process.

The Training Division shall maintain and review those policies that dictate all actions and procedures to be used on any certification test examination. This shall include all skills test sites and written test sites. In conjunction with procedures for properly and professionally administering the examination, all procedures that direct and maintain control of test stations, documentation, candidate overview and explanations shall be made available to all examiners for all test sites. These procedures and rules shall be reviewed and the understanding verified, prior to any certification examination commences.

## **Test Site Audits**

The Training Division shall have an audit process designed to validate and assure the credibility of all functions on any type of test site. This audit process shall be conducted on site by the chain of command as is described for examination test sites, whereas all Training Division personnel shall be accountable to peer review as well as that of the Assistant Chief Examiner and the Chief Examiner.

Because policies dictating proper conduct, procedures for testing, and methods of controlling a test site; which may be misunderstood or changed for reasons beyond anyone's control; the Training Division shall conduct at least four visits to scheduled test sites each calendar year to verify complete and thorough use of all policies and procedures for conducting certification testing. The Training Division Training Manager shall conduct this audit, and reserves the right to appear on site without prior notice of the audit process.

## **Written Criteria for Selection of Test Examiners**

For Practical Skills Exams, those Training Division Part-Time Instructors and Certification Evaluators that are certified to the applicable certification level for that test site may be examiners. Part-time Instructors that are the applicable certification level for the test site and Instructor I certified may act as Assistant Chief Examiners.

Only the Training Division Training Specialists and the Training Manager may act as Chief Examiners at a Practical/Performance Skills Examination site and as proctors of the written examination at an advertised test site.

Proctor Exception for Written Examinations: Since retake examinations cannot be scheduled to accommodate all candidates who may have failed an examination, examinations can be administered at the Training Division Office. Dependent upon the candidate and any issues with the candidate's capability to take the examination, the Training Manager may appoint an assistant.

All examiners must attend the Training Division in-service training session on certification examination administering. This training shall address issues of objectivity, rules on security, usage of testing instruments, use of skills checklists and point values, conflicts, and other rules that dictate the procedures for conducting an examination at a test site. This training shall explain the policies that govern the testing score information and the importance of record keeping and data entry for each candidate.

The Training Specialist, who selects Part-Time Instructors and Certification Evaluators to serve in the capacity of an examiner, must evaluate all examiners yearly – if they are scheduled for a test site. This evaluation shall be submitted to the Training Division and filed with the individual's personnel file documents and shall be listed in the Instructor database.

Every three years, or more frequently if policies and procedures for certification testing change, any PT Instructor or Certification Evaluator who wishes to be qualified as an examiner must attend an in-service training session. The In-Service Examiner training shall be offered annually for anyone who wishes to become an examiner for the Training Division's Certification System.

### **Candidate/Examiner Conflict**

Examination sites are scheduled when a need arises in a particular Region, and most Part-Time Instructors and Certification Evaluators make themselves available to assist as examiners (if qualified). However, since some of the PT Instructors may have also been involved with the delivery of training sessions, it is possible that a PT Instructor may have instructed a candidate or knows the candidate personally. PT Instructors are scheduled to assist as examiners only if they have not been involved with training, but the test site is open on a statewide level and it is possible that an examiner may personally know a candidate commuting a lengthy distance to participate in the testing.

Should any examiner discover that a candidate for a specific skill examination or for a written examination is a relative, is related to an examiner by marriage, or has a close personal

relationship that would create a conflict of interest for the examiner; the examiner shall notify the chief examiner or the assistant chief examiner and shall be released from the skill examination station for the candidate in question. This ruling will also apply to all Certification Evaluators.

This same rule shall exist for any instructor who has presented a course, or parts of a course, that testing is being offered for; and this examiner (Instructor as noted above) discovers that someone who has applied for candidacy is scheduled to test and they are the assigned examiner for a test station. The examiner shall follow all applicable rules and notify the chief examiner and be replaced for the testing of the noted candidate.

The Training Division Training Specialist selects all examiners for a scheduled test site, and submits all documentation for the test site to the Training Division. Every effort must be made to verify that no examiner has been involved with the training sections that he/she may be assigned for the test site. If sufficient examiners are available, then no PT Instructor that was involved with the training of the potential candidates, shall be contacted to fill a position as an examiner for the test site.

The PT Instructor shall also understand this requirement, if they are requested to assist and they feel there may be a conflict of any nature. Either they decline the duty or when such conflict with a particular candidate arises, the Chief Examiner is notified and the Examiner with the conflict issues steps aside and permits another examiner to complete the testing at the assigned test station.

All PT Instructors and Certification Evaluators, contacted to be an Examiner for a test station, shall agree to all policies and procedures; and this nomenclature shall be noted on the Letter of Agreement that must be accepted and submitted to the Training Division Office.

## **Disregard for Policy and Procedures**

The Training Specialist at the site shall reprimand any examiner who willfully disregards policies and procedures, and this reprimand shall be documented with said document forwarded to the Training Division Training Manager. Content of the document will dictate whether the examiner will be put on a probationary period of 3-6 months, or if they will be considered inactive until the next in-service training session.

Acts that will warrant an inactive status will be assistance to a candidate, assistance to candidates waiting to test, disregarding procedures for an objective evaluation by using their own methods of performing a skill and scoring accordingly, or bias.

The issue of OBJECTIVITY is addressed in the Instructor I course, and how it may impact on a decision; if an open mind is not maintained while evaluating a skill sequence being performed. The subject of Objectivity will be a key component in the In-Service Examiner training course.

# **EXAMINERS AND CANDIDATE INSTRUCTIONS**

## **PSE Test Site Instructions – Chief Examiner to Examiners**

Introduction of all staff and what skill's station they will be supervising. Explain the roles of all Examiners (Chief, Assistant Chief, Lead Examiners, and Examiners) and their responsibilities, and explain all paperwork and the proper procedures for completing the paperwork properly.

- \* Identify all lines and blocks on the Master Candidate Scoring Sheet.
- \* Explain the PSE Check List that the Examiners will be using at the test stations.
- \* Explain the “point system and the scoring procedure” used by the Examiners.
- \* Explain the failure and retest process and to whom the Examiner will forward the PSE Check List with explanation of why the candidate failed the skill station.
- \* Explain that a retest is conducted immediately with a different examiner.
- \* Explain what will be needed for the skills examinations like SCBA, PPE, and forms.
- \* Introduce the skills that will be performed for testing purposes.
- \* Explain the need for all paperwork to be returned to the Chief Examiner upon completion of all test stations, and that the Master Candidate Scoring Sheet must be signed to validate the score sheet.
- \* Explain the use of verbalization to accent the skills examinations by the candidates.

Explain the facility and all safety concerns. This will be based on what the host organization has for equipment, response personnel, and normal SOGs. Note all exits, restrooms, and locations for rehab.

Explain if any candidate is paged for an emergency response and leaves the test site, all materials must be turned into the Chief Examiner and will be marked as an incomplete test and the candidate will not be permitted to return and complete the test. If a candidate wishes to request permission to see if the organization has sufficient personnel to handle the call, and then returns to the test site; the candidate will be permitted to continue with the test. Otherwise, the examination will have to be rescheduled.

Explain the purpose for security at the test location, the purpose for the staging; and also explain that all candidates, while not performing a skill, will be at this location and must not visit about skills stations already tested at.

Explain that while in the staging area, candidates are not allowed to discuss the PSEs already completed with candidates that have not completed those PSEs. Should any examiner discover that coaching or cheating is evident, both candidates will be asked to leave the test location, all previous completed skills will be destroyed at the Training Division Office, and candidates will have to reapply for certification.

Explain that question, comments, or concerns about the PSEs will be directed to the Chief Examiner or the Assistant Chief Examiner. No questions will be asked of the Examiners at any test stations, except those pertaining to the directions given about the skill to be demonstrated for evaluation.

ASK: Any Questions?

## **PSE Test Site – Examiner for the Test Station**

The Examiner will state to the candidate, at his/her testing station, the following information and description of what is expected of the candidate (See the PSE Test Site – From Examiner to Candidate subsection). All information on the PSE that describes the skill and the supporting information will be read to the candidate. The objective is to be read and asked if it is understood.

The Examiner is to evaluate the candidate's performance while demonstrating the steps necessary to perform a skill safely, quickly, and efficiently. The Examiner will check all equipment repeatedly for safety and quality. If any deficiencies are discovered, notify the Assistant Chief Examiner.

The Examiner will note on each Master Candidate Scoring Sheet a PASS or FAIL score with the Examiners signature to accompany the score. It is the responsibility of the Examiner to properly complete the PSE Check List, including all information at the top to indicate the candidate's proper identification; and this will be done legibly.

The Check List gives you the evaluation steps, each correlating to a point system for scoring the skill accomplishment, that facilitate a complete evaluation along with an objective approach to the accomplishment of each skill. Any skill that has a time limit associated with the performance must be noted to the candidate and an accurate time must be recorded.

The Examiner is to evaluate the candidate's performance while demonstrating the steps necessary to perform a skill safely, quickly, and efficiently. At no time will the Examiner coach the candidate or give assistance in performing the skill. The Examiner is held responsible for making sure no one frequents the test station, making comments on steps not performed properly.

As a Certification Examiner, you are required to make decisions about the skill performance of the candidates you evaluate. You will make these decisions on an "either-or" basis: "Either" the candidate performs the skill acceptably, "Or" the candidate does not perform the skill acceptably. This must be an OBJECTIVE evaluation, with no other factors influencing your decision. You must understand that skill performance involves the translation of knowledge into action. As an examiner, you are expected to make a judgment about whether a person can do a skill well enough to meet the objectives of the skill station.

Therefore, you will observe each and every step performed by the candidate as they demonstrate the practical skill. From what you observe, you will grade the candidate by using the PSE Check List and the points per step. You are to be unbiased, accurate, and use your professional training to fairly grade the candidate and be able to comment in writing about anything that leads you to believe that the candidate is not performing sufficiently to complete the objective safely and efficiently.

Remember-your position no longer identifies you as an instructor; you now have the responsibilities of an examiner.

## **PSE Test Site – From Examiner to Candidate**

**INSTRUCTIONS:** The Examiner will follow the listed steps to welcome and introduce the candidate to the test station and the specific skill evaluation. After each statement, the examiner will ask the candidate if they have any questions. If the examiner discovers that there is a conflict between the candidate and the examiner (past class presentation, family, close friend, etc.), the examiner will notify the Assistant Chief Examiner and have him/her take the examiner's place.

The Examiner will do the following:

- \*Greet the candidate and introduce yourself.
- \*Give Candidate a chance to “catch their breath”.
- \*Ask for the Candidates Master Score Sheet so that personal information can be recorded on the PSE Check List.
- \*State the specific skill by name.
- \*Inform the candidate that you will be writing while they are demonstrating and that this is normal and should not be taken as an indication of improper demonstration of the respective steps.
- \*Read the objective for the skill to the candidate and ask them if they understand what you just read (this will include any time restrictions). Make sure the option to verbalize their skills demonstration is explained, but they must still perform the skill.
- \*Explain what is expected from the Candidate as is stated in the “Skills Test Objective” section on the Check List.
- \*Explain that you will indicate a PASS/FAIL score on their Master Candidate Scoring Sheet and that you will initial the grade you have assigned. Should they fail the skill test station, the PSE Check List sheet and any comments will be forwarded to the Assistant Chief Examiner or Chief Examiner.
- \*A FAIL score warrants a retest and the candidate shall be advised that they will be allowed to retest now. The candidate has the option to decline to attempt the retest but must be reminded that any failure at any station is an automatic failure of the Test Site and the candidate will be asked to leave.
- \*Candidates are permitted to retest at a station if they fail the first attempt, but this retest must be conducted as soon as the candidate is ready and a different examiner has been placed at the station.

After completion of the PSE, the Examiner must inform the Candidate of the “less than acceptable steps” before he/she is told to return to the Staging area. Remind them not to talk to anyone or stop and observe any other skills test stations.

Thank the Candidate and make any other comments that you wish to make regarding their performance. Remember, you have other candidates that need to be tested and this is not a training session



# **EXAMINER LEVELS – ROLES AND RESPONSIBILITIES**

## **Chief Examiner (CE):**

The chief examiner performs as the examination administrator of certification examinations for the Training Division. He/she shall answer directly to the Training Division Training Manager.

The individual appointed as chief Examiner shall be a member of the full-time instructional staff of the Training Division. For an individual to hold this position, he/she must be certified to the level of the test site and Instructor I certified.

The Chief Examiner is accountable for all operations in the field, and must initially handle all problems until the defined problem can be forwarded to the Training Division Training Manager.

**The chief examiner shall supervise the assistant chief examiner (ACE) and all examiners (via the ACE) during skills evaluations.**

## **Practical Skill Examination Test Site:**

The Chief Examiner shall:

- \*Be responsible for Test Site Security.
- \*Select test station placement for safety, security, and feasibility of operations.
- \*Be responsible for the security of testing materials.
- \*Secure test stations for isolation of candidates.
- \*Be the receiver of all completed testing materials.
- \*Correlate all completed testing materials, sign and seal per packaging envelopes.
- \*Verify all candidates for certification testing.
- \*Oversee all testing stations.
- \*Brief Assistant Chief Examiner, Lead Examiners and Examiners on proper procedures for test site and testing stations.
- \*Be the direct contact person with the sponsoring agency for arranging the test site.
- \*Control access to the test site-those qualified to be at the site, or to special dignitaries.
- \*Introduces assisting staff and outlines their responsibilities.
- \*Introduces candidates to the PSE site, explains what the Master Candidate Score Sheet is and explains the proper completion of the candidate's personal information, what paperwork must be completed, and how the point system and scoring is established for each skill evaluation.
- \*Identify the location of all test stations and the materials needed at each station (i.e. Protective Clothing, SCBA).
- \*Explains what procedures will be explained to candidates at each test station and the purpose for the objective and skill explanation.
- \*Explains that cheating or failure to adhere to stated rules shall lead to a candidate being disqualified at the test site.
- \*Explains failure and retest procedures.
- \*Explains how disputes will be handled with reference to sequence questions directed by the Essentials Manual; and that all questions/complaints are to be directed to the Assistant Chief Examiner or the Chief Examiner.

## **Assistant Chief Examiner (ACE):**

The Assistant Chief Examiner performs as an assistant to the examination administrator of certification examinations for the Training Division. He/she shall answer directly to the Chief Examiner.

The Assistant Chief Examiner, to be appointed at test site, shall be either a Training Specialist or a Part-Time Instructor for the Training Division. An individual shall hold this position that meets all qualifications as stated in the Certification Policy and Procedures Manual, and is accountable for all field operations that may have been assigned per the test site by the Chief Examiner.

The Assistant Chief Examiner shall address questions/complaints from students should the Chief Examiner be otherwise engaged.

**The Assistant Chief Examiner shall supervise all examiners per an established test site, and shall be held accountable for their actions under his/her supervision.**

### **Practical Skill Examinations:**

The Assistant Chief Examiner shall:

- \*Assume responsibility for those duties assigned by the chief examiner.
- \*Assist with security of the test site.
- \*Evaluation of equipment supplied by test site host, and responsible for the replacement of damaged or broken equipment for the purpose of safety and efficiency for the candidate. This should be done with the following procedure in mind: all candidates at a stated test site shall be tested on the same equipment or as close to the same equipment as reasonably possible.
- \*Control test station security so candidates are not allowed to oversee or observe skills being performed by others.
- \*Assist candidates with proper completion of examination paperwork.
- \*Coordinates the routing of candidates from the staging area to the specific test stations.
- \*Substitutes for the test site examiner for breaks, conflicts, or retests.
- \*Oversee the proper use of the equipment at each test station for safety and quality of equipment.
- \*Answer questions from candidates regarding the point system and scoring process for the skills.
- \*Provides information and acts as a liaison to students – explaining expectations, skills, retests, equipment, and reference material.

## **Lead Examiner:**

The Lead Examiner performs as a supervisor to the group of examiners working on a 'Multi-Task Examination' test station. He/she shall answer directly to the Assistant Chief Examiner. The Lead Examiner shall be either a Training Specialist or a Part-Time Instructor for the Training Division. An individual shall hold this position that meets all qualifications as stated in the Certification Policy and Procedures Manual, has worked no less than six PSE test sites, understands the functions of the multi-task examination, and will be accountable for all test station functions that may have been assigned per the test site by the Chief Examiner.

**The Lead Examiner shall supervise all examiners for the assigned test station, and shall be held accountable for the group's actions under his/her supervision.**

### **Practical Skill Examinations:**

The Lead Examiner shall:

- \*Assume responsibility for those duties assigned by the CE or ACE.
- \*Evaluate equipment and protective clothing provided by the candidate.
- \*Control test station security.
- \*Assist candidate with proper completion of examination paperwork.
- \*Assist the candidate with proper routing from test station to the staging area.

## **Examiner:**

The Examiner performs the examination at the test station, and shall answer directly to the ACE or Lead Examiner – as assigned by the CE. The Examiner can be a Training Specialist, a Part-Time Instructor, or a Certification Evaluator for the Training Division, and meets all qualifications as stated in the Certification Policy and Procedures Manual. The Examiner, assigned to a specific test station, is held accountable for his/her actions including the coordinating of the functions at the test station.

### **Practical Skill Examinations:**

The Lead Examiner shall:

- \*Assume responsibility for those duties assigned by the CE or ACE.
- \*Evaluate equipment and protective clothing provided by the candidate.
- \*Control test station security.
- \*Assist the candidate with proper routing from test station to the staging area.

### **Multi-Task Examination:**

All multi-task skill examinations will provide the candidate with an assistant, who may be an instructor with the Training Division or certified fire fighter from a surrounding organization, to be the second person on any task or assignment. This assistant shall not provide any guidance to the candidate, but only fulfill the roll of the second member of the team. The assistant shall perform all functions as directed to do so by the candidate performing the examination, and without compromising anyone's safety. No activity or functions of the assigned assistant, who is not part of the grading process, shall have any impact or implication on the skill examination rating for the candidate.

# WRITTEN EXAMINATION INSTRUCTIONS

## Chief Examiner (Test Proctor)

Before examination packets are distributed to the candidates, the following information shall be verified and explained to candidates.

- All Candidates have been verified as being qualified to participate in the written examination. (This should be accomplished as candidates enter the test site area) check candidate credentials
- Supply each candidate with 2-#2 pencils, scratch paper-if needed, and have sufficient number of test packets for each candidate. (Place on the tables for seating positions)
- Candidates placed at tables that are evenly spaced in the classroom. (Suggested that two candidates per table is the best arrangement-if sufficient table space available)
- Candidates have been advised that no materials may be present on the table, on the floor, or near the testing area that belong to a candidate.
- Candidates have been advised of exits, restrooms, and emergency procedures as are dictated by the host organization.
- All cell phones are to be turned off or placed on vibrate and no calls will be taken during the test unless the candidate is expecting an emergency call prior approval is necessary (doctors, family situations, etc). Radios and other electronic devices are to be turned off.
- No 'Text' messaging during the test period. Receiving/Sending a text message will automatically disqualify the candidate for the test site. The examination will have to be rescheduled.
- If any candidate is paged for an emergency response and leaves the test site, all materials must be turned into the Chief Examiner and will be marked as an incomplete test, test packet will be sealed, and the Chief Examiner will write his name across the envelop and the candidate will not be permitted to return and complete the test. If a candidate wishes to request permission to see if the organization has sufficient personnel to handle the call, and then returns to the test site; the candidate will be permitted to continue with the test. Otherwise, the examination will have to be rescheduled.
- Time for completion of the examination: **Instructor I—Total time-1.50 hours, Fire Fighter I – General – 3.00 hours and Hazmat Awareness/Operations – 1.5, Fire Fighter II – General – 3.00 hours, Hazmat: Ops Level – 3.00 hours – Hazmat: Tech Level- 3.00 hours**
- Written examinations will not be graded at the site. The Staff Assistant will grade the examinations within five working days once received in the SFMTD Office and you will receive a letter regarding your test status within fifteen working days from the date the examination is graded (exception-sick period or vacation leave). All candidates, pass or fail, will receive a printout of all incorrect test questions along with the answer they chose, the correct answer, and a reference indicator.

When all candidates are seated, rules listed above have been explained, and no one has any questions; handout the test packets and ask candidates to remove all materials, leave them in a pile, and place envelop at the top of the table. Remind them to be careful opening the envelop because they will be using it again. The instructions will be included in each test packet.

### **Chief Examiner (Test Proctor)**

**READ the following to the candidate and tell them to read along with you.**

- On top of the materials for the test is an instruction sheet, please take it and read along with the Proctor as he/she covers all the instructions for taking this examination.
- There will be no talking between candidates before, during, or after you have completed your examination.
- If you need to make arrangements for some activity after the test is completed, make them now before the test begins.
- If you have a question, raise your hand and the Proctor will come to your location. He/she is not permitted to assist you with answering the question, but if any terminology is not understood, or you need any interpretation of the wording of a question; they will clarify the question to all candidates.
- If you need to use the restroom, raise your hand, the Proctor will come to your location, you'll be informed to place answer sheet inside of test booklet, close test booklet, and leave it on the table.
- The scantron test answer form requires you to complete all necessary information about yourself and this test site. Please note the following and we will cover all necessary sections for you to complete.
  - **MARKING INSTRUCTIONS:** These are located in the lower left hand corner of the answer sheet. Please read and make sure you understand how to fill in the circles.
  - **TOP LEFT CORNER (ID NUMBER):** this is a box to enter your birth date. Write your birth date (i.e. 04181952) in the spaces at the top and fill in all corresponding ovals except the last one with the #2 lead pencil.
  - **LAST NAME BOX (next box to the right of ID Number):** Write in the spaces your last name and then fill in the corresponding ovals.
  - **FI BOX (next box to the right):** This space is for your FIRST name initial. Write in the space your first name initial and then fill in the corresponding oval.
  - **MI BOX (next box to the right):** This space is for your MIDDLE initial. Write in the space your middle initial and then fill in the corresponding oval.
  - **GRADE BOX:** This box is below and to the left of your Student ID#. **DO NOT** fill this box in.
  - **DATE BOX:** This box is to the right of the Grade Box and this is for today's date, not your birth date. The Date is: (Chief Examiner will give you the date) example: 07122010. Write the date and fill in the respective ovals.  
**ADDITIONAL DATA BOX:** This box is below the Date Box and requires the following information:
    - Course: Fire Fighter I
    - Date: Today's date
    - Instructor: Person proctoring the examination

- Your Name: Enter your name-PLEASE write legibly
- **SPECIAL CODES BOX:** Do not write in this box

When you have completed all registration information (we'll wait until everyone is completed), open the test booklet to the first page. Examples of test questions are shown-and please note how to answer a true/false question. Note where the 'A', 'B', 'C', and 'D' answers are for each selection. They may not follow the same format for all questions in the test booklet.

- When you are told to begin the examination, read the entire question and all answers before making any selection.
- **DO NOT** write in test booklets, only on answer sheet (scratch paper is provided). IF writing is found in book advise evaluator immediately.
- **NOTE:** Test question numbers on the answer sheet are divided into 4 sections, each section contains 50 answer numbers with circles. Answers #1-#50 are in the first section, #51-#100 are in the second section, etc. Do not go straight down the first column. Make sure your question number in the test booklet matches up to the Answer sheet number.
- As you are answering questions on the test, periodically verify that you are on the correct number line on the answer sheet.
- If you change any answers, make sure you thoroughly erase the incorrect choice so the computer does not judge your answer as incomplete or wrong.
- When you have completed the examination and are sure you have answered all questions, place any scratch paper on top of the test booklet and place the answer sheet on top of the scratch paper.
- **Place all documents including test booklet inside the envelope** at the top of your table (include the pencils unless the Proctor tells you to do otherwise) and seal the envelope as best possible.
- Across the flap on the envelope, write your name, the date, and the current time (Proctor will give you this if you do not have a watch).
- Take your test packet to the Proctor and leave the test site room (you may remain on the premises or in the building, just not in the test site room).
- Do not visit or make any comments to other candidates.
- If you have questions for the Proctor, you must wait until all candidates have completed the examination.

### **Proctor Duty – Test Site Completion Information:**

- After each candidate turns in the test packet, verify the signature, date, and time and then write your name across the envelop flap.
- Check the candidate's name on the test site verification sheet.
- Verify that all candidates have submitted their test packets, count the test packets and compare to the test site verification sheet, and submit the verification sheet with all test packets.
- Secure all test packets and return to the Training Division Office within a 48-hour period (exception – work schedule lists the Training Division Office for the first of the week, or the test site in conducted on a date whereas the weekend prohibits processing and mailing).

# WRITTEN EXAMINATION – STUDENT PACKET

## Student Information – Test Answer Form Information

### Read along with the Proctor

- On top of the materials for the test is an instruction sheet, please take it and read along with the Proctor as he/she covers all the instructions for taking this examination.
- There will be no talking between candidates before, during, or after you have completed your examination.
- If you need to make arrangements for some activity after the test is completed, make them now before the test begins.
- If you have a question, raise your hand and the Proctor will come to your location. He/she is not permitted to assist you with answering the question, but if any terminology is not understood, or you need any interpretation of the wording of a question; they will clarify the question to all candidates.
- If you need to use the restroom, raise your hand, the Proctor will come to your location, you'll be informed to place answer sheet inside of test booklet, close test booklet, and leave it on the table.
- The scantron test answer form requires you to complete all necessary information about yourself and this test site. Please note the following and we will cover all necessary sections for you to complete.
  - **MARKING INSTRUCTIONS:** These are located in the lower left hand corner of the answer sheet. Please read and make sure you understand how to fill in the circles.
  - **TOP LEFT CORNER (ID NUMBER):** this is a box to enter your birth date. Write your birth date (i.e. 04181952) in the spaces at the top and fill in all corresponding ovals except the last one with the #2 lead pencil.
  - **LAST NAME BOX (next box to the right of ID Number):** Write in the spaces your last name and then fill in the corresponding ovals.
  - **FI BOX (next box to the right):** This space is for your FIRST name initial. Write in the space your first name initial and then fill in the corresponding oval.
  - **MI BOX (next box to the right):** This space is for your MIDDLE initial. Write in the space your middle initial and then fill in the corresponding oval.
  - **GRADE BOX:** This box is below and to the left of your Student ID#. DO NOT fill this box in.
  - **DATE BOX:** This box is to the right of the Grade Box and this is for today's date, not your birth date. The Date is: (Chief Examiner will give you the date) example: 07122010. Write the date and fill in the respective ovals.
  - **ADDITIONAL DATA BOX:** This box is below the Date Box and requires the following information:
    - Course: Fire Fighter I
    - Date: Today's date
    - Instructor: Person proctoring the examination
    - Your Name: Enter your name-PLEASE write legibly
  - **SPECIAL CODES BOX:** Do not write in this box

When you have completed all registration information (we'll wait until everyone is completed), open the test booklet to the first page. Examples of test questions are shown-and please note how to answer a true/false question. Note where the 'A', 'B', 'C', and 'D' answers are for each selection. They may not follow the same format for all questions in the test booklet.

- When you are told to begin the examination, read the entire question and all answers before making any selection.
- **DO NOT** write in test booklets, only on answer sheet (scratch paper is provided). IF writing is found in book advise evaluator immediately.
- **NOTE:** Test question numbers on the answer sheet are divided into 4 sections, each section contains 50 answer numbers with circles. Answers #1-#50 are in the first section, #51-#100 are in the second section, etc. Do not go straight down the first column. Make sure your question number in the test booklet matches up to the Answer sheet number.
- As you are answering questions on the test, periodically verify that you are on the correct number line on the answer sheet.
- If you change any answers, make sure you thoroughly erase the incorrect choice so the computer does not judge your answer as incomplete or wrong.
- When you have completed the examination and are sure you have answered all questions, place any scratch paper on top of the test booklet and place the answer sheet on top of the scratch paper.
- **Place all document including test booklet inside the envelope** at the top of your table (include the pencils unless the Proctor tells you to do otherwise) and seal the envelope as best possible.
- Across the flap on the envelope, write your name, the date, and the current time (Proctor will give you this if you do not have a watch).
- Take your test packet to the Proctor and leave the test site room (you may remain on the premises or in the building, just not in the test site room).
- Do not visit or make any comments to other candidates.
- If you have questions for the Proctor, you must wait until all candidates have completed the examination.



## **INTERPRETATIONS, LIMITATIONS, SAFETY**

Students shall be advised that any assistance needed during any certification examination requires contact to be made with the Chief Examiner or the Assistant Chief Examiner. Additional supplies needed shall be directed to the Examiner in charge, such as paper, pencils, etc. Candidates taking any written examination will be provided all supplies needed for the examination and shall not be permitted to bring any support materials into the test site area.

Candidates needing a restroom break shall request permission to proceed to the restroom, under the condition that no other candidate is in the restroom. No situation should occur whereas two candidates should find themselves in the restroom at the same time, but should they; they shall refrain from any conversation regarding the test stations or test site.

All Examiners, regardless of rank, shall work under the policy that questions regarding the wording or meaning of a skills objective may be reworded in such a way that the meaning and intent of the objective is not changed, and that the candidate does understand after rephrasing the statement. Questions in written examinations may be explained by rephrasing or rewording, but any question that is explained shall be explained to the entire candidate class so no bias claims can be made or statements of discrimination.

All health and safety issues must be explained in detail and may be expounded on for future understanding of the statement and safety objectives. All candidates shall be informed of risks to self and others when horseplay is conducted, and that any actions interpreted as such may lead to dismissal from the test site.

