

Introductions

- Mark Romer, Fire Service Training Specialist III
– Division Chief, Roseville Fire Department (Retired)
- Ken Wagner, Fire Service Training Specialist III
– Fire Chief, Roseville Fire Department (Retired)



History of Certification Examinations

- Started with end of course certification examinations (1970's)
- Disbanded end of course certification exams and moved to comprehensive position task books and instructor developed course summative exams (2012)
- Implemented comprehensive position certification examinations (2013)



Why Move to Comprehensive Position Certification Examinations?

- Established as a goal in Blueprint 2020
- Alignment with other state and national professional qualification programs (fire & non-fire)
- Enhances professionalism of California Fire Service Training and Education System (CFSTES)
- Required by International Fire Service Accreditation Congress (IFSAC) & National Board on Fire Service Professional Qualifications (Pro Board)



Why are you here?

- In brief, Registered Lead Evaluators and Skills Evaluators:
 - Act as agents of SFT and proctor written and skills certification examinations
- Specific responsibilities of both positions will be addressed during this training



Certification Examination Sites

- Accredited Regional Training Programs (ARTPs) & Accredited Local Academies (ALAs)
 - Current relationship with SFT
 - Many activities already delegated to them
 - Examination ready facilities already in place statewide
 - Either are or have relationships in place with local fire agencies
 - SFT cannot staff this function efficiently or effectively without these partners





Registered Skills Evaluator

Registration Requirements & Responsibilities

Registration Requirements

- Must submit application form along with all supporting materials
- Must complete this Evaluator Training course
- Must complete SFT *Ethical Leadership in the Classroom* course
 - Have a current, signed Instructor Code of Ethics/Conduct on file



Registration Requirements (cont.)

- Currently - Must have completed instructional methodology training
 - Have attended and passed Training Instructor 1A, 1B
 - Have a valid community college teaching credential
 - Completed the UC/CSU 60-hour Techniques of Teaching course
 - Completed the NFA's Fire Service Instructional Methodology course
 - Completed four semester units of upper division credit in educational materials, methods, and curriculum development



Registration Requirements (cont.)

- Future - Must have completed instructional methodology training
- 2017 implementation estimated
 - Certified Instructor I
 - Course completion – Instructor I
 - Ethical Leadership for the Classroom
 - Task Book
 - 80 hours
 - 1 Year of experience



Registration Requirements (cont.)

- Demonstrate mastery in the subject area
 - Resume review & letter from ARTP/ALA
- Have the capacity to objectively evaluate candidate performance
- Agree to abide by SFT policies and procedures
- Have a current, signed Evaluator Code of Conduct on file





Registered Lead Evaluator

Registration Requirements & Responsibilities

Registration Requirements

- Must submit application form along with all supporting materials
- Must complete this Evaluator Training course
- Current Registered Instructor with SFT
- Possess certification in the course or discipline for which they are seeking registration
- Demonstrate mastery in the subject



Registration Requirements (cont.)

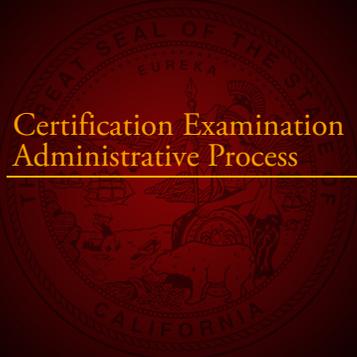
- Possess supervisory skills sufficient to oversee testing process
- Have the capacity to objectively evaluate candidate performance
- Agree to abide by SFT policies and procedures
- Have a current, signed Evaluator Code of Conduct on file



Application Documents

- Registered Lead Evaluator/Skills Evaluator Application
 - [Lead Evaluator Application 2015.pdf](#)
- Registered Evaluator Code of Conduct
 - [Evaluator Code of Conduct.pdf](#)
- Instructor Code of Ethics/Conduct
 - [Instructor Code of Ethics-Conduct \(Feb 08\).pdf](#)





Certification Examination Administrative Process

SFT / Agency Agreement

- Certification Examination Agency Evaluator Agreement
 - [Agency Evaluation Agreement.docx](#)



