



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
State Fire Training

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SFT Registered CFSTES Instructors
 Fire Technology Coordinators
 Regional Accredited Training Program Directors
 Accredited Local Academy Directors

[Elimination of State Fire Training Certification Exams](#)

Beginning **January 1, 2012**, State Fire Training will no longer make use of the written certification exam for Fire Management 1. Instead, an instructor-developed summative test needs to be developed for your course final and incorporated into the student's grade for the course. This test must be used when determining if a student successfully completed your class. For the past three years, Training Instructor 1A-1C courses, Level 2 and 3 Prevention courses, and Level 2 Management courses have used a summative (final) test instead of a State Fire Training written certification exam with success.

Effective **July 1, 2012**, all of the remaining CFSTES courses leading to certification will no longer be provided with SFT written certification exams. The same instructor-developed summative test process will be implemented.

Summative Test Requirements

The instructor-developed summative test is your course final and is used instead of the SFT certification exam. This summative test is incorporated into the student's grade for the course and must be used to determine successful completion of the class.

- Minimum of 50 item test
- Format can be completion, short answer, and/or multiple-choice
- Use a test planning sheet to ensure test questions are linked to the student material

Passing Rate

Students must pass the instructor-developed summative test with a **minimum 80% score in order to pass the class**. If a student fails the summative test, he or she fails the class and does not meet the prerequisite to attend the next Training Instructor class. **In addition to the roster, you must write each student's numeric score on the back of their Scantron next to the section where you indicated if the student passed [+] or failed [-].**

Retaking the Summative Test

The Primary Instructor may **elect** to administer a retake exam for students who fail the summative test. A retake of a summative exam must be administered prior to returning the class materials to SFT. SFT Procedures Manual requires all class materials be returned within 15 days of the class ending date, therefore, you would have less than two weeks from the class ending date to administer the retake.

If you have any questions, please contact the SFT representative in your area.

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