## **WRITTEN TEST SPECIFICATIONS**

The Training Division shall administer a written examination for any NFPA Standard and respective level that certification is offered. Each written examination shall address the most current edition of the standard published by NFPA or the most current edition of the NFPA Standard recognized by the Training Division for certification. The two-year limitation for update shall apply to this ruling. Questions will be a combination of multiple-choice, true or false, or a selection choice per a PowerPoint test.

### **1001—Fire Fighter I level—2013 Edition**

Fire Fighter exam – 100 questions, Hazmat Level exam – 50 questions

### **1001—Fire Fighter II level—2013 Edition**

Fire Fighter exam – 100 questions, Hazmat Level exam – 50 questions (if necessary)

### **1041—Instructor I level—2012 Edition**

Instructor exam – 50 questions

### **472—Hazmat First Responder Operational Level—2013 Edition**

Operational Level exam – 100 questions

**472—Hazmat First Responder Technician Level—2013 Edition**  
Technician Level exam – 100 questions

Written examinations will be generated randomly from the test question banks of the Training Division, purchased from PTS, Inc. and updated as notices are received from PTS, Inc, or other recognized sources. Should any written examination be manually generated, it shall not contain any more than a 35% redundancy of questions.

No less than three versions of any certification written examinations shall be kept on file at all times in the Training Division office. Frequency of use of any version shall dictate the disuse of the test and all tests shall be destroyed per policy and procedures, with the exception that one copy of previously used examinations will be maintained in the Training Division Office under lock and key. Maximum period that any one version shall be used is 1 year. This period will have a variance of 3 months, contingent upon the release of new versions of the test bank.

### **Passing Score/How Determined**

The predetermined passing score, including the standard error of measurement-if applicable, shall be 75%. This passing score was determined based on analysis of scores received by candidates on previous written examinations. 75% is a frequently used passing score for courses taken as “Pass/Fail” at the post-secondary level in education.

The scores from each test site are entered and a computer analysis is done on the test scores to determine the standard error of measurement for that test at that particular test site. The standard error of measurement points are added to the candidates raw score to determine their final score. Example: if the standard error of measurement for a particular site is 2.34, this is rounded off to 2. If a candidate received a raw score of 69% on the exam, their final score would be 71% once the standard error of measurement points have been added.

## **PRACTICAL/PERFORMANCE SKILLS EXAMS – SETS**

The Training Division shall have developed a compilation of Practical and Performance Skills Examinations used for testing all certification levels. These examinations evaluate any skills or performance requirements as listed in any of the NFPA Standards, recognized by the Training Division for certification purposes.

Depending on the required number of skill exams for the certification level, PSE sets will adhere to those specific numbers as listed in the Certification Levels – Procedures and Details section of this manual.

The Training Division does a random selection of Practical/Performance Skills Examinations for each certification level, and this selection may involve any combination of exams. The Training Division works with Stand-Alone skills exams and Multi-Task skills exams. Each certification level has a specific designation of skills that are drawn; and for most levels, certain exams are required to be used.

Be prepared to potentially test to any of the skills listed for the level of certification on the Training Division web-site or as listed in the CP&P. These tests are randomly drawn from the PSE test bank with each PSE number on it, the exception that multi-task tests chosen shall contain the skill using an SCBA and PPE for Fire Fighter I.

Specific details on each certification level are explained in the ‘Certification Levels – Procedures and Details’ section of this manual. The applicable section will detail exactly how the skills exams are structured, provide an example of a skills exam (also available on the Training Division website), and provide a list of all skills exams (also available on the Training Division website) that are listed for the test site draw.

All PSEs will test the candidate by evaluating a step process of accomplishing an assignment or task. This approach to skills tests, along with the random selection that greatly reduces the chances of candidates knowing in advance which skills they will be tested on, verifies an ample achievement of testing the candidate’s understanding of all known skills.

Because of the design of the PSEs, which contain an evaluation process of scoring each step demonstrated to accomplish an assignment or task, the Training Division is assured that all examiners will be consistent in their evaluation process and all candidates will be evaluated fairly.

This method of evaluation will produce the same reliable and consistent scores, based on candidate efficiency observed. Criteria sheets are provided for some PSE test sites, further reducing the possibility of subjectivity during the evaluation process.

All candidates will be evaluated with individually assigned checklist score sheets, specifically assigned with the candidate’s name and personal identification account number. All PSE checklists consist of a point value applied to each step to be demonstrated, and each step is weighted based on the critical influence the step has on the skill.

The point value for each step, if successfully completed by the candidate, is added up for a final score; which must meet or exceed 75% for a PASS score. Either the Chief Examiner or the Assistant Chief Examiner will re-add all PSE scores for each candidate to validate the Pass/Fail rating.

## **WRITTEN EXAMINATION – TEST BANKS**

The Training Division maintains purchased test question banks for all accredited certification levels, controlled and secured by the Administrative Assistant. The test question banks are used to randomly generate written examinations for all certification levels.

The written test specification for certification determines the number of questions on each topic that will be included on the written exam. The Training Division Training Manager and Training Specialists make the determination of the number of questions; based on the category, importance of the category for the certification level, number of available questions, and requirements for total question numbers for the examination.

Specific details for each certification level are explained in the ‘Certification Levels – Procedures and Details’ section of this manual. The applicable certification level section will detail exactly how the written exams are structured, listing the categories, how many questions are in the test question bank for the category, and how many questions are selected from each category for each written examination. An example of written exam questions is provided in this section for each certification level (also available on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under ‘Certification’).

## **OSHA REFRESHER TRAINING ISSUES – HAZMAT**

The Training Division recognizes the variances between regulations, standards, certification and annual refresher training. Therefore, any individual certified to a Hazmat level per the NFPA Standard 472, or if the Hazmat level is a prerequisite for the particular Standard and is tested in conjunction with the certification level; will receive a letter of explanation regarding the certification.

Because OSHA regulations for Hazmat response require annual refresher training to maintain the individual’s competency, and because the employer is the only AHJ who can verify the competency; the Training Division will issue subsequent documentation to support the certification certificate.

In some cases, a letter will verify that the individual is not certified to the NFPA Standard for Hazmat, but only completed sufficient examinations to verify their job performance for the prerequisite in the Standard.

In other cases, involving a Certificate of Reciprocity, a letter will explain the implied statement of the other State’s certificate, and will also explain why the Training Division will not issue two Certificates of Reciprocity for one certificate indicating the participation in some form of Hazardous Materials training.

Examples of these letters are listed below, and depending on the circumstances of the certification or reciprocity; one or more of these letters will accompany each certificate issued by the Training Division.

## Hazmat Operational Level Certification – Letter Example

Date

John Q. Public  
123 Normal Drive  
Anytown, NE 98765

RE: Hazmat Certification – Annual Refresher Training

Dear Mr. Public:

Congratulations on your Hazardous Materials certification to the NFPA 472, 2013 Edition – Operational Level of the Standard. We recognize the amount of time you dedicated to this certification and the purpose for which you acquired the certificate. We also want to remind you that even though the State of Nebraska, State Fire Marshal Training Division does not have any policy for recertification, the OSHA regulations (and promulgated by the EPA) require annual refresher training to maintain a competency level for your employer.

The certification certificate means exactly what it states: you are certified to the NFPA 472 Standard, and whatever edition and level per the date recorded. However, your competency to hold that level will only be valid for your employer if you meet the requirements for the annual refresher training.

Annual refresher training is interpreted as follows for the State Fire Marshal Training Division. After you reach the one-year period from the date on the certificate, you must have annual refresher training to maintain your competency level. There are no specific details outlining the refresher training with the exception that it must address the competency level topics and shall be presented by a qualified instructor.

Upon completion of your annual refresher training, send a training report (available from the SFMTD) of such activities [date(s), topics, instructor(s), State certificate number, and location] to the Training Division office. We will process the training report, verify your hazmat certification information, and issue a letter recognizing the annual refresher training. This letter will confirm the intent of the certificate and validate your competency for your certification for an additional year (only your employer can verify your competency for your job). This letter must remain attached to the certification certificate. Only the current letter will be required to be attached. All other letters can be filed, but should not be destroyed.

## Hazmat Operational Level Refresher Validation – Letter Example

### MEMO – HAZMAT REFRESHER TRAINING VALIDATION

DATE: **Current Date of Issuance**

TO: **Candidate Name**

FROM: **Training Manager  
State Fire Marshal Training Division**

RE: **Hazardous Materials – Annual Refresher Training Verification**

*State of Nebraska Certification Certificate Number:* (Number Listed)

*Annual Refresher Training Date(s):* (Dates Listed)

*Hazardous Materials NFPA 472 Response Level/Edition:* (Standard/Edition Listed)

Based on the records provided to the State Fire Marshal Training Division, and the content/competency application of the training; the State Fire Marshal Training Division hereby provides this letter as verification that **NAME OF CANDIDATE** completed the annual refresher training requirements.

The certification certificate shall be considered valid for a period of one year from the date of this letter, once approved by the local AHJ for the candidate.

This letter must remain attached to the certification certificate. Only the current letter will be required to be attached. All other letters can be filed, but should not be destroyed.

# Fire Fighter I Certification – Hazmat Exam – Letter Example

## Hazmat Awareness/Operations Level – Prerequisite Certification Test

Date

John Q. Public  
123 Normal Drive  
Anytown, NE 98765

RE: Fire Fighter I Certification

Dear Mr. Public:

We are pleased to inform you that you have passed the two written examinations for the State Fire Marshal Training Division's ***Fire Fighter I Certification Program***. The score on the Fire Fighter I, NFPA 1001 Standard, 2013 Edition competency specific examination was **95%**, which reflects a Standard Error of Measurement of **2** points; and the score on the Fire Fighter I-Hazardous Materials Operations Level, NFPA 472 Standard, 2013 Edition competency specific examination was **96%**, which reflects a Standard Error of Measurement of **2** points.

You are now certified by the State of Nebraska-State Fire Marshal Training Division to the Fire Fighter I level of the NFPA 1001 Standard, 2013 Edition. **NOTE:** The successful completion of this certification process is for the Fire Fighter I level only. It does not certify you at the Hazardous Materials: First Responder Operations Level. Your state certificate and shoulder patch are enclosed. Also enclosed are the questions that you missed with the correct answers marked with a check mark, with reference information following each question and answer.

The State Fire Marshal Training Division is currently accredited with the *National Board on Fire Service Professional Qualifications* in Quincy, Massachusetts and the *International Fire Service Accreditation Congress* at Oklahoma State University in Stillwater, Oklahoma. Your certification has been registered with both the *International Fire Service Accreditation Congress* and the *National Board on Fire Service Professional Qualifications*. You are nationally registered at this level.

If you have any questions regarding either national certification process, please feel free to contact us.

## Fire Fighter II Certification — Letter Example

Date

John Q. Public  
123 Normal Drive  
Anytown, NE 98765

RE: Fire Fighter II Certification

Dear Mr. Public:

We are pleased to inform you that you have passed the written examination for the State Fire Marshal Training Division's ***Fire Fighter II Certification Program***. The score on the Fire Fighter II, NFPA 1001 Standard, 2013 Edition competency specific examination was **95%**, which reflects a Standard Error of Measurement of **2** points

You are now certified by the State of Nebraska-State Fire Marshal Training Division to the Fire Fighter II level of the NFPA 1001 Standard, 2013 Edition. Your state certificate and shoulder patch are enclosed. Also enclosed are the questions that you missed with the correct answers marked with a check mark, with reference information following each question and answer.

The State Fire Marshal Training Division is currently accredited with the *National Board on Fire Service Professional Qualifications* in Quincy, Massachusetts and the *International Fire Service Accreditation Congress* at Oklahoma State University in Stillwater, Oklahoma. Your certification has been registered with both the *International Fire Service Accreditation Congress* and the *National Board on Fire Service Professional Qualifications*. You are nationally registered at this level.

If you have any questions regarding either national certification process, please feel free to contact us.



# Fire Fighter II Certification – Hazmat Exam – Letter Example

## Hazmat Operational Level – Prerequisite Certification Test

Date

John Q. Public  
123 Normal Drive  
Anytown, NE 98765

RE: Fire Fighter II Certification

Dear Mr. Public:

We are pleased to inform you that you have passed the two written examination for the State Fire Marshal Training Division's *Fire Fighter II Certification Program*. The score on the Fire Fighter II, NFPA 1001 Standard, 2013 Edition competency specific examination was **95%**, which reflects a Standard Error of Measurement of **2** points. and the score on the Hazardous Materials Operational Level, NFPA 472 Standard, 2013 Edition competency specific examination was **96%**, which reflects a Standard Error of Measurement of **2** points.

You are now certified by the State of Nebraska-State Fire Marshal Training Division to the Fire Fighter II level of the NFPA 1001 Standard, 2013 Edition. **NOTE:** The successful completion of this certification process is for the Fire Fighter II level only. It does not certify you at the Hazardous Materials: First Responder Operational Level. Your state certificate and shoulder patch are enclosed. Also enclosed are the questions that you missed with the correct answers marked with a check mark, with reference information following each question and answer.

The State Fire Marshal Training Division is currently accredited with the *National Board on Fire Service Professional Qualifications* in Quincy, Massachusetts and the *International Fire Service Accreditation Congress* at Oklahoma State University in Stillwater, Oklahoma. Your certification has been registered with both the *International Fire Service Accreditation Congress* and the *National Board on Fire Service Professional Qualifications*. You are nationally registered at this level.

If you have any questions regarding either national certification process, please feel free to contact us.

# **IMPLIED HAZMAT CERTIFICATION for RECIPROCITY**

## **Explanation of Implied Certification Status**

When an individual submits a certificate for the purpose of reciprocity, the Training Division honors the certificate once the certificate information has been verified via IFSAC or the Pro Board and the individual meets the other requirements for a Certificate of Reciprocity as listed in this Manual.

If the individual requests two Certificates of Reciprocity for Fire Fighter and Hazmat, but the certificate only implies completion of the required Hazmat level per the prerequisite as listed in the NFPA Standard and the certificate is for a Fire Fighter level only, the Training Division reserves the right to issue a Certificate of Reciprocity for the face value of the certificate and not honor or issue joint certificates for the implied completion of the Hazardous Materials level.

## **Certificate of Reciprocity – Implied Hazmat Certificate Letter Example**

Date

John Q. Public  
123 Normal Drive  
Anytown, NE 98765

RE: Certification Reciprocity – Implied Hazmat Certificate

Dear Mr. Public:

You have submitted an application for a Certificate of Reciprocity for (Fire Fighter I or Fire Fighter II) and also requested a Certificate of Reciprocity for (Hazmat: Awareness Level or Operational Level).

The Certificate only has one (IFSAC and/or NPQS) number on it, therefore we cannot issue two Certificates of Reciprocity. Hazmat examinations are required in Nebraska in conjunction with the applicable Fire Fighter level examinations; and successful completion of these exams is recognized with one certificate for the Fire Fighter certification level of the examinations.

In turn, you have provided us with a Fire Fighter (I or II) Certification Certificate, and we have honored that certificate by issuing a Certificate of Reciprocity for Fire Fighter (I or II) by the State of Nebraska, State Fire Marshal Training Division.

Our policy does not provide for the issuance of a certificate of reciprocity for any documentation indicating anything but certification as recognized by IFSAC or the NPQS with a certification seal number. Therefore, we cannot issue you a certificate for the Hazardous Materials level.

## **CERTIFICATION IMPLIED STATUS – RECIPROCIITY**

When an individual submits a certificate for the purpose of reciprocity, and if such certificate implies completion of subsequent levels of a NFPA Standard - such as Fire Fighter I for advancement to Fire Fighter II; then the Training Division reserves the right to issue a Certificate of Reciprocity for the face value of the certificate and not honor or issue joint certificates for the implied levels of completion.

### **Certificate of Reciprocity – Implied Certificate Letter Example**

Date

John Q. Public  
123 Normal Drive  
Anytown, NE 98765

RE: Certification Reciprocity – Implied Certificates

Dear Mr. Public:

You have submitted an ‘Implied Certificate’, or some other form of distinction, indicating you were recognized as Fire Fighter I qualified; and you were permitted to progress to the candidacy position for Fire Fighter II. In turn, you have provided us with a Fire Fighter II Certification Certificate, and we have honored that certificate by issuing a Certificate of Reciprocity for Fire Fighter II by the State of Nebraska, State Fire Marshal Training Division.

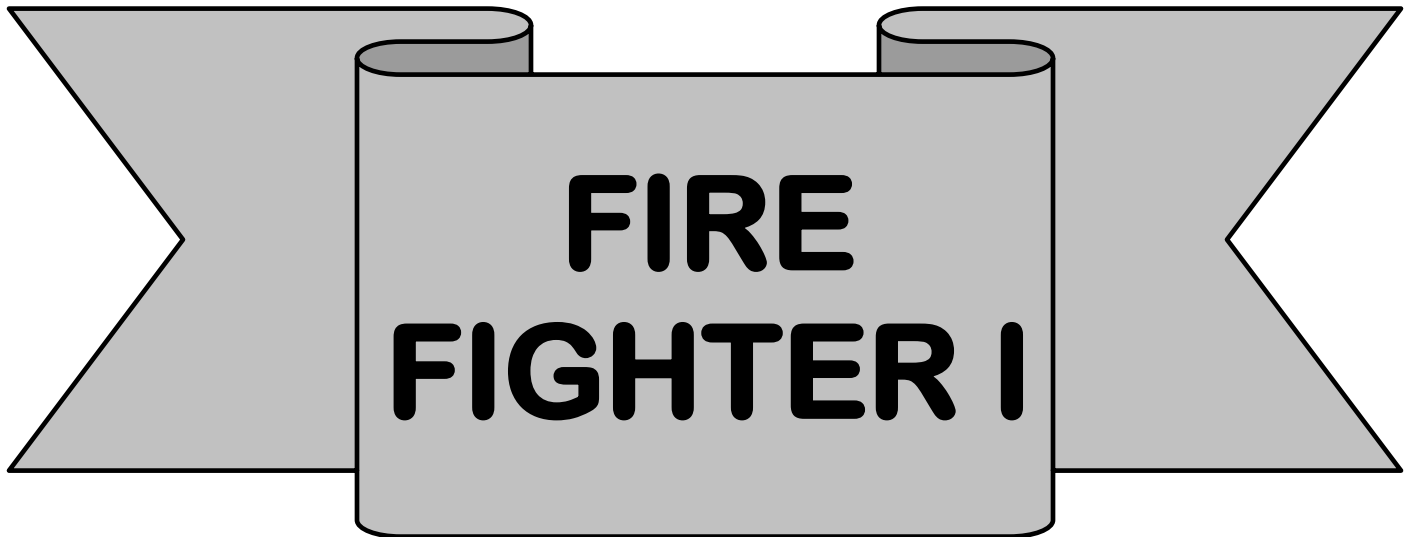
Our policy does not provide for the issuance of a certificate of reciprocity for any documentation indicating anything but certification as recognized by IFSAC or the NPQS with a certification seal number. Therefore we cannot issue you a certificate for the Fire Fighter I level.

However, this letter will validate your participation in the combined Fire Fighter I and II training program, based on the requirements as set forth in the NFPA 1001, 2013 Edition of the Standard for Fire Fighter Professional Qualifications. Specifically, we address the following areas of the Standard (Chapter 1-Administration, 1.3-General, 1.3.6 and Chapter 6-Fire Fighter II, 6.1-General, 6.1.1) as verification to your competency level as a Fire Fighter I, in view of the fact that you have a Fire Fighter II certificate.

**The State of Nebraska, State Fire Marshal Training Division confirmed your Fire Fighter I competency and recognizes your qualifications to that level, based on your Fire Fighter II certification.**

**This letter shall serve as validation of your Fire Fighter I qualifications by the State of Nebraska, State Fire Marshal Training Division, and your ‘Implied’ certificate shall hold meritorious value in the State.**

(This page intentionally left blank)



# **Certification Testing**

## **Candidacy Requirements and Administration**

(This page intentionally left blank)

# DESCRIPTIONS AND REVISIONS

## Overview of Changes

In 2013, Training Division staff reviewed and changed to updated FFI curriculum. These changes were implemented to update the curriculum to meet the new standard, NFPA 1001, 2013 Edition – Fire Fighter Professional Qualifications.

Now the SFMTD course delivery addresses all past prerequisite subject matter except the Emergency Medical Care (EMC) topics.

**Emergency Medical Care** – Arrangements have been made with the American Red Cross® to provide a course that meets those requirements for FFI as listed in the NFPA 1001 Standard and accepted by the State Fire Marshal Training Division. The EMC is now the only prerequisite to the certification process, which must be submitted to the Training Division office before the written examination can be administered (fire departments with training stages for EMS will still have option for completion and issuing of certificate). Any EMS training that meets or exceeds the EMC course is acceptable for meeting the NFPA requirements for this prerequisite. You can review the EMC course content on our website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org).

The following information will define those changes in the curriculum and other additions implemented by the Training Division.

## Course Completion/Attendance/Records

To qualify for candidacy, attendees must complete 75% of each class within each FFI Session and must have a 75% attendance record for each FFI Session. If records do not indicate this participation percentage, they will not be eligible to apply for Fire Fighter I candidacy.

A new individual course attendance record (Registration-Course Attendance [RCA] Form) will be used in all Training Division courses, requiring a student to initial the record at the completion of each class. All records, once submitted to the Training Division Office, will be final. There will be no options available to modify a record once it has been entered into the class attendance certification record database.

NOTE: It's imperative that each student understand the importance of attendance in all classes. The completion of each class within a session impacts on the next class or other sessions, therefore they shouldn't just pick and choose those classes they think will be interesting or involve skills training. It is strongly recommended that all classes be attended or arrangements be made for make-up time to complete any missed classes.

Hazardous Materials: Awareness Level will have waiver options based on past training records, and the date of these records and the content of the training will dictate a student's participation in waiver option (see Waiver Policy for HM:FRAL students).

## **Course Registration**

The confidentiality of each attendee is paramount, and a pre-registration form is on the Training Division website. This form will collect pertinent information about each student prior to the class commencing. Once the student arrives at the class site, he or she will complete this individualized course attendance report with their confidential information. After completion of each class, the student and instructor must initial the attendance report for that date. Anyone not in class will be marked as absent. This report will be sent to the Training Division office for entry into the course attendance database, and all records are final.

## **Course Enrollment/Certificates**

Each organization will receive a printout of all students from the organization that will list names, dates, subject matter, attendance of classes, and if successfully completing the session or course. Once the course is completed, the individual will receive a certificate of successful completion for the course.

## **FFI Sessions**

Session 1 – History, Orientation, Firefighter Safety, Fire Behavior, Portable Extinguishers

This session is 12 hours of training

Session 2 – Building Construction, PPE and SCBA, Response and Size Up, Building Search and Rescue

\*This session may require 18 hours of training

2 classes on Firefighter PPE& SCBA (approximately 6 hours)

2 classes on Building Search and Rescue ( approximately 6 hours)

Session 3 – Firefighter Tools and Equipment, Forcible Entry, Ropes and Knots, Ground Ladders

\*This session may require 15 hours of training

2 classes on Ladders and skills training (approximately 6 hours)

Session 4 – Ventilation, Water Supply, Fire Hose, Nozzles, and Streams

\*This session may require 18 hours of training

2 classes on Ventilation and skills training (approximately 6 hours)

3 classes on Fire Hose, Nozzles, Streams(approximately 9 hours)

Session 5 – Salvage Overhaul, Fire Detection, Protection, Suppression, Wild-land Fire Control, Fire Service Communication, Review Night

\*This session may require 15 hours of training

2 classes on Salvage Overhaul, Fire Detection, Protection, Suppression

(Approximately 6 hours)

Session 6 – Fire Attack and Suppression, Firefighter Survival, Fire Cause and Determination, Review Night

This session is 12 hours of training



## **Waiver Policy for HM: Operations Level Students**

Because federal regulations list information regarding annual refresher training to maintain an acceptable competency level, we will permit those who can verify previous attendance in a class (within one year of attendance) or if they have attended a refresher course within the one year period, to waive the class and receive credit for having HM-Operation Level training.

NOTE: The Training Division is not attempting to circumvent federal regulations; therefore, a student must provide documentation of attendance in some type of HM training, regardless if in-house or some other conference, workshop, or class.

Some examples of this type of training may be HAZWOPER training, commercial vehicle driver training or general hazardous materials response training.

## **Description of HM Waiver of Class Attendance**

Any student wishing to waive attendance in a HM-OL class must (submit a copy of certificates, etc. to Training Division Office. All submitted documents will become part of the student's permanent file in the Training Division Office) and must be submitted prior to application for testing.

## **PRACTICAL SKILLS EXAMINATION – TITLE DESCRIPTION**

### **Explanation**

The Training Division has posted the list of Practical Skills Examinations (PSE) by title to provide insight for all candidates for Fire Fighter I certification testing on the website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'. Each PSE will test components of a Job Performance Requirement (JPR) as listed in the NFPA 1001 Standard, Fire Fighter Professional Qualifications, 2013 Edition, or may test the JPR in its entirety.

### **General Competencies-PSE – Stand-Alone & Multi-Task**

When any FFI PSE-General test site is scheduled, there will be no less than two FFI Multi-Task (MT) practical skill exams, two FFI Stand-Alone (SA) practical skill exams and one Hazmat MT, one Haz-mat Standalone from the FFI Haz-mat list and the awareness level competency test(if not previously completed) . At all test sites, one multi-task examination will contain a component whereas the candidate must use SCBA. This requirement does not limit the Training Division from having additional skills that may also require the use of SCBA; and the PSE will be graded accordingly.

Multi-Task practical skills examinations shall consist of a sequence of skills, organized from one JPR or a combination of JPRs and subsequent prerequisite knowledge and skills. The candidate as a component of an actual (simulated for testing purposes) response assignment shall perform these multi-task skill examinations, with some/all parts of each JPR being evaluated.

Stand-Alone practical skills examinations may be a part of the JPR or prerequisite skill, and shall be performed by the candidate, and evaluated for successful completion of each part of the skills examination.

- 2 – Stand-Alone (FF-SA) Skills Examinations
- 2 – Multi-Task (FF-MT) Skills Examinations
- 1-Haz-mat MT Skills Examination
- 1 – Hazmat Stand-Alone (HSA) Skills Examinations

**Interior Fire Attack (IFA) – Practical Skills Examination**

The FFI PSE-IFA is a separate test for Interior Fire Attack and is combined with the general PSE test site list below. All candidates must have satisfactorily completed previous FFI-Session’s through Session 6 before their name will appear on a qualified list for the PSE-IFA test site.

