

California Department of Forestry  
& Fire Protection  
Office of the State Fire Marshal

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CERTIFICATION EXAMINATION AND NATIONAL  
RECOGNITION PROCEDURES

**CALIFORNIA  
STATE FIRE**



**TRAINING**



# CALIFORNIA STATE FIRE TRAINING



## Errata Sheet

### Certification Examination and National Recognition Procedures

Date	#	Name	Changes
06/01/16	6.2.1	(New) General Testing-ALA Fire Fighter I Skill Sheets	Establishes procedures for an ALA to enhance SFT skill sheets specific to in-service testing.
06/04/16	6.11	(Revised) Retesting – Renamed “Retake Procedures”	Updated to reflect one year window of opportunity for written and skills retakes. Clarifies that candidates are only required to retake failed modules for written and skills. Modifies requirement for retake request form. Reformatted for clarity.
06/01/16	6.12	(New) Psychomotor and Cognitive Remediation	Defines remediation and establishes procedures for remediation of candidates that have failed all retake attempts.
06/01/16	6.13	(New) Examination Timeframes, Skills Examination Options & Fees	Describes timeframes within which candidates must complete initial exams and retake exams. Describes skill exam delivery options and all exam fees.
06/04/16	6.9	(Revised) Written Test Scoring	Includes new section on documentation transmittal which requires a Scantron for the written exam.
06/04/16	6.10	(Revised) Skills Test Scoring	Includes new section on documentation transmittal and clarifies how the Scantron should be completed. Addresses documentation required when a candidate fails skills testing.
7/19/16	4.3	Regulations	As a result of newly adopted regulations, sections 1980.00-1990.12 have been updated.
10/23/16	4.17	(Revised) Roles and Responsibilities of Accredited Training Programs	Includes a new section which clarifies that ARTPs have a responsibility to consult with regional fire agencies on standalone examination needs and deliver examinations to meet the need.
10/23/16	6.1	(Revised) Examination Request and Processing	Item #2 has been updated to reflect the implementation of a revised <i>Certification Examination Scheduling Request Form</i> , eliminating the need for multiple forms.
10/23/16	6.11	(Revised) Retake Procedures	Includes new language to clarify that the Certification Exam Fee is charged for each retest event.

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Version 8.2, October 2016

## CALIFORNIA STATE FIRE TRAINING

### VISION

To develop and implement a nationally recognized, all-risk, statewide emergency training and certification system from the entry-level through journey, supervisory, management, and executive levels that includes and credits self-development and experience and is in collaboration with all fire service organizations, stakeholders and higher education institutions.

### MISSION

The Office of State Fire Marshal has statutory authority to be the lead agency for fire service training and education in California. "The mission of the State Fire Marshal is to protect life and property through the development and application of fire prevention engineering, education, and enforcement."

### VALUES

As a division within the State Fire Marshal's Office, State Fire Training staff is committed to providing the highest level of quality training, education, and customer service to the California fire service community and have adopted these five values to incorporate in their day-to-day operations.



### GOALS

In order to achieve its Vision and accomplish its Mission, State Fire Training shall:

Use nationally recognized standards, such as the National Fire Protection Association Professional Qualifications along with the International Fire Service Accreditation Congress and the National Board on Fire Service Professional Qualifications.

Seek national recognition of its certification levels to ensure it meets the standard as it is designed and ensure it is delivered in a fair and equitable manner.

Utilize a system that allows for the efficient and effective use of funds, staff, and additional resources as needed to carry out the program delivery.

Insure that no individual, entity or interest group shall exercise undue or inappropriate influence over the certification system.

Make all testing and certification available to all regardless of race, religion, color, sex, marital status, age or ethnic origin.

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SFM #:4.3	Statutory and Regulatory Authority
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The California State Fire Training Program is enabled by various statutes chaptered in the California Health and Safety Code and is further implemented and administered by regulations adopted in California Code of Regulations, Title 19. The current statutes and regulations are shown below.

Statutes

**HEALTH AND SAFETY CODE  
SECTION 13155-13159.2**

13155. This article shall be known and may be cited as the California Fire Service Training and Education Program Act.

13156. The Legislature finds and declares that the purposes of this article are as follows:

(a) To reduce the costs in suffering and property loss resulting from fire through standardized fire training and education programs.

(b) To provide professional fire service training and education programs to personnel in fire departments that rely extensively on volunteers.

(c) To develop new methods and practices in the area of fire protection.

(d) To disseminate information relative to fires, techniques of firefighters, and other related subjects to all interested agencies and individuals throughout the state.

(e) To enhance the coordination of fire service training and education.

(f) To develop a coordinated and standardized plan for the control of fires and the safety of firefighters where hazardous materials are involved.

13157. The California Fire Service Training and Education Program is hereby established in the office of the State Fire Marshal.

The State Fire Marshal, with policy guidance and advice from the State Board of Fire Services, shall carry out the management of the California Fire Service Training and Education Program and shall have the authority to:

(a) Promulgate and adopt rules and regulations necessary for implementation of the program.

(b) Establish the courses of study and curriculum to be used in the program.

(c) Establish prerequisites for the admission of personnel who attend courses offered in the program.

(d) Establish and collect admission fees and other fees that may be necessary to be charged for seminars, conferences, and specialized training given, which shall not be deducted from state appropriations for the purposes of this program.

(e) Collect such fees as may be established pursuant to subdivision (d) of Section 13142.4.

13158. The State Fire Marshal shall employ under civil service a program manager and staff as necessary to perform the functions for which the program has been established.

All personnel of the State Fire Training Program with the

Department of Education shall be eligible to transfer to appropriate positions in the California Fire Service Training and Education Program provided they meet the qualifications for those positions.

13159. The State Fire Marshal, with policy guidance and advice from the State Board of Fire Services, shall have the following responsibilities:

(a) To make fire service training and education programs, including training and education in the use of heavy rescue equipment, available on a voluntary basis to fire departments that rely extensively on volunteers.

(b) Cooperate with the State Board of Fire Services in the development of a minimum standards program for fire service personnel and fire service instructors.

(c) Assist and cooperate with State Board of Fire Services pursuant to Section 13142.4.

(d) Verify that minimum curriculum requirements, facilities, and faculty standards for schools, seminars, or workshops operated by or for the state for the specific purpose of training fire service personnel are being met.

(e) Make or encourage studies of any aspect of fire service training and education.

(f) Determine the need for and recommend locations of regional training sites.

(g) Develop a model plan or system for use by fire departments for the control of fires and the safety of firefighters where hazardous materials are involved.

(h) Study the feasibility of establishing within the office of the State Fire Marshal, a depository of information on hazardous material characteristics for use by local fire departments and other entities that respond to emergencies.

13159.1. (a) The State Fire Marshal shall establish additional training standards that include the criteria for curriculum content recommended by the Emergency Response Training Advisory Committee established pursuant to Section 8588.10 of the Government Code, involving the responsibilities of first responders to terrorism incidents and to address the training needs of those identified as first responders.

(b) The State Fire Marshal shall contract with the California Firefighter Joint Apprenticeship Program for the development of curriculum content criteria specified in subdivision (a).

(c) Every paid and volunteer firefighter assigned to field duties in a state or local fire department or fire protection or firefighting agency may receive the appropriate training described in this section. Pertinent training previously completed by any jurisdiction's firefighters and meeting the training standards of this section may be submitted to the State Fire Marshal to assess its

content and determine whether it meets the training requirements prescribed by the State Fire Marshal.

13159.4. The State Fire Marshal shall annually review, revise as necessary, and administer the California Fire Service Training program, shall establish priorities for the use of state and federal fire service training and education funds applicable to statewide programs, other than those funds administered by the Department of Forestry and Fire Protection, and shall approve the expenditure of these funds in accordance with the established priorities. This section shall not restrict local entities from independently seeking and utilizing state and federal funds for local fire training and education needs.

13159.2. (a) For purposes of this section, the State Fire Marshal shall be referred to as the SFM.

(b) The SFM may accept certification by the United States Department of Defense as a firefighter as an alternative for the basic SFM training and certification standards for the position of Firefighter I of the California Fire Service Training and Education Program, if the United States Department of Defense certification is accompanied by a national certification or accreditation that has been approved by the SFM and that is based on the International Fire Service Accreditation Congress, Pro Board, or other accepted third-party certification standard.

(c) If the United States Department of Defense certification is not accompanied by a national certification approved by the SFM, as described in subdivision (b), the SFM shall follow the verification process adopted pursuant to the authority provided in Sections 13157 and 13159.

## **HEALTH AND SAFETY CODE**

### **SECTION 13159.7-13159.10**

13159.7. This article shall be known and may be cited as the California Fire and Arson Training Act.

13159.8. The State Fire Marshal, with policy guidance and advice from the State Board of Fire Services, shall:

(a) Establish and validate recommended minimum standards for fire protection personnel and fire protection instructors at all career levels.

(b) Develop course curricula for arson, fire technology, and apprenticeship training for use in academies, colleges, and other educational institutions.

(c) Develop, validate, update, copyright, and maintain security over a complete series of promotional examinations based on the minimum standards established pursuant to subdivision (a).

(d) Have the authority to make the examinations developed pursuant

to subdivision (c) available to any agency of the state, to any political subdivision within the state, or to any other testing organization, as he or she deems appropriate.

(e) Establish any fees which are necessary to implement this section. However, the State Fire Marshal shall not establish or collect any fees for training classes provided by the State Fire Marshal to fire protection personnel relating to state laws and regulation which local fire services are authorized or required to enforce.

(f) Promote, sponsor, and administer the California Fire Academy System.

(g) Establish procedures for seeking, accepting, and administering gifts and grants for use in implementing the intents and purposes of the California Fire and Arson Training Act.

(h) The recommended minimum standards established pursuant to subdivision (a) shall not apply to any agency of the state or any agency of any political subdivision within the state unless that agency elects to be subject to these standards.

13159.9. The State Fire Marshal shall:

(a) Jointly, with the California Professional Firefighters, promote participation in, sponsor, and administer the California Firefighter Joint Apprenticeship Program as the preemployment recruitment, selection, and training system to be utilized for entry level firefighters.

(b) Establish advisory committees or panels, as necessary, to assist the State Fire Marshal in carrying out his or her function under this article.

13159.10. There is established in the State Treasury the California Fire and Arson Training Fund. All revenue collected pursuant to Section 13159.8 shall be paid into this fund and these moneys shall be available when appropriated by the Legislature for the office of the State Fire Marshal to carry out the provisions of this article.

### Regulations

Title 19. Public Safety  
Division 1. State Fire Marshal  
Chapter 13. California Fire Service Training and Education Program  
Article 1. Administration

#### **§ 1980.00. Title.**

These regulations shall be known as the "Training Regulations of the State Fire Marshal" and shall constitute the basic State Fire Marshal training standards of the California Fire Service Training and Education Program which includes the California Fire Service Training and Education System (CFSTES) and the Fire Service Training and Education Program (FSTEP). They may be cited as such and will be referred to herein as "these regulations".

### **§ 1980.01. Purpose.**

These regulations establish minimum standards for a statewide training and certification system for the California fire service.

### **§ 1980.02. Scope.**

- (a) These regulations shall govern the California Fire Service Training and Education Program established in the Office of the State Fire Marshal (OSFM).
- (b) These regulations shall govern the development and maintenance of the California Fire Service Training and Education Program including;
- (1) Curriculum development and delivery (in accordance with Sections 13157(b) and 13159.8(b) of the Health and Safety Code),
  - (2) Instructor requirements (in accordance with Sections 13159(b), and 13159.8(a) of the Health and Safety Code),
  - (3) Accreditation of regional and local academies and training facilities (in accordance with Sections 13159(d), 13159.8(b) and (f) of the Health and Safety Code),
  - (4) Establish safety policies and administrative procedures for the management of the training system (in accordance with Sections 13156(a), (b), (e), (f), 13157(a)(c) and 13158 of the Health and Safety Code).
- (c) These regulations shall govern the fees established by the California Fire Service Training and Education Program in accordance with Sections 13157(d) and (e) and 13159.8(e) of the Health and Safety Code.

### **§ 1980.03. Participation in the California Fire Service Training and Education Program.**

The recommended minimum standards established in these regulations shall not apply to any agency of the state or any agency of any political subdivision within the state unless that agency elects to be subject to these standards.

### **§ 1980.04. Program Management.**

The State Fire Marshal, with policy guidance and advice from the Statewide Training and Education Advisory Committee (STEAC) and/or the State Board of Fire Services (SBFS), is responsible for the management and coordination of the California Fire Service Training and Education Program.

In carrying out these responsibilities of the California Fire Service Training and Education Program, the State Fire Marshal shall maintain control over the quality and consistency of CFSTES and FSTEP instructors, facilities, and curriculum.

### **§ 1980.05. Enforcement of Regulations.**

The provisions of these regulations shall be enforced upon any agency of the state or any agency of any political subdivision within the state that elects to be subject to the enforcement of these standards by the State Fire Marshal, the Division Chief of State Fire Training, State Fire Training staff and/or representatives within the fire service community authorized by the State Fire Marshal.

#### **§ 1980.06. Petition for Alternative Application to Methods and Procedures.**

The State Fire Marshal designates the Division Chief of State Fire Training as the Administrative Manager of the California Fire Service Training and Education Program in accordance with Section 13158, 13159, 13159.1, 13159.4, 13159.8 of the Health and Safety Code.

(a) The Division Chief of State Fire Training shall review and approve, or deny, written petitions for alternative applications to the methods and procedures incorporated by reference to this regulation in Section 1990.00.

(b) The cause and/or reasoning behind a denied petition for an alternative application to methods and procedures will be provided to the petitioner in writing.

#### **§ 1980.07. Appeals to Alternative Application to Methods and Procedures.**

When a written petition for an alternative application to the methods and procedures has been denied by the Division Chief of State Fire Training, the applicant may file an appeal to the Statewide Training and Education Advisory Committee (STEAC) and/or the State Board of Fire Services (SBFS).

(a) The cause and/or reasoning behind a denied petition for an alternative application to methods and procedures will be provided to the petitioner in writing.

(b) If the petition is again denied, the applicant can appeal in writing directly to the State Fire Marshal for reconsideration. The decision of the State Fire Marshal shall be final and binding.