Requesting an Examination

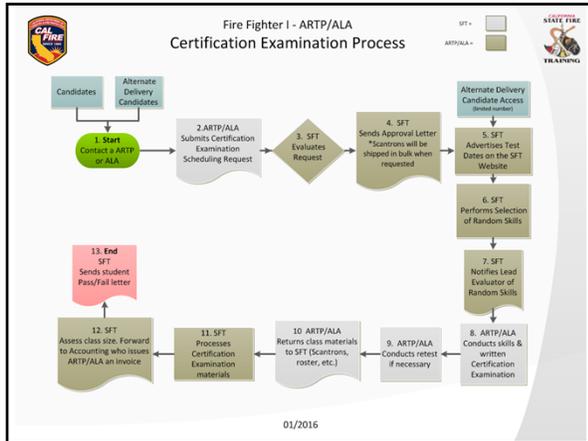
- Authorization to deliver certification examinations is very similar to requesting approval to deliver an SFT course
- Submitted on SFT form by ARTP or ALA
- Submitted at least six weeks prior to examination date(s)
- May request modular delivery
 - Fire Fighter , Wildland, FRO



Fees

- ARTP may charge appropriate fees to recover costs associated with delivery of examination
- SFT Student Certification Examination Registration Fee (\$10) collected by ARTP/ALA
 - If modular delivery the agency would need to collect \$10 for each module
 - Paid to SFT as invoiced
- On-line written test fee (\$18) paid directly to vendor by candidate





Remote Delivery

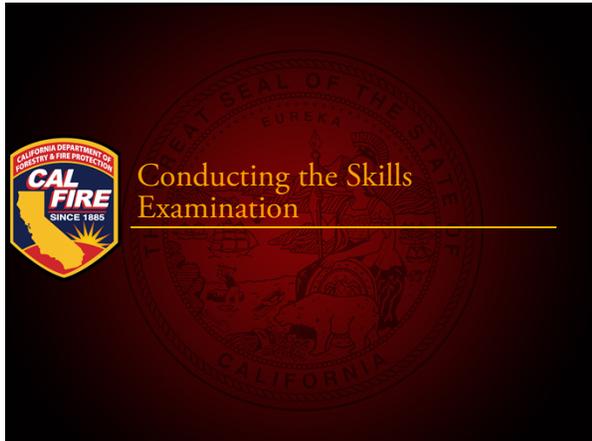
- ARTP may conduct Exams for other Agencies
- Must inspect site
- All processes must be followed



Examination Process Forms

- Fire Fighter I Certification Exam
 - [FF. Certification Exam Scheduling Form.pdf](#)
- Approval Letter
 - [Approval Letter Example.pdf](#)
- Scantron
- Certification Exam Retake
 - [Examination Retake Application.pdf](#)





Skills Exam Procedures

- ARTP/ALA shall have capabilities to evaluate all required and random skills for the examination
- Site security shall be maintained prior to, during and after the examination
- Confidentiality and professionalism is paramount
- Lead Evaluator has primary responsibility



Skills Exam Procedures (cont.)

- Found in SFM Procedures, Chapter 9, Skills Examination
- Overview
- Pre Exam Instructions
- Exam Security
- Candidate Registration
- Prior to the start of Exam



Skills Exam Procedures (cont.)

- 14 days prior to exam
 - Lead Evaluator confirms participation of all Skills Evaluators
- 7 days prior to exam
 - Incident Action Plan (IAP) completed
- 3 days prior to exam
 - All equipment set out and examined for safety and operability



IAP Development

- Required Elements Forms
 - 202 - Incident Objectives
 - 203 - Organizational Assignments
 - 204 - Assignment List
 - 206 - Medical plan
 - 208 - Incident Action Safety Plan
 - Site map
 - [Sierra College IAP \(Example\).docx](#)



Skills Exam Procedures (cont.)