**Fire Fighter I – Multi-Task Practical Skills Examination List**

- MT-101----- PPC, SCBA, Hose Advance, Nozzle Operation, Fire Attack (Simulated)
- MT-102----- PPC, Carry, Raise & Climb Ladders, Hoisting Equipment
- MT-103----- PPC, SCBA, Attacking Vehicle Fires, Nozzle Operation
- MT-104-----PPC, Respond-Apparatus, Ladder Carry, Raise, Climb & Rescue Conscious Victim
- MT-105-----Don SCBA, Perform Search & Rescue-Vision Obscured Conditions, Exit on Alarm
- MT-106-----Donning PPC, Responding on Apparatus, Connecting Soft Sleeve Supply Line
- MT-107 Donning SCBA, Performing Search & Rescue in Vision Obscured Conditions, Initiating a Mayday

**Fire Fighter I – Stand-Alone Practical Skills Examination List**

- SA-101----- Ropes—Tying Knots
- SA-102-----Ropes/PPC—Donning & Doffing, Appropriate Knots, Hoisting Equipment
- SA-103----- Self-Contained Breathing Apparatus—Donning, Breathing Techniques, Alarm
- SA-104-----Protective Clothing—Care and Maintenance
- SA-105-----Telephone & Radio Communications—Emergency Message/Dispatch Center
- SA-106 Telephone/Intercom & Radio Communications—Non-Emergency-Business & Messages
- SA-107--- SCBA—Donning, Obscured Vision, Breathing, FG Activities, Emerg. Situations, Exit
- SA-108-SCBA Usage—Restricted Passage, Safety Equipment, Breathing, Fire-ground Activities
- SA-109-----SCBA—Cylinder Replacement-Loose Unit or Worn by Fire Fighter
- SA-110----- SCBA—Recharging Cylinders from Cascade System

## **Fire Fighter I–Stand-Alone Practical Skills Examination List**

- SA-111-- SCBA—Donning, Entry, Comm., Breathing, Restricted Opening, Search, Emergencies
- SA-112----- Apparatus Response--Safely Mount & Dismount, Use All Safety Features
- SA-113----- Forcible Entry—Doors, Identification, Tools, and Methods
- SA-114-----Forcible Entry—Doors, Windows-Through the Lock
- SA-115----- Forcible Entry—Tools, Usages, Transporting and Operating
- SA-116----- Interior Structure Fires—Attack, Ventilation, Safe Exit, Safe Haven
- SA-117-----Ladders—Description, Identification, Raising, Hazards, Stability, Lowering
- SA-118-----24 ft. Ext. Ladder—Carry, Bldg, Evaluation, Hazards, Raise, Stability Climb, Lower
- SA-119----- Ladders—Positioning, Climbing, Carrying Tools, Securing to Ladder
- SA-120----- Ladder Rescue—Placement, Secure, Unconscious Victim Rescue, Climb/Descend
- SA-121---Exterior Fires Extinguishment—Class A Materials, Wildland Fires, Methods of Attack
- SA-122-----Interior Fire Attack-Hose Advancement, Stairways, Method of Attack
- SA-123----- Hidden Fires—Locate, Expose, Methods, Tools-Infrared Scanner
- SA-124----Portable Fire Extinguishers—Class A, B, & C Fires-Ident., Selection, Extinguishment
- SA-125----- Trash Container—Assessment, Safety, Methods, Extinguishment, Fire Cause
- SA-126-----Master Stream Device—Positioning, Operating, Water Application
- SA-127----- Rescue—Preparation, Search, Victim Removal
- SA-128----- Rescue—Fire Fighter with Functioning SCBA
- SA-129----- Rescue—Fire Fighter with Non-Functioning SCBA
- SA-130----- Establish Protective Work Zone
- SA-131----- Rescue—Civilian Patient, Carries, Drags, Spinal Board, Forcible Entry
- SA-132---Straight Ladder—One-Fire Fighter Retrieve, Carry, Raise, Climb, Return to Apparatus
- SA-133----- Nozzles/Tools/Appliances—Identification, Use, Demonstration
- SA-134----- Overhaul—Tools, Opening Walls, Floors, Ceilings, Hidden Fires, Extinguishment
- SA-135----- Nozzle Operations—Patterns, Control, Applications, Attack Patterns-Fires
- SA-136-----Charged Hose Line—Nozzle, Clamp, Extend
- SA-137-----Horizontal Ventilation—Mechanical-Positive Pressure
- SA-138----- Horizontal or Vertical Ventilation—Mechanical-Negative Pressure
- SA-139----- Horizontal Ventilation-Windows, Tools, Methods

## Fire Fighter I-Stand-Alone Practical Skills Exam List

- SA-140----- Horizontal Ventilation – Ladder Placement, Tools, Breaking Glass
- SA-141----- Vertical Ventilation—Wind, Ladder Placement, Tools, Vent Opening, Obstructions
- SA-142-- Vertical Ventilation—Wind, Ladders, Power Tools, Rope, Vent Opening, Obstructions
- SA-143----- Vertical Ventilation—Roof Stability, Integrity, Collapse Potential
- SA-144----- Roof Ladder—Carry, Ascend to Roof, Placement, Secure
- SA-145----- Overhaul—Hidden Fires, Methods, Origin, Evidence
- SA-146-----Salvage—Water Chutes, Ladder & Pike Poles, Water Movement
- SA-147----- SCBA-Cleaning, Sanitizing, Manufacturer/FD Guidelines, Records, Readiness
- SA-148-----Charged Hose Line-Ladder Operation, Secured, Fire Fighter Safety
- SA-149----- Salvage—Debris Removal, Balloon Throw, Suspicious Fire
- SA-150 -----Scene Illumination—Equipment Operation, Safety, Lighting, Return of Equipment
- SA-151----- Building Utilities—Shut Off, Tools, Notification
- SA-152----- Salvage—Openings, Coverings, Methods
- SA-153-----Salvage—Sprinkler System-Control Valves, Purpose, Methods
- SA-154-----Salvage—Cover Throws-One and Two Fire Fighter, Furniture
- SA-155----- Salvage—One and Two Fire Fighter Cover Folds and Rolls
- SA-156----- Salvage— Two-Fire Fighter Team-Forming a Catchall
- SA-157----- Salvage—Sprinkler System-Stopping Flow-Different Heads
- SA-158-----Water Supply-Hydrant Operations
- SA-159-----Water Supply—Connections, Pumper, Hose, Hydrant
- SA-160-----Water Supply—Hydrant Connections, Pump Intake, Flow Water
- SA-161-----Water Supplies—Equipment, Source, Hookups, Pumper Operations-Water
- SA-162----- Water Supply—Apparatus Storage, Portable Water Tank, Location, Setup
- SA-163-----Hydrant Operations
- SA-164----- Initiating a May-Day
- SA-165-- Ladder Maintenance—24 ft. Extension, Manufacture Guidelines, Solutions, Procedures
- SA-166 -SCBA Maintenance—Manufacture Guidelines, Solutions, Procedures, Records, Service
- SA-167--Tools & Equip. Maintenance – FD Guidelines, Solutions, Procedures, Records, Service
- SA-168----- Hose—Loads, Returning to Service, Ready State

## **Fire Fighter I-Stand-Alone Practical Skills Exam List**

- SA-169----- Hose—Rolls, Ready for Service, Type of Rolls
- SA-170----- Hose Inspections—Gaskets, Couplings, Defective Hose
- SA-171----- Hose Service—Clean, Inspect, Roll, Return to Service
- SA-172----- Charged Hose Line—Burst Section, Replacement, Safety
- SA-173----- Self-Contained Breathing Apparatus—Doffing Operations
- SA-174-----Hose Lines—Coupling and Uncoupling Methods
- SA-175----- Hose—Nozzles, Adapters, Operation, Use
- SA-176-----Hose—Carries, Methods
- SA-177----- Salvage Cover-Clean, Inspect, Repair, Manufacture Suggestions, Service
- SA-178-----Salvage Covers—One Fire Fighter Catchall Construction
- SA-179----- Forcible Entry—Windows, Styles, Designs, Methods
- SA-180-----Forcible Entry—Walls, Styles, Materials
- SA-181-----Wild-land Fire Control—Safety, Equipment, Tools, Procedures, Exposures
- SA-182-----Horizontal Ventilation—Hydraulic, Hose Lines, Nozzle Patterns
- SA-183----- Performing Self Rescue-Follow Hose-line-(Guide-line)

## **Fire Fighter I-Hazmat Multi-Task Practical Skills Exam List**

- HMO-MT201-----PPE, SCBA, Construction of an Underflow or Overflow Dam
- HMO-MT202-----PPE, SCBA, Emergency Decontamination
- HMO-MT203----- PPE, SCBA, & Foam Selection, Preparation and Application
- HMO-MT204-----Perform IAP Tasks, Evaluating Actions, Communicate Incident Status
- HMO-MT205-----PPE, SCBA-Technical Decontamination

## **Fire Fighter I-Hazmat – Stand-Alone Practical Skills Exam List**

- HMO-SA201----- Dilution of a Fluid
- HMO-SA202----- SCBA – Doffing and Inspection Operations
- HMO-SA203-----SCBA – Don, Breathing Techniques and Alarm

## Fire Fighter I-Hazmat – Stand-Alone Practical Skills Exam List

HMO-SA204	Emergency Decontamination
HMO-SA205	Doff Personal Protective Clothing
HMO-SA206	Don Personal Protective Clothing
HMO-SA207	Constructing Under/Over Flow Dam - <1 SG
HMO-SA208	Constructing a Retention Dam
HMO-SA209	Absorption/Adsorption of Liquid – Liquid Surface
HMO-SA210	Absorption/Adsorption of Liquid – Solid Surface
HMO-SA211	Constructing Under/Over Flow Dam - >1 SG
HMO-SA212	Vapor Dispersion
HMO-SA213	Railroad Tank Car Identification
HMO-SA214	Foam Selection, Preparation and Application
HMO-SA215	Intermodal Tank Containers and Markings
HMO-SA216	Cargo Tanks, Materials and Markings
HMO-SA217	Implement Command
HMO-SA218	Diking – Diverting
HMO-SA219	Establish Control Zone
HMO-SA220	Evidence Preservation
HMO-SA221	Communicating Incident Status
HMO-SA222	Operating a Remote Shut-off
HMO-SA223	Documentation of PPE Usage
HMO-SA224	Locations, Containers, and 704 Marking
HMO-SA225	Hazmat – Identification-Facility, Transportation
HMO-SA226	Hazmat Identification – Hazards, NAERG
HMO-SA227	Hazmat Response Information – NAERG, PPE, IA, PAD, LEOP, SOP

## **Example – Fire Fighter I-General Skills PSE Check List Form**

The Fire Fighter I PSE example on the following two pages is almost identical to the structure and format of an actual PSE Check List used for certification example.

The example provides the Skill Test Objective, which is the information that will be read to the candidate prior to beginning the skills exam. This skill example does list two separate times maximum periods for the PSE. There is the overall time for the entire PSE and within that time frame, is a specific time requirement for the donning of the SCBA unit.

Next is the skill criteria and weighted point system for each segment of the skills examination. This will provide the candidate with reasonable assurance that the practical skills examinations will be very similar to the job breakdown sheets used during the training sessions.

The back page lists the information for the test examiner, including information on how he/she will evaluate the candidate's performance.

The candidate will be provided sufficient time to ask questions after the skills test objective has been read to the candidate.

**FIRE FIGHTER I CERTIFICATION SYSTEM  
PRACTICAL SKILLS EXAMINATION**

Test: SA103

NFPA 1001, 2008 Edition      JPR 5.3.1, 5.3.1(a), 5.3.1(b)  
Self-Contained Breathing Apparatus—Donning, Breathing Techniques, Alarm

Candidate Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Student ID#: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date: \_\_\_\_\_ Test Site: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_

**Skills Test Objective: (TEST TIME OF 6 MINUTES; SCBA DONNING TEST TIME OF 1 MINUTE)** The candidate, wearing full protective clothing, shall properly don a SCBA within 1 minute. Upon completion of the donning procedure, candidate shall demonstrate use of the emergency by-pass valve, the unit has been properly donned, demonstrate normal breathing techniques and explain, demonstrate controlled breathing techniques and explain, and demonstrate the sound of a low air alarm and inform the examiner that they know what the sound is.

<b>Scoring</b>			
Skill	Points	1 <sup>st</sup> Score	2 <sup>nd</sup> Score
Checks the air cylinder to visualize the amount of air in the bottle	10		
Opens the cylinder valve ALL the way	5		
Places the unit securely on his/her back	5		
Adjusts both shoulder straps	5		
Adjusts the waist strap	5		
Dons the facepiece, equally tightening all straps	5		
Checks the facepiece seal	15		
Checks the exhalation valve	5		
Dons hood properly	5		
Dons helmet securely	5		
Connects the low pressure hose to the regulator COMPLETELY or connects MMR regulator to facepiece	5		
Ensures the mainline is fully open or activates MMR by inhaling	5		
Operated emergency bypass on request	5		
SCBA is properly donned and worn correctly by candidate	5		
Demonstrates normal breathing techniques and explains	5		
Demonstrates controlled breathing techniques and explains	5		
Demonstrates a low air alarm and indicates the sound when heard	5		
GRADE: Pass or Fail	Total Possible Points	100	
Test Time of (1 <sup>st</sup> ):	Test Time of (2 <sup>nd</sup> ):		
Test Time of: <b>6 Minutes</b>	Elapsed Test Time:		

**SCBA test time of 1 minute is for all tasks located above the bold line where candidate “ensures the mainline is fully open.....”.**

Examiner will list the evaluation steps, which the candidate performed incorrectly, stated incorrectly, or omitted. 75% is required to pass this station. Comments:

**Examiners Signature:** \_\_\_\_\_



**FIRE FIGHTER I CERTIFICATION SYSTEM  
PRACTICAL SKILLS EXAMINATION**

Test: SA103

**Examiner Evaluation Criteria**

**Performance Evaluation:**

The examiner shall allow the candidate to utilize one of four acceptable methods to don the apparatus based on how the Department stores its units. 1) Over-the-head method, 2) Coat method, 3) Seat mount method, 4) Compartment mount method. Examiner must use judgment allowing candidate to perform donning procedure according to the manufacturer's recommendations.

The Examiner shall read the Skills Test Objective listed for this skill to the candidate and may answer any clarifying questions that the candidate may have regarding that requirement only. Please note the allowable test time for the skills station. This time does include any other skills that are individually time tested. Any skill with a specific time limit must be timed individually, but should any candidate exceed the time limit by a small margin; this should not constitute a failure (shall be an objective determination by the Examiner).

---

**NFPA 1001, 2008 Edition JPR 5.3.1, 5.3.1(a), 5.3.1(b)  
Self-Contained Breathing Apparatus—Donning, Breathing Techniques, Alarm**

**Skills Test Objective: (TEST TIME OF 6 MINUTES; SCBA DONNING TEST TIME OF 1 MINUTE)** The candidate, wearing full protective clothing, shall properly don a SCBA within 1 minute. Upon completion of the donning procedure, candidate shall demonstrate use of the emergency by-pass valve, describe that the unit has been properly donned, demonstrate normal breathing techniques and explain, demonstrate controlled breathing techniques and explain, and demonstrate the sound of a low air alarm and indicate the sound to the examiner.

**Testing Criteria:**

The candidate shall be evaluated using the Practical Skills Examination Checklist sheet. The candidate must score a minimum of 75% to receive a PASS grade. Should the candidate receive a FAIL grade, the Examiner will tell the candidate they have failed, permit them to ask questions about the skills and what was missed, and then the Examiner will notify the Chief Examiner to report to the test station. The candidate may immediately re-test under the supervision of a different Examiner.

---

**References:**

J&B, Fundamentals of Firefighter Skills, 2<sup>nd</sup> Edition  
SFMTD FF I, Session 2, Lesson 2B  
J&B Skills Drills, 2-I-3, 2-I-4, 2-I-5, 2-I-6, 2-I-7, 2-I-8  
IFSTA, Essentials of Fire Fighting, 5<sup>th</sup> Edition, Chapter 5  
IFSTA, Student Skills Handbook, 5-I-1, 5-I-7  
Delmar, Firefighters Hand-book 3<sup>rd</sup> Edition, Chapter 7

## **PRACTICAL SKILLS EXAMINATION INFORMATION**

Candidates must provide their own protective clothing and self-contained breathing apparatus. All other equipment used for the skills exams will be provided by the Training Division or the host organization of the test site.

Candidates are not permitted to carry any reference materials with them to any test station, nor are they permitted to converse with other candidates about test stations at the test site.

### **Practical Skills Exam Test Site – Second Attempt**

Candidates are permitted one retake or second attempt at only one test station, if they do not get a 'Pass' score. The test examiner will explain where the deficiencies were on the failed test, once the test has been completed. Verbalization is acceptable during the skills exam, but must not be used in lieu of actually demonstrating the skills for the examination.

### **Practical Skills Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails any of the test stations for the initial test. No credit is provided for those test stations completed successfully. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification' and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 15 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

### **Practical Skills Examination Score**

The respective score numbers, listed for each criteria on the PSE Check List form, will be totaled upon completion of the exam. The score must be 75 points or greater to receive a 'Pass' on the exam.

## **Practical Skills Lists – MT and SA Skills**

The list of skills introduced previously in this Fire Fighter I Certification Testing section provide an explanation of the number and types of skills exams that might be drawn for a practical skills examination test site. Review these skill sheet descriptions, and review the example of a PSE skill sheet. All PSE Check Lists are associated with one or more components of the Job Performance Requirement, Requisite Knowledge or Requisite Skill information within the NFPA 1001 Standard, 2013 Edition. The example of the PSE check list will provide you with the complete setup of the skill sheet, including the sections of the NFPA Standard that are addressed, the objective of the skill exam, and the actual breakdown of each component of the skill sheet. Each test component is weighted and will compare to the job breakdown sheets used during training sessions.

Each PSE-GEN will have two multi-task skill stations, two stand-alone skill stations, one Hazmat multi task skills station and one Hazmat stand-alone skills station. The Stand-Alone skill stations are performed by the candidate as an individual, and the Multi-Task skill stations normally test a job performance requirement whereas the candidate will need a team member. A team member is provided by the Training Division, and this person will do what he/she is told to do by the candidate; except no assistant will permit anything that is considered unsafe to be performed during the skill exam. The candidate is not graded on any actions of the assigned Training Division Assistant.

### **Time Limits**

Each PSE has an independent set amount of time for the completion of the skills demonstration. The maximum time provides a sufficient period for the candidate to perform the skill.

Certain Practical Skills Examinations will have a required time within the total time that the candidate must meet. An example of such a compound time PSE is the donning of the SCBA unit, whereas the candidate has 60 seconds or less to perform the skill.

## **WRITTEN EXAMINATIONS**

### **Explanation of Examinations – FFI General and FFI Hazmat**

The written examination portion of the certification process will include the administering of two examinations – one for the Fire Fighter I general knowledge and one for the Hazardous Materials: Operations Level competencies.

The FFI written exam will address all competencies as listed in the NFPA 1001 Standard currently recognized by the Training Division and addressed in this manual. The Hazmat Level written exam will address all competencies as listed in the NFPA 472 Standard currently recognized by the Training Division and addressed in this manual.

## Example of Written Exam Questions for FFI-General Knowledge

These examples of Test Question Bank questions for FFI-general skills and knowledge, show how the question may be structured, and what types of distractors and answer may be found in a written examination.

Questions on the written examinations will be multiple choice or true/false questions. The candidate needs to observe the format of the question, making sure the answer chosen is correlated to the letter representing the chosen answer.

1. If 24 feet of a 35-foot extension ladder is needed to reach a victim, the butt of the ladder should be placed approximately \_\_\_\_\_ feet from the building.  
A. 4                                      B. 6                                      C. 8                                      D. 11
2. When conducting a primary search within a structure, a firefighter should begin:  
A. in the center of the room                                      B. on the wall  
C. in a closet                                      D. under or behind furnishings
3. The movement of heat through a steel beam to an unexposed part of the building where it starts another fire is an example of:  
A. conduction                                      B. radiation  
C. convection                                      D. direct-flame contact
4. Prior to entering a fire area with a charged hoseline, the nozzle operator should first:  
A. bleed air from the line                                      B. wait for a building layout  
C. wait for the power to be shut off                                      D. determine whether a BLEVE is possible
5. When a fire rekindles and has to be put out a second time, it is usually an indication of poor:  
A. salvage                                      B. water pressure  
C. overhaul                                      D. ventilation
6. Which of the following **is not** a recommended method of drying a hose that has been washed and cleaned?  
A. Hose tower                                      B. Hose drying rack  
C. Mechanical hose drier                                      D. Hot pavement
7. Life safety, incident stabilization, and \_\_\_\_\_ are the three most important organizational duties for fire departments to pursue.  
A. building inspections                                      B. public information  
C. property conservation                                      D. resource management
8. Fire service rope falls into two use classifications:  
A. life safety and utility                                      B. braided and kernmantle  
C. dynamic and static                                      D. natural and synthetic

## Example of Written Exam Questions for FFI-Hazmat

1. Of the following, which is not a responsibility of the individual trained to the HM-AL?  
A. *Establish the decon corridor*                      B. *Call for appropriate assistance*  
C. *Protect themselves*                                      D. *Secure the area*
2. While extinguishing small fire in an unoccupied house, you discover a lab setup and numerous types of raw materials. There is particularly a large amount of powders. What type of illegal activity might be occurring here?  
A. *Explosive manufacture*                                      B. *Drug production*  
C. *Biological weapons production*                                      D. *Chemical agent production*
3. A cylinder should be considered dangerous, regardless of what type of hazardous material it contains, because the contents are:  
A. *flammable*                      B. *Pressurized*                      C. *Toxic*                      D. *Asphyxiating*
4. The DOT Hazard Class 8 consists of:  
A. *flammable liquids*                                      B. *explosives*  
C. *corrosives*                                      D. *poisons*
5. The number \_\_\_\_\_ would be shown in the Flammability Quadrant of the NFPA 704 System for a material that must be moderately heated before ignition can occur and on which water spray may be used to extinguish a fire.  
A. *1*                      B. *2*                      C. *3*                      D. *4*
6. Of the 62 guides found in the orange-bordered section of the Emergency Response Guidebook, only two, Guides 161 and 162 (low level and low to moderate level radiation) list \_\_\_\_\_ as providing adequate protection for first responders.  
A. *Street clothes or work uniforms*  
B. *Chemical-protective clothing and equipment*  
C. *SCBA and street clothes or work uniforms*  
D. *SCBA and structural firefighter's protective clothing*

## **WRITTEN EXAMINATION INFORMATION**

When the candidate successfully completes the PSE-IFA and the PSE-GEN test sites, the candidate will be qualified to apply online for a written examination test site. The written examination test site date and time will be scheduled to allow for two tests.

One test is for Fire Fighter I general knowledge and the second test is for the Hazardous Materials knowledge. If the test site scheduled date is less than 30 days from the last PSE test site, the candidate is permitted to test as long as he/she submits the 30-Day Notification Waiver form.

### **Unsuccessful Completion of Either Examination**

Should any candidate be unsuccessful with either of the two examinations, the examination with less than an acceptable score will not weigh against the successful completion of the other examination. The successful score will be entered into the candidate's records in the database and shall remain secure as a permanent record, and will be used as one of the successful scores for the candidate to complete the certification process.

The candidate will have to retest for the failed written examination and produce a passing score before a certification certificate will be awarded for Fire Fighter I certification.

### **Fire Fighter I General Knowledge Exam**

The first exam administered at the test site will be the 100-question test addressing the objectives as listed in the NFPA 1001 Standard, 2013 Edition. The candidate will receive a test packet including an instruction sheet of information for completing the score sheet and how to take the test.

This information will also include test site allowances and options, and how the written examination questions are structured. This instruction sheet, along with other information for the candidate and the examination process, will be read by the Test Proctor.

### **Time Limit**

The candidate is afforded 3.00 hours to complete the examination. The candidate can ask a question about a question, and the Test Proctor response will be directed to the entire group at the test site. No examinations are returned to a candidate once he/she submits the completed test envelop to the Test Proctor.

If the candidate has not completed the examination when the allotted time expires, all materials associated with the written exam will be picked up by the Test Proctor; except the instruction sheet. Candidates are to retain the instruction sheet for the second examination.

## **Fire Fighter I Hazmat Knowledge Exam FFI Certification Only**

The exam administered at the test site will be the 50 question test addressing the objectives as listed in the NFPA 472 Standard, 2013 Edition for Awareness/ Operations Level. The candidate will use the instruction sheet from the first exam for completion of the score sheet and how the test is organized.

### **Time Limit**

The candidate is afforded 1.5hrs./50 question test to complete the written examination. If the candidate is not completed at that time, all materials associated with the written exam will be picked up by the Test Proctor.

### **Test Site Attendance**

Candidates are not permitted to carry any reference materials with them to the test site location. The candidate shall enter the assigned location for the administration of the test, approach the Test Proctor to verify the candidate's name is on the Qualifications List, and choose a seat at a table in the room.

The candidate does not need to bring paper or pencils, or any other materials to the test site. All supporting supplies will be provided by the Training Division.

### **Written Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails the initial test. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the website and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 15 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

### **Written Examination Score**

Each of the written examinations, one for FFI-general knowledge and one for FFI-Hazmat Level, will be scored electronically in the Training Division Office.

The Fire Fighter I General Knowledge exam is comprised of 100 questions, each question worth 1 point. The score must be 75 points or greater to receive a 'Pass' on the exam. The score of the written examination is combined with the 'Standard Error of Measurement' for the test site, and this combination of the two scores is the total score for the examination.

The Fire Fighter I Hazmat Awareness/Operations FFI only level exam is comprised of 50 questions, each question worth 2 points. The score must be 75 points or greater to receive a 'Pass' on the exam. The score of the written examination is combined with the 'Standard Error of Measurement' for the test site, and this combination of the two scores is the total score for the examination.

## Test Question Bank Categories/Question Selection

The two tables below list the number of questions for each category that will be included on each written examination. The Test Question Bank program will generate the examination so each category has the exact number of questions, selected by a number total, as defined by the Training Division.

### Fire Fighter I – NFPA 1001, 2013 Edition, Test Question Bank

CATEGORIES	Total Test Questions in Bank	FFI Examination Questions	FFI Equivalency Questions
GENERAL	16	9	14
GENERAL KNOWLEDGE/REQUIRED	12	3	2
GENERAL REQUIRED SKILLS	1	1	1
EMERGENCY RESPONSE	34	6	9
RECEIVE CALL	6	1	1
COMMUNICATION	23	2	1
EMERGENCY CALL	1	1	1
SCBA	86	7	9
RESPONSE SAFETY	34	2	3
SCENE CONTROL	54	2	1
FORCIBLE ENTRY	77	7	9
EXIT HAZARDS	24	4	5
GROUND LADDERS	66	4	12
VEHICLE FIRE	25	3	6
EXTERIOR FIRE	17	3	4
DO SEARCH	58	3	8
INTERIOR ATTACK	91	4	9
HORIZONTAL VENTILATION	81	5	9
VERTICAL VENTILATION	59	4	9
OVERHAUL	31	3	5
SALVAGE	44	4	5
WATER SUPPLY	36	3	5
EXTINGUISHERS	56	3	5
LIGHT SCENE	12	1	2
SCENE SAFETY	3	2	3
GROUND FIRE	21	2	4
HOIST KNOTS	35	7	4
CLEAN/CHECK EQUIPMENT	28	2	3
CLEAN HOSE	20	2	1
<b>TOTAL</b>	<b>951</b>	<b>100</b>	<b>150</b>



**Hazmat Awareness/Operations Level – NFPA 472  
2013 Edition, Test Question Bank (FFI Certification **ONLY**)**

<b>CATEGORIES</b>	<b>Total Test Questions in Bank</b>	<b>HM Examination Questions</b>
DEFINITIONS	1	1
KNOW MATERIALS	1	1
PERFORM TASKS	5	2
DETECT HAZMAT	107	4
SURVEY INCIDENT	4	2
COLLECT HAZMAT INFORMATION	11	3
PROTECTIVE ACTIONS	27	2
INITIAL NOTIFICATION	1	1
OPERATIONS GOALS	11	2
SURVEY INCIDENT	59	3
COLLECT INFORMATION	19	3
MATERIAL BEHAVIOR	58	2
POTENTIAL HARM	8	3
DESCRIBE RESPONSE OBJECTIVES	3	2
DEFENSIVE OPTIONS	11	2
DETERMINE PPE	1	1
DECON PROCEDURES	2	2
SCENE CONTROL	10	2
PRESERVE EVIDENCE	2	1
INITIATE ICS	12	2
USING PPE	5	2
EVALUATE PROGRESS	3	1
COMMUNICATIONS	4	1
INCIDENT SPECIFIC PPE	45	4
PRODUCT CONTROL	5	1
RESPONSE PLAN	4	1
<b>TOTAL</b>	<b>419</b>	<b>50</b>

## **ACCEPTED, APPROVED OR QUALIFIED COURSES**

A student can use any curriculum and reference material for the Fire Fighter I course and Hazmat Level training, provided it addresses all competencies as listed in the NFPA 1001 Standard and NFPA 472 Standard.

There are online training courses, but consider the understanding and practice that must be mastered to perform all skills requirements for testing. Online training does not provide you the opportunity to practice as a team member, or to be coached by an instructor; however, the knowledge base can be invaluable.

Well-known publishers, such as Jones & Bartlett, IFSTA, Fire Engineering and McGraw-Hill produce dependable materials for the course. These sources also provide excellent guides on honing your skills and examples of the job sheets for properly demonstrating the procedures for numerous skill activities.

See the complete list of acceptable or recognized courses and materials (this list may not contain all available courses/references available) in the 'System Structure and Ideology' section of the manual on page 47.

## **CERTIFICATION APPLICATION PROCESS**

### **Application Information**

The Fire Fighter I certification process has three separate test processes, which are the Practical Skills Exam-Interior Fire Attack (PSE-IFA), Practical Skills Exam-General Skills (PSE-GEN), and Written Examination (WE).

No candidate is permitted to attend a test site until all sessions of the Fire Fighter I course are completed, if attending a Training Division course, and documented in the Training Division database for certification.

Candidates must have all certification application forms submitted before the deadline for the first test site (this could be the PSE-GEN or the PSE-IFA).

A student, wishing to become a candidate, can begin submitting his/her application forms after successful completion of Session 6 of the Training Division course or after successful completion of another sponsored or offered course that is independent of the Training Division.

The deadline for receipt of all certification applications for candidacy and the online registration shall be the close of the business day for the registration deadline date listed on the Training Division webpage for certification test sites. Should the deadline date fall on a weekend date, the following business day shall be considered the deadline date. This registration deadline date shall be a minimum of **20 calendar days** prior to a scheduled examination.

## Application Forms

Five application forms must be completed for the candidacy application process. Four of these forms are independent and specific to the candidate and the fifth form addresses the equipment and apparatus of the representative organization. These forms are available online on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under 'Certification'. The online registration process for a specific test site will be discussed later in this segment.

Candidate Identification Information – in some cases, the Training Division may request your social security number along with your birth date. This information is used by the computer to generate a Student Identification Account Number, and a specific candidate ID number for national registration for IFSAC.

**Application for Candidacy Form** – this form denotes you as a member of an organization, your student identification account number (first letter of first name, first four of last and full date of birth: ( 01011971) phone numbers, home mailing address and your signature. It can be completed online (type in the information) and then printed. Make sure all information is spelled or listed correctly.

**Candidate Prerequisite-EMC Verification Form** – this form provides us documentation that you do have some form of **Emergency Medical Care (EMC)** training, and one of the officers of the organization must verify your statement with their signature. You can find more information about where to get this training, and what type of training meets the requirements on page 85. The EMC information is also on the Training Division website – [www.nebraskasfmd.org](http://www.nebraskasfmd.org)

**30-Day Notification Waiver Form** – this form permits the candidate to waive the 30 days for examination preparation. The Training Division schedules examinations whereas all candidates should have 30 days notification of the test dates, and sufficient time to prepare for those examinations.

However, since some organizational personnel may not receive proper notification of the upcoming examination test dates, but elect to apply for candidacy for the aforementioned test date, the Training Division does permit the candidate to sign the waiver and forego the 30 days of preparation time.

In most cases, the form is not required but just in case a date is moved forward because of extenuating circumstances; then the candidate will be prepared and qualified for the test site. A separate 30-Day Notification Waiver must be completed for each test site, if notification is less than 30 days or there is a late online registration.

**Certification Payment Form** – this form must be completed and submitted with the Application for Candidacy form. Complete all fields and make sure the **home mailing address** and Student Identification Account Number (first letter of first name, first four of last name and full date of birth: bpfei01011971) is included on the form.