Title 19. Public Safety  
Division 1. State Fire Marshal  
Chapter 13. California Fire Service Training and Education Program  
Article 2. General Provisions

#### **§ 1990.00. Incorporated References.**

Administrative procedures for the California Fire Service Training and Education Program shall consist of the following documents incorporated by reference: "State Fire Training Procedures Manual (January 2015)", and the "Course Information and Required Materials Manual (May 2015)." Registered instructors and State Fire Marshal staff shall ensure that all applicable instructions in the incorporated referenced documents are followed to become a registered instructor and to instruct State Fire Marshal FSTEP and CFSTES accredited and approved courses.

(a) The following forms, in the format developed by the Office of the State Fire Marshal, which are incorporated by reference, can be found in the adopted "State Fire Training Procedures Manual, Section 11: Forms and Checklists January 2015)."

(1) Fee Schedule (January 2015)

(2) CFSTES Courses Request for Course Scheduling (January 2015)

(3) CFSTES Returns Checklist (January 2015)

- (4) FSTEP – Request for Course Scheduling (January 2015)
- (5) Returns Checklist (January 2015)
- (6) Request for Student Records (January 2015)
- (7) Instructor Code of Ethics/Conduct (January 2015)
- (8) Instructor Application (January 2015)
- (9) Student Course Evaluation Form (January 2015)

#### **§ 1990.01. Certification Training Standards.**

The Office of the State Fire Marshal shall establish levels of certification based on the development of Certification Training Standards (CTS) guides for fire service professional qualifications based on National Standards and developed for specific job functions within a professional certification track as listed on the SFM website. The CTS Guides are incorporated by reference as amended by the OSFM and list the requisite knowledge, skills and job performance requirements a person is expected to complete for certification in a specific function. The following Certification Training Standards are adopted by reference as a baseline for performance in each career classification:

1. Fire Fighter I (October 2013)
2. Fire Fighter II (January 2014)
3. Fire Inspector I (October 2010)
4. Fire Inspector II (October 2010)
5. Plan Examiner (May 2015)
6. Community Risk Educator (November 2014)
7. Community Risk Officer (November 2014)
8. Community Risk Specialist (November 2014)
9. Fire Apparatus Driver/Operator Aerial Apparatus (August 2015)
10. Fire Apparatus Driver/Operator Pumping Apparatus (August 2015)
11. Fire Apparatus Driver/Operator Tillered Apparatus (August 2015)
12. Fire Apparatus Driver/Operator Water Tender (August 2015)
13. Fire Apparatus Driver/Operator Wildland Fire Apparatus (August 2015)
14. Instructor I (May 2014)
15. Instructor II (May 2014)
16. Instructor III (November 2014)
17. Executive Chief Fire Officer (November 2014)
18. Company Officer (May 2014)

#### **§ 1990.02. Accredited and Approved Course Curriculum and Course Certificate.**

Registered instructors shall not delete any material from an accredited or approved curriculum, as referenced in the “Course Information and Required Materials Manual (May 2015),” unless approved in writing by the Division Chief of State Fire Training per Section 1980.06, CCR.

(a) This section shall not prohibit registered instructors from adding additional material which exceeds the minimum requirements established for the course curriculum, with the condition that additions do not conflict with the established State standards and recognized procedures pursuant to this regulation.

(b) An accredited course is adopted by the State Fire Marshal (SFM) and includes some form of cognitive examination or evaluation to determine student competency in accordance with Section 1990.03.

(1) A student successfully completing an accredited course shall receive a course completion certificate that can lead to position certification in a specialized career track within the California Fire Service Training and Education System (CFSTES).

(c) A Fire Service Training and Education Program (FSTEP) course is a class approved by the State Fire Marshal.

(1) FSTEP courses may include some form of cognitive or skills evaluation of student competency.

(2) A student successfully completing a (FSTEP) course will receive a course completion certificate. All approved courses are classified as the Fire Service Training and Education Program (FSTEP) which does not lead to certification.

#### **1990.03 Summative Testing.**

(a) When required by the Office of the State Fire Marshal, pursuant to section 1990.02(b), an instructor shall develop and administer an end of course summative test.

(b) The instructor shall maintain a copy of their summative test for a minimum of four (4) years.

(c) A copy of the summative test shall be provided to State Fire Training staff upon request.

(d) Any student who fails to pass a summative test after two attempts shall be required to retake the entire course.

(e) Any student found cheating during the administration of a shall not be permitted to complete the test and shall be required to retake the entire class.

#### **1990.04 Instructors.**

All instructors under the California Fire Service Training and Education Program, with the exception of Firefighter I and Firefighter II instructors shall be registered with the State Fire Training Division following the procedures for each course specialty as outlined in the "State Fire Training Procedures Manual" per section 1990.00, CCR.

(a) Registered Instructors shall meet specific coursework, instructor requirements, teaching experience, rank, and occupational experience. A registered instructor can be approved to teach either or both California Fire Service Training and Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses.

(1) Senior Instructors shall meet minimum qualifications for accredited and/or approved Rescue related courses per "State Fire Training Procedures Manual," Section 1990.00 CCR.

- (2) Primary Instructors have the lead responsibility for the delivery of an OSFM CFSTES or FSTEP course per “State Fire Training Procedures Manual,” Section 1990.00 CCR.
- (3) Adjunct Instructors shall meet minimum instructor criteria and work under the supervision of a primary instructor for the delivery of an OSFM accredited and approved courses per “State Fire Training Procedures Manual,” Section 1990.00\_CCR.
- (4) Skills Evaluator shall meet minimum instructor criteria to evaluate student skill demonstrations or exams per “State Fire Training Procedures Manual,” Section 1990.00 CCR.
- (b) Registered Instructors shall notify the State Fire Training Division via email of any status change in regard to name, address, telephone number and e-mail address.
- (1) Failure to notify the State Fire Training Division as set forth in Section, 1990.04(b) shall result in the Registered Instructor being placed on the inactive list.
- (2) Registered Instructors on the inactive list shall be reinstated to the active list if they comply with Section, 1990.04(b).

#### **1990.05 Accredited Facilities.**

The Office of the State Fire Marshal, with a recommendation from the State Board of Fire Services (SBFS) and/or the Statewide Training and Education Advisory Committee (STEAC) may designate community colleges as an Accredited Regional Training Program (ARTP) and local fire departments as an Accredited Local Academy (ALA) per the accreditation procedures specified in the “State Fire Training Procedures Manual” Section 1990.00, CCR.

- (a) An “Accredited Regional Training Program (ARTP)” is a community college in partnership with local fire departments, which has been accredited by the OSFM to deliver OSFM accredited and approved courses as described in the “State Fire Training Procedures Manual” per Section 1990.00 CCR.
- (b) An “Accredited Local Academy (ALA)” is a single fire agency actively providing federal, tribal, state, municipal, county, or fire district fire protection services (serving a specific authority having jurisdiction), which has been approved by the OSFM to deliver OSFM accredited and approved courses as described in the “State Fire Training Procedures Manual” per Section 1990.00 CCR.
- (c) An “Accredited Rescue Training Site (ARTS)” is a training facility that meets the site, training prop, tools and equipment requirements for Rescue Systems 1, Rescue Systems 2 and/or Confined Space Rescue requirements as described in the “State Fire Training Procedures Manual” per Section 1990.00 CCR.
- (d) These facilities shall be cited as “accredited facilities” in these regulations

#### **1990.06 Safety Policy.**

All registered instructors who are conducting a State Fire Marshal accredited or approved course shall have, when appropriate, a safety plan as part of the instructional process. The plan shall address, but is not limited to, the following elements: safe operating procedures, location of exits, emergency notification phone numbers for staff and students, location of first aid equipment, and the locations of appropriate medical facilities. This safety plan shall be communicated to the students at the beginning of the class.

#### **1990.07 Accountability.**

It is the responsibility of registered instructors and accredited facilities to maintain the procedural standards and ethical conduct by which they were granted registration or accreditation. The Division Chief of State Fire Training will reevaluate the registration status of an instructor, or accreditation status of a facility, in the event that compliance with these standards comes into question.

(a) Written comments by students, instructors, fire technology directors or fire officers, regarding instructors, accredited facilities or academies will be reviewed and investigated by the OSFM when the comment is in writing and directed to the Division Chief of State Fire Training, Assistant State Fire Marshal or State Fire Marshal.

#### **1990.08      Suspension or Revocation.**

Corrective action shall be taken to ensure compliance with the procedures and ethical conduct of the OSFM and to call to the instructor's or accredited facility's attention any problems that have been reported.

(a) A written negative comment shall be investigated and corrected, if necessary, by the Division Chief of State Fire Training.

(b) Written negative comments will serve as documentation in the instructor's or accredited facility's file as an infraction or breach in procedures or ethical conduct in accordance with Section 1990.00 CCR. Written negative comments shall form the basis for the OSFM to conduct an investigation on the validity and seriousness of the comment.

(c) An investigation that uncovers breaches of procedures or an ethical violation may lead to a notice of suspension or revocation of instructor registration or facility accreditation.

(d) Suspension of instructor registration or facility accreditation shall be based on documented evidence of breaches in procedures or ethical conduct. The instructor or accredited facility's shall receive a written notice of the proposed suspension that will include the specific details of the infractions and 60 days, to respond in writing, before the suspension takes effect. The written notice shall contain information on the appeal process to the suspension.

(1) State Fire Training or one of its authorized representatives has the authority to suspend a class or instructor if a violation or threat to public safety has occurred. Such an action shall be documented by the State Fire Training representative and the instructor shall be required to cease all instructional activities immediately.

(e) Revocation of instructor registration or facility accreditation shall be based on documented evidence of breaches in procedures or ethical conduct in accordance with Section 1990.00 CCR. This action may be heard administratively. The instructor or accredited facility will receive written notification that shall include specific details of breaches in procedures or ethical conduct and the penalty proposed from the Division Chief of State Fire Training.

(1) The written notice of revocation to an instructor or accredited facility shall include the specific details of the infractions, and revocation shall be effective immediately, upon receipt of the notice. The written notice shall contain information on how to appeal the revocation.

#### **§ 1990.09. Appeals.**

(a) The first level of appeal shall occur with the registered instructor or accredited facility submitting, in writing, to the Assistant State Fire Marshal all evidence to support reversing the suspension or revocation action within 60 days of receiving their notice of suspension or

revocation. The registered instructor or accredited facility may request in writing an administrative hearing, conducted by the Assistant State Fire Marshal, to fully examine the issues.

(1) After review of all submitted materials and/or testimony provided during an administrative hearing, the Assistant State Fire Marshal shall, by written letter, notify the instructor, accredited facility and State Fire Training of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days.

(b) The second level of the appeal process shall occur with the instructor or accredited facility submitting, in writing, to the Statewide Training and Education Advisory Committee (STEAC) all evidence to support reversing the suspension or revocation action within 60 days of receiving the Assistant State Fire Marshal's decision. The Assistant State Fire Marshal shall agendaize this request at the next regularly scheduled STEAC meeting.

(1) After review of all submitted materials and/or testimony provided during an administrative hearing, STEAC shall, by written letter, notify the instructor, accredited facility and State Fire Training of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of their decision.

(c) The third level of the appeal process shall occur with the instructor or accredited facility submitting, in writing, to the State Fire Marshal all evidence to support reversing the suspension or revocation action within 60 days of being notified by STEAC of their decision.

(1) The State Fire Marshal shall, by written letter, notify the instructor, accredited facility and State Fire Training of the decision to uphold, modify or withdraw the action within 60 days of the date of the appeal.

#### **§ 1990.10. Reinstatement.**

Reinstatement as a registered instructor or accredited facility shall be achieved by meeting all terms of disciplinary action and by reapplying and meeting the current requirements as a registered instructor or accredited facility.

#### **§ 1990.11. Instructor Orientation and Classroom Ethics.**

All instructors shall complete State Fire Trainings "Regional Instructors Orientation," "Ethical Leadership in the Classroom" and any OSFM required instructor update training programs before a CFSTES or FSTEP course request will be approved by State Fire Training.

#### **§ 1990.12. State Fire Training Fees.**

State Fire Training shall establish and collect fees necessary to support the California Fire Service Training and Education Program. The following fees have been approved and adopted by the Office of the State Fire Marshal as recommended by the Statewide Training and Education Advisory Committee:

##### **(a) Course Registration Fees**

Regional Instructor Orientation	\$150.00
CFSTES	\$80.00

FSTEP	\$20.00
EMT	\$25.00

(b) Certification Fees

Chief Officer	\$ 90.00
Fire Apparatus Driver/Operator I	\$ 65.00
Fire Chief	
▪ Application	\$250.00
▪ Application PACE IV Review	\$250.00
Fire Fighter I	\$ 40.00
Fire Fighter II	\$ 40.00
Fire Inspector I	\$ 65.00
Fire Inspector II	\$ 65.00
Fire Instructor II	\$ 65.00
Fire Instructor III	\$ 65.00
Fire Investigator I	\$ 65.00
Fire Investigator II	\$ 65.00
Fire Marshal	\$ 65.00
Fire Mechanic I	\$ 65.00
Fire Mechanic II	\$ 65.00
Fire Mechanic III (Master Mechanic)	\$ 65.00
Fire Mechanic Recertification	\$ 60.00
Fire Officer	\$ 65.00
Fire Prevention Officer	\$ 65.00
Fire Protection Specialist	\$ 65.00
Hazardous Materials Technician	\$ 65.00
Hazardous Materials Specialist	\$ 65.00
Plans Examiner	\$ 65.00
Public Education Officer I	\$ 65.00
Training Instructor	\$ 65.00
Volunteer Fire Fighter	\$ 25.00
Duplicate Certificate	\$ 35.00

(c) Duplicate Course Certificate Fees

CFSTES	\$ 35.00
FSTEP	\$20.00

(d) Course Equivalency Fee

Course Equivalency Certificate	\$ 60.00
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(e) PACE III Review Fee

PACE III REVIEW	\$ 60.00
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(f) ARTP and ALA Accreditation

Application Processing	\$500.00
Site Team travel expense not to exceed	\$2,000

(g) The State Fire Marshal shall make adjustments to the fee schedule by annually reviewing, and revising as necessary, the California Fire Service Training Program in accordance with Section 13159.4, Health and Safety Code.