- Day of the exam (cont.)
 - Lead Evaluator will
 - Supervise examination process
 - Conduct briefing 30 minutes prior to start of exam per SFM Procedures, Chapter 9, Pre Exam Evaluator Briefing
 - Verify candidates per SFM Procedures, Chapter 9, Candidate Identification Verification
 - Provide candidates their ID number
 - Maintain examination site security & confidentiality
 - Address all candidate challenges and re-take requests



Skills Exam Procedures (cont.)

- Day of the exam
 - Skills Evaluators on site one hour prior to start of exam
 - Receives briefing from Lead Evaluator
 - Skills Evaluators report to their stations 5 minutes prior to start of exam
 - Read script to candidates



Skills Exam Procedures (cont.)

- Day of the exam (cont.)
 - Skills Evaluators will:
 - Greet candidates openly
 - Read evaluator script to Candidate & Candidate directive
 - Fill in and sign all skill sheets
 - Obtain candidates signature
 - At conclusion of scenario, thank candidate and ask them to return to staging
 - Address failing scores with Lead Evaluator
 - Return all materials to the ICP at the conclusion of the exam or at any time they leave the skills station



Security

- Candidates shall be supervised at all times in the staging area
- No reference materials in the staging area
- Post only the skills to be tested that day
- Candidates shall remain on the testing grounds for all breaks and lunches
 - Supervised



Skills Exam Scoring

- Scored using pass/fail system
- SFT skills sheets must be used
- Candidate must complete 100% of each skill for a passing score
- Unsafe act will result in a failing score
- Skills Evaluator field notes are critical



Required Skills

- Fire Fighter I
 - Don and Doff PPE
 - Don and Doff SCBA
 - Perform forward hose Lay
 - Lift, carry and raise and extension ladder
 - Structure fire attack (Alternate skill sheet)
 - [FFI Skills Testing Summary.pdf](#)
- Random Skills
 - 3 Additional skills



Required Skills

- Wildland Fire Fighter I
 - Don and Doff Wildland PPE
 - Deploy fire shelter lying down method
 - Assume the safe position for an air tanker drop
 - Perform a progressive hose lay-2 person method
- Random Skills
 - 2 additional skills



Required Skills

- Hazardous Materials
 - Identify Hazardous Material, their potential hazards and appropriate PPE
- Random Skills
 - 2 Additional skills



Observation Skills

⇒ **“Observation is the action or process of observing something or someone in order to gain information”.**

⇒ **Filtering**

- ⇒ Helps the brain deal with all the stimuli and information that bombards it.
- ⇒ help focus our attention on a single task or part of the environment and ignore everything else



Observation Skills

⇒ **Observation** is what you perceive with your senses.

- ⇒ **Perception** is taking what we observe and organize it to give it meaning.
- ⇒ **Our perception** is determined by our past experiences, culture, values, and beliefs.



Observation skills cont.

- What is a distraction?
- According to the Merriam-Webster
- a distraction is
 - "something that makes it difficult to think or pay attention"
- A distraction could be anything!
 - personal problem,
 - letting your mind wander,
 - chatting
 - talking on your cell phone.



Observation Skills cont.

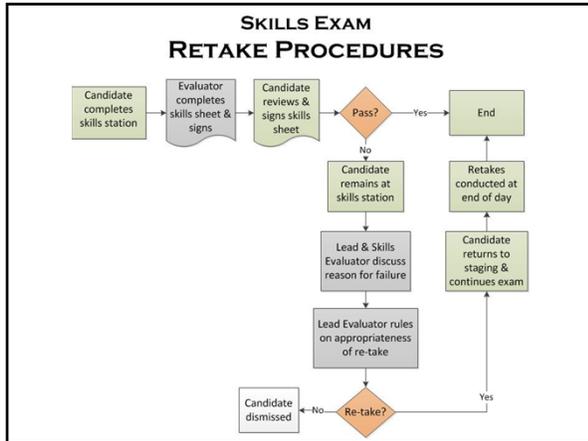
- Being observant and paying attention during skills testing is essential for safety
 - First, following proper procedures and guidelines this can prevent accidents.
- Second, paying attention to detail enhances our situational awareness.
 - Situational awareness is the attention to different elements in your environment
 - Understanding their meaning
 - Recognizing potential dangers before they happen