Organization Payment – If the organization is paying for the certification registration fee, the fee does not have to be paid in advance of the certification test sites. Make sure a mailing address is provided and the form is signed by an official of the organization.

Individual Payment – If the individual is paying for the certification examination privately, payment must be received prior to beginning the certification examination process. A potential candidate will not be permitted to enter any examination test site until payment and payment form is received and processed in the Lincoln SFM office and approved.

**Health and Safety Validation Form** – this form provides proof that the equipment or apparatus you will be using at the certification test sites does meet current or recognized NFPA Standards. This form should be completed once a year by all organizations, therefore they need to check with their organization and see if they have submitted a form recently. More information regarding the Health and Safety Validation form can be found in the ‘System Structure and Ideology’ section of the manual on page 26.

## **Online Registration – Certification Test Sites.**

The candidate must register for each test process for Fire Fighter I, which includes the PSE-IFA test site, the PSE-GEN test site, and the Written Examination test site. [www.nebraskasfmt.org](http://www.nebraskasfmt.org)

Online Registration Form – this form requests pertinent data about the candidate and lists the test site information to the right of the registration form. The candidate must provide their Student ID number (this is your Student Identification Account Number – first letter of your first name, first four of the last name and full date of birth), organization, home mailing address, etc. A quick data field fill-option is to enter the Student ID and then click on the ‘Lookup ID’ button. If you are entered into the database, the program will complete any field of information on the form that has been provided for the candidate.

Selected Course Details – this information provides the candidate with specifics for the test site and available vacancies for the test site. This information must be reviewed to make sure the candidate has selected the correct test site.

## **PREREQUISITES and PSE TEST SITE INFORMATION**

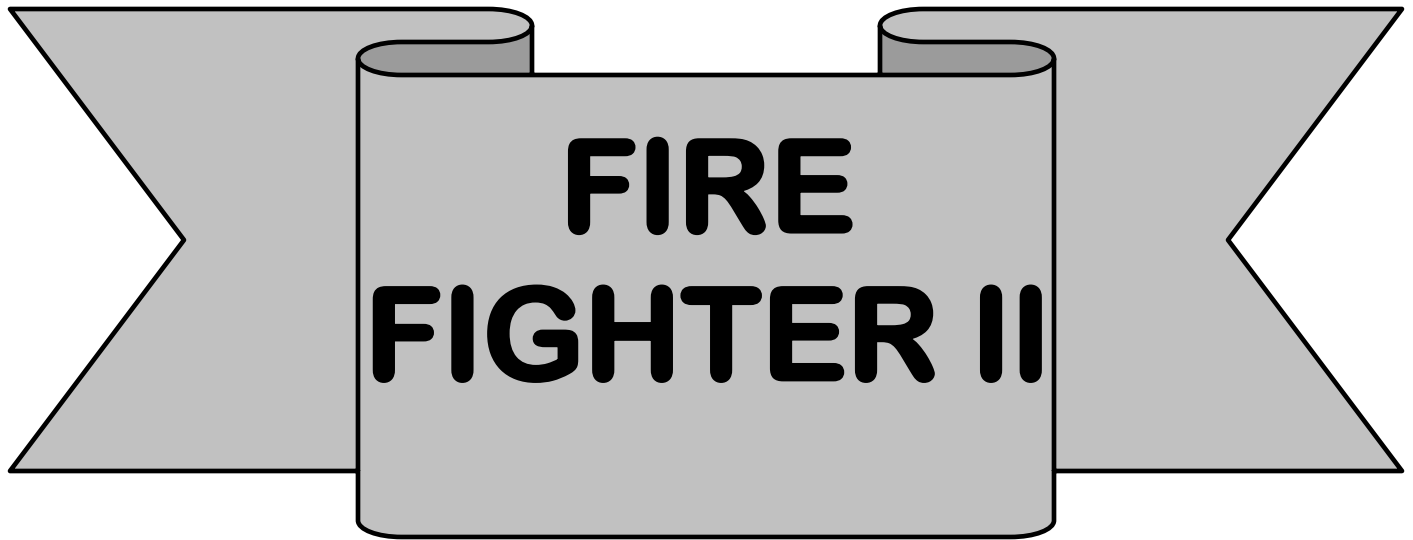
### **Age and Personal ID**

Candidates must be 18 years of age and must have a Student Identification Account Number, which will be a combination first letter of first name, first four letters of the last name to generate the individual's specific Student Identification Account Number. The Training Division will also request your birth date, which is used to generate a specific candidate identification number for the national registration with IFSAC.

### **Emergency Medical Care Form**

Candidates must have submitted the EMC Prerequisite Form before attending the written examination test site. The candidate's name will not appear on the qualified list if they fail to submit the prerequisite form. The form cannot be delivered to the Test Proctor at the test site.

(This page intentionally left blank)



# **Certification Testing**

## **Candidacy Requirements and Administration**

(This page intentionally left blank)



# DESCRIPTION AND STRUCTURE

## Overview of Course/Certification

The Fire Fighter II certification process is independent of the Fire Fighter I level, however the Training Division does require candidates to have FFI training including FFI certification or equivalency testing for Fire Fighter I. This is a requisite to applying for FFII candidacy.

The FFII candidate must also complete a hazardous materials operation if not received during the FFI certification process.

The Training Division is utilizing the Jones and Bartlett, Fundamental of Firefighting Skills, 3<sup>rd</sup> Edition curriculum for our Fire Fighter II Certification program. This program meets all aspects of the NFPA 1001 Fire Fighter Professional Qualifications standard, 2013 Edition. Since the Fire Fighter I curriculum uses the same Jones and Bartlett, Fundamental of Firefighting Skills, 3<sup>rd</sup> Edition manual, much of the material will look quite familiar.

However, the Fire Fighter II program builds off the Fire Fighter I program and even though the subjects covered may seem similar, the information will be much more in-depth. The program is broken evenly into classroom lecture and participation, and field hands-on training. This is the next step toward attaining a new level of professionalism amongst the fire fighters of the state of Nebraska.

Job Duty Description: The job duty description for Fire Fighter I encompasses all firefighting tasks with the position receiving direction from an officer. The Fire Fighter II job duty description addresses advanced skills performance with the capability of fulfilling a supervisory position for crews performing Fire Fighter I tasks. The Fire Fighter II position, and subsequent certification, is the first step towards officer training and certification.

Each session will consist of 12-15 hours of instruction, and it is strongly suggested that participants attend the course in the sequential order. The FFII certification process requires that the candidate have Hazardous Materials: First Responder Operations Levels training. If the candidate received FFI certification prior to the 2008 1001, standard change or has not kept current his haz-mat training current the FFII candidate will be required to attend a Hazardous Materials Operation class and participate in both FFII skills testing as well Hazardous Materials Operations level skills testing

A new feature, introduced by the Training Division, is the use of documented training from the past and applying it to the course requirements for certification. This new process, called Combo Courses, permits a potential candidate to use past training (if within the specified period of time) to complete the session requirements and apply for candidacy. This option is explained later.

Fire Fighter II training, requirements and course information are available on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org).

## **Course Completion/Attendance/Records**

To qualify for candidacy, attendees must complete 75% of each class within each FFII Session and must have a 75% attendance record for each FFII Session. If records do not indicate this participation percentage, they will not be eligible to apply for Fire Fighter II candidacy. Candidates if they are not current on hazardous materials must attend a Hazardous Materials Operations course with 100% participation

A new individual course attendance record (Registration-Course Attendance [RCA] Form) will be used in all Training Division courses, requiring a student to initial the record at the completion of each class. All records, once submitted to the Training Division Office, will be final. There will be no options available to modify a record once it has been entered into the class attendance certification record database.

NOTE: It's imperative that each student understand the importance of attendance in all classes. The completion of each class within a session impacts on the next class or other sessions, therefore they shouldn't just pick and choose those classes they think will be interesting or involve skills training. It is strongly recommended that all classes be attended or arrangements be made for make-up time to complete any missed classes.

## **Course Registration**

The confidentiality of each attendee is paramount, and a new preregistration form will be introduced on the Training Division website. This form will collect pertinent information about each student prior to the class commencing. Once the student arrives at the class site, he or she will complete this individualized course attendance report with their confidential information. After completion of each class, the student and instructor must initial the attendance report for that date. Anyone not in class will be marked as absent. This report will be sent to the Training Division office for entry into the course attendance database, and all records are final.

## **Course Enrollment/Certificates**

Each organization will receive a printout of all students from the organization that will list names, dates, subject matter, attendance of classes, and if successfully completing the session or course.

Once the course is completed, the individual will receive a certificate of successful completion for the course.

## Combo Courses

A new approach to training is being implemented within the Training Division. Time and money seem to drive everything and everyone; and for that reason, the Training Division is going to start a 'share' program on courses; hereafter referred to as the Combo courses. This program will permit the student to share their "Certificate of Successful Completion" on some of our specialized training courses for multiple applications.

The Training Division courses included in the Combo Course option are listed below. Because we are unable to verify the content of courses attended, but not presented by the Training Division, the only courses acceptable for this option are those instructed by Training Division staff.

- Vehicle Extrication
- Hazardous Materials: First Responder Operations Level
- Incident Command System for the Fire Service
- Principles of Building Construction: Combustible
- Class A & B Foam Applications

Within the Fire Fighter II course, these courses will apply to the topics of Vehicle Extrication principles, Incident Command System, Building Construction principles and Foam Applications. Your past training can be shared with your FFII course status and save you the time of attending multiple courses.

The course must have been successfully completed one year prior to the scheduled start of the FFII course sessions or no longer than one year after the successful completion of the FFII course sessions. Attending these courses within the FFII sessions does not provide the attendee with an additional certificate for the specialized courses presented by the Training Division.

## FFII Sessions – Jones and Bartlett Curriculum Arrangement

### SESSION 1

Chapters 1 & 2, History & Orientation of Fire Service; Fire Fighter Safety 3 hrs

In this lesson we will discuss the role of the Fire Fighter II within the organization, policies and procedures within your organization, national standards, state statutes, safety regulations & procedures that the authority having jurisdiction might use and enforce, and fire fighter accountability and rehabilitation. *NFPA 1001, 6.1.1, 6.5.1.A*

Chapters 3 & 36, Fire Service Communications; Fire Detection, Protection, and Suppression Systems 9 hrs.

This lesson will start out addressing fire detection systems, sprinkler systems, and suppression systems taking a look at the various types of sprinkler heads, wet vs. dry systems, activation methods, and detection systems. The second part of this lesson will take a look at fire service communications both in the station and in the field. *NFPA 1001, 6.2, 6.2.1, 6.2.2, 6.5.3*

## SESSION 2

### Chapter 4, Incident Command Systems 6 hrs

This chapter will discuss the responsibilities of the Fire Fighter II in assuming command, organizing and controlling an incident, transferring command, and performing assigned duties within the incident command system. We will review ICS terminology and procedures and then use that knowledge to develop command systems to control small to medium sized incidents.

*NFPA 1001, 6.1.1, 6.1.2*

### Chapters 8, 9, & 11, Fire Fighter Tools & Equipment; Ropes & Knots; Forcible Entry 3 hrs

In this lesson we are looking at the Fire Fighter II responsibility to be able to assist special rescue teams such as confined space, high angle, or hazardous material teams. We will address special tools and needs for these teams and discuss how the FF II can help team members. Operation and maintenance of power plants, power tools, and documentation will be discussed.

*NFPA 1001, 6.4.2, 6.5.4, 6.3.2*

### Chapters 14 & 18, Ventilation; Salvage & Overhaul 3 hrs

Fire Fighter II individuals must be able to coordinate an interior attack team to safely and effectively accomplish assignments. Since one primary assignment of an interior team is ventilation we will discuss factors that affect ventilation. Also in this lesson we will continue our discussion on power tool operation and maintenance.

*NFPA 1001, 6.3.2, 6.5.4*

## SESSION 3

### Chapters 16 & 21, Fire Hose Nozzles, Streams, and Foam; Fire Suppression 9 hrs

In Chapter 16, discussion will be on methods foam prevents or controls a hazard, understanding the difference between hydrocarbon and polar solvent fuels, how foam is produced and generated, expansion ratios, characteristics of Class A and Class B foams, application rates, proportioning methods and types of proportioners, handline foam nozzles, foam application methods, and the hazards associated with the use of foam. Participants will select the proper foam and nozzles for use on specific fire situations and then install and operate an in-line foam eductor and generate foam.

Chapter 21 will address issues such as suppressing Class B fires, signs and effects of BLEVE, methods of using water for a Class B fire attack, identifying tank contents, techniques for suppressing bulk transport vehicle fires, and the characteristics of natural gas and liquid petroleum gas. Participants will use water to control an ignitable liquid fire, control or extinguish a flammable gas cylinder fire, and determine what actions to take when dealing with specific Class B fire conditions.

*NFPA 1001, 6.3, 6.3.2, 6.3.3, 6.3.1, 6.5.5*

### Chapters 19 & 22, Fire Fighter Rehabilitation; Pre-incident Planning 6 hrs

In the first section of this lesson we will address the factors, cause, and need for rehabilitation as well as revitalization. The second section will concentrate on the purpose and use of pre-incident analysis and examination of high hazard target areas. Lecture topics include personal traits and skills of personnel conducting fire safety surveys, equipment required to conduct fire safety surveys, the goal of pre-incident surveys, information provided from pre-incident surveys, standard map symbols and their meanings, and the objectives of an exit interview during a pre-incident survey. Participants will then perform a pre-incident survey, complete all related documentation including a field sketch, and then report on their findings.

*NFPA 1001, 6.5, 6.5.3*

## SESSION 4

### Chapter 25, Vehicle Rescue and Extrication 9 hrs

Vehicle accident size-up and stabilization, gaining access to vehicles, disentanglement, passenger restraint and protection systems, glass types and removal methods, and patient packaging will begin this lesson. Removing vehicle glass, doors, roofs, steering wheels and columns, and displacing dashboards are all operations that will be practiced. Six hours of this class are dedicated to hands-on skills development through vehicle extrication operations.

*NFPA 1001, 6.4, 6.4.1*

### Chapter 26, Assisting Special Rescue Teams 3 hrs

This chapter concentrates on how the Fire Fighter II can assist special rescue teams at technical rescue incidents (TRI). Approaching the scene, stabilizing the incident, utility hazards, and making contact with the victim are skills that the FF II must understand in order to assist on TRI's such as confined space rescue, rope rescue, trench or building collapse, water & ice rescues, and hazardous materials incidents.

*NFPA 1001, 6.4, 6.4.2*

## SESSION 5

### Chapter 34, Terrorism Awareness 3 hrs.

This chapter discusses the threat posed by terrorism and looks at identifying potential terrorist targets. The dangers of explosive devices, chemical & biological agents, and radiological incidents will all be examined.

*There are no FF II requirements on this subject within NFPA 1001.*

### Chapters 35 & 37, Fire Prevention & Public Fire Education; Fire Cause Determination 6 hrs

The first part of this lesson addresses the topic of fire safety education through station tours, pre-incident planning, and performing safety surveys. We will then discuss issues regarding the responsibilities of a fire service investigator, securing the scene, legal considerations, and protecting and preserving evidence. The skills needed to protect fire cause and origin evidence and to assess the origins and causes of fires will be practiced.

*NFPA 1001, 6.3.4, 6.5, 6.5.1, 6.5.2*

## **Fire Fighter II Course Sessions/Classes**

This section will list the respective classes per session that the Training Division uses for Fire Fighter II. Class descriptions are based on the nomenclature used in the 2nd Edition – Jones and Bartlett, Fundamentals of Firefighting Skills Essentials. This information is available on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) as a download document.

### **Session 1**

*Class 1* – Chapter 1—History and Orientation of the Fire Service

Chapter 2—Fire Fighter Safety

*Class 2* – Chapter 3—Fire Service Communications

Chapter 36—Fire Detection, Protection, and Suppression Systems

*Class 3* – Chapter 3—Fire Service Communications

Chapter 36—Fire Detection, Protection, and Suppression Systems

*Class 4* – Chapter 3—Fire Service Communications

Chapter 36—Fire Detection, Protection, and Suppression Systems

### **Session 2**

*Class 1* – Chapter 4—Incident Command System

*Class 2* – Chapter 4—Incident Command System

*Class 3* – Chapter 8—Fire Fighter Tools and Equipment

Chapter 9—Ropes and Knots

Chapter 11—Forcible Entry

*Class 4* – Chapter 14—Ventilation

Chapter 18—Salvage and Overhaul

**Note:** Combo Course option applies to Classes 1 & 2, if past attendance in ICS course

### **Session 3**

*Class 1* – Chapter 16—Fire Hose, Nozzles, Streams, and Foam

Chapter 21—Fire Suppression

*Class 2* – Chapter 16—Fire Hose, Nozzles, Streams, and Foam

Chapter 21—Fire Suppression

*Class 3* – Chapter 16—Fire Hose, Nozzles, Streams, and Foam

Chapter 21—Fire Suppression

*Class 4* – Chapter 19—Fire Fighter Rehabilitation

Chapter 22—Pre-incident Planning

*Class 5* – Chapter 22—Pre-incident Planning

### **Session 4**

*Class 1* – Chapter 25—Vehicle Rescue and Extrication

*Class 2* – Chapter 25—Vehicle Rescue and Extrication

*Class 3* – Chapter 25—Vehicle Rescue and Extrication

*Class 4* – Chapter 26—Assisting Special Rescue Teams

Note: Combo course option applies to Classes 1-3, if past attendance in the V-HEXT course

## **Session 5**

*Class 1* – Chapter 34 —Terrorism Awareness

*Class 2* – Chapter 35 —Fire Prevention and Public Education  
Chapter 37—Fire Cause Determination

*Class 3* – Chapter 35 —Fire Prevention and Public Education  
Chapter 37—Fire Cause Determination

*Class 4* – Review

**NOTE:** For this breakdown each class is considered to be approximately 3 hours in length. Individual course scheduling may allow any course to modify the agenda however, any modifications will maintain integrity of course allowing sufficient time to effectively cover all portions of NFPA 1001 regarding the Fire Fighter II level.

**Combo Courses** –Past course attendance is acceptable if the training occurred one year or less from the beginning date of the Fire Fighter II course; or if the course is scheduled as a stand-alone course and will be completed in one year or less from the last date of a scheduled class for the Fire Fighter II course.

Attending these courses within the FFII sessions does not provide the attendee with an additional certificate for the specialized courses presented by the Training Division. See previous information about the Combo Course option.

## **Fire Department – Logistical Support for Fire Fighter II Courses**

### **Session 1**

- \* Access to building with sprinkler system and alarm system

### **Session 3 -**

- \*Practice foam: minimum of 1 gallon per student
- \*Fuel: propane for burn pans
- \*Foam Equipment: pro-portioner's, eductors, and nozzles
- \*Access to building for pre-incident survey

### **Session 4 -**

- \*Vehicles to cut-up: 1 vehicle per 5 students
- \*Extrication equipment

# **PRACTICAL SKILLS EXAMINATION – TITLE DESCRIPTION**

## **Explanation**

The Training Division will post the list of Practical Skills Examinations (PSE) by title to provide insight for all candidates for Fire Fighter II certification testing on the website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'. Each PSE will test components of a Job Performance Requirement (JPR) as listed in the NFPA 1001 Standard, Fire Fighter Professional Qualifications, 2013 Edition or may test the JPR in its entirety.

## **General Competencies-PSE – Stand-Alone & Multi-Task**

When any FFII PSE test site is scheduled, there will be no less than two Multi-Task (MT) practical skill exams from the Fire Fighter II list, four Stand-Alone (SA) practical skill exams from the Fire Fighter II lists. Each candidate must complete the skills for each PSE component of the Fire Fighter II Certification process.

When any FFII PSE test site is scheduled, and the Hazardous Materials requirement has not been met there will be no less than two Multi-Task (MT) practical skill exams from the Fire Fighter II list, four Stand-Alone (SA) practical skill exams from the Fire Fighter II lists as well as one Multi-Task and one stand-alone practical skills exam from the Haz-mat skills list. Each candidate must complete the skills for each PSE component of the Fire Fighter II or Hazardous Materials Certification process.

All skills are administered at one test site, and any candidate who does not successfully pass a skills station will be granted one more attempt at the skills station.

- |   |
|---|
| <ul style="list-style-type: none"><li>1- Multi-task (HMO-MT) Skills Examination</li><li>1-Stand –Alone (HMO-SA) Skills Examination</li><li>4 – Stand-Alone (FF-SA) Skills Examinations</li><li>2 – Multi-Task (FF-MT) Skills Examinations</li></ul> |
|---|

Multi-Task practical skills examinations shall consist of a sequence of skills, organized from one JPR or a combination of JPRs and subsequent prerequisite knowledge and skills. The candidate as a component of an actual (simulated for testing purposes) response assignment shall perform these multi-task skill examinations, with some/all parts of each JPR being evaluated.

Stand-Alone practical skills examinations may be a part of the JPR or prerequisite skill, and shall be performed by the candidate, and evaluated for successful completion of each part of the skills examination.



## **Fire Fighter II – Multi-Task Practical Skills Examination List**

FF-MT201 ----- Identify/Retrieve Rescue Tools, Establish Public Barriers, Assist Rescue Teams  
FF-MT202 ----- Communications, Foam In-line Eductor, Foam Application  
FF-MT203 ----- Establish Public Barriers, Stabilization Equipment, High Pressure  
Air Bag Deployment

## **Fire Fighter II – Stand-Alone Practical Skills Examination List**

FF-SA201 ----- Fire Safety Survey- Residential, Hazards, Recommendations, Policy/Procedures  
FF-SA202 ----- Approaching and Applying Foam  
FF-SA203 ----- Foam and In-line Eductor  
FF-SA204 ----- Implement and Transfer Command  
FF-SA205 ----- Communications and Relaying Information  
FF-SA206 ----- Assist Rescue Team-Confined Space Rescue  
FF-SA207 ----- Assist Rescue Team-Hazardous Materials  
FF-SA208 ----- Assist Rescue Team-Rope Rescue  
FF-SA209 ----- Establish Public Barriers  
FF-SA210 ----- Fire Reports  
FF-SA211 ----- Evidence Protection  
FF-SA212 ----- Flammable Gas Cylinder  
FF-SA213 ----- Pre-incident Survey  
FF-SA214 ----- Test Fire Hose  
FF-SA215 ----- Fire-Safety Information- Station Tour, Questions, Documentation  
FF-SA216 ----- Lighting Equipment Maintenance  
FF-SA217 ----- Power Plant Maintenance  
FF-SA218 ----- Power Tool Maintenance  
FF-SA219 ----- Interior Attack Coordination-Attic  
FF-SA220 ----- Interior Attack Coordination-Basement  
FF-SA221 ----- Interior Attack Coordination-Grade Level  
FF-SA222 ----- Interior Attack Coordination-Upper Levels  
FF-SA223 ----- Stabilizing Equipment  
FF-SA224 ----- Vehicle Window Preparation

## **Fire Fighter II – Stand-Alone Practical Skills Examination List**

FF-SA225	Hydraulic Door Removal
FF-SA226	Hydraulic Rescue Tool-Preparation
FF-SA227	Vehicle Dash Displacement
FF-SA228	High Pressure Air Bag Deployment
FF-SA229	Interior Attack Techniques Simulated
FF-SA230	Vehicle Roof Removal

## **Fire Fighter Hazmat Multi-Task Practical Skills Exam List**

HMO-MT201	PPE, SCBA, Construction of an Underflow or Overflow Dam
HMO-MT202	PPE, SCBA, Emergency Decontamination
HMO-MT203	PPE, SCBA, & Foam Selection, Preparation and Application
HMO-MT204	Perform IAP Tasks, Evaluating Actions, Communicate Incident Status
HMO-MT205	PPE, SCBA-Technical Decontamination

## **Fire Fighter Hazmat – Stand-Alone Practical Skills Exam List**

HMO-SA201	Dilution of a Fluid
HMO-SA202	SCBA – Doffing and Inspection Operations
HMO-SA203	SCBA – Don, Breathing Techniques and Alarm
HMO-SA204	Emergency Decontamination
HMO-SA205	Doff Personal Protective Clothing
HMO-SA206	Don Personal Protective Clothing
HMO-SA207	Constructing Under/Over Flow Dam - <1 SG
HMO-SA208	Constructing a Retention Dam
HMO-SA209	Absorption/Adsorption of Liquid – Liquid Surface
HMO-SA210	Absorption/Adsorption of Liquid – Solid Surface
HMO-SA211	Constructing Under/Over Flow Dam - >1 SG
HMO-SA212	Vapor Dispersion
HMO-SA213	Railroad Tank Car Identification
HMO-SA214	Foam Selection, Preparation and Application
HMO-SA215	Intermodal Tank Containers and Markings

## **Fire Fighter Hazmat – Stand-Alone Practical Skills Exam List**

HMO-SA216-----	Cargo Tanks, Materials and Markings
HMO-SA217-----	Implement Command
HMO-SA218-----	Diking – Diverting
HMO-SA219-----	Establish Control Zone
HMO-SA220-----	Evidence Preservation
HMO-SA221-----	Communicating Incident Status
HMO-SA222-----	Operating a Remote Shut-off
HMO-SA223-----	Documentation of PPE Usage
HMO-SA224-----	Locations, Containers, and 704 Marking
HMO-SA225-----	Hazmat – Identification-Facility, Transportation
HMO-SA226-----	Hazmat Identification – Hazards, NAERG
HMO-SA227-----	Hazmat Response Information – NAERG, PPE, IA, PAD, LEOP, SOP

## **Example – Fire Fighter II-General Skills PSE Check List Form**

The Fire Fighter II PSE example on the following two pages is almost identical to the structure and format of an actual PSE Check List used for certification example. The only difference is the example was formatted to fit this manual.

The example provides the Skill Test Objective, which is the information that will be read to the candidate prior to beginning the skills exam.

Next, is the skill criteria and weighted point system for each segment of the skills examination. This will provide the candidate with reasonable assurance that the practical skills examinations will be very similar to the job breakdown sheets used during the training sessions.

The back page lists the information for the test examiner, including information on how he/she will evaluate the candidate's performance.

The candidate will be provided sufficient time to ask questions after the skills test objective has been read to the candidate.

**FIRE FIGHTER II CERTIFICATION SYSTEM  
PRACTICAL SKILLS EXAMINATION**

NFPA 1001, 2008 Edition JPR 6.5.5(A), 6.5.5(B)

Test: SA214

Service Testing of Fire Hose

Candidate Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Student ID#: 

--	--	--	--	--	--	--	--	--	--

Date: \_\_\_\_\_ Test Site: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_

**Skills Test Objective: (TEST TIME OF 15 MINUTES)** The candidate, given a SFMTD instructor as a assistant, a pump operator if required, lengths of fire hose, a fire department pumper or “hose testing machine”, appropriate valves, nozzles and other hardware, a marking pen, log sheet, appropriate tags, and NFPA 1962 to use as a guide for test pressures will connect the hose to the appropriate hardware for testing, mark the hose couplings to identify “slipping”, monitor the hose and couplings for leaks, increase and maintain correct test pressure for the hose, safely relieve pressure, mark hoses according to pass or fail, remove from service any failed hose by tagging and identifying appropriately, and replace equipment where found when done.

Scoring			
Skill	Points	1 <sup>st</sup> Score	2 <sup>nd</sup> Score
Lays out hose to be tested in straight runs (not more than 300’ per run).	5		
Marks couplings to be able to identify “slippage” and “twisting”.	5		
Connects and tightens appropriate hardware to pumper (or hose testing machine) and hose.	5		
Directs the filling of the hose until all the air is “bled off”.	5		
Shuts nozzles on end of hose to maintain pressure.	5		
Examines hose and coupling markings for slippage, twisting and leaks.	10		
Removes hoses with signs of failure. (If any lengths are removed at this time the candidate will need to identify them appropriately and begin procedures again for hose in that “lay”.)	10		
Directs that hose be pressurized to appropriate test pressure according to NFPA 1962.	10		
Maintains test pressure and monitors hose for leaks, bulges, signs of failure, and couplings for slippage and twisting.	10		
Directs that pressure may be reduced after being maintained for 5 minutes.	5		
“Bleeds” hoses after pressure is reduced.	5		
Checks couplings for “slippage” and “twisting”.	10		
Identifies hose as passing or failing and tags and logs it appropriately.	10		
Returns equipment and appliances to appropriate locations.	5		
GRADE: Pass or Fail	Total Possible Points	100	
Test Time of: <b>15 minutes</b>	Elapsed Test Time:		

Examiner will list the evaluation steps, which the candidate performed incorrectly, stated incorrectly, or omitted. 75% is required to pass this station.

**Comments:**

---



---

**Examiner’s Signature:** \_\_\_\_\_

**FIRE FIGHTER II CERTIFICATION SYSTEM  
PRACTICAL SKILLS EXAMINATION  
Examiner Evaluation Criteria**

Test: SA214

**Performance Evaluation:**

The Examiner will be sure that the area to be used for this evaluation is free of any materials which may damage the hose thereby invalidating the test. The candidate will be supplied with a total of two hundred feet (200') of fire hose of at least two (2) different diameters. Also supplied will be all the necessary adapters and hardware for completing this skills evaluation. A "pumper" may be used if a hose testing machine is not available. If a pumper is used then a member of the "hosting" department may supply the pump operator who will follow any directions given them by the candidate, providing that the following of those directions would not damage any equipment used. The candidate should lay out the hose and make all necessary connections to conduct this exam. The candidate should also appropriately mark the hose to identify potentially failed hose. The hose should be tested according to NFPA 1962, supplied to the candidate by the Lead Examiner. The recording of the test results should be done on the SFMTD supplied form. Following the test the candidate should be sure to properly "breakdown" the equipment used and return it to its original position.