**§ 1990.13. California Fire and Arson Training Fund.**

All revenue collected from State Fire Training fees, gifts or grants shall be paid into the California Fire and Arson Training Fund (CFAT) and these monies shall be available when appropriated by the Legislature for the Office of the State Fire Marshal to carry out the provisions of these regulations.

Version 8.2, October 2016

**General Policy:**

State officers, employees and agents of the Department of Forestry and Fire Protection are responsible to all of the people of the State rather than to any special segment or group. The business and affairs of the State must be conducted in such an impartial manner that all persons understand that no State officer or employee can be influenced by other than proper methods. In a preventative sense, State officers and employees also must anticipate and avoid all situations where prejudice, bias or opportunity for personal gain could influence their decisions. They must avoid circumstances suggesting that favoritism or personal gain is the motivating force in conduct of State government.

The intent of this statement is to set forth the minimum ethical standards to be followed by all officers, employees and agents. By prohibiting activities that might permit opportunity for personal gain or personal preference to influence decisions, the standards require officers, employees and agents to avoid activities that might result in using public office or employment for private gain or the giving of favored treatment to any organization or person. The broad objectives are to maintain an impartial administration of the State government and to maintain public confidence in government.

**Objectives:**

Within the general intent of Section 19990 of the Government Code, the Director prescribes the following as personal objectives for officers, employees and agents of this Department when interacting with and providing service to customers, partners and stakeholders.

To provide any service to the public with courtesy, consideration and promptness in action.  
To refrain from exhibiting any form of discrimination during the performance of assigned duties and responsibilities on account of age, sex, race, religious creed, color, national origin, ancestry, marital status, pregnancy, sexual orientation, physical disability or mental disability. To refrain from exhibiting and form of bias during the performance of assigned duties and responsibilities on account of political affiliation.

State Fire Training shall maintain the National Fire Protection Association (NFPA) Job Performance Requirements (JPRs) for each discipline for which State Fire Training is accredited to administer national certification examinations. The JPRs shall reflect the edition State Fire Training is accredited to test and shall be available in written format on the State Fire Training website.

Procedure:

1. All NFPA standards shall be maintained in an electronic and written format.
2. The JPRs shall be maintained in the Certification Training Standards Manual (CTS) produced for each discipline the agency is accredited to test and shall be available on the State Fire Training website.
3. All JPRs and associated testing shall be updated and revised in accordance with International Fire Service Accreditation Congress (IFSAC) and Pro Board (NBFSPQ) criteria. In the event the changes to the JPRs are significant or pose an immediate threat to health or safety, the revision shall occur immediately.

State Fire Training shall maintain sufficient staff and, as a special fund division of the California Department of Forestry and Fire Protection, Office of the State Fire Marshal shall provide sufficient financial support for continuous operation of the program.

A copy of the following current documents will be made available during the time of accreditation or reaccreditations or for inspections as needed:

Annual Budget

Organizational Chart

Version 8.2, October 2016

Facilities and equipment at State Fire Training accredited sites used for training and certification are adequate for the full examination of the performance objectives (skills) required and examination security is maintained during administration of the written examination.

Procedure:

The building and classroom features will be maintained to ensure a safe and professional testing environment.

All skills examination props and components shall be maintained to ensure fair and accurate examination and to provide for the safety and well being of the candidates.

Lead Evaluators shall ensure proper and adequate spacing, equivalent to one empty chair space or one foot, for all written certification examinations. In the event the registered number of candidates exceeds a safe working level, candidates shall be reduced based on a first come, first served basis. All efforts will be made to ensure candidates shall be afforded the opportunity to participate in the examination without unreasonable delay.

Participation in the State and national certification processes in the State of California is strictly voluntary. In no way shall the national certification process adversely affect the current status or certification status of any individual.

The updating of certification programs to meet the new edition of national standards within two years for to meet Pro Board (NBFSPQ) and International Fire Service Accreditation Congress (IFSAC) requirements will not adversely affect the certification status of an individual.

Version 8.2, October 2016

Individuals who hold previously issued California certifications may apply to State Fire Training for national certification. This application shall be in accordance with the requirements of the particular certification requested. Applicants may be required to participate in examination on some or all portions of the current standard for which they are requesting certification. Applicants must meet all accreditation requirements, including completion of examinations within five (5) years of the date State Fire Training is originally accredited for a level of certification.

All previous California certifications issued by State Fire Training shall continue to be recognized by State Fire Training and may be applied for national certification prerequisite credit regardless of which accreditation was in effect at the time the certification was issued.

Certificates issued by other accredited entities shall be considered equivalent to California certification for the purpose of meeting prerequisite requirements for the next higher level of California or national certification.

Version 8.2, October 2016

It shall be the policy of State Fire Training to update correlation sheets, examination materials, and all other evaluative materials for levels for which accreditation is maintained, within two (2) years from the official adoption date of the newest version of the National Fire Protection Association (NFPA) standard.

NFPA standards shall be reviewed for changes to professional qualifications. Upon determination that a standard has changed, a new copy of the standard will be obtained and the associated California Certification Training Standards (CTS) will be updated. Correlation sheets produced by both IFSAC and NBFSPQ for levels of accreditation will be updated. A letter will be filed with the accrediting agency confirming that the newest edition is being utilized for certification testing.

Version 8.2, October 2018

State Fire Training does not delegate State or national certification authority to any entity. Certification examinations may be conducted by selected Accredited Regional Training Programs (ARTP) and Accredited Local Academies (ALA) that agree to comply with testing criteria set forth in the State Fire Training Policy manual.

Should State Fire Training, in the future decide it would be in the best interests of the California Fire Service to delegate any component of certification authority, all procedures set forth by International Fire Service Accreditation Congress (IFSAC) and Pro Board (NBFSPQ) will be adhered to.

Version 8.2, October 2010

State Fire Training shall obtain information from all certification candidates for the purpose of supporting a State and national certification data bank. The following information shall be obtained and reported at least quarterly to International Fire Service Accreditation Congress (IFSAC)/Pro Board (NBFSPQ) Administration.

1. Name of Tested Candidate
2. Identification Number (a minimum of last 4) or Equivalent
3. Date of Birth
4. Home Address
5. Certification Level Record
6. Certification Issue Date
7. IFSAC/NBFSPQ Seal Number Assigned to Candidate

Version 8.2, October 2016

SFM #: 4.13	Name: Appeal of Certification Denial, Revocation, Test Questions and Examination Results
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All candidates shall have the ability to appeal any certification decision rendered by State Fire Training, individual test items (written and skill) and examination results. All appeals must be in writing and directed to the Assistant State Fire Marshal, within 60 days. The letter shall indicate the date(s), time(s), and discipline level/decision and reason for which the appeal is being filed. A decision shall be based upon the facts of the case and compliance with the Job Performance Requirements (JPRs) of the discipline.

All decisions shall be written and forwarded to the candidate within 45 days of receipt of the appeal. A copy shall be maintained in the files. All means, including peer review of the complaint, shall be enacted for fair resolution.

Certification shall be denied to any candidate who fails to meet all the requirements for the type of certification applied for. A new application may be submitted when the candidate fully meets the requirements.

Certification shall be denied to any candidate who knowingly submits false information to State Fire Training, or who engages in fraudulent activity during the certification process. A new application may be submitted at a date two (2) years from the date of denial for cause.

The Division Chief State Fire Training may revoke the certification of any individual who is found to have knowingly provided false information to State Fire Training during the certification process or to have engaged in fraudulent activity during the certification process.

Any person who is denied certification or whose certification is revoked may appeal the denial or revocation. Appeals of denials or revocations of certification shall be addressed in accordance with California Code of Regulations, Section 1990.09.

Certifications issued by State Fire Training (State and/or national) are not subject to recertification. Participants are encouraged to engage in continuing education/training opportunities aimed at maintaining their professional competency.

Version 8.2, October 2016

As a component of the process to achieve certification, both International Fire Service Accreditation Congress (IFSAC) and Pro Board (NBFSPQ), respectively require a site visit by a peer review team. In addition, upon notification representatives of either agency may request the opportunity to have a representative on-site to observe any examination conducted in association with State Fire Training's accreditation. State Fire Training shall work cooperatively with IFSAC and NBFSPQ to insure that site visits occur in a smooth and professional manner.

Version 8.2, October 2016

(A) OVERVIEW

The California Department of Forestry and Fire Protection, Office of State Fire Marshal is an Accredited Agency with both the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board). Accreditation with these national organizations is administered through State Fire Training. As an accredited agency, State Fire Training will, under specific criteria grant certain CFSTES certifications reciprocally to individuals that maintain certification from either IFSAC or the Pro Board. It is imperative that State Fire Training insure that when reciprocity is granted, the applicant meets all certification training standards (CTS) that California has adopted which exceed NFPA standards, when they exist. State Fire Training will consider for reciprocity certifications issued within a time period of ten (10) years, or two (2) cycles, of the adoption date of the National Fire Protection Association Professional Qualifications Standard on which California certification examinations are based.

(B) IFSAC/Pro Board

IFSAC/Pro Board Certification	CFSTES Certification
Fire Fighter I Wildland Fire Fighter I First Responder Operational Haz Mat	Firefighter I

In order to achieve a CFSTES certification based upon an IFSAC/Pro Board certification, applicants must satisfy the following criteria.

1. Complete and submit appropriate application(s).
2. Successfully complete with a minimum score of 70 percent a certification bridge examination(s) as established by State Fire Training and proctored by an Accredited Local Academy (ALA) or Accredited Regional Training Program (ARTP). (The bridge examination(s) will evaluate the applicant on California specific criteria set forth in the position Certification Training Standards.)
3. Pay all required fees set forth by State Fire Training and the ALA or ARTP proctoring the certification examination.
4. Meet the experience requirements as set forth in the State Fire Training Policy and Procedures Manual for the certification level for which they are applying and complete the position task book.

State Fire Training will administer certification examinations through Accredited Regional Training Programs (ARTP) and Accredited Local Academies (ALA). ARTPs are community colleges and ALAs are local fire agencies. ARTPs and ALAs undergo an arduous accreditation process set forth in the State Fire Training Procedures Manual. As a component of the accreditation process, ARTPs and ALAs agree to conduct both written and skills certification examinations as agents of State Fire Training. ARTPs and ALAs further agree to conduct certification activities in accordance with the Certification Examination and National Recognition Procedures. ARTPs/ALAs and the Office of the State Fire Marshal will execute and abide by the provisions of a Certification Examination Evaluator Agreement.

Should an ARTP/ALA conduct examinations at a location other than their previously accredited site, the ARTP/ALA shall inspect the alternate site and insure that it is fully equipped and capable of hosting a certification examination.

ARTPs shall, upon consultation with their established Fire Technology Advisory Committee and cooperating fire agencies determine the need for and delivery schedule for standalone certification examinations. ARTPs shall deliver certification examinations to meet this need.

This process detail is a companion document to the ARTP/ALA Fire Fighter I Certification Examination Process chart published below. The intent of this document is to provide descriptive information to staff from both State Fire Training and ARTPs/ALAs during implementation of Fire Fighter I certification examinations. Each section of this document is numbered to coincide with the numbers assigned to each of the processes in the chart.

- #1 Accredited Regional Training Programs (ARTP) and Accredited Local Academies (ALA) have been designated by State Fire Training to serve as the authorized centers for delivery of certification examinations, both skills and written, for Fire Fighter I.
- #2 ARTPs/ALAs, while engaged in their course scheduling process, will be required to submit a Certification Examination Scheduling Request to State Fire Training. This form is provided by State Fire Training and shall be submitted electronically at least six (6) weeks prior to the first day of the scheduled examination period. All components of the certification examination, including the written, skills and any applicable retake examinations shall be scheduled at the same time, as one complete event and documented on the request form.
- #3 State Fire Training will evaluate the *Certification Examination Scheduling Request* for completeness and accuracy. Further, the status of the listed Lead Evaluator and Skills Evaluators will be established to ensure that they are current and qualified for the certification examination being requested.
- #4 State Fire Training makes a decision to approve or deny the *Certification Examination Scheduling Request*.
- #5.1 State Fire Training, upon approval of the *Certification Examination Scheduling Request* will transmit via e-mail a *Certification Examination Approval letter* to the ARTP/ALA.
- #5.2 If State Fire Training, determines the *Certification Examination Scheduling Request* to be lacking, they will notify the ARTP/ALA and discuss the reasons for denial. After taking corrective action, the ARTP/ALA may resubmit, starting at step #2.
- #6 State Fire Training assigns the examination a class code number and calendars the approved examination dates on the Master Certification Examination Calendar as well as populating the Available Courses area of the website. This will not occur for ALA or ARTP requests associated with an academy delivery unless specifically requested by the ALA or ARTP.
- #7 State Fire Training will utilize the LXR software program to make the random selection of skills for the approved examination a minimum of 2 weeks in advance of the start of the scheduled skills examination.