Skills Exam Re-Take Procedures

- Candidates are allowed a second opportunity to test on a skills failure on the same day
- Candidates failing the second opportunity fail the skills examination process
- Second opportunities are given prior to the conclusion of the day's examination
- A different skills evaluator must evaluate the second opportunity
- SFM Procedures, Chapter 6, Retesting
 - One additional subsequent opportunity

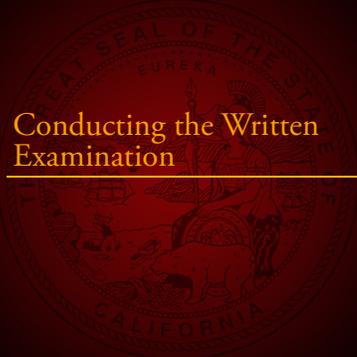




Skills Exam Record Keeping

- ARTP/ALA retains skills examination records for five years
 - Skills sheets
 - Class Roster
 - IAP
 - Field notes
- Return to SFT scantron for each student
 - Indicating pass/fail
 - If a fail, also submit a Fire Fighter I Skills Testing Summary form





Conducting the Written Examination

Written Examination Development

- State Fire Training
 - Develops multiple versions of written exam
 - Utilizes validated test banks from Performance Training Systems (PTS)
 - Maintains exam security at SFT
 - Provides electronic version of exam to PTS for on-line utilization



On-Line Written Exam

- Facilitated via agreement with PTS
- Exam security maintained
- Candidates log on to PTS and pay \$18 fee in advance, or on day of examination
- PTS provides results to candidate at end of exam
- PTS provides exam results to SFT electronically



Written Exam Procedures

- ARTP/ALA shall have secure computer capabilities to allow candidates access to the web
- Site security shall be maintained prior to, during and after the examination
- Confidentiality and professionalism is paramount
- Lead Evaluator has primary responsibility



Written Exam Procedures

- Lead Evaluator will:
 - Supervise examination process
 - Verify candidates per SFM Procedures, Chapter 9, Candidate Identification Verification
 - Assign candidates their seating location
 - Maintain examination site security & confidentiality
 - Maintain examination time standards
 - Address all candidate challenges and re-take requests
 - Follow SFM Procedures, Chapter 8, Written Examination



Written Exam Procedures

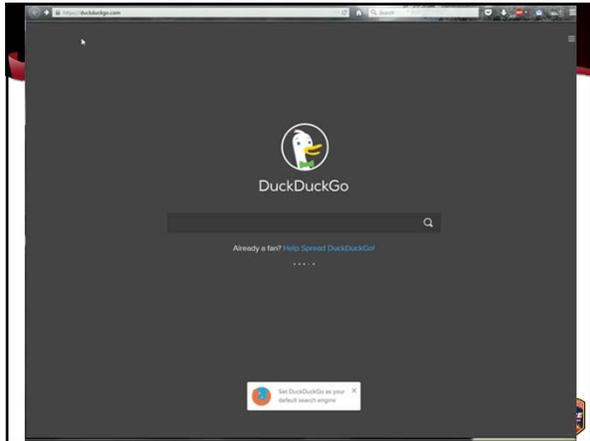
- Lead Evaluator will:
 - Read the script
 - Ensure that the candidate does not open any other browser windows during the test
 - No materials allowed other than those provided by the lead evaluator
 - No electronic devices
 - Phones
 - Tablets
 - Glasses with cameras
 - Smart watches



On-Line Access

- Third Party Provider
 - Performance Training Systems
 - www.exampay.com/ca
- [Click to view:](#)
[SFT's Online Certification Examination Website](#)





Written Examination Scoring

- 70 percent passing in each area
- SFT will transmit results to candidate in writing
 - Written and skills