An SFMTD assistant examiner will be provided to act according to the candidates directions to assist them. The assistant shall act only at the direction of the candidate unless doing so might compromise the safety of anyone in the testing area. The Lead Examiner and any other SFMTD personnel should be alert to safety concerns and act upon them accordingly.

The Examiner shall read the Skills Test Objective listed for this skill to the candidate and may answer any clarifying questions that the candidate may have regarding that requirement only. Please note the allowable test time for the skills station.

**Sample PSE - FFII**

---

NFPA 1001, 2008 Edition    JPR 6.5.5(A), 6.5.5(B)  
Service Testing of Fire Hose

**Skills Test Objective: (TEST TIME OF 15 MINUTES)** The candidate, given a SFMTD instructor as a assistant, a pump operator if required, lengths of fire hose, a fire department pumper or "hose testing machine", appropriate valves, nozzles and other hardware, a marking pen, log sheet, appropriate tags, and NFPA 1962 to use as a guide for test pressures will connect the hose to the appropriate hardware for testing, mark the hose couplings to identify "slipping", monitor the hose and couplings for leaks, increase and maintain correct test pressure for the hose, safely relieve pressure, mark hoses according to pass or fail, remove from service any failed hose by tagging and identifying appropriately, and replace equipment where found when done.

**Testing Criteria:**

The candidate shall be evaluated using the Practical Skills Examination Checklist sheet. The candidate must score a minimum of 75% to receive a PASS grade. Should the candidate receive a FAIL grade, the Examiner will tell the candidate they have failed, permit them to ask questions about the skills and what was missed, and then the Examiner will notify the Chief Examiner to report to the test station. The candidate may immediately re-test under the supervision of a different Examiner.

**References:**

J&B, Fundamentals of Firefighting, 2<sup>nd</sup> Edition,  
SFMTD FFII, Session 3, Lesson 16  
J&B, Skills Drill, 16-II-10  
IFSTA, Essentials of Fire Fighting, 5<sup>th</sup> Edition, Chapter 13  
IFSTA, Skills Sheet, 13-II-1  
Delmar, Firefighters Handbook, 3<sup>rd</sup> Edition, Chapter 10

## **PRACTICAL SKILLS EXAMINATION INFORMATION**

Candidates must provide their own protective clothing and self-contained breathing apparatus. All other equipment used for the skills exams will be provided by the Training Division or the host organization of the test site.

Candidates are not permitted to carry any reference materials with them to any test station, nor are they permitted to converse with other candidates about previously attended test stations at the test site.

### **Practical Skills Exam Test Site – Second Attempt**

Candidates are permitted one retake or second attempt at each test station, if they do not get a 'Pass' score. The test examiner will explain where the deficiencies were on the failed test, once the test has been completed. Verbalization is acceptable during the skills exam, but must not be used in lieu of actually demonstrating the skills for the examination.

### **Practical Skills Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails any of the test stations for the initial test. No credit is provided for those test stations completed successfully. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

### **Practical Skills Examination Score**

The respective score numbers, listed for each criteria on the PSE Check List form, will be totaled upon completion of the exam. The score must be 75 points or greater to receive a 'Pass' on the exam.

### **Practical Skills Lists – MT and SA Skills**

The list of skills introduced previously in this Fire Fighter II Certification Testing section provide an explanation of the number and types of skills exams that might be drawn for a practical skills examination test site. Review these skill sheet descriptions, and review the example of a PSE skill sheet. All PSE Check Lists are associated with one or more components of the Job Performance Requirement, Requisite Knowledge or Requisite Skill information within the NFPA 1001 Standard, 2013 Edition.

The example of the PSE check list will provide you with the complete setup of the skill sheet, including the sections of the NFPA Standard that are addressed, the objective of the skill exam, and the actual breakdown of each component of the skill sheet. Each test component is weighted and will compare to the job breakdown sheets used during training sessions.

Each PSE test site will have two multi-task FFII skill stations, four stand-alone FFII skill stations. The Stand-Alone skill stations are performed by the candidate as an individual, and the Multi-Task skill stations normally test a job performance requirement whereas the candidate will need a team member. A team member is provided by the Training Division, and this person will do what he/she is told to do by the candidate; except no assistant will permit anything that is considered unsafe to be performed during the skill exam. The candidate is not graded on any actions of the assigned Training Division assistant.

### **Time Limits**

Each PSE has a set amount of time for the completion of the skills demonstration, and each PSE is designed differently. The maximum time provides a sufficient period for the candidate to perform the skill and additional time has been added to the total to allow for those uncontrollable circumstances that may be encountered (i.e. nervousness).

## **WRITTEN EXAMINATIONS**

### **Explanation of Examinations – FFII General and Haz-mat**

The written examination portion of the certification process will include if needed the administration of two examinations one for the FFII general knowledge and one written exam for the Hazardous Materials: First Responders Operations Level competencies.

The FFII written exam will address all competencies as listed in the NFPA 1001 Standard currently recognized by the Training Division and addressed in this manual.

The Haz-mat Operational Level written exam if needed will address all competencies as listed in the NFPA 472 Standard currently recognized by the Training Division and addressed in this manual. If needed the Haz-mat examination will be administered upon completion of the FFII written examination. This Haz-mat examination does not provide the candidate with a Haz-mat: First Responder Operation Level Certificate.

## Example of Written Exam Questions for FFII-General Skills and Knowledge

These examples of Test Question Bank questions for FFII-general skills and knowledge, show how the question may be structured, and what types of distractors and answer may be found in a written examination.

Questions on the written examinations will be multiple choice or true/false questions. The candidate needs to observe the format of the question, making sure the answer chosen is correlated to the letter representing the chosen answer. Nothing says the location of the answer and distractors will always be in the same configuration.

---

1. Firefighting foam solution is \_\_\_\_\_ percent water.  
A. 95 to 98.6                      B. 80 to 85.5                      C. 94 to 99.9                      D. 80 to 90.7
2. When checking hydrants to ensure their effectiveness, firefighters should look for all of the following conditions except:  
A. Obstructions erected near the hydrant that interfere with its operation.  
B. Outlets facing the proper direction with sufficient clearance to the ground.  
C. Components not damaged & all parts operating properly. The Post Indicator Valve is fully closed.
3. Status reports should be made ten minutes into the incident and at \_\_\_\_\_ minute intervals thereafter until the incident is under control.  
A. 5-10                      B. 25-30                      C. 10-20                      D. exactly 30
4. Emergency communications backup power sources should:  
A. Be installed only if finances allow.  
B. Be tested on a regular basis.  
C. Never have a fuel supply on-site.  
D. Be installed at a remote location from the center.
5. Before beginning overhaul, it is vital to make sure the building is:  
A. completely saturated with water.                      B. structurally safe.  
C. free of toxic gases and smoke.                      D. thoroughly dewatered.
6. In a two-story single-family home, the bedrooms are generally located on \_\_\_\_\_ of the dwelling.  
A. the street side lower floor                      B. the upper floor  
C. both floors                      D. the back side of lower floor
7. Directions: Read the following statements, and then select your answer from alternatives A-D below.  
To ensure that there is little danger of injury, a fire ax should be carried:  
Statement 1: on the shoulder with the edge pointed toward the ground.  
Statement 2: with the ax blade away from the body, or protected.  
Statement 3: with pick-head axes, the pick should be covered with a hand.  
A. All three statements are true.  
B. Statement 1 and 2 are false; statement 3 is true.  
C. Statement 1 is true; statements 2 and 3 are false.  
D. Statement 1 is false; statements 2 and 3 are true.



## Example of Written Exam Questions for Hazmat Awareness and Operational Level

These examples of Test Question Bank questions for Hazmat Awareness/Operational Level-general skills and knowledge, show how the question may be structured, and what types of distractors and answer may be found in a written examination.

Questions on the written examinations will be multiple choice or true/false questions. The candidate needs to observe the format of the question, making sure the answer chosen is correlated to the letter representing the chosen answer. Nothing says the location of the answer and distractors will always be in the same configuration.

---

Question examples on next page-

1. **Directions:** Read the following statements regarding hazardous materials incident control zones and select your answer from choices A through D.  
**Statement 1:** The hot zone should cover the incident site as well as the personnel and equipment necessary to control it.  
**Statement 2:** The warm zone includes the decontamination area.  
**Statement 3:** The command post is located in the warm zone.  
A.. All three statements are true.  
B. Statement 1 is true; statements 2 and 3 are false.  
C. Statements 1 and 2 are true; statement 3 is false.  
D. Statements 2 and 3 are true; statement 1 is false.
2. One of the factors that can change the evacuation area is:  
A. Firefighters entering incidents from the north.  
B. A change in wind direction.  
C. The number of firefighters responding to the incident.  
D. The number of firefighters with SCBA.
3. Which of the following is a true statement regarding the safety precautions of remote shutoffs?  
A. They are usually well marked and in an easy-to-find location.  
B. They are usually located on the passenger side of the cab.  
C. Emergency shutoffs should be in a concealed location.  
D. Remote shutoffs are usually optional.
4. The purpose of vapor suppression is to:  
A. Stop the further release of a material from its container.  
B. Direct or influence the course of airborne hazardous materials.  
C. Control the flow of a hazmat spill.  
D. Reduce the emission of vapors.
5. You arrive on the scene of a vehicle accident involving a cargo tank truck carrying gasoline. The truck is leaking its product into a small lake. The driver of the truck gives you an MSDS sheet on gasoline, which gives a specific gravity of 0.8. With this information, you can predict that the product will:  
A. Remain on top of the water, as it is lighter than the water.  
B. Sink to the bottom, as it is heavier than water.  
C. Completely mix with the water and no longer be a hazard.  
D. React violently upon contact with water

## **WRITTEN EXAMINATION INFORMATION**

When the candidate successfully completes the Practical Skills Examination test site, the candidate will be qualified to apply online for a written examination test site.

The test is for Fire Fighter II general skills and knowledge. If the test site scheduled date is less than 30 days from the last PSE test site, the candidate is permitted to test as long as he/she submits the 30-Day Notification Waiver form.

### **Unsuccessful Completion of Either Examination**

Should any candidate be unsuccessful with an examination? The candidate will have to retest for the failed written examination and produce a passing score before a certification certificate will be awarded for Fire Fighter II certification.

### **Fire Fighter II General Knowledge Exam**

The exam administered at the test site will be a 100-question test addressing all knowledge and skills as listed in the NFPA 1001 Standard, 2013 Edition. The candidate will receive a test packet including an instruction sheet of information for completing the score sheet and how to take the test. This information will also include test site allowances and options, and how the written examination questions are structured. This instruction sheet, along with other information for the candidate and the examination process, will be read by the Test Proctor.

### **Time Limit**

The candidate is afforded 3.00 hours to complete the examination. The candidate can ask a question about a question, and the Test Proctor response will be directed to the entire group at the test site. No examinations are returned to a candidate once he/she submits the completed test envelop to the Test Proctor.

If the candidate has not completed the examination when the allotted time expires, all materials associated with the written exam will be picked up by the Test Proctor; except the instruction sheet. Candidates are to retain the instruction sheet for the second examination.

### **Fire Fighter Hazmat Knowledge Exam Only (IF NOT PREVIOUSLY TESTED)**

The exam administered at the test site will be the 50 question test addressing the objectives as listed in the NFPA 472 Standard, currently recognized and used by the Training Division for Awareness/ Operations Level. The candidate will use the instruction sheet from the first exam for completion of the score sheet and how the test is organized.

## **Time Limit**

The candidate is afforded 1.5hrs./50 question test to complete the written examination. If the candidate is not completed at that time, all materials associated with the written exam will be picked up by the Test Proctor.

## **Test Site Attendance**

Candidates are not permitted to carry any reference materials with them to the test site location. The candidate shall enter the assigned location for the administration of the test, approach the Test Proctor to verify the candidate's name is on the Qualifications List, and choose a seat at a table in the room. The candidate does not need to bring paper or pencils, or any other materials to the test site. All supporting supplies will be provided by the Training Division.

## **Written Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails the test. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

## **Written Examination Score**

The written examination for FFII-general skills and knowledge and one for the Haz-mat Operational Level will be scored electronically in the Training Division Office.

The Fire Fighter II General Skills and Knowledge exam is comprised of 100 questions, each question worth 1.00 points. The score must be 75 points or greater to receive a 'Pass' on the exam. The score of the written examination is combined with the 'Standard Error of Measurement' for the test site, and this combination of the two scores is the total score for the examination.

The Haz-mat Operational Level exam is comprised of 50 questions, each question worth 2 points. The score must be 75 points or greater to receive a 'Pass' on the exam. The score of the written examination is combined with the 'Standard Error of Measurement' for the test site, and this combination of the two scores is the total score for the examination.

## Test Question Bank Categories/Question Selection

The table below lists the number of questions for each category that will be included on each written examination. The Test Question Bank program will generate the examination so each category has the exact number of questions, selected by a number total, as defined by the Training Division.

### Fire Fighter II – NFPA 1001, 2013 Edition, Test Question Bank

<b>CATEGORIES</b>	<b>Total Test Questions in Bank</b>	<b>FFII Examination Questions</b>
GENERAL	15	8
REPORTS	18	2
COMMUNICATIONS	30	3
LIQUID FIRES	36	6
INTERIOR ATTACK	109	18
FLAMMABLE GAS	31	4
PROTECT SCENE	18	3
EXTRICATE VICTIM	55	13
ASSIST TEAM	28	9
PREPARE SURVEY	31	10
PRESENT INFO	9	4
PREINCIDENT SURVEY	82	11
MAINTAIN TOOLS	12	4
ANNUAL TEST	9	4
<b>TOTAL</b>	<b>473</b>	<b>100</b>

**Hazmat Awareness/Operations Level – NFPA 472  
2013 Edition, Test Question Bank( FFII Certification **ONLY**)**

<b>CATEGORIES</b>	<b>Total Test Questions in Bank</b>	<b>HM Examination Questions</b>
DEFINITIONS	1	1
KNOW MATERIALS	1	1
PERFORM TASKS	5	2
DETECT HAZMAT	107	4
SURVEY INCIDENT	4	2
COLLECT HAZMAT INFORMATION	11	3
PROTECTIVE ACTIONS	27	2
INITIAL NOTIFICATION	1	1
OPERATIONS GOALS	11	2
SURVEY INCIDENT	59	3
COLLECT INFORMATION	19	3
MATERIAL BEHAVIOR	58	2
POTENTIAL HARM	8	3
DESCRIBE RESPONSE OBJECTIVES	3	2
DEFENSIVE OPTIONS	11	2
DETERMINE PPE	1	1
DECON PROCEDURES	2	2
SCENE CONTROL	10	2
PRESERVE EVIDENCE	2	1
INITIATE ICS	12	2
USING PPE	5	2
EVALUATE PROGRESS	3	1
COMMUNICATIONS	4	1
INCIDENT SPECIFIC PPE	45	4
PRODUCT CONTROL	5	1
RESPONSE PLAN	4	1
<b>TOTAL</b>	<b>419</b>	<b>50</b>

## **ACCEPTED, APPROVED OR QUALIFIED COURSES**

A student can use any curriculum and reference material for the Fire Fighter II, provided it addresses all competencies as listed in the NFPA 1001 Standard.

There are online training courses, but consider the understanding and practice that must be mastered to perform all skills requirements for testing. Online training does not provide you the opportunity to practice as a team member, or to be coached by an instructor; however, the knowledge base can be invaluable.

Well-known publishers, such as Jones & Bartlett, IFSTA, Fire Engineering and McGraw-Hill produce dependable materials for the course. These sources also provide excellent guides on honing your skills and examples of the job sheets for properly demonstrating the procedures for numerous skill activities.

See the complete list of acceptable or recognized courses and materials (this list may not contain all available courses/references available) in the 'System Structure and Ideology' section of the manual on page 47.

## **CERTIFICATION APPLICATION PROCESS**

### **Application Information**

The Fire Fighter II certification process has two separate test processes, which are the Practical Skills Examinations (PSE) that include FFII skills, Haz-mat Operations skills (if Not previously done) and Written Examination (WE) that includes two written exams.

No candidate is permitted to attend a test site until all sessions of the Fire Fighter II course and Haz-Mat Operations (if needed) are completed, if attending a Training Division course, and documented in the Training Division database for certification.

If a waiver option is used, all waived course work for (Fire Fighter II) must be documented in the Training Division office and verified before the Application for Candidacy will be accepted.

Candidates must have all certification application forms submitted before the deadline for the first test site. A student, wishing to become a candidate, can begin submitting his/her application forms after successful completion of Sessions 1-4 of the Training Division course or after successful completion of another sponsored or offered course that is independent of the Training Division.

The deadline for receipt of all certification applications for candidacy and the online registration shall be the close of the business day for the registration deadline date listed on the Training Division webpage. Should the deadline date fall on a weekend date, the following business day shall be considered the deadline date. This registration deadline date shall be a minimum of **20 calendar days** prior to a scheduled examination.

## Application Forms

Four application forms must be completed for the candidacy application process. Three of these forms are independent and specific to the candidate and the fourth form addresses the equipment and apparatus of the representative organization. These forms are available online on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under 'Certification'. The online registration process for a specific test site will be discussed later in this segment.

Candidate Identification Information – in some cases, the Training Division may request your social security number along with your birth date. This information is used by the computer to generate a Personal Identification Account Number, and a specific candidate ID number for national registration for IFSAC.

**Application for Candidacy Form** – this form denotes you as a member of an organization, your student identification account number (first letter of first name, first four of last name and full date of birth: (bpfei 01011971) phone numbers, home mailing address and your signature. It can be completed online (type in the information) and then printed. Make sure all information is spelled or listed correctly.

**30-Day Notification Waiver Form** – this form permits the candidate to waive the 30 days for examination preparation. The Training Division schedules examinations whereas all candidates should have 30 days notification of the test dates, and sufficient time to prepare for those examinations.

However, since some organizational personnel may not receive proper notification of the upcoming examination test dates, but elect to apply for candidacy for the aforementioned test date, the Training Division does permit the candidate to sign the waiver and forego the 30 days of preparation time.

In most cases, the form is not required but just in case a date is moved forward because of extenuating circumstances; then the candidate will be prepared and qualified for the test site. A separate 30-Day Notification Waiver must be completed for each test site, if notification is less than 30 days or there is a late online registration.

**Certification Payment Form** – this form must be completed and submitted with the Application for Candidacy form. Complete all fields and make sure the **home mailing address** and Student Identification Account Number (first letter of first name, first four of last name and full date of birth:(bpfei01011971) is included on the form.

Organization Payment – If the organization is paying for the certification registration fee, the fee does not have to be paid in advance of the certification test sites. Make sure a mailing address is provided and the form is signed by an official of the organization.

Individual Payment – If the individual is paying for the certification examination privately, payment must be received prior to beginning the certification examination process. A potential candidate will not be permitted to enter any examination test site until payment and payment form is received and processed in the Lincoln SFM office and approved.

**Safety Validation Form** – this form provides proof that the equipment or apparatus you will be using at the certification test sites does meet current or recognized NFPA Standards. This form should be completed once a year by all organizations, therefore they need to check with their organization and see if they have submitted a form recently. More information regarding the Health and Safety Validation form can be found in the ‘System Structure and Ideology’ section of the manual on page 26.

## **Online Registration – Certification Test Sites**

Once the student has completed sessions 1-4 of the Fire Fighter II course he/she can search the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) and click on ‘Certification’ and find a test site they wish to use for a certification examination. Most test sites have limited participation (maximum number of candidates for a test site), so early registration is suggested.

If using the Option to Waive form, addressing a course attended somewhere else or presented internally; the FFII course must be completed before the student can register online.

The candidate must register for each test process for Fire Fighter II, which includes the PSE test site, and the Written Examination test site.

Online Registration Form – this form requests pertinent data about the candidate and lists the test site information to the right of the registration form. The candidate must provide their Student Identification Account Number (first letter of first name, first four of last name and full date of birth: 01011971) include on the form, organization, home mailing address, etc. A quick data field fill-option is to enter the Student ID and then click on the ‘Lookup ID’ button. If you are entered into the database, the program will complete any field of information on the form that has been provided for the candidate.

Selected Course Details – this information provides the candidate with specifics for the test site and available vacancies for the test site. This information must be reviewed to make sure the candidate has selected the correct test site.



## **PREREQUISITES and PSE TEST SITE INFORMATION**

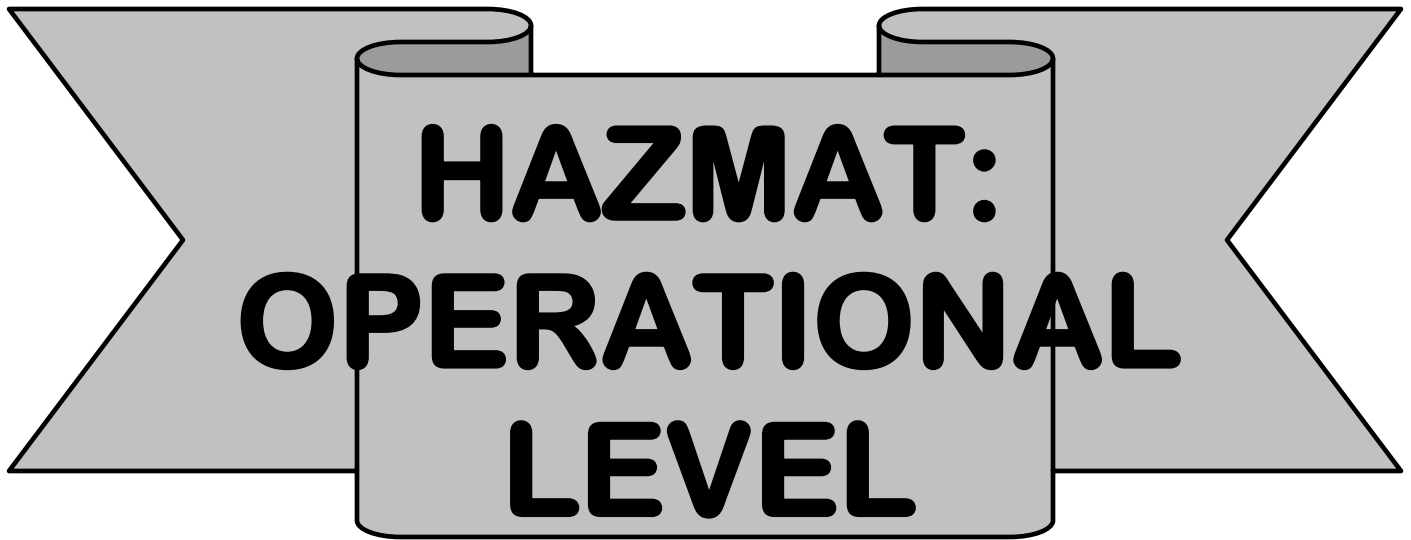
### **Age and Personal ID**

Candidates must be 18 years of age and must have a social security number. The Training Division will also request your birth date, which is used to generate a specific candidate identification number for the national registration with IFSAC.

### **Fire Fighter I Certification or Equivalency**

Candidates must have Fire Fighter I certification or Fire Fighter I equivalency to apply for Fire Fighter II certification. Enter the Fire Fighter I State of Nebraska certificate number from the certification certificate or the Fire Fighter I State of Nebraska equivalency certificate number on the Application for Candidacy when making application for candidacy. The application will not be considered until proof of this prerequisite is submitted to the Training Division Office.

(This page intentionally left blank)



# **Certification Testing**

## **Candidacy Requirements and Administration**

(This page intentionally left blank)

# Description and Structure

## Overview of Course/Certification

In 2014, the Training Division staff finalized the process and introduced certification for Hazardous Materials: First Responder Operational Level of the NFPA 472, 2013 Edition of the Standard. This certification level should not be confused with the Hazmat Operational Level testing that is conducted during Fire Fighter I certification.

The training course material is the same, the test instruments come from the same selection pool, and the candidate is required to have the proper training before application for candidacy. The certification test processes for Hazmat Operational Level are more complex (there are multi-task practical skills examinations) and there are more test instruments and written examination questions.

The Hazmat Operational Level certification process is independent of any other certification level, however candidates are required to have current Awareness Level training before the Application for Candidacy will be processed. The requirement and process to meet this prerequisite will be defined later in this section.

The Training Division is utilizing the Jones and Bartlett manuals materials for the Operations Level course. This program meets all aspects of the NFPA 472 Standard, 2013 Edition. Many other publishers, States, and private companies have also developed curriculum and reference materials that meet the requirements of the Standard; and any of these materials will provide the student with sufficient knowledge and expertise to apply for candidacy.

Job Duty Description: The job duty description for Operational Level encompasses hazmat response functions and some functions as defined within the firefighting standard. Self-contained breathing apparatus and protective clothing would be examples of such topics. The Operational Level addresses those functions that adhere to a defensive approach to hazmat response.

The Hazmat: First Responder Operations Level course, provided by the Training Division, is 30 hours in length (24 hours if the student already has the 6-hour Awareness level training); with consideration given for recent completion of the Awareness Level training. The course will consist of classroom instruction and field exercises, and the host organization will be required to provide suitable field locations for evolutions such as building dikes, dams and diversion forms.

Hazardous Materials training, requirements and course information are available on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org).

## **Course Completion/Attendance/Records**

To qualify for candidacy, attendees must complete 75% of each class and must have a 75% attendance record for the Operational Level course. If records do not indicate this participation percentage, they will not be eligible to apply for Hazmat Operational Level candidacy.

If participating in a course presented by another organization, the documentation process for course completion must be submitted to the Training Division Office before the Application for Candidacy will be accepted. This option to waive process is explained on page 45 of the 'System Structure and Ideology' section of this manual.

A new individual course attendance record (Registration-Course Attendance [RCA] Form) will be used in all Training Division courses, requiring a student to initial the record at the completion of each class. All records, once submitted to the Training Division Office, will be final. There will be no options available to modify a record once it has been entered into the class attendance certification record database.

NOTE: It's imperative that each student understand the importance of attendance in all classes. The completion of each class impacts on the next class, therefore they shouldn't just pick and choose those classes they think will be interesting or involve skills training. It is strongly recommended that all classes be attended or arrangements be made for make-up time to complete any missed classes.

## **Course Registration**

The confidentiality of each attendee is paramount, and a new preregistration form will be introduced on the Training Division website. This form will collect pertinent information about each student prior to the class commencing. Once the student arrives at the class site, he or she will complete this individualized course attendance report with their confidential information. After completion of each class, the student and instructor must initial the attendance report for that date. Anyone not in class will be marked as absent. This report will be sent to the Training Division office for entry into the course attendance database, and all records are final.

## **Course Enrollment/Certificates**

Each organization will receive a printout of all students from the organization that will list names, dates, subject matter, attendance of classes, and if successfully completing the session or course.

Once the course is completed, the individual will receive a certificate of successful completion for the course.

## **Hazmat: Operational Level – Training Division Curriculum Arrangement**

First Responder: Hazardous Material Operational Level 24 hrs

This course will be 24 hours in length (students must have the 6 hour Awareness Level training, or the course becomes a 30-hour training schedule) and will cover the following topics. Placards, containers, personal protective clothing, chemical protective clothing (donning and doffing), and MSDS use. Also included is information on decontamination, defensive control measures (damming, diverting, retaining, absorption, vapor dispersion, vapor suppression), control zones, predicting behavior, analyzing the incident, and incident management.

This course will culminate in a hazardous materials scenario that will allow participants to use all of the skills taught during the course. Certain skills are not included in the training classes, such as self-contained breathing apparatus. If students do not have training on SCBA, they should attend a course specific to this topic in preparation for attendance in the Hazmat Operational Level course.

### **Hazmat Operational Level Course Classes** *NFPA 472, Chapter 5*

The class descriptions will include the Awareness Level material, which will be listed as Class 1 and 2. If students already have this training, the Operations level course will begin with Class 3.

#### **Hazmat: Awareness Level Classes**

Class 1 – Topics covered in this lesson will include national, state, and local standards and regulations regarding transportation and response to incidents involving potential hazardous materials. Additional topics are DOT hazard classes and divisions, placarding, labeling, containers, container markings, NFPA 704M system, MSDS data, shipping papers, and detection methods. This lesson will be conducted through lecture and video presentation and will be 3 hours in length.

Class 2 – This lesson will address hazardous materials and terrorism, evacuation and/or shelter-in-place, responder protection, and types of harm. We will also concentrate on the use of the Emergency Response Guidebook discussing the different ways to use the book and the benefits and limitations associated with the information contained in the book. This lesson is 3 hours long and will be conducted through lecture and using the ERG. Throughout this course short quiz worksheets are used to help the participant in learning and retaining the information.

## **Hazmat: First Responder Operational Level Classes**

Class 3 – This session will start with an overview of the first responder trained at the operations level. Other topics discussed are: Department of Transportation (DOT) hazard classes and divisions including placard identification non-bulk and bulk containers, highway transportation containers, intermodal containers, railway containers, fixed facility containers, container construction and identification, material identification through container markings and shipping papers, pesticides, and surveying hazmat incidents. Additional material covered would include MSDS and how to use them, how to contact and utilize the various chemical response hotlines, predicting the behavior of materials and their containers, what physical properties are and what they mean to the first responder, exposure and contamination issues, and container and product stressors. This class is taught through lecture, videos, and exercises.

No PPE is needed for this session.