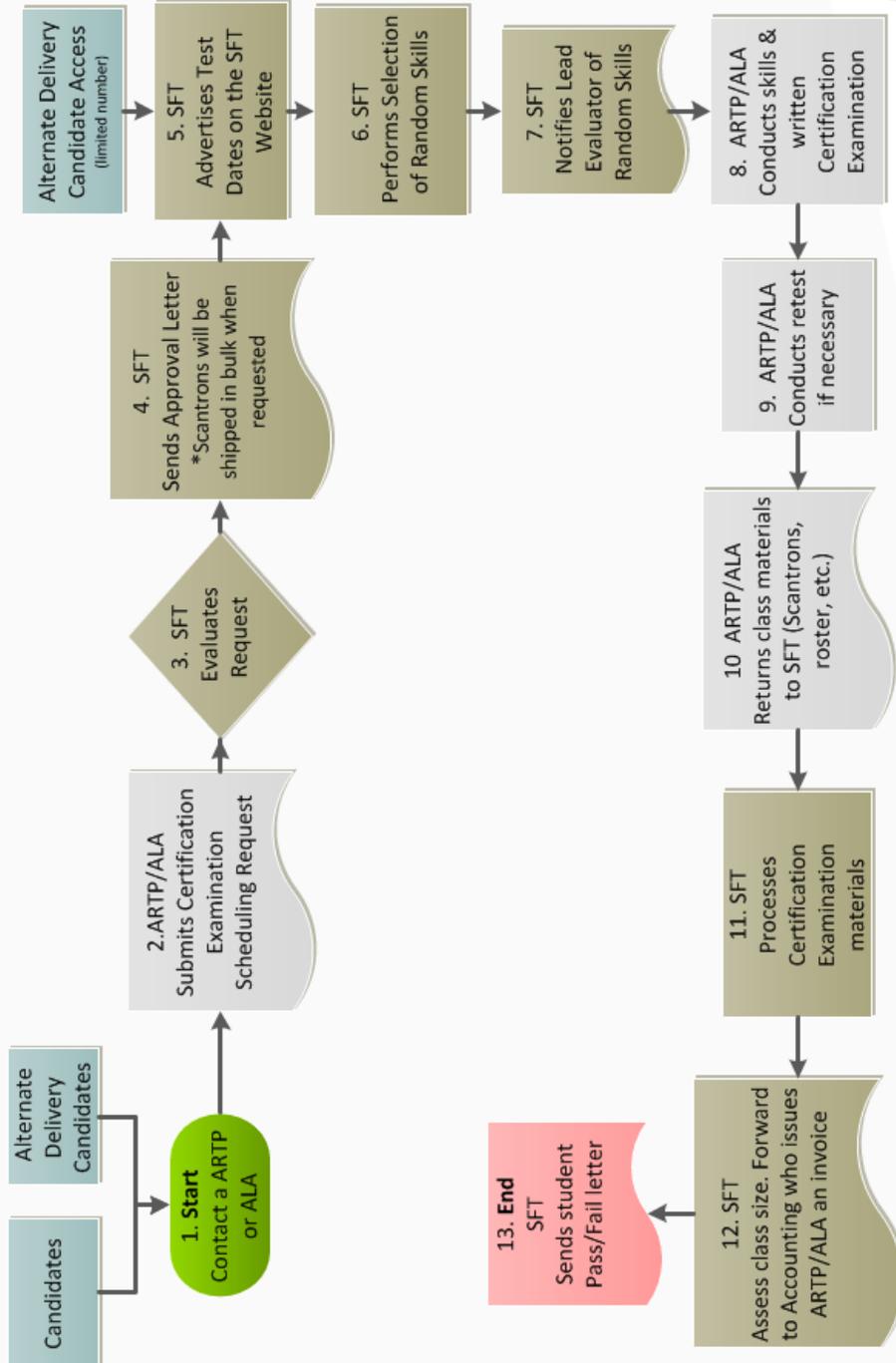
- #8 State Fire Training notifies the Lead Evaluator of the random skills that have been selected in #8 above by sending a *Skills Testing Summary Sheet* via email with read receipts enabled.
- #9 ARTP/ALA conducts written and skills certification examination in conformance with the procedures established by State Fire Training and under the supervision of the registered Lead Evaluator and using approved Skills Evaluators.
- #10 ARTP/ALA conducts same day skills retests for those candidates who meet the criteria established in procedures established by State Fire Training.
- #11 ARTP/ALA returns rosters and complete Scantrons to State Fire Training within 15 days of completion of the certification examination. All materials shall be either delivered to State Fire Training in person, or transmitted via a shipping method that provides parcel tracking.
- #12 ARTP/ALA collects \$10 student certification examination registration fee from each participant. State Fire Training will invoice ARTP/ALA based upon the number of candidates who participated in the certification examination and number of examination deliveries as noted in item #2.
- #13 State Fire Training will receive and process certification examination materials within 30 days of receipt from the ARTP/ALA. Incomplete materials will be returned to the ARTP/ALA for action. State Fire Training will update student records to reflect performance on the written examination based upon results transmitted by the on-line examination vendor (PTS) and skills examination results as transmitted by the ARTP/ALA. Students not previously enrolled will be assigned a State Fire Training Student ID number.
- #14 State Fire Training will transmit a *Student Certification Examination Results Letter* to all candidates within 30 days of receipt of examination materials from the ARTP/ALA verifying their performance on the certification written and skills testing. Those candidates who were unsuccessful on either or both examinations will be advised of their retest options.
- #15 State Fire Training concludes process and files all materials associated with the certification testing.



# Fire Fighter I - ARTP/ALA Certification Examination Process



SFT =   
ARTP/ALA = 



01/2016

State Fire Training shall examine job performance requirement (JPR) skills with objective skills examinations. Each accredited discipline shall have skill sheets. The skill sheets shall provide a breakdown of the skill and indicate the desired outcome to receive a passing score. The skill sheets shall be available to the candidates and other interested parties on the State Fire Training website.

Skill sheets shall reflect the current discipline level and National Fire Protection Association Standard (NFPA) edition year for which State Fire Training is accredited. Completed skill sheets shall be maintained on file for the candidate by the Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) for a minimum of five (5) years. The ARTP/ALA shall provide candidates a copy of the Skills Test Summary Sheet at the conclusion of the examination process. The ARTP/ALA shall provide copies of completed skill sheets to candidates upon request.

Skill sheets shall be updated within two years for Pro Board (NBFSPQ) and three years for International Fire Service Accreditation Congress (IFSAC) of the approval date of a new edition for the respective professional qualification disciplines.

Skill sheets shall be reflected in the correlation sheet to demonstrate compliance with the job performance requirements.

Skill sheets shall be maintained in a master file, available for examination, for each discipline.

In accordance with SFM#: 6.2, State Fire Training develops, validates and publishes skills sheets that reflect the current discipline level and National Fire Protection Association Standard (NFPA) edition year for which State Fire Training is accredited. These standardized skill sheets are developed to evaluate the skills of pre service candidates on a statewide basis.

State Fire Training recognizes that Accredited Local Academies (ALA) evaluate fire fighter candidates in an employment environment and may utilize the skills certification examination process, in part to determine a candidate's suitability for continued employment. State Fire Training also recognizes that an ALA normally provides training for fire fighter candidates that exceed the minimum standards set forth by State Fire Training curriculum. Therefore, an ALA may desire to enhance the standardized skill sheets to include department specific task steps. An ALA may enhance the standardized skill sheets following the criteria below.

1. Candidates are participating in an in-service academy and failure of the academy results in termination of employment.
2. Candidates are provided all opportunities for second attempts and re-takes of the skills testing as set forth in these procedures.
3. Enhancements must exceed state standards and shall not lessen requirements or timed skills.
4. Enhanced skill sheets shall be submitted to State Fire Training for review and approval six (6) weeks before they are used in the skills testing environment.
5. Enhanced skill sheets shall be updated and resubmitted for review and approval in accordance with #3 above at anytime State Fire Training updates the standardized skill sheets.
6. Enhanced skill sheets shall be formatted the same as State Fire Training skill sheets and utilize the same skill sheet number and NFPA reference. However, enhanced skill sheets shall not utilize the CAL FIRE/State Fire Training logo. In addition, enhanced skill sheets shall have the following statement prominently printed in the heading area: "This is an enhanced skill sheet which contains department specific criteria exceeding state minimum standards."
7. Candidates shall be provided copies of all standardized and enhanced skill sheets at the beginning of the training program and enhancements shall be clearly identified during training.
8. The five (5) year record retention requirement set forth in SFM#: 6.10.

State Fire Training shall assure requisite knowledge of each discipline through written and/or skills examinations addressing the job performance requirements (JPR) of the intended certification level. Any prerequisite shall be fulfilled by providing proof of attainment prior to certification. If the prerequisite is a professional qualification standard, the candidate must provide documentation that he or she successfully obtained the prerequisite certification through an International Fire Service Accreditation Congress (IFSAC) or Pro Board (NBFSPQ) accredited agency, or in conformance with procedure # 4.9.

Educational prerequisites shall be proven by documentation of the program or an equivalent program, approved by State Fire Training.

If a candidate cannot provide satisfactory documentation to support the prerequisite requirements, he or she shall not receive either an IFSAC or NBFSPQ certificate showing successful completion because the required prerequisites have not been met.

All candidates will be notified of the prerequisites during associated course delivery. Additionally, all publications relating to certification will identify approved prerequisites.

Version 8.2, October 2016

State Fire Training will complete a correlation sheet for all levels of certification for which the agency is accredited. The correlation sheet shall identify the Job Performance Requirements (JPRs), written examination questions, number of examination questions, and skill station sheet identifier and any other areas needed for each level of certification.

The correlation sheets shall be provided to International Fire Service Accreditation Congress (IFSAC)/Pro Board (NBFSPQ) Administration for Extension of Accreditation, Administrative Reviews, and site visits.

The correlation sheets shall be contained in a master certification file for each discipline.

Version 8.2, October 2016

SFM #: 6.5	Name: General Testing - Requirements & Eligibility
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State Fire Training is prepared to test all job performance requirements (JPRs) for the disciplines listed in this procedure. The actual testing mechanism is comprised of a random representative selection of the entire standard through the use of LXR\*Test software.

<b>Discipline</b>	<b>Year Achieved</b>
Fire Fighter 1	2016
Wildland Fire Fighter I	2016
First Responder Operational Haz Mat	2016

Version 8.2, October 2016

State Fire Training utilizes a process entitled Peer Assessment for Course Equivalencies (PACE III) to recognize the life experience and career education of fire service professionals. Peer Assessment for Chief Executive (PACE IV) is a portfolio process utilized in the Fire Chief Certification track. Peer Assessment for CICCIS Evaluation (PACE V) is utilized to perform audits on all applications for Level 500-600 California Incident Command Certification System (CICCIS) certification.

State Fire Training utilizes the task book process as a component of the application and review process for various levels of certification. The position task book is evaluated by State Fire Training staff to insure applicants meet position Job Performance Requirements (JPRs) along with prerequisites and certification testing.

Version 8.2, October 2015

It is the intent of State Fire Training to ensure all requisite knowledge and skill objectives are met by all candidates seeking certification, in accordance with the National Fire Protection Association (NFPA) standard edition for which the agency is accredited to offer examinations.

Any prerequisite skill that is required by a specific NFPA standard shall be met by a candidate prior to releasing any certificate.

A candidate must show documentation verifying completion of any prerequisite training in the following manner:

1. Submittal of an International Fire Service Accreditation Congress (IFSAC) or Pro Board (NBFSPQ) certificate showing that the candidate has met the requirements.
2. Submittal of an appropriate certificate, such as, but not limited to California Fire Service Training and Education System (CFSTES), Fire Service Training and Education Program (FSTEP), Federal Emergency Management Agency (FEMA), California Emergency Management Agency (CalEMA), National Fire Academy (NFA), National Wildfire Coordinating Council (NWCG) verifying course completion.
3. Submittal from a training institution, for educational prerequisites, that he or she has taken a course of instruction that meets the certification requirement. This must include:
  - a. Syllabus from the training institution so that the objectives of the training course can be compared to the tested NFPA standard.
  - b. Records from the training institution that verify the course was tested for both knowledge objectives and manipulative skills.

## Physical Security/Computer Security

State Fire Training assures examination security through the limitation of access, both physically and electronically, to testing materials, question sets, systems, disks, computers, and discarded materials.

The following shall be enforced:

### Electronic/Computer

1. Password protected
2. Access by Staff Services Analyst assigned to National Recognition and/or Manager of Certification and Instructor Registration.

### Physical Security

1. Examination Disks secured in locked cabinet in locked office
2. Examination materials secured in locked cabinet in locked office
3. International Fire Service Accreditation Congress (IFSAC)/ Pro Board (NBFSPQ) seals secured in locked cabinet in locked office
4. Computer maintaining test banks, tests, and records is password protected
5. Cabinet access limited to Manager of Certification and Instructor Registration
6. Office access restricted to State Fire Training staff

### Documentation

To maintain security of evaluation instruments, State Fire Training maintains documentation to support the security systems.

### Off Site Lead Evaluator

State Fire Training shall ensure that any Lead Evaluator conducting written certification examinations on behalf of State Fire Training shall abide by the rules and regulations published in the State Fire Training Policy Manual.

All examination materials shall be shipped by a secure and traceable means. The Lead Evaluator agency shall enter into a "Certification Examination Evaluator Agreement."

Under no circumstances will the Lead Evaluator agency be provided with the answers for the test.

### Disposal/Destruction of Materials

State Fire Training shall ensure the proper disposal and destruction of all examination materials, materials used to generate tests, written tests, note sheets, validation sheets, and any other documents used in the testing process.

All written medium shall be destroyed by shredding or other methods that prevent the recognition or reconstruction of the materials.

All computer disks shall be maintained in a secure manner or physically shredded.

All computer hard drives shall be maintained in a secure manner.

Procedure:

1. Upon update of written tests, all old tests shall be placed in the document destruction bin located in secured area.
2. Upon update of written test banks, the old test banks will be maintained under lock and key by the Manager of Certification and Instructor Registration.
3. All hard drives on computers that have been removed from active service shall be removed or certified by the Information Technology Support Staff as cleaned.

#### Accreditation Site Teams

Accreditation site teams from both the International Fire Service Accreditation Congress (IFSAC) and Pro Board (NBFSPQ) shall be granted on-site access to review testing materials. Testing materials may not be copied or removed from State Fire Training facilities. When a request for administrative review is made to add levels of certification, test bank materials will be transmitted to IFSAC/Pro Board in a secure manner.

Version 8.2, October 2016

### Statistics and Analysis

State Fire Training shall generate, evaluate, and maintain statistical analysis on all written examinations conducted for national certification evaluation. At a minimum, the number of persons taking the examination, distribution of examination scores, and average examination score shall be generated and reviewed.

Additionally, examination item analysis shall be generated and reviewed to ensure accuracy, reliability, validity, and applicability of the examination materials. In the event that a correct response is not selected by anyone in the examination group, the Division Chief, Training shall review the exam question, and if deemed appropriate, remove the exam question and recalculate the scores based on the lesser number of questions.

#### Procedure:

1. Using LXR, generate and print group distribution, exam statistics, and exam item analysis for each written examination.
2. Review statistics and identify any trends or areas of concern.
3. If necessary, remove item from the examination or provide appropriate correction. Document changes.

### Grading Criteria

State Fire Training has established the minimum passing score of **70%** on all written examinations.

If a candidate leaves a question blank this will be counted as incorrect.