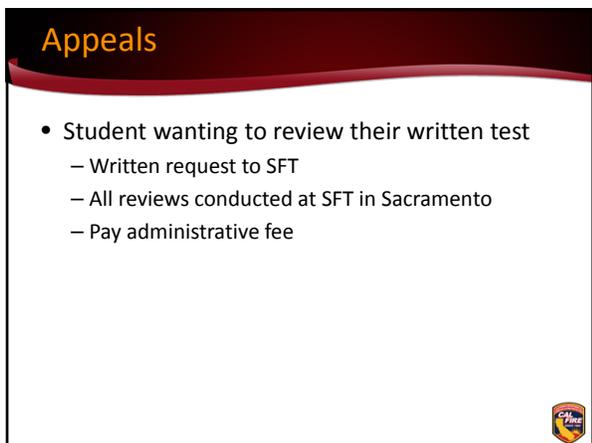
Written Exam Re-Take Procedures

- Candidates who fail their first written exam may request a maximum of 2 re-takes
- Re-take authorization requested directly from SFT
 - [Exam Retake Application.pdf](#)
- Re-take in future during scheduled ARTP/ALA examination
- All fees (SFT, ARTP & PTS) apply









Audits

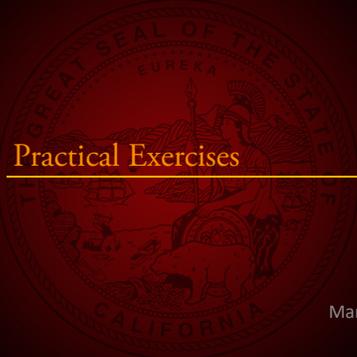
- SFT will audit two written examinations each calendar year
- SFT will audit two skills examinations each calendar year
- Written examination results will be evaluated at the conclusion of each delivery
- SFM Procedures, Chapter 10, Registered Lead Evaluator/Skills Evaluator Audit Process



Corrective Action

- If policies and procedures are not properly followed
 - Lead Evaluator/Skills Evaluators subject to possible disciplinary action
 - Testing will be declared null and void
 - Any certifications issued will be invalidated
 - Candidates may re-test free of charge





Practical Exercises

March 14, 2016

Evaluation Scenario #1

- Skill Sheet # 2-2.1
- Don and Doff Personal Protective Equipment
- Review Skill sheet and prepare for evaluation

Evaluation # 1





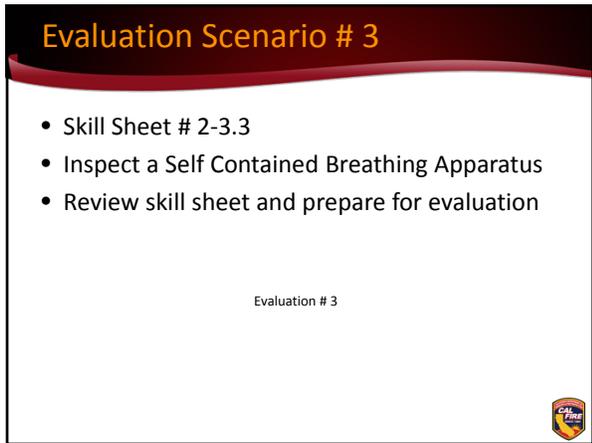
Evaluation Scenario #2

- Skill Sheet # 2-2.1
- Don and Doff Personal Protective Equipment
- Review Skill sheet and prepare for evaluation

Evaluation # 2









Evaluation Scenario # 4

- Skill Sheet # 2-3.3
- Inspect a Self Contained Breathing Apparatus
- Review skill sheet and prepare for evaluation

Evaluation # 4



Evaluation Scenario # 4



Summary

- Certification Examination process has been approved by STEAC and SBFS
- Accredited by Pro-Board.
- IFSAC pending by May 2016





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Discussion

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Phone (916) 445-8444

Student Course Evaluation Form

22%

Please include the Instructor, Subject, Location, and approval number for the class you are evaluating.

Date: MM/DD/YYYY [Last Date of Class] Instructor: [Last Name, First Initial Example: Smith, J]

Course Name: Course Location: [Name of City]

Course Type: [C-CFSTES or F-FSTEP] Fiscal Year: [Example: 15]

Last 4 digits of SFT Course Number: [Example: 0001]