Class 4 – Ch. 4 and 7 Topics discussed in this session are types of release and dispersion patterns, release time frames, health hazards, identifying potential harm, Mission Specific Personal Protective Equipment (PPE), , don, work in and doff the PPE provided by the AHJ and SCBA, limitations, capabilities of the PPE provided by the AHJ so as to perform any mission specific tasks, of PPE, establishing control zones, evacuation and relocation vs. shelter-in-place, protective actions, defensive control measures, and demonstrating donning and doffing Level “C & B” equipment. ways to ensure that personnel do not go beyond training and PPE capabilities, discuss cooling technology and termination of the incident by completion of reports and documents pertaining PPE

This class is taught through lecture, video, and exercises. .

Participants will need PPE and SCBA.

NOTE: Please review the “Department Supplied Materials” list.

Class 5- Ch 14 and 10 The class begins in the classroom discussing monitoring equipment, the planning and selection of the suitable equipment for the detection and monitoring of solids, liquids or hazardous gases, describe the operation, capabilities and limitations of each detection or monitoring device, describe local procedures for decon of personnel and equipment before skills training is conducted. Describe the key concepts to be taken into consideration when analyzing, planning and implementing an evidence preservation and sampling response Participants will need PPE but no SCBA.

NOTE: Please review the “Department Supplied Materials” list.

Class 6 – Ch 11 This class will include discussion regarding the description and identification of control options available to the operations level responders. Describe and identify the control options at flammable liquid or flammable gas incidents. Understand the purpose, equipment and precautions associated with control procedures. Describe the applicability and characteristics of aqueous film forming foam, alcohol-resistant foam concentrates and other foam concentrates, Identify and describe the use of emergency remote shut-offs on MC/DOT 306-406, MC 307-407 and MC 331 cargo tanks containing flammable liquids and gases. Discuss the recovery phase and transition from emergency to clean up

NOTE: Please review the “Department Supplied Materials” list



Class 7 – Ch.5,8 and 9 Topics discussed in this session are the need for Technical decon, establishment of scene control procedures, evidence preservation, initiation of the Incident Command System, performance of tasks according to the local emergency operations plan, incident action plan, perform emergency decon, the purpose of decon, the need for decon, different types of decon, and we will finish the class doing skills work setting up a decon station and performing decon on fellow participants and evaluation and communication of progress in accomplishing the response objectives.

Participants will need PPE and SCBA.

NOTE: Please review the “Department Supplied Materials” list.

Class 8 – Ch.13 and Ch.6 This class provides further information regarding the threat posed by terrorism and understanding the role of the responders when encountering an illicit laboratory.

Identification of the manufacturing process and chemical hazards associated with methamphetamine production to be taken into consideration for the analysis, planning and implementation of a response to an illicit laboratory. Description of key concepts on the need to understand the definition from a broad perspective, potential terrorist targets within the responders jurisdiction, understand the dangers posed by explosive devices and the secondary device, definition of weapons of mass destruction, the basics differences and indicators of CBRN threats, operational considerations at a terrorist event, including initial actions, interagency coordination, decontamination, mass casualties and triage.

No PPE is needed for this session.

Class 9 – This class addresses the OSHA mandated use of an Incident Command System at all hazardous materials incidents. Discussed is the 8-step process for incident management and incident termination.

No PPE is needed for this session.

Class 10 – This class completes the course with a culmination of the classes where participants will work together using the knowledge and skills taught in this course to solve a hazardous materials scenario. Participants will research the product(s), make decisions regarding the safety of their personnel and the public, determine the correct level of protection, and then don PPE and perform defensive tactics to either stop the release or contain the product(s). This class will end with a final test and a course critique.

Participants will need PPE and some SCBA.

NOTE: Please review the “Department Supplied Materials” list.

Each class is designed to be three hours in length. Actual class length will vary due to available equipment and number of participants.

Attending the Hazmat Operational Level course within the FFI program does not provide the attendee with an additional certification certificate. The course work will apply as required training, but the student must still apply to be a candidate for certification to the Hazmat: First Responder Operational Level.

## Waiver Policy for HM:FROL Students

Because federal regulations list information regarding annual refresher training to maintain an acceptable competency level, we will permit those who can verify previous attendance in a class (within one year of attendance) or if they have attended a refresher course within the one year period, to waive the class and receive credit for having HM:FROL training.

If someone has had a course or refresher course but the period of time is more than one year but less than or equal to 2 years, the authority having jurisdiction for the student's competency may request that the student be permitted to "Test Out". This will apply if the student has had some miscellaneous training addressing hazardous materials throughout the year or has attended other classes on hazardous materials response. This "Test Out" method will also verify the student's competency for another year for their employer, but the testing out method only verifies the student's training requirement. The "Test Out" test is not part of the certification process, nor does it replace the written examination for certification.

NOTE: The Training Division is not attempting to circumvent federal regulations; therefore, a student must provide documentation of attendance in some type of HM training, regardless if in-house or some other conference, workshop, or class.

If someone has hazmat training of any form or nature, but this training was not referred to as HM:FROL, the student will have an option to "Test Out" by taking the HM:FROL written examination prior to the course. Some examples of this type of training may be HAZWOPER training, commercial vehicle driver training or general hazardous materials response training. This option should not be used as a method to sidestep the appropriate training, which should address all JPRs as listed in NFPA 472, 2013 Edition of the Standard.

## **PRACTICAL SKILLS EXAMINATION – TITLE DESCRIPTION**

### **Explanation**

The Training Division will post the list of Practical Skills Examinations (PSE) by title to provide insight for all candidates for Hazmat Operational Level certification testing on the website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'. Each PSE will test components of a Job Performance Requirement (JPR) as listed in the NFPA 472 Standard, Professional Competencies of Responders to Hazardous Materials Incidents, 2013 Edition; or may test the JPR in its entirety.

### **General Competencies-PSE – Stand-Alone & Multi-Task**

When any Hazmat Operational Level PSE test site is scheduled, there will be no less than two Hazmat Multi-Task (HMT) practical skill exam and three Hazmat Stand-Alone (HSA) practical skill exams. Each candidate must complete the skills for each PSE component of the Hazmat Operational Level Certification process. There are no exceptions and the Hazmat skills examinations will be performed by all candidates. Example: If any PSE involves the use of SCBA, this skill will not be waived if the Hazmat candidate is already FFI or FFII certified.

All skills are administered at one test site, and any candidate who does not successfully pass a skills station will be granted one more attempt at the skills station.

All Hazardous Materials skills will address those skills as listed in the NFPA 472 Standard for the First Responder at the Operational Level.

3 – Stand-Alone (HSA) Skills Examinations (HMO SA-220 every test) 2 – Multi-Task (HMT) Skills Examinations
---

Multi-Task practical skills examinations shall consist of a sequence of skills, organized from one JPR or a combination of JPRs and subsequent prerequisite knowledge and skills. The candidate as a component of an actual (simulated for testing purposes) response assignment shall perform these multi-task skill examinations, with some/all parts of each JPR being evaluated.

Stand-Alone practical skills examinations may be a part of the JPR or prerequisite skill, and shall be performed by the candidate, and evaluated for successful completion of each part of the skills examination.

### **Hazmat: Operational Level – Multi-Task Practical Skills Examination List**

HMO-MT201-----PPE, SCBA, Construction of an Underflow or Overflow Dam

HMO-MT202-----PPE, SCBA, Emergency Decontamination

HMO-MT203----- PPE, SCBA, & Foam Selection, Preparation and Application

HMO-MT204-----Perform IAP Tasks, Evaluate Actions, Communicate Incident Status

HMO-MT205-----PPE, SCBA-Technical Decontamination

## Hazmat: Operational Level – Stand-Alone Practical Skills Examination List

HMO-SA201	Dilution of a Fluid
HMO-SA202	SCBA – Doffing and Inspection Operations
HMO-SA203	SCBA – Don, Breathing Techniques and Alarm
HMO-SA204	Emergency Decontamination
HMO-SA205	Doff Personal Protective Clothing
HMO-SA206	Don Personal Protective Clothing
HMO-SA207	Constructing Under/Over Flow Dam - <1 SG
HMO-SA208	Constructing a Retention Dam
HMO-SA209	Absorption/Adsorption of Liquid – Liquid Surface
HMO-SA210	Absorption/Adsorption of Liquid – Solid Surface
HMO-SA211	Constructing Under/Over Flow Dam - >1 SG
HMO-SA212	Vapor Dispersion
HMO-SA213	Railroad Tank Car Identification
HMO-SA214	Foam Selection, Preparation and Application
HMO-SA215	Intermodal Tank Containers and Markings
HMO-SA216	Cargo Tanks, Materials and Markings
HMO-SA217	Implement Command
HMO-SA218	Diking – Diverting
HMO-SA219	Establish Control Zones
HMO-SA220	Evidence Preservation
HMO-SA221	Communicating Incident Status
HMO-SA222	Operating a Remote Shut-off
HMO-SA223	Documentation of PPE Usage
HMO-SA224	Locations, Containers, and 704 Marking
HMO-SA225	Hazmat – Identification-Facility, Transportation
HMO-SA226	Hazmat Identification – Hazards, NAERG
HMO-SA227	Hazmat Response Information – NAERG, PPE, IA, PAD, LEOP, SOP

## **Example – Hazmat: Operational Level-Skills PSE Check List Form**

The Hazmat Operational Level PSE example on the following two pages is almost identical to the structure and format of an actual PSE Check List used for certification example. The only difference is the example was formatted to fit this manual. The example provides the Skill Test Objective, which is the information that will be read to the candidate prior to beginning the skills exam.

Next is the skill criteria and weighted point system for each segment of the skills examination. This will provide the candidate with reasonable assurance that the practical skills examinations will be very similar to the job breakdown sheets used during the training sessions.

The back page lists the information for the test examiner, including information on how he/she will evaluate the candidate's performance. The candidate will be provided sufficient time to ask questions after the skills test objective has been read to the candidate.

**HAZMAT OPERATIONS LEVEL CERTIFICATION SYSTEM  
PRACTICAL SKILLS EXAMINATION**

Test: HMO-SA204

NFPA 472, 2002 Edition 5.1.2.1, 5.2.3, 5.2.4, 5.3.2, 5.4.1  
Emergency Decontamination

Candidate Name: \_\_\_\_\_

Organization: \_\_\_\_\_ PIAN: 

--	--	--	--	--	--	--	--

Date: \_\_\_\_\_ Test Site: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_

**Skills Test Objective: (TEST TIME OF 15 MINUTES).** The candidate, given all needed supplies and equipment, will identify and perform emergency decontamination procedures for the general public and explain protection for the emergency responders.

<b>Scoring</b>			
Skill	Points	1 <sup>st</sup> Score	2 <sup>nd</sup> Score
Identifies proper location for decontamination area for control of runoff	20		
Identifies and selects needed solution	10		
Places hose, water supply and equipment in proper location	10		
Decontamination procedures must be specific for the type of hazard	10		
Instructs patient to disrobe	10		
Controls contaminated clothing	10		
Directs patient to re-dress in clothing provided - proceed to the medical area	10		
Provides proper protection for emergency responders	20		
GRADE: Pass or Fail			
Test Time of: <b>15 minutes</b>	Total Possible Points	100	

Examiner will list the evaluation steps, which the candidate performed incorrectly, stated incorrectly, or omitted. 75% is required to pass this station.

**Comments:**

---



---

**Examiner's Signature:** \_\_\_\_\_

**HAZMAT OPERATIONS LEVEL CERTIFICATION SYSTEM  
PRACTICAL SKILLS EXAMINATION**

Test: HSA204

**Examiner Evaluation Criteria**

**Performance Evaluation:**

The Examiner shall provide the candidate with location, water supply, hose, waste bags or barrels, the candidate will be evaluated in selecting the appropriate location, set up of the decontamination site, use of the proper steps in decontaminating or contamination reduction on a provided patient. The candidate will also be evaluated on site selection to control the run off of water.

The Examiner shall read the Skills Test Objective listed for this skill to the candidate and may answer any clarifying questions that the candidate may have regarding that requirement only. Please note the allowable test time for the skills station.

---

NFPA 472, 2002 Edition

5.1.2.1, 5.2.3, 5.2.4, 5.3.2, 5.4.1

Emergency Decontamination

**Skills Test Objective:** (TEST TIME OF 15 MINUTES). The candidate, given all needed supplies and equipment, will identify and perform emergency decontamination procedures for the general public and explain protection for the emergency responders.

**Testing Criteria:**

The candidate shall be evaluated using the Practical Skills Examination Checklist sheet. The candidate must score a minimum of 75% to receive a PASS grade. Should the candidate receive a FAIL grade, the Examiner will tell the candidate they have failed, permit them to ask questions about the skills and what was missed, and then the Examiner will notify the Chief Examiner to report to the test station. The candidate may immediately re-test under the supervision of a different Examiner.

---

**References:**

IFSTA, Hazardous Materials, Managing the Incident, 3<sup>rd</sup> Edition  
SFMTD, HMOL Student Manual

## **PRACTICAL SKILLS EXAMINATION INFORMATION**

Candidates must provide their own protective clothing and self-contained breathing apparatus. All other equipment used for the skills exams will be provided by the Training Division or the host organization of the test site.

Candidates are not permitted to carry any reference materials with them to any test station, nor are they permitted to converse with other candidates about previously attended test stations at the test site.

### **Practical Skills Exam Test Site – Second Attempt**

Candidates are permitted a second attempt at each test station, if they do not get a 'Pass' score. The test examiner will explain where the deficiencies were on the failed test, once the test has been completed. Verbalization is acceptable during the skills exam, but must not be used in lieu of actually demonstrating the skills for the examination.

### **Practical Skills Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails any of the test stations for the initial test. No credit is provided for those test stations completed successfully. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

### **Practical Skills Examination Score**

The respective score numbers, listed for each criteria on the PSE Check List form, will be totaled upon completion of the exam. The score must be 75 points or greater to receive a 'Pass' on the exam.



## **Practical Skills Lists – MT and SA Skills**

The list of skills introduced previously in this Hazmat Operational Level Certification Testing section provide an explanation of the number and types of skills exams that might be drawn for a practical skills examination test site. Review these skill sheet descriptions, and review the example of a PSE skill sheet. All PSE Check Lists are associated with one or more components of the Job Performance Requirement, Requisite Knowledge or Requisite Skill information within the NFPA 472 Standard, 2013 Edition.

The example of the PSE check list will provide you with the complete setup of the skill sheet, including the sections of the NFPA Standard that are addressed, the objective of the skill exam, and the actual breakdown of each component of the skill sheet. Each test component is weighted and will compare to the job breakdown sheets used during training sessions.

Each PSE test site will have two multi-task Hazmat Operational Level skill station and two stand-alone Hazmat Operational Level skill stations. The Stand-Alone skill stations are performed by the candidate as an individual, and the Multi-Task skill station normally test a job performance requirement whereas the candidate will need a team member. A team member is provided by the Training Division, and this person will do what he/she is told to do by the candidate; except no assistant will permit anything that is considered unsafe to be performed during the skill exam. The candidate is not graded on any actions of the assigned Training Division Assistant.

### **Time Limits**

Each PSE has a set amount of time for the completion of the skills demonstration, and each PSE is designed differently. The maximum time provides a sufficient period for the candidate to perform the skill and additional time has been added to the total to allow for those uncontrollable circumstances that may be encountered (i.e. nervousness).

## **WRITTEN EXAMINATIONS**

### **Explanation of Examination –Hazmat Awareness/Operational Level**

The written examination portion of the certification process will include the administration of one examination for the Hazardous Materials: First Responder Awareness/Operational Level competencies. The Hazmat Awareness/Operational Level written exam will address all competencies as listed in the NFPA 472 Standard currently recognized by the Training Division and addressed in this manual.

### **Example of Written Exam Questions for Hazmat Awareness/Operational Level**

These examples of Test Question Bank questions for Hazmat Awareness/Operational Level-general skills and knowledge, show how the question may be structured, and what types of distractors and answer may be found in a written examination.

Questions on the written examinations will be multiple choice or true/false questions. The candidate needs to observe the format of the question, making sure the answer chosen is correlated to the letter representing the chosen answer. Nothing says the location of the answer and distractors will always be in the same configuration.

---

Question examples on next page-

1.Directions: Read the following statements regarding hazardous materials incident control zones and select your answer from choices A through D.

**Statement 1:** The hot zone should cover the incident site as well as the personnel and equipment necessary to control it.

**Statement 2:** The warm zone includes the decontamination area.

**Statement 3:** The command post is located in the warm zone.

- A.. All three statements are true.
  - B. Statement 1 is true; statements 2 and 3 are false.
  - C. Statements 1 and 2 are true; statement 3 is false.
  - D. Statements 2 and 3 are true; statement 1 is false.
2. One of the factors that can change the evacuation area is:
- E. Firefighters entering incidents from the north.
  - F. A change in wind direction.
  - G. The number of firefighters responding to the incident.
  - H. The number of firefighters with SCBA.
3. Which of the following is a true statement regarding the safety precautions of remote shutoffs?
- I. They are usually well marked and in an easy-to-find location.
  - J. They are usually located on the passenger side of the cab.
  - K. Emergency shutoffs should be in a concealed location.
  - L. Remote shutoffs are usually optional.
- 4.The purpose of vapor suppression is to:
- M. Stop the further release of a material from its container.
  - N. Direct or influence the course of airborne hazardous materials.
  - O. Control the flow of a hazmat spill.
  - P. Reduce the emission of vapors.
- 5.You arrive on the scene of a vehicle accident involving a cargo tank truck carrying gasoline. The truck is leaking its product into a small lake. The driver of the truck gives you an MSDS sheet on gasoline, which gives a specific gravity of 0.8. With this information, you can predict that the product will:
- Q. Remain on top of the water, as it is lighter than the water.
  - R. Sink to the bottom, as it is heavier than water.
  - S. Completely mix with the water and no longer be a hazard.
  - T. React violently upon contact with water.
6. As a first responder trained to the operations level, which spill control tactics can be conducted?
- A. Absorption
  - B. Dilution
  - C. Vapor Suppression
  - D. All of the above.

## **WRITTEN EXAMINATION INFORMATION**

When the candidate successfully completes the Practical Skills Examination test site, the candidate will be qualified to apply online for a written examination test site.

If the test site scheduled date is less than 30 days from the last PSE test site, the candidate is permitted to test as long as he/she submits the 30-Day Notification Waiver form.

### **Hazmat Awareness/Operational Level Knowledge Exam**

The hazmat exam administered at the test site will be a 100-question test addressing all knowledge and skills as listed in the NFPA 472 Standard, 2013 Edition for Awareness/Operational Level. The candidate will receive a test packet including an instruction sheet of information for completing the score sheet and how to take the test. This information will also include test site allowances and options, and how the written examination questions are structured. This instruction sheet, along with other information for the candidate and the examination process, will be read by the Test Proctor.

### **Time Limit**

The candidate is afforded 3.00 hours to complete the examination. The candidate can ask a question about a question, and the Test Proctor response will be directed to the entire group at the test site. No examinations are returned to a candidate once he/she submits the completed test envelop to the Test Proctor.

### **Test Site Attendance**

Candidates are not permitted to carry any reference materials with them to the test site location. The candidate shall enter the assigned location for the administration of the test, approach the Test Proctor to verify the candidate's name is on the Qualifications List, and choose a seat at a table in the room. The candidate does not need to bring paper or pencils, or any other materials to the test site. All supporting supplies will be provided by the Training Division.

### **Written Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails the initial test. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

### **Written Examination Score**

The written examination will be scored electronically in the Training Division Office. The Hazmat Operational Level exam is comprised of 100 questions, each question worth 1 point. The score must be 75 points or greater to receive a 'Pass' on the exam. The score of the written examination is combined with the 'Standard Error of Measurement' for the test site, and this combination of the two scores is the total score for the examination.

## Test Question Bank Categories/Question Selection

The table below list the number of questions for each category that will be included on the written examination. The Test Question Bank program will generate the examination so each category has the exact number of questions, selected by a number total, as defined by the Training Division.

### Hazmat Operations Level – NFPA 472 2013 Edition, Test Question Bank

<b>CATEGORIES</b>	<b>Total Test Questions in Bank</b>	<b>HM Examination Questions</b>
INITIAL NOTIFICATION	1	1
OPERATIONS GOALS	11	6
SURVEY INCIDENT	59	18
COLLECT INFORMATION	19	8
MATERIAL BEHAVIOR	58	16
POTENTIAL HARM	8	5
DESCRIBE RESPONSE OBJECTIVES	3	2
DEFENSIVE OPTIONS	11	6
DETERMINE PPE	1	1
DECON PROCEDURES	2	2
SCENE CONTROL	10	6
PRESERVE EVIDENCE	2	1
INITIATE ICS	12	6
USING PPE	5	2
EVALUATE PROGRESS	3	1
COMMUNICATIONS	4	1
INCIDENT SPECIFIC PPE	45	14
PRODUCT CONTROL	5	2
RESPONSE PLAN	4	2
<b>TOTAL</b>	<b>263</b>	<b>100</b>

## **ACCEPTED, APPROVED OR QUALIFIED COURSES**

A student can use any curriculum and reference material for the Hazmat Operational Level training, provided it addresses all competencies as listed in the NFPA 1001 Standard and NFPA 472 Standard.

There are online training courses, but consider the understanding and practice that must be mastered to perform all skills requirements for testing. Online training does not provide you the opportunity to practice as a team member, or to be coached by an instructor; however, the knowledge base can be invaluable. Well-known publishers, such as Jones & Bartlett, IFSTA, Fire Engineering and McGraw-Hill produce dependable materials for the course. These sources also provide excellent guides on honing your skills, along with information for demonstrating the procedures for numerous skill activities.

See the complete list of acceptable or recognized courses and materials (this list may not contain all available courses/references available) in the 'System Structure and Ideology' section of the manual on page 47. The Training Division does use the Jones and Bartlett manuals and a self-generated student manual for the course. The student manual will be available for download on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org).

## **CERTIFICATION APPLICATION PROCESS**

### **Application Information**

The Hazmat Operational Level certification process has two separate test processes, which are the Practical Skills Examinations (PSE) and Written Examination (WE). No candidate is permitted to attend a test site until all classes of the Hazmat Operational Level course are completed, if attending a Training Division course, and documented in the Training Division database for certification.

If a waiver option is used, all waived course work (Hazmat Operational Level) must be documented in the Training Division office and verified before the Application for Candidacy will be accepted.

Candidates must have all certification application forms submitted before the deadline for the PSE test site. A student, wishing to become a candidate, can begin submitting his/her application forms after successful completion of Class 6 (or Class 8 if the 30 hour course is presented) of the Training Division course or after successful completion of another sponsored or offered course that is independent of the Training Division.

The deadline for receipt of all certification applications for candidacy and the online registration shall be the close of the business day for the registration deadline date listed on the Training Division webpage. Should the deadline date fall on a weekend date, the following business day shall be considered the deadline date. This registration deadline date shall be a minimum of 20 **calendar days** prior to a scheduled examination.

## Application Forms

Five application forms must be completed for the candidacy application process. Four of these forms are independent and specific to the candidate and the fifth form addresses the equipment and apparatus of the representative organization. These forms are available online on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'. The online registration process for a specific test site will be discussed later in this segment.

Student Identification Information – This information is used by the computer to generate a Personal Identification Account Number, first letter of first name and first four letters of last name and full date of birth for a specific candidate ID number for national registration for IFSAC.

**Application for Candidacy Form** – this form denotes you as a member of an organization, your social security number or personal identification account number (first letter of first name and first four letters of last name and full date of birth) phone numbers, home mailing address and your signature are included on the form. It can be completed online (type in the information) and then print. Make sure all information is spelled or listed correctly.

**Awareness Prerequisite Verification Form** – this form provides proof that the candidate does have current Hazmat Awareness Level training, and this form must be signed by the candidate and a representative of the organization. Completion of the document verifies the progressive advancement within the NFPA 472 Standard, and will qualify the candidate for the Operational Level certification process. Submit this form with the Application for Candidacy.

**30-Day Notification Waiver Form** – this form permits the candidate to waive the 30 days for examination preparation. The Training Division schedules examinations whereas all candidates should have 30 days notification of the test dates, and sufficient time to prepare for those examinations.

However, since some organizational personnel may not receive proper notification of the upcoming examination test dates, but elect to apply for candidacy for the aforementioned test date, the Training Division does permit the candidate to sign the waiver and forego the 30 days of preparation time.

In most cases, the form is not required but just in case a date is moved forward because of extenuating circumstances; then the candidate will be prepared and qualified for the test site. A separate 30-Day Notification Waiver must be completed for each test site, if notification is less than 30 days or there is a late online registration.

**Certification Payment Form** – this form must be completed and submitted with the Application for Candidacy form. Complete all fields and make sure the home mailing address and Student Identification Account Number (first letter of first name and first four letters of last name and full date of birth) are included on the form.

Organization Payment – If the organization is paying for the certification registration fee, the fee does not have to be paid in advance of the certification test sites. Make sure a mailing address is provided and the form is signed by an official of the organization.

Individual Payment – If the individual is paying for the certification examination privately, payment must be received prior to beginning the certification examination process. A potential candidate will not be permitted to enter any examination test site until payment and payment form is received and processed in the Lincoln SFM office and approved.

**Safety Validation Form** – this form provides proof that the equipment or apparatus you will be using at the certification test sites does meet current or recognized NFPA Standards. This form should be completed once a year by all organizations, therefore they need to check with their organization and see if they have submitted a form recently. More information regarding the Health and Safety Validation form can be found in the ‘System Structure and Ideology’ section of the manual on page 26.

## **Online Registration – Certification Test Sites**

Once the student has completed Class 6 (or Class 8 if the 30 hour course is presented) of the Hazmat Operational Level course, he/she can search the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under ‘Certification’ and find a test site they wish to use for a certification examination. Most test sites have limited participation (maximum number of candidates for a test site), so early registration is suggested.

If using the Option to Waive form, addressing a course attended somewhere else or presented internally; the Hazmat course must be completed before the student can register online.

The candidate must register for each test process for Hazmat: First Responder Operational Level, which includes the PSE test site and the Written Examination test site.

Online Registration Form – this form requests pertinent data about the candidate and lists the test site information to the right of the registration form. The candidate must provide their Student ID number (this is your Student Identification Account Number – first letter of your first name, first four of the last name and full date of birth (01011971), organization, home mailing address, etc. A quick data field fill-option is to enter the Student ID and then click on the ‘Lookup ID’ button. If you are entered into the database, the program will complete any field of information on the form that has been provided for the candidate.

Selected Course Details – this information provides the candidate with specifics for the test site and available vacancies for the test site. This information must be reviewed to make sure the candidate has selected the correct test site.

# **PREREQUISITES and PSE TEST SITE INFORMATION**

## **Age and Personal ID**

Candidates must be 18 years of age and must have a social security number, which will be combined with their last name to generate the individual's specific Student Identification Account Number.

The Training Division will also request your birth date, which is used to generate a specific candidate identification number for the national registration with IFSAC.

## **Awareness Level Prerequisite – Candidacy Application**

Candidates must be Hazmat Awareness Level competency verified by their employer (this can be a representative of the organization, such as the Fire Chief or Training Officer) before they can advance to the next level within the NFPA 472 Standard.

Therefore, the Training Division will require all candidates, including those who have actually participated in the Training Division Operational Level course, to complete the **Awareness Prerequisite Verification Form** and submit it along with their Application for Candidacy.

The application for candidacy will not be considered or accepted until this prerequisite is submitted to the Training Division Office.



(This page intentionally left blank)



**FIRE SERVICE  
INSTRUCTOR I**

# **Certification Testing**

## **Candidacy Requirements and Administration**

(This page intentionally left blank)

# DESCRIPTION AND STRUCTURE

## Overview of Course/Certification

In 2014, the Training Division staff finalized the revisions to the Instructor I curriculum, and modified the format for certification to the Fire Service Instructor I level of the NFPA 1041, 2012 Edition of the Standard.

The Training Division is utilizing the IFSTA, Fire and Emergency Services Instructor manual, 8<sup>th</sup> Edition, curriculum for the certification process. This process meets all aspects of the NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, 2012 Edition.

Job Duty Description: The job duty description for Instructor I concentrates on the knowledge and skills to present course materials provided to them. They must be able to handle logistical needs for the learning environment, acquisition of materials and training aids, use the 4-step method of instruction, handle differences in students, understand objectives, use media equipment, and conduct testing including the documentation and reporting of grades.

The Instructor I course consists of two sessions, and Session 1 is approximately 14 hours and Session 2 is 22 hours. There will also be personal time involved with presentation preparation for two individual presentations during the sessions. The presentation during Session 2 will be part of the Performance Skills Examination and will be conducted on the last day of the session. Instructor I training, requirements and course information are available on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org).

## Course Completion/Attendance/Records

To qualify for candidacy, attendees must complete 75% of each class within each Instructor I Session and must have a 75% attendance record for each Instructor I Session. If records do not indicate this participation percentage, they will not be eligible to apply for Instructor I candidacy. Due to the fact that the information provided in the classes is vital to a successful process for certification, it is strongly recommended that the student attend all classes within each session. Certain classes and periods within each session have required attendance, such as the last day of Session 2 when the certification performance examinations are administered.

A new individual course attendance record (Registration-Course Attendance [RCA] Form) will be used in all Training Division courses, requiring a student to initial the record at the completion of each class. All records, once submitted to the Training Division Office, will be final. There will be no options available to modify a record once it has been entered into the class attendance certification record database.

NOTE: It's imperative that each student understand the importance of attendance in all classes. The completion of each class within a session impacts on the next class or other sessions, therefore they shouldn't just pick and choose those classes they think will be interesting or involve skills training. It is strongly recommended that all classes be attended or arrangements be made for make-up time to complete any missed classes.

Instructor I will have waiver options based on past training records, and the date of these records and the content of the training will dictate a student's participation in the waiver option (see Waiver Policy for Instructor I students).