### Record Keeping

State Fire Training shall keep all documents and files relating to a candidates evaluation and examination process. The following items shall be maintained for a period of five (5) years, or the length of an accreditation/re-accreditation cycle.

#### File:

- Scantron F2999-3
- Class Rosters
- Certification Permanent Database including, Name, Date of Birth, Address, Social Security Number or equivalent, IFSAC/NBFSPQ Seal, level of certification with edition year and issue date
- Written examination results

Access to all records shall be governed by the Family Education Rights to Privacy Act. Information released to the accrediting bodies is for compliance purposes only.

### Notification

When participating in written examination via on-line application, the vendor shall notify candidates of their test score(s) at the completion of the test. Additionally, State Fire Training shall transmit a score letter which shall contain the candidate's name, name of the test, date

and the final written score. When testing is sponsored by an Accredited Local Academy, results will be forwarded to the fire chief upon request.

Documentation Transmittal by ARTP/ALA to State Fire Training

At the conclusion of all testing, the ARTP/ALA shall transmit, for each candidate the following written examination documentation to State Fire Training:

1. If the candidate passes the written test, transmit a completed Course Completion Scantron with the "+" box on the back of the form filled in.
2. If the candidate fails the written test, transmit a completed Course Completion Scantron with the "-" box on the back of the form filled in.

All grading information shall be released only to the candidate and in accordance with the Family Education Right to Privacy Act.

Version 8.2, October 2016

### Grading Criteria

State Fire Training has established that all skills examinations shall be graded on a pass or fail system. The evaluator will be provided with the skill sheet(s), which shall be used as the scoring table for each candidate. The candidate must successfully complete 100% of the steps on the skill sheet and 100% of the skills in each scenario.

An unsafe act committed during the skills demonstration shall be grounds for a failing score.

The pass or fail score shall be recorded on the skill sheet, which will be placed in the file of the candidate maintained by the Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA). ARTPs/ALAs shall report the candidate's final skills score to State Fire Training utilizing the Scantron process.

### Field Notes

The Lead Evaluator shall instruct all Skills Evaluators to make field notes of a candidate's performance on the skills sheets provided for testing. The field notes will assist in identifying successful or unsuccessful elements while completing the skills testing.

### Procedure:

1. While evaluating a candidate during skills examination, provide feedback on the skill sheet of successful or unsuccessful performance of the candidate during the process.
2. This feedback or field notes can be used if the candidate challenges the decision of the evaluator and also serves as an audit tool as to the evaluator's understanding of the skill requirements.
3. As the field notes are part of the skill sheet, they will become part of the candidate's file.

### Notification

Skills Evaluators shall notify all candidates of their scoring on skills testing in a face-to-face encounter during the skill testing (in the event a re-test can be given) and immediately following testing in a secure location. Following the skills examination, ARTPs/ALAs shall transmit written notification to the candidate informing them of their status on the examination utilizing the *Skills Test Summary Sheet*. This is also carried out in the event the candidate is unavailable to be notified through a face-to-face encounter.

State Fire Training will provide all candidates written notification of the results on both the written and skills examination via e-mail or via letter as requested.

### Documentation Transmittal by ARTP/ALA to State Fire Training

At the conclusion of all testing, the ARTP/ALA shall transmit, for each candidate the following skills examination documentation to State Fire Training:

3. If the candidate passes the skills testing, transmit a completed Course Completion Scantron with the "+" box on the back of the form filled in.
4. If the candidate fails the skills testing, transmit a completed Course Completion Scantron with the "-" box on the back of the form filled in. Additionally, transmit a copy of the

candidate's Skills *Test Summary Sheet* which accurately reflects the skill stations the candidate failed.

#### Record Keeping

ARTPs/ALAs and State Fire Training shall keep all documents and files relating to a candidates evaluation and examination process. The following items shall be maintained for a period of five (5) years, or the length of an accreditation/re-accreditation cycle.

#### File:

- Class Roster, Skill sheets, Skills Testing Summary sheets (ARTP/ALA)
- Class Roster, Scantron, Pass/Fail Letter (SFT)
- Certification Permanent Database including, Name, Date of Birth, Address, Social Security Number or equivalent, International Fire Service Accreditation Congress (IFSAC)/Pro Board (NBFSPQ) Seal, level of certification with edition year and issue date (SFT)

Access to all records shall be governed by the Family Education Rights to Privacy Act. Information released to the accrediting bodies is for compliance purposes only.

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State Fire Training has established the following procedures for the retake of written and skills examinations:

## **Written Examination**

### Retest Parameters

Candidates who are unsuccessful (Less than 70% on each module) on the written examination will be allowed to retake the examination up to two (2) times within one (1) year of the initial examination date. Candidates failing all written test opportunities shall be remediated (SFM# 6.12) before being allowed to participate in further testing.

### Retest Procedure

The candidate may petition State Fire Training for a retest utilizing the *Certification Examination Retake Request Form*. Upon receiving authorization from State Fire Training, the candidate will contact an approved ARTP/ALA to make an appointment to retake the written examination. Candidates will be required to retake only the module(s) on which they have previously been unsuccessful.

Should an ALA or ARTP schedule a written and/or skills re-test to be conducted shortly after the original exam for candidates who have attended their full academy training program, the agency may conduct the re-test without having a *Certification Examination Retake Request Form* approved in advance. However, the ALA or ARTP shall include a *Certification Examination Retake Request Form* for each re-test candidate in their final paperwork transmittal to State Fire Training. State Fire Training will approve the form after the fact and retain it on file.

### Fees

The standard \$10 Certification Examination Fee will be charged for each retest.

### Feedback

Candidates who receive an unsatisfactory grade will be able to review, in person a feedback report on the written examination by making an appointment with State Fire Training and paying a fee. The feedback report will list all of the questions that the candidate got wrong. Each question wrong will show the incorrect answer, the correct answer, and the reference pages in the course texts where the correct answer can be found. The feedback report remains the property of State Fire Training and will not be released to the candidate.

## **Skills Examination**

A skills examination will require that a candidate pass 100% of the stations for each discipline. Candidates who are unsuccessful on the initial skills testing will be allowed to retake the examination one (1) time within one (1) year of the initial examination date. State Fire Training has established the following for re-testing skills:

### Retest Parameters

All candidates failing the initial examination will be allowed a second attempt for each of the failed skill stations on the same day as the initial exam. Those candidates receiving a second failing grade on a same day second attempt will be advised that they may not continue with the examination that day, and they will be allowed to retest by participating in a complete, new skills examination on a subsequent date.

### Retest Procedure

Candidates desiring to participate in a skills retest shall petition State Fire Training for authorization utilizing the *Certification Examination Retake Request Form*. A skills retest will require that a candidate pass 100% of the stations for the previously failed discipline if the testing was conducted modularly, or the entire test if the testing was conducted consecutively.

Should an ALA or ARTP schedule a written and/or skills re-test to be conducted shortly after the original exam for candidates who have attended their full academy training program, the agency may conduct the re-test without having a *Certification Examination Retake Request Form* approved in advance. However, the ALA or ARTP shall include a *Certification Examination Retake Request Form* for each re-test candidate in their final paperwork transmittal to State Fire Training. State Fire Training will approve the form after the fact and retain it on file.

All candidates failing any skill(s) station during the re-test will be allowed one final second attempt. Those candidates receiving a second failing grade on a same day second attempt will be advised that they may not continue with testing that day.

All candidates receiving failing grades on any component of the final skill(s) stations re-testing will fail the skills test and be advised that they should seek remedial education (SFM# 6.12) and reapply for additional certification examinations.

### Fees

The standard \$10 Certification Examination Fee will be charged for each retest.

As set forth in SFM# 6.11, a candidate that fails all retake opportunities for the written and/or skills examinations must be fully remediated before they receive authorization to participate in additional testing. The purpose of this policy is to delineate what comprises remediation, how remediation is documented and what steps a candidate must take to receive authorization to participate in additional testing.

### Remediation

If a candidate fails all attempts for all of the skills modules and all attempts for the entire written examination, the candidate must complete the entire Fire Fighter I training program again before they can again participate in the examination process.

If a candidate fails all attempts for one or two of the skills modules and/or one or two of the written examination modules, the candidate must retrain on the entire curriculum (psychomotor and cognitive) for each module they failed before they can again participate in the examination process.

### Documentation

At the conclusion of the retraining, the approved Fire Fighter I instructor shall provide all of the following to the candidate:

1. Completed State Fire Training Required Instructional Skills sign off forms for each module
2. A letter signed by the approved Fire Fighter I instructor verifying that the candidate has retrained on the entire module including both psychomotor and cognitive materials and activities for each module

### Processing

The candidate shall submit all of the materials listed above to State Fire Training along with a Certification Examination Retake Application form. State Fire Training will review the submittal and, if appropriate issue a fully executed Certification Examination Retake Application form.

After they receive the fully executed Certification Examination Retake Application form, the candidate may contact an ARTP to schedule participation in the required examinations. As the candidate has participated in remediation training, they are eligible to participate in the full number of examination opportunities as set forth in SFM# 6.11.

### Examination Timeframes

Candidates shall complete all initial written and skills testing and all retakes within one (1) year of their initial test date (written, skills module or skills comprehensive). If a candidate is unsuccessful on the retake attempts authorized by SFM #6.11, they must remediate in accordance with SFM # 6.12 before further attempts at testing. The one (1) year timeframe begins again after remediation.

### Skills Examination Options

There are three options for delivery of skills testing: Concurrent, Consecutive and Modular as illustrated below.

## FF I - Skills Examination Options

Features	CONCURRENT		CONSECUTIVE		MODULAR	
	FF I, Wildland FF I, HAZ MAT FRO	FF I, Wildland FF I, HAZ MAT FRO	Fire Fighter I	Wildland FF I	HAZ MAT FRO	
Curriculum Delivery Order	Any order		Any order		Any order	
# of Exams	3 Exams Topics are divided into blocks		3 Exams Topics are divided into blocks		1 -3 Exams Topics are divided into blocks	
Exam Delivery	After all training		After all training		After each module	
Skills Attempts (same day)	2 per examination		2 per examination		2 per examination	
Retake (different day)	All Blocks		Failed Block(s) only		Failed Module(s) only	
Cost	\$10		\$10		\$10 p/module	

*\*Consecutive and Modular are the most advantageous to the candidates as relates to retakes.*

If the Consecutive Option or Modular Option is utilized, candidates who are unsuccessful in any module may retake that module on a future date, within the one (1) year period. If the Concurrent Option is utilized, candidates who are unsuccessful must retake the entire skills examination (all seventeen (17) skills), within the one (1) year period.

### Skills Examination Fees

State Fire Training has established a Certification Examination Fee that an ARTP and ALA will be invoiced after each examination event. This fee is assessed as follows:

- Concurrent Option or Consecutive Option including comprehensive written examination- \$10 per student
- Modular Option including comprehensive written examination- \$10 per module

#### Written Examination Fees

State Fire Training contracts with an outside vendor (PTS) who hosts the written certification examination. Candidates are required to register with this vendor in advance of the written examination delivery date and pay an examination fee directly to them.

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State Fire Training shall assure that participants are provided with notification of dates, times, and pre-requisites of certification examinations.

The following process shall apply:

1. Examinations shall be conducted throughout the year, with dates and times published on the State Fire Training webpage.
2. Each discipline for which accreditation is maintained shall have applicable candidate information in the State Fire Training Procedure Manual, which provides all pre-requisites, the testing process, and candidate information. Practical skill sheets shall be available on the State Fire Training Website.
3. Each discipline for which accreditation is maintained shall have general administrative information which is available in the State Fire Training Procedure Manual and published on the website which provides all pre-requisites, the testing components, retest policies, text books, and required course(s) to prepare for examination.
4. Dates and times of examinations shall be made available, upon request, to IFSAC Administration & NBFSPQ Administration. Additionally, at any time, with 48 hour notice, any of the accrediting bodies may observe any component of the examination process. This is also guaranteed at re-accreditation.
5. Candidates who preregister for a certification exam shall be sent a confirmation letter with the date and time, applicable certification levels and examination location. This shall not apply to Fire Fighter I and Fire Fighter II candidates who completed their training with and are participating in certification testing through an ARTP or ALA.

State Fire Training shall insure that all certification examinations are administered in accordance with the health and safety standards promulgated by the National Fire Protection Association and CAL-OSHA. Specifically, compliance with the current editions of NFPA 1403, Standard on Live Fire Training Evolutions and NFPA 1500, Standard on Fire Department Occupational Safety and Health Program shall be ensured. Compliance with these standards will meet or exceed the requirements of the organization.

Procedure:

1. The facility, grounds, and equipment shall be inspected prior to all examination sessions by the Lead Evaluator at the examination site.
2. All live fire testing shall be evaluated by an FSTEP Fire Control 3B Primary Instructor and shall be conducted in accordance with Fire Control 3B curriculum and NFPA 1403.
3. A rehabilitation area shall be established and identified to all candidates prior to commencement of the examination. The area shall be in a location that affords security of the test stations.
4. Emergency Medical Services shall be provided, at the minimum by the 9-1-1 system for written examinations, and by an on-site certified EMT (with equipment) for skills examinations.
5. Skills Evaluators will be provided based on the number of candidates participating and the number of manipulative skills to be examined. All Evaluators will be registered by State Fire Training.

State Fire Training shall ensure all equipment, apparatus, and personal protective equipment meet or exceed compliance with their respective National Fire Protection Association Standard.

All equipment, apparatus, and personal protective equipment shall be inspected by the Lead Evaluator prior to each certification examination session to ensure compliance. Any non-conforming equipment shall be removed from service and replaced.

Procedure:

1. All fire apparatus used in certification examinations shall conform to the standards of the National Fire Protection Association for the edition year to which the apparatus was manufactured. All manufacturer supplied safety equipment shall be utilized and maintained.
2. All personal protective equipment used in certification examinations shall conform to the standards of the National Fire Protection Association for the edition year to which the equipment was manufactured.
3. All equipment used in certification examinations shall conform to the standards of the National Fire Protection Association for the edition year to which the equipment was manufactured or the original manufacturer specifications. A thorough inspection shall be facilitated by the Lead Evaluator prior to the certification examination. This includes equipment provided by participants.
4. Any items that are non-conforming shall be removed from the examination session and documented by the Lead Evaluator.

State Fire Training will maintain a written test bank for each accredited level that requires a written examination as part of the evaluation process. A separate test bank will be maintained for each level and will identify the standard and edition being tested. The test banks will be maintained on a secure computer with a master printed version maintained in the master certification file for each accredited level.

State Fire Training shall maintain a minimum of twice as many questions in the written test bank as are asked on the written examination.

State Fire Training shall maintain test banks with the levels for which the agency is accredited. The test bank levels shall be updated within three years of the adoption date of the new standard edition for accredited disciplines for IFSAC and two years for NBFSPQ.

State Fire Training shall ensure that all test questions and test banks have reference documentation provided with the individual question and with the test bank. The references shall be used to provide validity, reliability, and applicability to the jurisdiction and constituency.

Any questions added to the test bank or used in the evaluation process shall have a similar reference provided.

#### Written Test Development

State Fire Training utilizes an examination development process that engages subject matter experts in the discipline for which the examination is being developed. These subject matter experts are formed into a development cadre that is led by a cadre lead. The cadre reviews test bank questions for the certification discipline which have been secured from Performance Training Systems. The cadre insures that all questions are correlated directly to the appropriate NFPA professional qualifications standard and the text books that have been previously identified in the approved course plan. The work of the development cadre is then reviewed by a separate validation cadre. The cadre lead is responsible for question and test bank security. The cadre lead is responsible for developing the final versions of the written examination and preparing required correlation sheets.

#### Security During Written Test Development

The cadre lead is responsible for question and test bank security. All cadre meetings wherein test development and validation will occur shall be conducted in a secure location at State Fire Training or a secure location under contract to State Fire Training. Cadre members shall not remove any written materials from the test development location. All electronic materials shall remain in the position of the cadre lead. Any written materials provided by the cadre lead or generated by the cadre shall be surrendered to the cadre lead at the conclusion of each work session. When the cadre leaves the room for lunch or breaks, the room shall be locked by the cadre lead.

State Fire Training shall ensure the validity and reliability of the written test bank through the test item analysis. There are two types of test analysis: routine evaluations per test and quarterly analysis on the test bank as a whole.

State Fire Training shall conduct a separate test item analysis each time a written test is administered. The points earned per student per objective are the core data items that are analyzed. With this dataset, other information can quickly be assessed such as: per student scores, scores by section, and averages based upon objectives. State Fire Training considers this to be first-level analysis. All flagged trends or patterns are reviewed by the Manager, Certification and Instructor Registration. After a thorough investigation of the identified trends, State Fire Training may need to institute corrective action.

State Fire Training shall conduct a quarterly test item analysis on the test bank itself. This analysis includes a systematic review of various statistical data points such as: Score range, Mean, Median, Standard Deviation, Test Reliability, rPb (Point biserial), and the Standard Error of Measurement. State Fire Training shall compile a collection of these test item analyses and identify any corrective actions necessary as a result of special circumstances or if challenges to the validation of a test are presented.

All challenges and/or corrective actions shall be noted and preventive measures taken to reduce the potential of future issues with the test bank.

Corrective actions for specific tests will be covered under the "Written Test Scoring" policy section.

Procedure:

1. Generate test bank item analysis on the following dates: January 1, April 1, July 1, October 1, or the next business day.
2. Review test bank item analysis and identify trends or patterns.
3. Investigate trends or patterns and identify corrective action.
4. Institute corrective action and document. If necessary, notify test bank developer of errors or omissions.

### General

State Fire Training shall ensure that sufficient written questions are maintained for the standard and edition being tested.

### Development/Generation Process

State Fire Training shall randomly generate tests using the Performance Training Systems test bank and LXR\*Test 6.0 version. The randomly generated tests shall be validated by subject matter experts, to verify a representative sample of all components of cognitive requisite knowledge areas.

In the event a test is manually generated, it shall also meet the validation requirements to verify a representative sample of all components of cognitive requisite knowledge areas. Different versions of manually generated tests shall contain no more than 75% redundant questions. The generation of a manual test shall be documented to ensure compliance with this policy.

Procedure:

1. Select and open a validated test bank.
2. Select Projects.
3. Select questions.
4. Identify quantity of questions for test in "select" box.
5. Generate test.
6. Validate test using reference materials and job performance requirements.

**Note:** At current time no weighted tests are used by State Fire Training.

### Version/Form

State Fire Training shall ensure fairness and reliability in its written exam procedures by ensuring more than one version of a written test is available for each discipline where a written examination is administered.

For the purposes of this policy, the definition of Form and Version shall be that as described by LXR\*Test:

- A test version is determined by the choice order of the test questions. In order to create a different test version, the test question choices need to be scrambled.
- A test form is determined by the nature of the question content. One test form is considered to be the same as another test form when the content matches the same testing criteria.

State Fire Training shall ensure that there are multiple versions and at least two different written tests of every examination available, to ensure that there are ample, reliable re-tests available for each discipline.

### Lead Evaluator Procedures

State Fire Training establishes the following Lead Evaluator procedures for all written examinations. The Lead Evaluator shall receive these procedures before administering the examination and shall agree to abide by them during the course of the Lead Evaluator session:

### **Overview**

The primary responsibility of the Lead Evaluator is to instruct candidates on the examination procedures, ensure exam security, and provide assistance as needed to candidates.

The Lead Evaluator shall be present during all written examinations. This individual shall remain in the room until all candidates have completed the exam, and all materials have been accounted for.

### **Pre-Test Instructions**

The Lead Evaluator shall issue pre-testing instructions, which include specific instructions pertaining to the exam being conducted. In addition, students shall be advised of exam security requirements, including instruction on how to obtain assistance during the exam, and procedures to leave the examination area prior to completion.

### **Exam Security**

The Lead Evaluator shall be directly responsible for insuring the security and safety of all examination materials including computer based materials, answer books, test books and any other materials distributed. They shall ensure that candidates are properly spaced in the classroom, and that no materials other than those issued for the exam are on the table or in the immediate area. In the event of a suspected breach in exam security, the Lead Evaluator shall have the authority to confiscate the alleged violator's examination materials, and terminate his or her examination.

The Lead Evaluator shall ensure that candidates requiring assistance are dealt with adequately, and if the problem is of a technical nature refer it to a staff member.

At no time shall the examination area be left unattended. In the event that the Lead Evaluator requires a break, another qualified staff member will cover his or her position.

## **Registration for the Certification Exam**

Candidate prerequisites will be verified along with photo ID prior to being registered for the exam.

Candidate's names must appear on a course roster in order to be admitted to the exam. Walk-in registration will not be accepted.

A class roster of pre-registered candidates will be generated and sent to the Lead Evaluator along with appropriate testing materials.

State Fire Training will verify candidate prerequisites and e-mail or mail testing eligibility within approximately six weeks. This shall not apply to Fire Fighter I and Fire Fighter II candidates who completed their training with and are participating in certification testing through an ARTP or ALA.

Candidates will not be allowed admittance to the certification exam once the test has begun.

Candidates shall not bring any electronic device(s) such as cell phones, PDAs, tablets, computers, etc. into the examination area.

### **Prior to start of test procedure**

Prior to the exam starting, the Lead Evaluator will explain:

- a. The number of questions on the exam.
- b. Candidates are not to make any marks on testing materials that may be provided.
- c. Should a candidate have any questions about the exam the Lead Evaluator may clarify ambiguities, or correct mistakes in the test instrument but will not offer any interpretation or further explanation, which may indicate the answer to the candidate.
- d. Candidates shall completely fill out any requested information before beginning their exam.
- e. The maximum time allowed for each exam is three hours
- f. Candidates may be excused, only one at a time during the test as approved by the Lead Evaluator.

### **Exam Environment**

The Lead Evaluator shall:

- Maintain a quiet environment during the entire time the exam is being administered.

- Inspect the facility being used for the examination to insure that all fire & life safety and security features are adequate and operational.
- Insure that HVAC systems are functioning.
- Examine all desks, chairs and computer work stations and insure that they are fully functional.

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## **Exam Security**

Any candidate observed talking to another candidate or copying from another candidate's examination materials will be excused from the test and given zero (0) score. Any candidate submitting challenge work violating the State Fire Training plagiarism policy shall receive a fail for the test and any further portfolio work will not be accepted from the student.

At the end of the testing period, the Lead Evaluator shall ensure that each candidate returns testing materials and that no marks were made therein.

When utilized:

- The specific exam version and exam booklet number will be identified on each exam booklet.
- The candidate will fill in the answer sheet before turning the answer sheet in to the Lead Evaluator.

## **Scoring**

Cognitive or knowledge examinations shall be graded with a minimum of a 70% score required for successful completion. Knowledge shall be examined through objectively graded examinations.

## **Procedure for On-Line Written Testing**

1. Individual test candidates will be verified upon arrival at the test site to determine that their name appears on the roster to be eligible to take the test.
2. Any candidate not on the official test site roster will not be allowed into the test site.
3. Once all admission requirements have been checked and accepted, the candidate will be allowed to register and take the certification exam.
4. Once the test has begun, the entrance to the test site will be secured and no additional candidates will be allowed admission.
5. Exam candidates shall be seated with at least one (1) foot distance from next candidate. The only objects allowed on tables shall be those provided by the Lead Evaluator.
6. Lead Evaluator will tell candidates how many questions are on the exam.
7. Lead Evaluator will tell candidates that any question not answered will be counted as a wrong choice and will be deducted.

8. Lead Evaluator will tell candidates that final score is determined by deducting the number of incorrect and blank choices times question point value from 100% to establish raw score.
9. Lead Evaluator will tell candidates that all knowledge examinations administered by State Fire Training shall require a 70% grade level for minimum passing score.
10. Lead Evaluator will tell candidates that raw score is then rounded to nearest whole number to establish final grade level.
11. Any candidate receiving less than 70% final grade level will be allowed to apply for re-testing up to 1 year after the original test date.
12. Once instructions have been given, Lead Evaluator will ask, "Are there any questions?"
13. Any questions from candidates will be answered promptly.
14. Written examination Lead Evaluator will again ask: "Are there any questions?" until there are NO further questions from candidates.
15. The Lead Evaluator will then tell the candidates that talking will not be allowed after the test begins.
16. The Lead Evaluator will tell candidates to raise their hand and wait for acknowledgment if clarification of a test question is required.
17. The Lead Evaluator will then announce the time and tell the candidates they have a pre-determined amount of time to complete the test and to begin.
18. After the first hour has elapsed, the Lead Evaluator will state the amount of time remaining.
19. After the second hour has elapsed, the Lead Evaluator will state the time remaining.
20. Fifteen minutes prior to the end of the test period, the Lead Evaluator will state that fifteen minutes remain.
21. At the end of the test period, the Lead Evaluator will state that the test time has expired and candidates are to back away from their computers.
22. As candidates complete their exams, during the test period, they will be allowed to notify the Lead Evaluator and leave the exam room.
23. After candidate has completed his/her exam and all paperwork has been checked, participant must leave the room from which the examination is being conducted.
24. Lead Evaluator will maintain a quiet environment in the examination area.
25. No food, or smoking will be allowed within the room or rooms in which examinations are being conducted.

26. Any candidate observed talking to another candidate while either or both candidates are in the exam room after the exam begins, will result in automatic dismissal.
27. Candidates will not be allowed to leave the building in which the exam is being conducted while they are taking the exam.
28. Candidates will be allowed to leave test area to use bathroom facilities and/or to take a break within the building only raising their hand and waiting for the Lead Evaluator to recognize them.

### **Procedure for Written Testing Utilizing Test Booklet**

1. Individual test participants will be verified upon arrival at the examination site to determine that their name appears on the roster to be eligible to take the test.
2. Any participant not on the official exam site roster will not be allowed into the exam site.
3. Once all admission requirements have been checked and accepted, the candidate will be allowed to register and take the certification exam.
4. Once the test has begun, the entrance to the test site will be secured and no additional candidates will be allowed admission.
5. Test candidates shall be seated with at least one (1) foot distance from next candidate. The only objects allowed on tables shall be those provided by the Lead Evaluator.
6. Once all candidates are seated, the Lead Evaluator will instruct all candidates as to what information must be filled in and clearly printed on answer sheet.
7. Lead Evaluator will tell candidates how many questions are on the exam.
8. If a test booklet is utilized, the Lead Evaluator will explain the correct procedure to follow if a participant wishes to change an answer once it has been marked:
  - a. Completely erase original answer. Erase carefully and completely as this may interfere with the computer read answer sheet.
  - b. Completely fill in subsequent answer choice.
9. Lead Evaluator will tell candidates that the answer sheet will be computer scanned and any question with more than one answer marked will be counted as a wrong choice and deducted.
10. Lead Evaluator will tell candidates that any question not answered will be counted as a wrong choice and will be deducted.
11. Lead Evaluator will tell candidates that final score is determined by deducting the number of incorrect and blank choices times question point value from 100% to establish raw score.

12. Lead Evaluator will tell candidates that all knowledge examinations administered by State Fire Training shall require a 70% grade level for minimum passing score.
13. Lead Evaluator will tell candidates that raw score is then rounded to nearest whole number to establish final grade level.
14. Any candidate receiving less than 70% final grade level will be allowed to apply for re-testing up to 1 year after the original test date.
15. Once instructions have been given, Lead Evaluator will ask, "Are there any questions?"
16. Any questions from candidates will be answered promptly.
17. Written examination Lead Evaluator will again ask: "Are there any questions?" until there are NO further questions from candidates.
18. The Lead Evaluator will then tell the candidates that talking will not be allowed after the test booklets have been distributed.
19. Lead Evaluator will tell candidates to raise their hand and wait for acknowledgment if clarification of a test question is required.
20. The Lead Evaluator will pass out the exam booklets face down on the desks. The candidates are to be told not to open the booklets.
21. Lead Evaluator will tell candidates to turn exam booklets over and find the exam booklet number printed on the exam cover page. The candidates are to record this number in the appropriate place on the answer sheet.
22. The Lead Evaluator will then announce the time and tell the candidates they have a pre-determined amount of time to complete the test and to begin.
23. After the first hour has elapsed, the Lead Evaluator will state the amount of time remaining.
24. After the second hour has elapsed, the Lead Evaluator will state the time remaining.
25. Fifteen minutes prior to the end of the test period, the Lead Evaluator will state that fifteen minutes remain.
26. At the end of the test period, the Lead Evaluator will state that the test time has expired and candidates are to put their pencils down.
27. As candidates complete their exams, during the test period, they will be allowed to bring their exam booklet, answer sheet and pencils to the Lead Evaluator.
28. The Lead Evaluator will check each exam booklet for marks.
29. After candidates has completed his/her exam and all paperwork has been checked, participant must leave the room from which testing is being conducted.