## **Course Registration**

The confidentiality of each attendee is paramount, and a new preregistration form will be introduced on the Training Division website. This form will collect pertinent information about each student prior to the class commencing. Once the student arrives at the class site, he or she will complete this individualized course attendance report with their confidential information. After completion of each class, the student and instructor must initial the attendance report for that date. Anyone not in class will be marked as absent. This report will be sent to the Training Division office for entry into the course attendance database, and all records are final.

## **Course Enrollment/Certificates**

Each organization will receive a printout of all students from the organization that will list names, dates, subject matter, attendance of classes, and if successfully completing the session or course.

Once the course is completed, the individual will receive a certificate of successful completion for the course.

## **Instructor I Sessions – IFSTA Curriculum Arrangement**

### **SESSION 1**

Lessons 0, 1, 2, 6, PS-5, 6 cont'd PS5-5, 6 cont'd PS-20, 16.0hours

In these lessons, the class discusses the course and provides introductory information on each other. The purpose of the instructor, along with challenges of instruction and how students learn will be discussed. Communication is a key component of the Instructor course and is addressed throughout the course. The students will prepare a 5-minute speech and work peer evaluations, and will also choose a presentation topic for the 20-minute Performance Skills Examination. Legal and Ethical issues are discussed and what is involved in preparing to instruct a class.

### **SESSION 2**

Lessons 3,4,5 7,8,9 and PS 20 22.50 hours

In these lessons, the students will discuss instructional delivery and different methods, including the use of media equipment. Exercises, demonstrations and training evolutions will be discussed, along with facilities and props and the instructor's responsibility for the student and equipment. The topics of evaluation and testing will be introduced and the importance of report writing and record keeping. There will be a complete course summation and the student will make their PSE presentations on the last day of Session 2.

# Fire and Emergency Services Instructor

## Instructor I Course Sessions/Classes

This section will list the respective classes per session that the Training Division uses for Instructor I. Class descriptions (Lessons are Chapters) are based on the 8<sup>th</sup> Edition – IFSTA Fire and Emergency Services Instructor manual. This information is available on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org) as a download document.

### Session 1

#### Day 1

Lesson 0 – Course & Introduction	1.00 Hours
Lesson 1 – The Instructor as a Professional	1.50 Hours
Lesson 2 – Principles of Learning	1.75 Hours
Lesson 6 – Classroom Instruction	3.25 Hours
Lesson PS-5 – Practical Skills Training Exercise Intro	0.50 Hours

#### Day 2

Lesson 6 cont'd – Classroom Instruction	4.00 Hours
Lesson PS-5 – 5 Minute Presentation (3-4 Groups)	1.50 Hours
Lesson 6 cont'd- Classroom Instruction	2.00 Hours
Lesson PS-20 - PSE Intro and Explanation – 20 Minute	0.50 Hours

### Session P – Student Preparation Time (not classroom time)

#### Day (Student Choice)

20 Minute Presentation – Student Preparation	3.00 Hours
--	------------

### Session 2

#### Day 3

Lesson 3- Instructional Planning	3.00 Hours
----------------------------------	------------

#### Day 4

Lesson 4 – Instructional Materials and Equipment	2.00 Hours
Lesson 5 – Learning Environment	2.00 Hours
Lesson 7 – Skills-Based Training Beyond the Classroom	2.00 Hours
Lesson 8 – Testing and Evaluation	2.00 Hours

*Optional Preparation – Evening Class – 20 Min. Presentation*      3.00 Hours

#### Day 5

Lesson 8 – Testing and Evaluation, cont'd	1.00 Hours
Lesson 9- Records, Reports, Scheduling	1.00 Hours
Course Summation and Chapter Review	.50 Hours
Performance Skills Examination – 20 Minute Presentation	5.00 Hours

## Waiver Policy for Instructor I Students

Any student or potential candidate for Instructor I certification, who has a transcript from a college or certificate from another course for an instructor course or educational methodology course, can waive the classroom portion of the Training Division's Instructor I course.

The student must provide a copy of all documentation that lists dates and topics/course that have been attended, however, because of the changes in the NFPA 1041 Standard; only past training that does not exceed five years will be accepted. Because the course introduces new topics addressed within the testing process, and information that may be new compared to previously attended courses; it is strongly suggested that individuals consider "sitting in" on the course as a refresher before applying for candidacy.

Even if an individual can waive the classroom portion of the certification process, he/she will have to attend the second day of Session 1 when PSE assignments are drawn and they must also attend the last day of Session 2 when the Performance Skills Examinations are administered. Any individual who does qualify to waive the classroom portion of the certification process will receive a student manual from the Training Division. This document will provide all objectives for the course, examples of test instruments, and instructions on the procedures for preparing the presentation for the 20-minute PSE.

## PRACTICAL SKILLS EXAMINATION – TITLE DESCRIPTION

### Explanation

The Training Division will post the list of Practical Skills Examinations (PSE) by title to provide insight for all candidates for Instructor I certification testing on the website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'. Each PSE will test components of a Job Performance Requirement (JPR) as listed in the NFPA 1041 Standard, Fire Service Instructor Professional Qualifications, 2012 Edition; or may test the JPR in its entirety.

### General Competencies-PSE – Stand-Alone

When an Instructor I PSE test site is scheduled, there will be no less than three Stand-Alone (SA) performance skill exams administered for the Instructor I certification process. Each candidate must complete the skills for the each PSE component of the Instructor I Certification process. There are no exceptions and all performance skills examinations will be completed by all candidates. There are no Multi-Task Performance Skills Examinations for Instructor I certification.

All skills are administered at one test site, and any candidate who does not successfully pass a skills station is **not** granted another attempt at the skills station. PSE INS1-7 will always be administered at every test site, and other PSE forms will be chosen for the other performance skills examinations.

Stand-Alone Performance Skills Examinations may be a part of the JPR or prerequisite skill, and shall be performed by the candidate, and evaluated for successful completion of each part of the skills examination.

## **Instructor I – Stand-Alone Performance Skills Examination List**

INS1-1	Record/Report Evaluation
INS1-2	Presentation (5 Minute)
INS1-3	Peer Evaluation (5 Minute)
INS1-4	Evaluation Report (5 Minute)
INS1-5	Progress Report
INS1-6	Learning Environment Evaluation
INS1-7	Presentation (20 Minute)
INS1-8	Peer Evaluation (20 Minute)
INS1-9	Evaluation Report (20 Minute)
INS1-10	Candidate Evaluation/Grading

### **Example – Instructor I-Skills PSE Check List Form**

The Instructor I PSE example on the following four pages is almost identical to the structure and format of an actual PSE Check List used for certification example. The only difference is the example was formatted to fit this manual. This example is the INS1-7, which is the PSE that's always administered at every PSE test site.

The example provides the Test Objective, which is the information that will be read to the candidate group prior to beginning the skills exam. This skill example does list a penalty if the candidate does not adhere to the time frame of the PSE. Therefore, the presentation time will be listed, and then the final score for the PSE.

Next is the Performance Evaluation criteria, which will be used by the examiner. This is followed by the reference materials, testing criteria and time penalties that were discussed earlier. The second page is for the examiner to make notes and comments, addressing the presentation objectives. Pages 3 and 4 are the checklist/score sheets used by the examiner to evaluate the performance criteria for the candidate. Each performance objective criteria is information discussed within the Training Division course, and may have been a component of the practice presentation during the Session 1.

This information is also provided to the candidate in the Supplemental Handout provided by the Training Division. Each performance criteria component is a weighted point system skills examination. The candidate will be provided sufficient time to ask questions after the test objective has been read to the candidates.



<b>Candidate Name:</b>		<b>Lesson Plan #:</b>	
<b>Organization/Fire Department:</b>			
<b>Date:</b>		<b>Test Site:</b>	
<b>Candidate Signature:</b>		<b>PIAN:</b>	

**Test Objective:** The Instructor I Candidate, selecting a Lesson Plan CD from an assortment supplied by the SFMTD and within the candidates declared field of instruction, shall present a 20 minute presentation on the selected topic, so that all components as given to the Candidate in written form by the SFMTD in the Student Supplemental are demonstrated within the listed timeframe.

The Candidate shall arrange learning environment, assemble materials, adapt lesson plan for time frame, demonstrate different methods of instruction, address safety, disruptions, and learning styles, complete steps 1 & 2 of the application step by using the provided Job Sheet, summarize the lesson, and administer the written examination.

The Candidate shall use the 4-Step Instructional Process for the delivery of this lesson.

**Performance Evaluation:** The examiner shall observe all listed performance objective criteria during the presentation, and objectively evaluate the presentation based on the scoring degrees as noted. The Instructor I Candidate has a selected a topic supplied by the SFMTD for his or her presentation.

The Instructor I Candidate shall organize the presentation area, position themselves according to the audience, and prepare any materials that they have elected to use for the presentation.

Presentation props and use of audio/visual equipment (two different forms of media must be used) is part of the preparation for the evaluation, and shall be evaluated for optimum audience viewing.

The Instructor I Candidate shall be given one attempt to complete this PSE, and shall be instructed to tell the examiner when they are ready to begin.

**Reference:** IFSTA-Fire and Emergency Services Instructor, 8<sup>th</sup> Edition; SFMTD Supplemental Handout; NFPA 1041-2012 Edition

**Testing Criteria:** 75% is required for passing the Instructor I Performance Skill Examination presentation process. Retesting will be at a later date (30 days from first test date).

**Time Penalties:** 3 points shall be deducted from the TOTAL for presentation time that is less than 17 minutes or exceeds 23 minutes, and the presentation will be stopped at 25 minutes.



**PSE Checklist/Score Sheet – 20 Minute Presentation**

Check appropriate box for Presentation:  1<sup>st</sup> Test

Retest

Presentation Performance Objective Criteria to be Evaluated	Possible Points	Examiner's Score
<b>Instructor Preparation (not part of the 20 minute time frame)</b>	5	
Comments:		
<b>Objectives</b>	6	
Comments:		
<b>Student Preparation</b>	6	
Comments:		
<b>Motivation</b>	5	
Comments:		
<b>Lesson Delivery</b>	12	
Comments:		
<b>Media (does not include training props)</b>	6	
Comments:		
<b>Questions</b>	12	
Comments:		
<b>Application – Job Sheet (Steps 1 &amp; 2)</b>	12	
Comments:		
<b>Eye Contact</b>	6	
Comments:		
<b>Voice Modulation, Speed of Speech</b>	5	
Comments:		

Sample PSE - INS1

Presentation Performance Objective Criteria to be Evaluated	Possible Points	Examiner's Score
<b>Clear Speech, Word Enunciation</b>	6	
Comments:		
<b>Grammar, Gestures &amp; Voice Tone</b>	5	
Comments:		
<b>Mannerisms</b>	5	
Comments:		
<b>Summation</b>	5	
Comments:		
<b>Testing</b>	4	
Comments:		
<b>Time Penalties</b>	-3	
3 Points will be deducted if the presentation is less than 17 minutes or exceeds 23 minutes. Presentation will be stopped at 25 minutes.		
<b>(Equals TOTAL minus Time Penalty) Final Score:</b>		

Sample PSE - INS1

Additional Comments addressing the Presentation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Examiner's Signature and Date: \_\_\_\_\_

Chief Examiner: \_\_\_\_\_ Validated Score: \_\_\_\_\_

## **PRACTICAL SKILLS EXAMINATION INFORMATION**

Candidates will be provided with the media equipment and any other supplies needed for their presentation or the other performance skills examinations. The candidate is provided with extra work time in the classroom on the second to the last day of Session 2. A voluntary evening session will be conducted to assist all candidates, permitting them to practice, ask questions, work on lesson materials, and use media equipment.

The candidate will be permitted to review all PSE forms once the test site has been completed. The candidate is not permitted to keep the PSE test instruments or to mark on the instruments.

### **Practical Skills Exam Test Site – Second Attempt**

The Performance Skills Examinations for Instructor I are lengthy and involve other candidates within the room. Therefore, the candidate is not permitted a second attempt for any PSE at the Instructor I test site. The candidate is permitted to apply for a retest at no cost to the candidate.

### **Practical Skills Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails any of the test stations for the initial test. No credit is provided for those test stations completed successfully. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

### **Practical Skills Examination Score**

The respective score numbers, listed for each criteria on the PSE Check List form, will be totaled upon completion of the exam. The score must be 75 points or greater to receive a 'Pass' on the exam. The Instructor I PSE test site is managed differently from other certification process levels offered by the Training Division. The INS1-7 PSE is always administered on every Instructor I test site, and the score of the INS1-7 will be combined with the other two PSE test stations.

At least two additional PSE forms will be used at the test site, and each will be scored with a 'Pass' or 'Fail' score. A 'Pass' score is worth 5 points, and these points will be added to the INS1-7 score for a final score for the PSE test site. No more than four PSE test instruments will be used for the Instructor I PSE testing, and a minimum of three must be used. The candidate could achieve an additional 10-15 points that will be combined with the INS1-7 score. No final score will exceed 100 points.

## **Practical Skills Lists – SA Skills**

The list of skills introduced previously in this Instructor I Certification Testing section provide an explanation of the number and types of skills exams that might be drawn for a practical skills examination test site. Review these skill sheet descriptions, and review the example of a PSE skill sheet. All PSE Check Lists are associated with one or more components of the Job Performance Requirement, Requisite Knowledge or Requisite Skill information within the NFPA 1041 Standard, 2012 Edition.

The example of the PSE check list will provide you with the complete setup of the skill sheet, including the sections of the NFPA Standard that are addressed, the objective of the skill exam, and the actual breakdown of each component of the skill sheet. Each test component is weighted and will be comparable to the topics as addressed in the course.

Each PSE test site will have at least three stand-alone Instructor I skill stations, and as many as four stand-alone PSE test instruments could be used. The INS1-7 Stand-Alone skill sheet is always used at all test sites.

### **Time Limits**

The only PSE that has a time limit is INS1-7, the required test instrument; and the PSE test time is 20 minutes. Time limits are not factored into any of the other PSE test instruments for Instructor I.

## **WRITTEN EXAMINATIONS**

### **Explanation of Examinations – Instructor I**

The written examination portion of the certification process includes the administering of one knowledge and skills competencies for Instructor I.

The Instructor I written exam will address all competencies as listed in the NFPA 1041 Standard currently recognized by the Training Division and addressed in this manual.

### **Example of Written Exam Questions for Instructor I Skills and Knowledge**

These examples of Test Question Bank questions for Instructor I show how the question may be structured, and what types of distractors and answer may be found in a written examination.

Questions on the written examinations will be multiple choice or true/false questions. The candidate needs to observe the format of the question, making sure the answer chosen is correlated to the letter representing the chosen answer. Nothing says the location of the answer and distractors will always be in the same configuration.

1. Students have the opportunity to have hands-on training during the \_\_\_\_\_ step of the four-step instructional process.
  - A. preparation
  - B. presentation
  - C. application
  - D. evaluation
  
2. The part of an objective that describes the important aspects of the work environment, such as what equipment and assistance will be provided to the learner, the standard of performance required, and whether notes or textbooks can be used, is known as the:
  - A. standard
  - B. behavior
  - C. condition
  - D. component
  
3. Employment programs that are required by federal statutes designed to correct discriminatory practices in hiring minority group members are the:
  - A. Equal Employment Opportunity Laws
  - B. Americans with Disabilities Acts
  - C. Affirmative Action Programs
  - D. Hiring Fairness Acts of 1989
  
4. A test that measures what it is supposed to measure is a \_\_\_\_\_ test:
  - A. comprehensive
  - B. discriminating
  - C. valid
  - D. reliable
  
5. *Learning will always be effective when a feeling of satisfaction, pleasantness, or reward accompanies the learning process.* This statement **best** describes the:
  - A. Law of Learning
  - B. Law of Readiness
  - C. Law of Exercise
  - D. Law of Effect
  
6. Which one of the following provides the learner with a step-by-step procedure for learning a manipulative or psychomotor skill?
  - A. Job breakdown sheet
  - B. Competency profile
  - C. Study sheet
  - D. Study objectives
  
7. *Repetition is basic to the development of adequate responses* **best** describes Thorndike's Law of:
  - A. Readiness
  - B. Exercise
  - C. Effect
  - D. Practice
  
8. Questioning techniques are considered important instructor tools. What type of question is asked of just **one** person?
  - A. Overhead
  - B. Rhetorical
  - C. Direct
  - D. Redirected

## **WRITTEN EXAMINATION INFORMATION**

When the candidate successfully completes the Performance Skills Examination test site, the candidate will be qualified to apply online for a written examination test site. The written examination test site date and time may be scheduled upon completion of the PSE test site.

If the test site scheduled date is less than 30 days from the last PSE test site, the candidate is permitted to test as long as he/she submits the 30-Day Notification Waiver form.

The Training Division will post 'practice' questions and work assignments on the website under a secured page for all Instructor I students. This information is provided by IFSTA and is arranged by Chapter of the 8<sup>th</sup> Edition of the IFSTA Fire and Emergency Services Instructor manual.

### **Instructor I General Skills and Knowledge Exam**

The written exam administered at the test site will be the 50-question test addressing all knowledge and skills as listed in the NFPA 1041 Standard, 2012 Edition. The candidate will receive a test packet including an instruction sheet of information for completing the score sheet and how to take the test.

This information will also include test site allowances and options, and how the written examination questions are structured. This instruction sheet, along with other information for the candidate and the examination process, will be read by the Test Proctor.

### **Time Limit**

The candidate is afforded 1.50 hours to complete the examination. The candidate can ask a question about a question, and the Test Proctor response will be directed to the entire group at the test site. No examinations are returned to a candidate once he/she submits the completed test envelop to the Test Proctor.

If the candidate has not completed the examination when the allotted time expires, all materials associated with the written exam will be picked up by the Test Proctor; except the instruction sheet. Candidates are to retain the instruction sheet for the second examination.

### **Test Site Attendance**

Candidates are not permitted to carry any reference materials with them to the test site location. The candidate shall enter the assigned location for the administration of the test, approach the Test Proctor to verify the candidate's name is on the Qualifications List, and choose a seat at a table in the room.

The candidate does not need to bring paper or pencils, or any other materials to the test site. All supporting supplies will be provided by the Training Division.



## **Written Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails the initial test. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfimt.org](http://www.nebraskasfimt.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose.

The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

## **Written Examination Score**

The written examination will be scored electronically in the Training Division Office.

The Instructor I Skills and Knowledge exam is comprised of 50 questions, each question worth 2 points. The score must be 75 points or greater to receive a 'Pass' on the exam. The score of the written examination is combined with the 'Standard Error of Measurement' for the test site, and this combination of the two scores is the total score for the examination.

## **Test Question Bank Categories/Question Selection**

The table below list the number of questions for each category that will be included on each written examination. The Test Question Bank program will generate the examination so each category has the exact number of questions, selected by a number total, as defined by the Training Division.

See table on next page.

## Test Question Bank Categories/Question Selection

The table below list the number of questions for each category that will be included on the written examination. The Test Question Bank program will generate the examination so each category has the exact number of questions, selected by a number total, as defined by the Training Division.

### Instructor I Level – NFPA 1041, 2012 Edition, Test Question Bank

<b>CATEGORIES</b>	<b>Total Test Questions in Bank</b>	<b>INST 1 Examination</b>
ASSEMBLE MATERIALS	14	3
RECORDS/REPORTS	7	2
TRAINING RECORDS	5	2
REVIEW MATERIALS	21	5
ADAPT LESSON	3	1
ORGANIZE ROOM	17	4
PRESENT LESSON	48	8
ADJUST PRESENTATION	7	2
LEARNING STYLE	26	6
OPERATE EQUIPMENT	6	2
AUDIOVISUALS	9	3
ADMINISTER TESTS	23	5
GRADE TESTS	7	3
TEST RESULTS	6	2
FEEDBACK	6	2
<b>TOTAL</b>	<b>206</b>	<b>50</b>

## ACCEPTED, APPROVED OR QUALIFIED COURSES

A student can use any curriculum and reference material for the Instructor I course, provided it addresses all competencies as listed in the NFPA 1041 Standard and NFPA 472 Standard.

There are online training courses, but consider the understanding and practice that must be mastered to perform all skills requirements for testing. Online training does not provide you the opportunity to practice as a team member, or to be coached by an instructor; however, the knowledge base can be invaluable.

Well-known publishers produce dependable materials for the course. See the complete list of acceptable or recognized courses and materials (this list may not contain all available courses/references available) in the 'System Structure and Ideology' section of the manual on page 47. The Training Division uses the IFSTA curriculum for the Instructor I course, and the Supplemental Handout addresses the chapters/lessons within the IFSTA 8<sup>th</sup> Edition Fire and Emergency Services Instructor manual.

## CERTIFICATION APPLICATION PROCESS

### Application Information

The Instructor I certification process has two separate test processes, which are the Performance Skills Examinations (PSE) and Written Examination (WE).

No candidate is permitted to attend a test site until Sessions 1 & 2 of the Instructor I course is completed, if attending a Training Division course; and documented in the Training Division database for certification. Complete attendance in Session 2 is required, if attending a Training Division course, and the Lead Instructor will validate the RCA form of each potential candidate for acceptance into the certification process.

If a waiver option is used, all waived course work must be documented in the Training Division office and verified before the Application for Candidacy will be accepted.

Candidates must have all certification application forms submitted before the start date of Session 2 of the Instructor I course. A student, wishing to become a candidate, can begin submitting his/her application forms on the second day of Session 1 (there are normally two weeks between Session 1 and 2) of the Training Division course or after successful completion of another sponsored or offered course that is independent of the Training Division.

The deadline for receipt of all certification applications for candidacy and the online registration shall be the close of the business day for the registration deadline date listed on the Training Division webpage under Certification and Test Sites. Should the deadline date fall on a weekend date, the following business day shall be considered the deadline date. This registration deadline date shall be a minimum of **20 calendar days** prior to a scheduled examination. Because of the course/testing combination, 5 days is the minimum for online registration for Instructor I.

## **Application Forms**

Three application forms must be completed for the candidacy application process. These forms are available online on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification'. The online registration process for a specific test site will be discussed later in this section.

This application process will be discussed in the Instructor I class during Session 1. With internet access in the classroom, a demonstration will show each student the exact location and process for completing the forms for the application process.

Student Identification Information This information is used by the computer to generate a Student Identification Account Number: first letter of first name, first four of the last name and full date of birth: (01011971) makes up the specific candidate ID number for national registration for IFSAC.

**Application for Candidacy Form** – this form denotes you as a member of an organization, your social security number or personal identification account number (first letter of first name, first four letters of the last name and full date of birth) phone numbers, home mailing address and your signature. It can be completed online (type in the information) and then printed. Make sure all information is spelled or listed correctly.

**30-Day Notification Waiver Form** – this form permits the candidate to waive the 30 days for examination preparation. The Training Division schedules examinations whereas all candidates should have 30 days notification of the test dates, and sufficient time to prepare for those examinations.

The Training Division conducts the PSE testing during the second session of the Instructor I course. There is normally a 14 day break between Session 1 and Session 2. This is not sufficient time to meet the 30-day Notification policy, therefore all students/potential candidates must complete this form and submit it to the Training Division Office.

However, since some organizational personnel may not receive proper notification of the upcoming examination test dates, but elect to apply for candidacy for the aforementioned test date, the Training Division does permit the candidate to sign the waiver and forego the 30 days of preparation time.

In most cases, the form is not required but just in case a date is moved forward because of extenuating circumstances; then the candidate will be prepared and qualified for the test site. A separate 30-Day Notification Waiver must be completed for each test site, if notification is less than 30 days or there is a late online registration.

**Certification Payment Form** – this form must be completed and submitted with the Application for Candidacy form. Complete all fields and make sure the home mailing address and Student Identification Account Number (first letter of first name, first four letters of the last name and full date of birth) phone numbers.

Organization Payment – If the organization is paying for the certification registration fee, the fee does not have to be paid in advance of the certification test sites. Make sure a mailing address is provided and the form is signed by an official of the organization.

Individual Payment – If the individual is paying for the certification examination privately, payment must be received prior to beginning the certification examination process. A potential candidate will not be permitted to enter any examination test site until payment and payment form is received and processed in the Lincoln SFM office and approved.

## **Online Registration – Certification Test Sites**

Once the student has started day 2 of Session 1 of the Instructor I course, he/she can search the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under ‘Certification’ and find a test site they wish to use for a certification examination. For the Instructor I course, the class site will also be the test site. Most test sites have limited participation (maximum number of candidates for a test site), so early registration is suggested.

If using the Option to Waive form, addressing a course attended somewhere else or presented internally; the Instructor I course must be completed before the student can register online. The candidate must register for each test process for Instructor I, which includes the PSE test site, and the Written Examination test site.

Online Registration Form – this form requests pertinent data about the candidate and lists the test site information to the right of the registration form. The candidate must provide their Student ID number (this is your Personal Identification Account Number – first letter of your first name, first four digits of your last name and full date of birth(01101971)), organization, home mailing address, etc. A quick data field fill-option is to enter the Student ID and then click on the ‘Lookup ID’ button. If you are entered into the database, the program will complete any field of information on the form that has been provided for the candidate.

Selected Course Details – this information provides the candidate with specifics for the test site and available vacancies for the test site. This information must be reviewed to make sure the candidate has selected the correct test site.

## **PREREQUISITES and TEST SITE INFORMATION**

### **Age and Personal ID**

Candidates must be 18 years of age and must have a social security number, which will be combined with their last name to generate the individual’s specific Personal Identification Account Number. The Training Division will also request your birth date, which is used to generate a specific candidate identification number for the national registration with IFSAC.

(This page intentionally left blank)



# **Certification Testing Candidacy Requirements and Administration**

(This page intentionally left blank)



# DESCRIPTION AND STRUCTURE

## Overview of Course/Certification

In 2013, the Training Division staff finalized the process and will introduce certification for Hazardous Materials: First Responder Technician Level of the NFPA 472, 2013 Edition of the Standard. This certification level should not be confused with the Hazmat Operational Level testing that is conducted during Fire Fighter I or Fire Fighter II certification.

The Hazmat Technician Level certification process is independent of any other certification level. However candidates are required to have current Operations Level training before the Application for Candidacy will be processed. The requirement and process to meet this prerequisite will be defined later in this section.

The Training Division is utilizing the Jones and Bartlett Hazardous Materials: Managing the Incident 4th Edition manuals for the Technician Level course. This program meets all aspects of the NFPA 472 Standard, 2013 Edition. Many other publishers, States, and private companies have also developed curriculum and reference materials that meet the requirements of the Standard; and any of these materials will provide the student with sufficient knowledge and expertise to apply for candidacy.

Job Duty Description: The job duty description for Technician Level encompasses hazmat response functions and some functions as defined within the firefighting standard. Self-contained breathing apparatus and protective clothing would be examples of such topics. The Technician Level addresses those functions that adhere to an offensive approach to hazmat response.

The Hazmat: First Responder Technician Level course, provided by the Training Division, is 80 hours in length. The course will consist of classroom instruction and field exercises, and the host organization will be required to provide suitable classroom, field locations and equipment for evolutions such as building dikes, dams, over-packing, plugging, patching, grounding and bonding and decontamination procedures.

Hazardous Materials training, requirements and course information are available on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org).

## **Course Completion/Attendance/Records**

To qualify for candidacy, attendees must complete 100% of each class and must have a 100% attendance record for the Technician Level course. If records do not indicate this participation percentage, they will not be eligible to apply for Hazmat Technician Level candidacy.

If participating in a course presented by another organization, the documentation process for course completion must be submitted to the Training Division Office before the Application for Candidacy will be accepted. This option to waive process is explained on page 45 of the 'System Structure and Ideology' section of this manual.

A new individual course attendance record (Registration-Course Attendance [RCA] Form) will be used in all Training Division courses, requiring a student to initial the record at the completion of each class. All records, once submitted to the Training Division Office, will be final. There will be no options available to modify a record once it has been entered into the class attendance certification record database.

NOTE: It's imperative that each student understand the importance of attendance in all classes. The completion of each class impacts on the next class; therefore they shouldn't just pick and choose those classes they think will be interesting or involve skills training. It is strongly recommended that all classes be attended or arrangements be made for make-up time to complete any missed classes.

## **Course Registration**

The confidentiality of each attendee is paramount, and a new preregistration form will be introduced on the Training Division website. This form will collect pertinent information about each student prior to the class commencing. Once the student arrives at the class site, he or she will complete this individualized course attendance report with their confidential information. After completion of each class, the student and instructor must initial the attendance report for that date. Anyone not in class will be marked as absent. This report will be sent to the Training Division office for entry into the course attendance database, and all records are final.

## **Course Enrollment/Certificates**

Each organization will receive a printout of all students from the organization that will list names, dates, subject matter, attendance of classes, and if successfully completing the session or course. Once the course is completed, the individual will receive a certificate of successful completion for the course.

## **Hazmat Technician Level Course Classes**

This section will list the respective classes that the Training Division uses for Hazmat Technician Level course. Class descriptions are based on the references to the Jones and Bartlett Hazardous Materials; Managing the Incident 4th Edition. This information is available on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) as a download document.

### **Hazmat: First Responder Technician Level Classes**

#### Class 1 –Hazardous Materials Management System:

Understand the scope of laws, standards, codes as applied to the hazardous materials management system. This class will introduce the student to the hazardous materials management system. This will include understanding the local, state, and federal laws, codes, and the standards that impact hazardous materials storage, handling and emergency response. Participants will be introduced to the legal concept of ‘standard of care’ as it will apply to the emergency responses to hazmat, terrorism and WMD incidents  
No PPE is needed for this session.