30. Lead Evaluator will maintain a quiet environment in the testing area.
31. No food, or smoking will be allowed within the room or rooms that testing is being conducted in.
32. Any candidate observed talking to another candidate while either or both candidates have their answer sheet in their possession, will result in automatic dismissal.
33. Candidates will not be allowed to leave the building in which the exam is being conducted while they are taking the exam.
34. Candidates will be allowed to leave test area to use bathroom facilities and/or to take a student break within the building only after turning exam booklet and answer sheet face down and raising their hand and waiting for the Lead Evaluator to recognize them.
35. Lead Evaluator will attach the candidate's examination booklet answer sheet, candidate's registration form and test booklet.

### **Written Test Assistance**

It is the opinion of State Fire Training that some effort should be given to those that need assistance in taking a written test. Those candidates that are in need of assistance must have documentation that supports their need for special assistance and shall submit this documentation to the ARTP or ALA at least six weeks prior to the examination date. State Fire Training, in an effort to help those candidates will allow those candidates that qualify for assistance to have prescribed time to take the written test. We feel that this is the most appropriate avenue in helping those candidates.

### **Written Retest Parameters**

Candidates who are unsuccessful (Less than 70%) on the written exam will be allowed to retake the exam up to two (2) times within one year of their first attempt.

### **Written Test Feedback**

Candidates who receive an unsatisfactory grade will be able, for a fee to review a feedback report on the written exam by making an appointment with State Fire Training. Feedback will list all of the questions that the candidate got wrong. Each question wrong will show the incorrect answer, the correct answer, and the reference pages in the course text where the correct answer can be found. The feedback report remains the property of State Fire Training and will not be released to the candidate.

### **Written Retest Procedure**

The candidate will contact State Fire Training to request authorization to retake a written exam.

### Background

This document contains instructions to aid the Lead Evaluator in properly and consistently informing candidates of what will be expected during the administration of the written certification examination. The scrip contained below will be read to all candidates who have properly completed registration and screening to participate in a written certification examination.

### Pre Exam Script

*(To be read by the lead evaluator, filling the blank spaces as specified.)*

My name is (lead evaluator states his/her name). On behalf of State Fire Training and (lead evaluator states the name of the ARTP or ALA hosting the skills examination) I would like to welcome you. I will be proctoring your (state the level and type of written examination; for example, "Fire Fighter I Comprehensive Written Examination" or "Wildland Fire Fighter I Re-Take Written Examination.") written certification examination.

This written examination has (state the number of exam questions: Fire Fighter I Comprehensive has 160 questions. 100 Fire Fighter I, 30 Wildland Fire Fighter and 30 Haz Mat FRO.)

Any question you do not answer will be counted as a wrong choice. Your final score is determined by deducting the number of incorrect and blank choices, times question point value from 100% to establish your raw score.

The Fire Fighter I Comprehensive Examination has three components, Fire Fighter I, Wildland Fire Fighter I and Haz Mat FRO. You must achieve a minimum of 70% on each of the three components to pass the examination.

Your raw score will be rounded to the nearest whole number to establish your final score.

If you fail the entire examination, you will have an opportunity to re-take the examination at a later date. If you fail a component of the examination, you will have an opportunity to re-take that component at a later date.

Are there any questions? (Evaluator promptly answers questions)

Are there any questions? (Evaluator asks a second time and promptly answers questions)

No talking will be allowed once the examination begins. You will have 3 hours to complete this examination.

I will notify you of the time remaining for the examination after 1 hour and then again after two hours. I will also notify you when there are 15 minutes remaining.

If you need clarification on a question, please raise your hand and wait for me to come to your test station.

No food or drink is allowed in the exam room.

If you need to use the restroom, raise your hand and wait for me to come to your work station. You are not allowed to leave the building.

Once you complete the examination, do not log off of your computer. Raise your hand and wait for me to come to your work station. Once you complete the exam and I dismiss you, you must leave the room and the area surrounding the room.

Once again, no hand held devices, smart phones, tablet, Google glasses, Apple or Android watches or similar devices are allowed.

You may only utilize the paper and pencil provided during the examination and they must be returned to me before you leave the room.

You must maintain a quiet environment during the exam. Any candidate observed talking to another candidate while either or both candidates are in the exam room after the exam begins will receive a failing score and will be dismissed from the room.

Maintain your eyes and hands within your work station. Failure to do so will result in a failing score and dismissal from the room.

Are there any questions? (Evaluator promptly answers questions)

Are there any questions? (Evaluator asks a second time and promptly answers questions)

If there are no further questions, I will start the exam time when I state "begin."

Policy:

State Fire Training shall be prepared to test all skills in all disciplines for which accreditation is maintained. The process ensures that all job performance requirements (JPRs) are tested or a fair representation is examined through a random selection that guarantees a unique set of skills for each examination session. The establishment and enforcement of the following procedures ensures comprehensive examinations are completed and that the candidate skills inventory is met through required skills and random skills sampling, pre-requisite enforcement, examinations (both written and skills) and completion of a comprehensive task book that is commensurate with the job performance requirements of the standard.

The following shall be enforced:

***Skills Examination Test Guidelines***

**Overview**

The Lead Evaluator and/or Skills Evaluators shall be responsible to instruct the candidates on the examination procedures, ensure exam security, and provide assistance as needed to candidates.

**Pre-Test Instructions**

The Lead Evaluator shall issue pre-exam instructions, to include specific instructions pertaining to the exam being conducted. In addition, candidates shall be advised of exam security requirements, including instruction on how to obtain assistance during the exam, and procedures for leaving the examination area prior to completion.

**Test Security**

The Lead Evaluator shall be directly responsible for insuring the security and safety of all candidates during all skills testing. He/she shall ensure that candidates are properly staged, and that no materials other than those issued for the exam are in the staging area. In the event of a suspected breach in exam security, the Lead Evaluator shall have the authority to confiscate the alleged violator's examination materials, and terminate their examination.

Candidates are required to check in with the Lead Evaluator if they need to leave the examination grounds for any reason. Permission will be granted or denied based on the reason for leaving the testing area.

Candidates shall remain on the examination grounds and be supervised during meal breaks and rest periods.

**Posting Skills**

The Lead Evaluator shall, on each day of skills testing post a listing containing the skills which will be tested on that day.

### **Registration for the Certification Examination**

Class paperwork of pre-registered candidates will be generated to include the following:

- Program sign-in sheet
- Program roster (2 copies)
- Candidate ID stickers or numbered tags (optional)
- Individual numbered Candidate tracking card

1. Candidates' names must appear on a course roster in order to be admitted to the exam.
2. Candidates will not be allowed admittance to the certification exam once the test has begun.

### **Prior to start of test procedure**

The Lead Evaluator or their designee will verify that all documents pertaining to the logistics of the test are ready.

### **Procedure for Practical Testing**

1. 14 days prior to the exam date, the Lead Evaluator will make written or phone contact with all prospective Skills Evaluators
2. 7 days prior to the exam date an Incident Action Plan (IAP) shall be developed identifying all auxiliary functions to include but not be limited to:
  - a. All staff functions identified
  - b. Exam site safety plan
  - c. Site plan to include locations of each skills station, skills staging area and Incident Command Post.
  - d. Emergency medical crews will be designated if required. Minimum requirement will be a certified EMT with appropriate first aid equipment
  - e. Refreshments will be detailed to include breaks and lunch and rehab areas.
  - f. Ample refreshment stations will be strategically place throughout the test site.

Three days before the exam:

1. All necessary equipment will be set out prior to the start of the exam.
2. All paperwork will be verified
3. Skill Station Books will be filled with current skill sheets

The day of the exam:

1. Individual exam candidates will be verified upon arrival at the exam site to determine that their name appears on the roster to be eligible to take the exam.
2. Candidates as they enter the exam site will be given their student ID number on a 4" x 8.5" candidate tracking card. The ID number will be noted on all paperwork.
3. Skills Evaluators will report 60 minutes prior to the exam start time.
4. 30 minutes prior to the exam start time an evaluators meeting will be held to discuss the exam, procedures and any other required information. At this time, the Skills Evaluators will receive the Skill Station Book.
5. Five minutes prior to the exam start time all Skills Evaluators will report to their respective stations.
6. Skills Evaluators will greet the candidate as they approach the station.
7. The Skills Evaluator will read the "Examiner's Instructions to the Candidate Sheet" and the "Candidate Direction" as listed on the skill sheet.
8. The Skills Evaluator, at the conclusion of the scenario will thank the candidate and ask them to return to the skills staging area.
9. The Skills Evaluator will fill in all skills sheets prior to releasing the candidates back to staging, and before accepting further candidate(s).
10. Any candidate receiving a second failing score on a skill station may go to the Lead Evaluator to discuss re-test options at the conclusion of testing.
11. Any complaints during the examination shall be addressed on site by the Lead Evaluator with further resolution in accordance with procedure # 4.13.
12. Periodically, State Fire Training sworn staff shall audit skills examinations and, at the conclusion of all testing ask candidates to fill out an evaluation form on the day's examination process.
13. At the conclusion of the exam or during any break where Skills Evaluators leave the examination area all exam materials shall be returned to the Incident Command Post.
14. The Lead Evaluator shall conduct a debriefing to gather input from Skills Evaluators and other staff on the examination process.
15. The Lead Evaluator shall prepare an after action report that details any unusual events that occurred during the skills examination and comments/concerns aired by staff.

### **Skills Evaluator**

#### **Skill Station Sheet**

The skill station sheet will be supplied to each Skills Evaluator. This form is used at the scoring table for the skills being performed by each candidate.

## Practical Retest Procedures

1. Retest of a failure may occur during the skill test if time and resources allow. This will occur in the following manner.
  - a. The Skills Evaluator will advise the Lead Evaluator that a student has failed a skills station.
  - b. The Lead Evaluator will evaluate the reason for the candidate's failure and determine if a re-take is authorized.
  - c. If a re-take cannot be authorized, the candidate will be escorted from the exam site.
  - d. If a re-take can be authorized, the candidate will report to staging, continue with the examination and report for a re-take at the conclusion of the exam.
  - e. The Lead Evaluator will make sure that a different Skills Evaluator evaluates the retest candidate.
  - f. The Skills Evaluator will document the retest on a new sheet, sign the sheet, and have it forwarded to the lead evaluator. The new sheet shall be annotated with the phrase "Same Day Retest."

All Skill Evaluators shall be briefed prior to commencement of the examination. The briefing, conducted by the Lead Evaluator shall contain, at a minimum the following information:

- ◆ Examination time limits
- ◆ Instruction to candidates as listed in front of skills station book
- ◆ Assignment for session
- ◆ Equipment needed
- ◆ Proper handling of test interruptions
- ◆ Limitations on assistance
- ◆ Proper completion of skill sheets
- ◆ Field any questions from evaluators
- ◆ Appeals process for session
- ◆ Retest procedures
- ◆ Skills examination Incident Action Plan with specific emphasis on safety

Version 8.2, October 2016

State Fire Training has established a selection of required skills for each discipline. The selection of required skills is established through the process described in 9.4. In addition, a selection of random skills will be established. A listing by discipline of the number of required and random skills is shown in Appendix B. A complete listing of required and random skills for each discipline is listed in the associated skill summary sheet. State Fire Training shall ensure the selection of random skills for testing is fair and impartial through enforcement of the following:

### **Practical Examination Skills Selection**

The following is a guideline for the selection of random skills for the different disciplines for which State Fire Training is certified. Random skills are required in addition to the state required skills that have been identified for a level of certification.

#### Random Skills selection process

- a. State Fire Training has endeavored to make the selection of skill stations for a certification test as fair as possible.
- b. Based on the above, State Fire Training will utilize the Test-Bank computer or other random number generator to generate skill station numbers for a skills examination. State Fire Training will run the program so that the computer will generate a random list of skills for the exam. This will be done for each skills exam that is administered so that no intentional duplication of skills occurs.
- c. State Fire Training will review the choices based on this random choice of skills. Based on discipline variables, State Fire Training may chose to alter the exam accordingly.
- d. The use of the randomly generated skills exam will hopefully eliminate any human factors that could, although unintentional, bias the exam.

### **ARTP/ALA Request for Alternative Random Skill**

After being notified by State Fire Training of the random skills for any particular examination, an ARTP or ALA may request a different random skill if they determine that utilization of the initial skills is not practicable. The Lead Evaluator shall contact State Fire Training and make this request in writing. The request shall include the rationale describing why the skill is not practicable. In the event an alternate skill is assigned, State Fire Training shall issue a new *Skills Testing Summary Sheet*.

State Fire Training shall ensure that the job performance requirements (JPRs) of each accredited discipline are fairly evaluated for manipulative skills by generating a skills sheet and/or scenario that is consistent with the job performance requirements.

State Fire Training utilizes an process that engages subject matter experts in the discipline for which the examination is being developed. These subject matter experts are formed into a development cadre that is led by a cadre lead. The cadre prepares skill sheets that are correlated directly to the appropriate NFPA professional qualifications standard and the text books that have been previously identified in the approved course plan. The work of the development cadre is then reviewed by a separate validation cadre. The cadre lead is responsible for skill sheet security. The cadre lead is responsible for developing the final versions of the skill sheets and preparing required correlation sheets.

Skills and Scenarios shall be subject to audit for continued reliability and validity. This review will occur in conjunction with scheduled audits complying with 10.6. Results of these audits will be presented to the cadre lead responsible for the program and the cadre lead will further evaluate the results to determine if a change is necessary for any skill.

If a change is necessary and is minor in nature, the cadre lead shall initiate the change. If a major change is necessary that will alter the character of the skill sheet, the cadre lead shall engage members of the development or validation cadre to assist in revising the skill sheet. All updated skill sheets shall be posted on the State Fire Training website with a revision date noted on the document.