#### Class 2 –Health and Safety:

Given information on a hazardous materials incident, evaluate the health and safety risks to citizens and emergency responders. In class 2 the student will be introduced to health and safety principles and practices associated with hazardous materials operations at the technician level. This will include an overview of toxicology, controlling personnel exposures, environmental exposures, and management of health and safety programs  
No PPE is needed for this session.

#### Class 3 Managing the Incident: ICS

Applying the elements of the ICS system to a hazardous materials operation with emphasis on the HM group or branch. The students will review the essential elements of the ICS system as applied to the hazardous materials incident. This review will include an overview of characteristics of the ICS system, the parts of a HM group and recommendations for a successful application of the HM group.  
No PPE is needed for this session.

#### Class 4 –The Eight Step Process

Apply the eight step process to a HM incident. The class will introduce the candidate to the steps and tasks in the Eight Step Process. This will guide the HM technician through analysis of the situation, development of response objectives, objectives implementation, and conclusion of the incident. This process is a model for decision making that should be used at each and every HM incident, even if not used in the formal manner.  
No PPE is needed for this session.

#### Class 5 – Site Management:

Applying site management principles and procedures to a HM incident to ensure the safety of civilians and emergency response personnel. The procedures and principles for managing the site during a HM operation including managing response resources and the evaluation and protection of citizens. The potential risk to citizens in a large area with some incidents, the technician must understand the methods that can be used to minimize the risks to civilians while mitigating the incident.  
No PPE is needed for this session

#### Class 6 – Problem Identification:

Identify and verify the presence and type of HM present at the incident. This class is designed to create the knowledge and skills for the HM technician to be able to analyze the incident in order to identify and verify the presence of HM. These are skills that were first developed in the HM awareness program and developed further at the HM operations level. The technician must be able to develop a detailed understanding of the type of hazardous materials involved so that an appropriate IAP may be developed.

#### Class 7 – Hazard Assessment and Risk Evaluation:

Use reference materials, monitoring devices, sampling equipment and a hazardous materials behavior model to determine the risks present at a HM incident. The HM technician needs to develop competent skills using reference materials, monitoring equipment and sampling equipment to assess the HM present and determine the risk posed by the product(s) or materials at an incident. This class also introduces and applies hazardous materials behavior models, providing the technician with modeling that helps predict the behavior at an incident. With the information available the technician can develop an appropriate IAP.

No PPE is needed for this session.

#### Class 8 – Personal Protective Clothing and Equipment:

Select, use and maintain the appropriate protective clothing and equipment at a HM incident. The technician needs to develop skills in the selection, use, inspection and maintenance of PPC and equipment. This is an area of competency that is critical for the safety of the HM technician. To conduct offensive operations, the technician must be able to quickly select the appropriate clothing and equipment, operate in that clothing, and properly maintain and inspect the clothing and equipment after the HM incident.

#### Class 9 – Implementation of Response Objectives:

Select and implement the appropriate strategic goals and objectives which will produce a favorable outcome at a HM incident. The technician needs to develop a workable IAP for a HM incident, to include the appropriate strategy and tactics for the incident. This may include stopping leaks, containing spills, controlling fires or conducting a rescue. The majority of skills associated with the HM technician are address in this class.

#### Class 10 – Decontamination:

Conduct decontamination at a HM scene in accordance with the IAP. Develop the skills needed to conduct effective decontamination operations at a HM incident. This includes decontamination of personnel, equipment, vehicles, etc. There will be focus on the simple, basic decontamination principals that have been proven effective over the years of application at HM incidents.

#### Class 11 – Terminating the Incident:

Terminate the incident so that all issues are addressed, the debriefing is conducted, and all records are completed and submitted. At the conclusion of the technician will be able to identify the tasks necessary to effectively and appropriately terminate the HM incident. The principals and tasks are a routine part of an emergency incident. There are some that are unique to a HM incident. This includes an incident debriefing and a critique to learn from the operation.

#### Class 12 – Course Summary:

Review of key concepts from each class during the HM tech course. This class is a review from previous classes in the course. Also the requirements and procedures for the technician certification process will be reviewed to ensure that student understand the certification process.

## **Waiver Policy for HM: Technician Level Students**

Because federal regulations list information regarding annual refresher training to maintain an acceptable competency level, we will permit those who can verify previous attendance in a class (within one year of attendance) or if they have attended a refresher course within the one year period, to waive the class and receive credit for having HM-Technician Level training.

If someone has had a course or refresher course but the period of time is more than one year but less than or equal to 2 years, the authority having jurisdiction for the student's competency may request that the student be permitted to "Test Out" because the student has had some miscellaneous training addressing hazardous materials throughout the year or has attended other classes on hazardous materials response. This "Test Out" method will also verify the student's competency for another year for their employer.

If someone has hazmat training of any form or nature, but this training was not referred to as HM: Technician Level, the student will have an option to "Test Out" by taking the HM: Technician Level written examination prior to the course.

NOTE: The Training Division is not attempting to circumvent federal regulations; therefore, a student must provide documentation of attendance in some type of HM training, regardless if in-house or some other conference, workshop, or general hazardous materials response training.

## **Description of HM Waiver of Class Attendance/Testing Out**

Any student wishing to waive attendance in a HM-Technician Level class must (submit a copy of certificates, etc. to Training Division Office. All submitted documents will become part of the student's permanent file in the Training Division Office) and must be submitted prior to application for testing. Students who do have HM training or training supported by refresher training will be informed if they have been waived attendance in the Hazardous Materials: First Responder Technician Level training.

Students who have documentation of past training and wish to "Test Out" will be notified of the time and date when they can take the test. The test will be administered before the beginning of the first class in Session 1 Hazardous Materials: Managing the Incident for Technician Level (students will have to come to the class site 3 hours early). This option to "Test Out" will be contingent on the documentation submitted. Any student failing the "Test Out" waiver option will be required to attend the 75% of all classes on Hazardous Materials: First Responder Technician Level: Managing The Incident.

# PRACTICAL SKILLS EXAMINATION – TITLE DESCRIPTION

## Explanation

The Training Division has posted the list of Practical Skills Examinations (PSE) by title to provide insight for all candidates for HAZ-MAT Technician certification testing on the website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under 'Certification'. Each PSE will test components of a Job Performance Requirement (JPR) as listed in the NFPA 472 Standard 2013 Edition, Competence of Responders to Hazardous Materials/Weapons of Mass Destruction.

## General Competencies-PSE – Stand-Alone & Multi-Task

When any Hazmat Technician Level PSE test site is scheduled, there will be no less than two Hazmat Multi-Task (HMT) practical skill exam and two Hazmat Stand-Alone (HSA) practical skill exams. Each candidate must complete the skills for each PSE component of the Hazmat Technician Level Certification process. There are no exceptions and the Hazmat skills examinations will be performed by all candidates. Example: If any PSE involves the use of SCBA, this skill will not be waived if the Hazmat candidate is already FFI, FFII, HM Operations certified.

All skills are administered at one test site, and any candidate who does not successfully pass a skills station will be granted one more attempt at the skills station.

All Hazardous Materials skills will address those skills as listed in the NFPA 472 Standard for the First Responder at the Technician Level.

2 – Stand-Alone (HSA) Skills Examinations 2 – Multi-Task (HMT) Skills Examinations
---

Multi-Task practical skills examinations shall consist of a sequence of skills, organized from one JPR or a combination of JPRs and subsequent prerequisite knowledge and skills. The candidate as a component of an actual (simulated for testing purposes) response assignment shall perform these multi-task skill examinations, with some/all parts of each JPR being evaluated.

Stand-Alone practical skills examinations may be a part of the JPR or prerequisite skill, and shall be performed by the candidate, and evaluated for successful completion of each part of the skills examination.

## Hazmat: Technician Level – Multi-Task Practical Skills Examination List

HMT-MT101-----PPE, SCBA, Colorimetric Tube Set-Up and Usage

HMT-MT102-----PPE, SCBA, Technical Decontamination

HMT-MT103-----Sampling Solids, Liquids and Gases

HMT-MT104----- Identifying Unknown Hazardous Materials/WMD

HMT-MT105-----PPE, APR, Mass Decontamination, Ambulatory

HMT-MT106-----PPE, APR, Mass Decontamination, Non Ambulatory

HMT-MT107-----PPE,SCBA, Application of Chlorine “A” Fusible Metal Plug Clamp

## **Hazmat: Technician Level – Stand-Alone Practical Skills Examination List**

HMT-SA101	-----Applying a Dome Clamp
HMT-SA102	-----Over-Packing a Drum (Slip Over)
HMT-SA103	-----Demonstrate Set-Up and Testing Procedures (Colorimetric Tubes)
HMT-SA104	-----Over Packing a Drum (Slide-In)
HMT-SA105	-----Over Packing a Drum (Rolling Slide In)
HMT-SA106	-----Containing Leak in Drum (Bung Leak)
HMT-SA107	-----Containing Leak in Drum (Chime Leak)
HMT-SA108	-----Containing Leak in Drum (Forklift Puncture)
HMT-SA109	-----Containing Leak in Drum (Nail Puncture)
HMT-SA110	-----Radioactive Material Container Integrity
HMT-SA111	-----Documentation and Reports
HMT-SA112	-----Demonstrate Field Testing Procedures (Chemical Classifier Strips)
HMT-SA113	----- Demonstrate Field Testing Procedures (pH Paper or Test Strips)
HMT-SA114	-----Monitoring Equipment (Multi-Gas Monitor)
HMT-SA115	-----Monitoring Equipment (PID and FID)
HMT-SA116	-----Assist in Incident Debriefing
HMT-SA117	-----Assist in Incident Critique
HMT-SA118	-----Self-Contained Breathing Apparatus-Doffing/Inspection Operations
HMT-SA119	-----Demonstrate Field Testing Procedures (Passive Dosimeters)
HMT-SA120	-----Application of Chlorine “A” Cylinder Side Wall
HMT-SA121	-----Application of Chlorine “A” Fusible Plug (Threads)
HMT-SA122	-----Application of Chlorine “A” Valve Blowout
HMT-SA123	-----Application of Chlorine “B” Kit (Valve Gland)
HMT-SA124	----- Application of Chlorine “B” Kit (Valve Inlet Threads)

## **Hazmat: Technician Level – Stand-Alone Practical Skills Examination List**

HMT-SA125----- Application of Chlorine “B” Kit (Valve Seat)

HMT-SA126----- Application of Chlorine “B” Kit (Valve Stem Blowout)

HMT-SA127-----Fusible Plug Replacement

### **Example – Hazmat: Operational Level-Skills PSE Check List Form**

The Hazmat Technician Level PSE example on the following two pages is almost identical to the structure and format of an actual PSE Check List used for certification example. The only difference is the example was formatted to fit this manual. The example provides the Skill Test Objective, which is the information that will be read to the candidate prior to beginning the skills exam.

Next is the skill criteria and weighted point system for each segment of the skills examination. This will provide the candidate with reasonable assurance that the practical skills examinations will be very similar to the job breakdown sheets used during the training sessions.

The back page lists the information for the test examiner, including information on how he/she will evaluate the candidate’s performance. The candidate will be provided sufficient time to ask questions after the skills test objective has been read to the candidate.



**HAZMAT TECHNICIAN LEVEL CERTIFICATION  
PRACTICAL SKILLS EXAMINATION**

HMT-MT102

NFPA 472, 2013 Edition 7.4.5(1)  
Technical Decontamination

Candidate Name: \_\_\_\_\_

Organization: \_\_\_\_\_ PIAN: 

--	--	--	--	--	--	--	--

Date: \_\_\_\_\_ Test Site: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_

**Skills Test Objective: (TEST TIME OF 8 MINUTES).** The candidate, given all needed supplies and equipment, will identify and perform emergency decontamination procedures for the general public and explain protection for the emergency responders.

Scoring			
Skill	Points	1 <sup>st</sup> Score	2 <sup>nd</sup> Score
Identifies proper location for decontamination area for control of runoff	20		
Identifies and selects needed solution	10		
Places hose, water supply and equipment in proper location	10		
Decontamination procedures must be specific for the type of hazard	10		
Instructs patient to disrobe	10		
Controls contaminated clothing	10		
Directs patient to re-dress in clothing provided - proceed to the medical area	10		
Provides proper protection for emergency responders	20		
GRADE: Pass or Fail			
Test Time of: <b>15 minutes</b>	Total Possible Points	100	

Examiner will list the evaluation steps, which the candidate performed incorrectly, stated incorrectly, or omitted. 75% is required to pass this station.

**Comments:**

---



---

**Examiner's Signature:** \_\_\_\_\_

**HAZMAT OPERATIONS LEVEL CERTIFICATION SYSTEM**  
**PRACTICAL SKILLS EXAMINATION**  
**Examiner Evaluation Criteria**

HMT-MT102

**Performance Evaluation:**

The Examiner shall provide the candidate with location, water supply, hose, waste bags or barrels, the candidate will be evaluated in selecting the appropriate location, set up of the decontamination site, use of the proper steps in decontaminating or contamination reduction on a provided patient. The candidate will also be evaluated on site selection to control the run off of water.

The Examiner shall read the Skills Test Objective listed for this skill to the candidate and may answer any clarifying questions that the candidate may have regarding that requirement only. Please note the allowable test time for the skills station.

---

NFPA 472, 2013 Edition 7.4.5(1)  
Technical Decontamination

**Skills Test Objective:** (TEST TIME OF 8 MINUTES). The candidate, given all needed supplies and equipment, will identify and perform emergency decontamination procedures for the general public and explain protection for the emergency responders.

**Testing Criteria:**

The candidate shall be evaluated using the Practical Skills Examination Checklist sheet. The candidate must score a minimum of 75% to receive a PASS grade. Should the candidate receive a FAIL grade, the Examiner will tell the candidate they have failed, permit them to ask questions about the skills and what was missed, and then the Examiner will notify the Chief Examiner to report to the test station. The candidate may immediately re-test under the supervision of a different Examiner.

---

**References:**

Jones and Bartlett, Hazardous Materials, Managing the Incident, 4<sup>th</sup> Edition  
Chapter 11, Skill Drill 11-1

**PRACTICAL SKILLS EXAMINATION INFORMATION**

Candidates must provide their own fire-fighter protective clothing and self-contained breathing apparatus. All other equipment used for the skills exams will be provided by the Training Division or the host organization of the test site.

Candidates are not permitted to carry any reference materials with them to any test station, nor are they permitted to converse with other candidates about previously attended test stations at the test site.

**Practical Skills Exam Test Site – Second Attempt**

Candidates are permitted a second attempt at each test station, if they do not get a 'Pass' score. The test examiner will explain where the deficiencies were on the failed test, once the test has been completed. Verbalization is acceptable during the skills exam, but must not be used in lieu of actually demonstrating the skills for the examination.

## **Practical Skills Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails any of the test stations for the initial test. No credit is provided for those test stations completed successfully. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfmt.org](http://www.nebraskasfmt.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

## **Practical Skills Examination Score**

The respective score numbers, listed for each criteria on the PSE Check List form, will be totaled upon completion of the exam. The score must be 75 points or greater to receive a 'Pass' on the exam.

## **Practical Skills Lists – MT and SA Skills**

The list of skills introduced previously in this Hazmat Technician Level Certification Testing section provide an explanation of the number and types of skills exams that might be drawn for a practical skills examination test site. Review these skill sheet descriptions, and review the example of a PSE skill sheet. All PSE Check Lists are associated with one or more components of the Job Performance Requirement, Requisite Knowledge or Requisite Skill information within the NFPA 472 Standard, 2013 Edition.

The example of the PSE check list will provide you with the complete setup of the skill sheet, including the sections of the NFPA Standard that are addressed, the objective of the skill exam, and the actual breakdown of each component of the skill sheet. Each test component is weighted and will compare to the job breakdown sheets used during training sessions.

Each PSE test site will have two multi-task Hazmat Technician Level skill station and two stand-alone Hazmat Technician Level skill stations. The Stand-Alone skill stations are performed by the candidate as an individual, and the Multi-Task skill station normally test a job performance requirement whereas the candidate will need a team member. A team member is provided by the Training Division, and this person will do what he/she is told to do by the candidate; except no assistant will permit anything that is considered unsafe to be performed during the skill exam. The candidate is not graded on any actions of the assigned Training Division Assistant.

## **Time Limits**

Each PSE has a set amount of time for the completion of the skills demonstration, and each PSE is designed differently. The maximum time provides a sufficient period for the candidate to perform the skill and additional time has been added to the total to allow for those uncontrollable circumstances that may be encountered (i.e. nervousness).

# WRITTEN EXAMINATIONS

## Explanation of Examination –Hazmat Technician Level

The written examination portion of the certification process will include the administration of one examination for the Hazardous Materials: Technician competencies. The Hazmat Technician Level written exam will address all competencies as listed in the NFPA 472 Standard currently recognized by the Training Division and addressed in this manual.

## Example of Written Exam Questions for Technician Level

These examples of Test Question Bank questions for Hazmat Technician Level-general skills and knowledge, show how the question may be structured, and what types of distractors and answer may be found in a written examination.

Questions on the written examinations will be multiple choice or true/false questions. The candidate needs to observe the format of the question, making sure the answer chosen is correlated to the letter representing the chosen answer. Nothing says the location of the answer and distractors will always be in the same configuration.

---

Question examples:

1. Directions: Read the following statements regarding hazardous materials incident control zones and select your answer from choices A through D.  
**Statement 1:** The hot zone should cover the incident site as well as the personnel and equipment necessary to control it.  
**Statement 2:** The warm zone includes the decontamination area.  
**Statement 3:** The command post is located in the warm zone.  
A.. All three statements are true.  
B. Statement 1 is true; statements 2 and 3 are false.  
C. Statements 1 and 2 are true; statement 3 is false.  
D. Statements 2 and 3 are true; statement 1 is false.
2. One of the factors that can change the evacuation area is:  
A. Firefighters entering incidents from the north.  
B. A change in wind direction.  
C. The number of firefighters responding to the incident.  
D. The number of firefighters with SCBA.
3. Which of the following is a true statement regarding the safety precautions of remote shutoffs?  
A. They are usually well marked and in an easy-to-find location.  
B. They are usually located on the passenger side of the cab.  
C. Emergency shutoffs should be in a concealed location.  
D. Remote shutoffs are usually optional.
4. The purpose of vapor suppression is to:  
A. Stop the further release of a material from its container.  
B. Direct or influence the course of airborne hazardous materials.  
C. Control the flow of a hazmat spill.  
D. Reduce the emission of vapors.

5. You arrive on the scene of a vehicle accident involving a cargo tank truck carrying gasoline. The truck is leaking its product into a small lake. The driver of the truck gives you an MSDS sheet on gasoline, which gives a specific gravity of 0.8. With this information, you can predict that the product will:
  - A. Remain on top of the water, as it is lighter than the water.
  - B. Sink to the bottom, as it is heavier than water.
  - C. Completely mix with the water and no longer be a hazard.
  - D. React violently upon contact with water.
  
6. As a first responder trained to the operations level, which spill control tactics can be conducted?
  - A. Absorption
  - B. Dilution
  - C. Vapor Suppression
  - D. All of the above.

## **WRITTEN EXAMINATION INFORMATION**

When the candidate successfully completes the Practical Skills Examination test site, the candidate will be qualified to apply online for a written examination test site.

If the test site scheduled date is less than 30 days from the last PSE test site, the candidate is permitted to test as long as he/she submits the 30-Day Notification Waiver form.

### **Hazmat Technician Level Knowledge Exam**

The hazmat exam administered at the test site will be a 100-question test addressing all knowledge and skills as listed in the NFPA 472 Standard, 2013 Edition for Technician Level. The candidate will receive a test packet including an instruction sheet of information for completing the score sheet and how to take the test. This information will also include test site allowances and options, and how the written examination questions are structured. This instruction sheet, along with other information for the candidate and the examination process, will be read by the Test Proctor.

### **Time Limit**

The candidate is afforded 3.00 hours to complete the examination. The candidate can ask a question about a question, and the Test Proctor response will be directed to the entire group at the test site. No examinations are returned to a candidate once he/she submits the completed test envelop to the Test Proctor.

### **Test Site Attendance**

Candidates are not permitted to carry any reference materials with them to the test site location. The candidate shall enter the assigned location for the administration of the test, approach the Test Proctor to verify the candidate's name is on the Qualifications List, and choose a seat at a table in the room. The candidate does not need to bring paper or pencils, or any other materials to the test site. All supporting supplies will be provided by the Training Division.

## **Written Exam Test Site Failure**

The candidate is provided the opportunity to retest, if the candidate fails the initial test. The candidate will have to reapply and register online for another test site. Retests cannot be scheduled less than 15 days after notification of the failure.

A Retest Option (RO) form is on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under 'Certification', and must be completed and mailed to the Training Division Office. When the candidate registers online for the next test site, this Retest Option form will validate the candidate and qualify him/her so their name is added to the Qualifications List for the next test site they choose. The RO form must be received at least 10 days before the next test site date that has been chosen by the candidate. There is no additional fee for the second retest option.

## **Written Examination Score**

The written examination will be scored electronically in the Training Division Office. The Hazmat Technician Level exam is comprised of 100 questions, each question worth 1 point. The score must be 75 points or greater to receive a 'Pass' on the exam. The score of the written examination is combined with the 'Standard Error of Measurement' for the test site, and this combination of the two scores is the total score for the examination.

## **Test Question Bank Categories/Question Selection**

The table below list the number of questions for each category that will be included on the written examination. The Test Question Bank program will generate the examination so each category has the exact number of questions, selected by a number total, as defined by the Training Division.

**HAZMAT TECHNICIAN LEVEL----- NFPA 472 2013 EDITION  
TEST QUESTION BANK**

<b>CATEGORIES</b>	<b>Total Test Questions in Bank</b>	<b>HM TECH Examination Questions</b>
<b>GOAL</b>	<b>5</b>	<b>3</b>
<b>SURVEY INCIDENTS</b>	<b>120</b>	<b>19</b>
<b>INTERPERET INFORMATION</b>	<b>89</b>	<b>12</b>
<b>CONTAINER CONDITION</b>	<b>12</b>	<b>3</b>
<b>PREDICT BEHAVIOR</b>	<b>5</b>	<b>4</b>
<b>ESTIMATE AREA SIZE</b>	<b>29</b>	<b>12</b>
<b>IDENTIFY POTENTIAL RESPONSE OPTIONS</b>	<b>5</b>	<b>3</b>
<b>SELECT PPE</b>	<b>41</b>	<b>13</b>
<b>SELECT DECON</b>	<b>16</b>	<b>9</b>
<b>ACTION PLAN</b>	<b>27</b>	<b>8</b>
<b>PERFORM IC DUTY</b>	<b>14</b>	<b>9</b>
<b>CONTROL FUNCTIONS</b>	<b>9</b>	<b>5</b>
<b>CARGO TANKS</b>	<b>2</b>	<b>2</b>
<b>DECON PROCESS</b>	<b>1</b>	<b>1</b>
<b>DEBRIEFING</b>	<b>4</b>	<b>2</b>
<b>INCIDENT CRITIQUE</b>	<b>2</b>	<b>1</b>
<b>DOCUMENT INCIDENT</b>	<b>5</b>	<b>3</b>
<b>TOTAL</b>	<b>386</b>	<b>100</b>

## **ACCEPTED, APPROVED OR QUALIFIED COURSES**

A student can use any curriculum and reference material for the Hazmat Technician Level training, provided it addresses all competencies as listed in the NFPA 472 Standard.

There are online training courses, but consider the understanding and practice that must be mastered to perform all skills requirements for testing. Online training does not provide you the opportunity to practice as a team member, or to be coached by an instructor; however, the knowledge base can be invaluable. Well-known publishers, such as IFSTA, Jones & Bartlett, and McGraw-Hill produce dependable materials for the course. These sources also provide excellent guides on honing your skills, along with information for demonstrating the procedures for numerous skill activities.

See the complete list of acceptable or recognized courses and materials (this list may not contain all available courses/references available) in the 'System Structure and Ideology' section of the manual on page 47.

## **CERTIFICATION APPLICATION PROCESS**

### **Application Information**

The Hazmat Technician Level certification process has two separate test processes, which are the Practical Skills Examinations (PSE) and Written Examination (WE). No candidate is permitted to attend a test site until all classes of the Hazmat Technician Level course are completed, if attending a Training Division course, and documented in the Training Division database for certification.

If a waiver option is used, all waived course work (Hazmat Technician Level) must be documented in the Training Division office and verified before the Application for Candidacy will be accepted.

Candidates must have all certification application forms submitted before the deadline for the PSE test site. A student, wishing to become a candidate, can begin submitting his/her application forms after successful completion of the Training Division course or after successful completion of another sponsored or offered course that is independent of the Training Division.

The deadline for receipt of all certification applications for candidacy and the online registration shall be the close of the business day for the registration deadline date listed on the Training Division webpage. Should the deadline date fall on a weekend date, the following business day shall be considered the deadline date. This registration deadline date shall be a minimum of **20 calendar days** prior to a scheduled examination.



## Application Forms

Five application forms must be completed for the candidacy application process. Four of these forms are independent and specific to the candidate and the fifth form addresses the equipment and apparatus of the representative organization. These forms are available online on the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under 'Certification'. The online registration process for a specific test site will be discussed later in this segment.

Student Identification Information – This information is used by the computer to generate a Personal Identification Account Number, first letter of first name and first four letters of last name and full date of birth for a specific candidate ID number for national registration for IFSAC.

**Application for Candidacy Form** – this form denotes you as a member of an organization, your social security number or personal identification account number (first letter of first name and first four letters of last name and full date of birth) phone numbers, home mailing address and your signature are included on the form. It can be completed online (type in the information) and then print. Make sure all information is spelled or listed correctly.

**HM Operations Prerequisite Verification Form** – this form provides proof that the candidate does have current Hazmat Operations Level training, and this form must be signed by the candidate and a representative of the organization. Completion of the document verifies the progressive advancement within the NFPA 472 Standard, and will qualify the candidate for the Technician Level certification process. Submit this form with the Application for Candidacy.

**30-Day Notification Waiver Form** – this form permits the candidate to waive the 30 days for examination preparation. The Training Division schedules examinations whereas all candidates should have 30 days notification of the test dates, and sufficient time to prepare for those examinations.

However, since some organizational personnel may not receive proper notification of the upcoming examination test dates, but elect to apply for candidacy for the aforementioned test date, the Training Division does permit the candidate to sign the waiver and forego the 30 days of preparation time.

In most cases, the form is not required but just in case a date is moved forward because of extenuating circumstances; then the candidate will be prepared and qualified for the test site. A separate 30-Day Notification Waiver must be completed for each test site, if notification is less than 30 days or there is a late online registration.

**Certification Payment Form** – this form must be completed and submitted with the Application for Candidacy form. Complete all fields and make sure the home mailing address and Student Identification Account Number (first letter of first name and first four letters of last name and full date of birth) are included on the form.

Organization Payment – If the organization is paying for the certification registration fee, the fee does not have to be paid in advance of the certification test sites. Make sure a mailing address is provided and the form is signed by an official of the organization.

Individual Payment – If the individual is paying for the certification examination privately, payment must be received prior to beginning the certification examination process. A potential candidate will not be permitted to enter any examination test site until payment and payment form is received and processed in the Lincoln SFM office and approved.

**Health and Safety Validation Form** – this form provides proof that the equipment or apparatus you will be using at the certification test sites does meet current or recognized NFPA Standards. This form should be completed once a year by all organizations, therefore they need to check with their organization and see if they have submitted a form recently. More information regarding the Health and Safety Validation form can be found in the ‘System Structure and Ideology’ section of the manual on page 26.

### **Online Registration – Certification Test Sites**

Once the student has completed Class 10 of the Hazmat Technician Level course, he/she can search the Training Division website at [www.nebraskasfmd.org](http://www.nebraskasfmd.org) under ‘Certification’ and find a test site they wish to use for a certification examination. Most test sites have limited participation (maximum number of candidates for a test site), so early registration is suggested.

If using the Option to Waive form, addressing a course attended somewhere else or presented internally; the Hazmat course must be completed before the student can register online.

The candidate must register for each test process for Hazmat: First Responder Technician Level, which includes the PSE test site and the Written Examination test site.

Online Registration Form – this form requests pertinent data about the candidate and lists the test site information to the right of the registration form. The candidate must provide their Student ID number (this is your Student Identification Account Number – first letter of your first name, first four of the last name and full date of birth (01011971), organization, home mailing address, etc. A quick data field fill-option is to enter the Student ID and then click on the ‘Lookup ID’ button. If you are entered into the database, the program will complete any field of information on the form that has been provided for the candidate.

Selected Course Details – this information provides the candidate with specifics for the test site and available vacancies for the test site. This information must be reviewed to make sure the candidate has selected the correct test site.

# **PREREQUISITES and PSE TEST SITE INFORMATION**

## **Age and Personal ID**

Candidates must be 18 years of age and must have a social security number, which will be combined with their last name to generate the individual's specific Student Identification Account Number.

The Training Division will also request your birth date, which is used to generate a specific candidate identification number for the national registration with IFSAC.

## **Operations Level Prerequisite – Candidacy Application**

Candidates must have Hazardous Materials Operations certification to apply for Hazardous Materials Technician certification. The Hazardous Materials Operations State of Nebraska certificate number from the certification certificate must be available when making application for candidacy. The application will not be considered until proof of this prerequisite is submitted to the Training Division Office before the applicant can advance to the next level within the NFPA 472 Standard.

Therefore, the Training Division will require all candidates, including those who have actually participated in the Training Division Operational Level course, to complete the **Operations Prerequisite Verification Form** and submit it along with their Application for Candidacy.

The application for candidacy will not be considered or accepted until this prerequisite is submitted to the Training Division Office.

(This page intentionally left blank)