When changes are made to a skill sheet, State Fire Training shall notify ARTPs, ALAs, and lead evaluators utilizing E-News and direct e-mail notification.

State Fire Training shall ensure that manipulative skill examination sessions are safe, fair and impartial by:

1. Periodically examining and certifying that all equipment is safe and operable
2. Ensuring that a full complement of equipment or props is available for the number of candidates being evaluated

Prior to the commencement of skills testing, the Lead Evaluator shall evaluate and ensure that all equipment and props are safe and operable and that adequate equipment and props are available for the number of candidates being evaluated.

During initial accreditation and during re-accreditation site visits, State Fire Training shall insure that an ARTP and ALA have a full complement of equipment that is safe and operable.

An ARTP/ALA will be allowed to utilize equivalent examination aids providing the skill can be adequately tested. The ARTP/ALA shall make a written request for approval to State Fire Training in advance of utilizing alternative aids.

Version 8.2, October 2019

The Lead Evaluator shall ensure the identity of a candidate prior to examination.

Fire Fighter I/II (ARTP/ALA Candidates)

- Candidates must be registered in ARTP/ALA Fire Fighter I program.
- Candidates must complete all academic requirements before participating in certification testing.
- Candidates must present a photo ID at check-in.

Fire Fighter I/II (Other Delivery Methods)

- Candidates must complete all academic requirements before participating in certification testing as demonstrated by presenting a completed and signed Fire Fighter I/II State Required Instructional Skills Sheet.
- Candidates must present a photo ID at check-in.

Advanced Levels of Certification

- Candidates must complete all academic requirements before participating in certification testing.
- Candidates shall present a Certification Testing Authorization Letter as issued by State Fire Training.
- Candidates must present a photo ID at check-in.

The Lead Evaluator shall ensure examination security for skills examinations by ensuring all candidates are staged in an area in which active skills evaluation may not be viewed. In addition, a monitor shall be stationed in the staging area to insure that candidates do not discuss any component of the examination or access examination related materials.

Version 8.2, October 2016

State Fire Training requires that ARTPs and ALAs use the incident command system for maintaining flow and security during the manipulative skills process.

The following shall apply:

1. Skills Evaluators will greet the candidate as they approach the station.
2. The Skills Evaluator will read the "Examiner's Instructions to the Candidate Sheet" and the "Candidate Direction" as listed on the skill sheet.
3. The evaluator, at the conclusion of the scenario will thank the candidate and ask them if they have any questions
4. The evaluator will fill in and sign all evaluation sheets and obtain the candidate's signature before accepting another candidate and/or group of candidates.

Version 8.2, October 2016

State Fire Training shall ensure that no candidate will fail as a result of an equipment failure. If there is an equipment failure during skills examination, the Lead Evaluator shall ensure that the equipment is replaced and the candidate shall be afforded the opportunity to continue with the examination, without penalty.

If equipment or a situation cannot be duplicated, a simulation can be allowed if the evaluation can be conducted in such a manner that it approximates actual job performance conditions to the fullest possible extent.

Version 8.2, October 2016

### Background

This document contains instructions to aid the lead evaluator in properly and consistently greeting the candidates and informing them of what will be expected during the administration of skills testing. The scrip contained below will be read to the candidates by the lead evaluator while the candidates are in staging.

### Pre Exam Script

(To be read by the lead evaluator, filling the blank spaces as specified.)

My name is (lead evaluator states his/her name). On behalf of State Fire Training and (evaluator states the name of the ARTP or ALA hosting the skills examination) I would like to welcome you. We will be evaluating your performance today on the following skills (evaluator states skill sheet numbers and the title of the each skill; for example, "Skill Sheet 2-2.1, Don, Doff and Prepare Structural Personal Protective Equipment for Reuse.")

You will be required to successfully complete these skills with no errors. If you do not complete the skills in accordance with the published State Fire Training skill sheet, or if you commit a safety error while performing the skill, you will receive a failing score.

If you fail any skill in your first attempt, your skill sheet will be reviewed by the Lead Evaluator to determine if you are eligible to receive a second attempt to successfully complete the skill prior to the end of this skills examination session.

Once you complete each skill, the evaluator will ask you to review and sign the skill sheet on which he/she has recorded your score.

After you complete each skill, you will remain at the skill station until you are escorted back to the staging area.

Do you have any questions? (Evaluator answers questions the candidate may have.)

## Background

This document contains instructions to aid the skills evaluator in properly and consistently greeting the candidate and informing them of what will be expected during the administration of an evaluation at a single skills station or skills scenario. The script contained below will be read to each candidate by the evaluator once the candidate reports to the skill station from staging.

## Pre Exam Script

(To be read by the evaluator, filling the blank spaces as specified.)

My name is (evaluator states his/her name). On behalf of State Fire Training and (evaluator states the name of the ARTP or ALA hosting the skills examination) I would like to welcome you. I will be evaluating your performance today on (evaluator states skill sheet number and the title of the skill; for example, "Skill Sheet 2-2.1, Don, Doff and Prepare Structural Personal Protective Equipment for Reuse.")

After you complete this skill, you will remain here until you are escorted back to the staging area.

I will now read the "Candidate Directive" directly from the skill sheet. (Evaluator reads the candidate directive directly from the skill sheet.)

Do you have any questions? (Evaluator answers questions the candidate may have.)

Are you prepared to begin?

When I state "begin," the test will begin (and time will start, if it is a timed test as referenced in the candidate directive.)

## Post Exam Script

(To be read by the evaluator, filling in the blank spaces as specified.)

## **Passing Score**

Congratulations! You have achieved a passing score on this skill station. Please review and sign your skill sheet. (Evaluator shows the candidate the skill sheet and indicates where they should sign.)

Please wait here until you are escorted back to the staging area. Thank you for your cooperation.

## **Failing Score**

Unfortunately, you have not achieved a passing score on this skill station. Please wait here while I contact the Lead Evaluator to discuss your performance. (Evaluator summons the Lead

Evaluator who reviews the candidates' skill sheet, determines if a re-take is appropriate and notifies the candidate of his/her decision.)

Version 8.2, October 2016

State Fire Training shall maintain a cadre of Registered Lead Evaluators and Skills Evaluators for use in national certification examinations. Lead Evaluators and Skills Evaluators selected to evaluate skills shall be qualified and on the registered list of evaluators which is maintained by State Fire Training.

Version 8.2, October 2016

State Fire Training requires all Registered Lead Evaluators and Skills Evaluators to complete a course of instruction to review policies, procedures, standards changes, administrative reviews, skills audit information, and general updates.

The course of instruction is also the basic and initial requirement for those who desire to become evaluators at any level. After completing the course of instruction and all prerequisites, a prospective Lead Evaluator will be issued a task book. All prospective Lead Evaluators must work with a qualified Lead Evaluator and have their task book completely signed off prior to being approved as a Lead Evaluator.

The training program consists of, at a minimum the following,:

1. Examination time limits
2. Form completion and identification
3. Equipment lists and skill station set up
4. Proper handling of exam interruptions
5. Assistance Parameters
6. General and Life Safety Instructions
7. State Fire Training Payment forms
8. Certification Policies and Procedures, Rules and Regulations
9. Retest procedures

State Fire Training has established the following minimum requirements for Registered Lead Evaluators and Skills Evaluators.

Lead Evaluator:

1. Have completed the Evaluator course and Lead Evaluator Task Book
2. Current Registered Instructor with State Fire Training
3. Possess certification in the course or discipline for which they are seeking Lead Evaluator registration
4. Demonstrate mastery in the subject matter
5. Possess supervisory skills sufficient to oversee the testing process
6. Have the capacity to objectively evaluate the performance of the candidates
7. Agree to abide by State Fire Training policies and procedures
8. Have a current signed document indicating an agreement to be fair and impartial during testing

Skills Evaluator:

1. Have completed the Evaluator course
2. Have completed the State Fire Training Ethical Leadership in the Classroom course
3. Have completed one of the five instructional methodology requirements set forth by State Fire Training (For Fire Fighter I/II applicant may meet criteria for an Approved Fire Fighter Instructor)
4. Demonstrate mastery in the subject matter
5. Have the capacity to objectively evaluate the performance of the candidates
6. Agree to abide by State Fire Training policies and procedures
7. Have a current signed document indicating an agreement to be fair and impartial during testing

State Fire Training shall maintain a list of individuals qualified as Registered Lead Evaluator and Skills Evaluator. The list shall consist of individuals approved by State Fire Training. Evaluators will be reviewed and evaluated by State Fire Training to ensure maintenance of the requirements of Lead Evaluator and Skills Evaluator.

The most current list of Lead Evaluators shall be made available on the State Fire Training website. The most current list of Skills Evaluators can be obtained from State Fire Training.

Version 8.2, October 2016

The State Fire Training shall ensure no conflict of interest exists during the testing process through policies, procedures, evaluator training and Quality Improvement Evaluations.

Skills Evaluators

Skills evaluators shall not, during administration of a certification examination, evaluate a skill for which they were the lead instructor during training for candidates participating in the examination. The term lead instructor is used to describe an instructor who had overall responsibility for a specific training subject (i.e. ladders, self contained breathing apparatus, hose) and the authority to assign candidates a score for their performance in that specific training subject.

Version 8.2, October 2019

State Fire Training shall perform an internal routine audit of written examination sessions twice each calendar year.

At a minimum, exam candidate files will be reviewed for the following:

- ◆ Written exam score recorded is the same as provided by on-line test vendor
- ◆ Prerequisites are adhered to

At a minimum, written exams will be reviewed for the following:

- ◆ Exam item analyses confirmed
- ◆ Exam results statistics show no trends and are not skewed, but evenly distributed
- ◆ Written exam item analyses are reviewed for the test banks and accuracy, validity, and reliability are confirmed

At a minimum, one written exam session will be monitored for the following:

- ◆ Instructions to candidates are given properly
- ◆ Exam is administered in accordance with established policies
- ◆ Security is maintained

State Fire Training shall perform an internal routine audit of skills examination sessions twice each calendar year.

At a minimum, one manipulative skill session will be monitored during the months of January through June and one during the months of July through December:

- ◆ Instructions to candidates are given properly
- ◆ Instructions to evaluators are given properly
- ◆ Candidates are properly staged
- ◆ Examination is reliable with established job performance requirements
- ◆ Skill sheets and scenarios are valid and adequately evaluate candidate knowledge of associated JPR
- ◆ Skill score sheet is verified for passing grades and all Skills Evaluator's signatures or initials are properly affixed
- ◆ IAP prepared and followed

State Fire Training has established the following corrective action for any Lead Evaluator/Skills Evaluator who fails to abide by the established examination policies and procedures, rules and regulations. State Fire Training enforcement of all policies and procedures shall ensure that written examinations and skills examinations are performed in an objective manner.

The Lead Evaluator / Skills Evaluator is aware that should the audit process confirm that the examination policies and procedures were not adhered to, that the Lead Evaluator / Skills Evaluator shall be subject to disciplinary action, up to and including evaluator status revocation, in accordance with Title 19, California Code of Regulations, Division 1, Chapter 13, Article 2.

The Lead Evaluator / Skills Evaluator is aware that should the audit process confirm that the examination policies and procedures were not adhered to, that the examination shall be declared null and void and all seals or certificates issued shall be invalidated and the candidate(s) offered the opportunity to re-test at no cost.

Version 8.2, October 2019

State Fire Training requires all instructors serving as Lead Evaluators or Skills Evaluators to sign an Evaluator Code of Conduct as provided by State Fire Training.

Lead Evaluators and Skills Evaluators shall be required to record his or her signature for verification of the skills grading sheet.

Version 8.2, October 2016

### **Evaluator Code of Conduct**

As a Lead Evaluator and/or Skills Evaluator for State Fire Training, I realize that consistent, quality testing and evaluation is a primary obligation to my students/candidates and the departments/agencies they serve.

It is my job to administer testing that will provide the candidates with a successful and rewarding experience, and I will work to ensure the success of each candidate. Furthermore, I agree to reclude myself from any assignment as an evaluator where I know that I will be unable to objectively evaluate the candidates.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with students/candidates, and I will limit candidate contact outside of the testing situation as not to put the evaluator-candidate relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both evolutions and classroom activities.

I agree that I will never evaluate testing for a level of certification for which I am not personally certified or for which I do not possess a mastery of the subject.

If I have comments or complaints about other instructors, evaluators, students, and/or staff members, I will express them to State Fire Training, and not to other individuals or groups.

I expect safety rules to be observed by everyone—evaluators, instructors, visitors, as well as students/candidates.

If for any reason I am unable to serve as Lead Evaluator for the exam I have been assigned, I will contact State Fire Training as soon as possible, but in any case no less than 48 hours prior to the exam date.

As a Lead Evaluator/Skills Evaluator, I agree to abide by all the policies and procedures stipulated by State Fire Training in conducting training, certification testing, controlling examinations, maintaining records and submitting reports.

I further agree not to reproduce or release any testing materials or divulge the contents of the testing bank to anyone other than during an approved test.

I understand that to disregard any of State Fire Training's policies and procedures would violate my agreement with State Fire Training and thereby cause me to be subject to disciplinary action.

This agreement must be signed and filed with State Fire Training to be registered as an Lead Evaluator or Skills Evaluator.

I have read and agree to comply with State Fire Training's Evaluator Code of Conduct.

Date: \_\_\_\_\_ SS# (last 4 digits): \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Version 8.2, October 2016

SFM #: Appendix A	Name: Chart of Maintained Written Examination Test Banks
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Discipline	Edition	Test Bank Version	Type	Size of SFT Bank/Per Test
Fire Fighter I	1001-2013	9.0.1	LXRBANK	300 /100
Wildland Fire Fighter I	1051-2012	9.0.1	LXRBANK	60/30
Haz Mat FRO	472-2013	9.0.1	LXRBANK	60/30

Version 8.2, October 2016

SFM #: Appendix B	Name: Chart of Maximum Skill Selection and Maximum Failure Allowance for Skill Examinations
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Discipline	Edition	Required Skills	Random Skills	Total	Max. Failure
Fire Fighter I	1001-2013	5	3	8	0
Wildland Fire Fighter I	1051-2012	4	2	6	0
Haz Mat FRO	472-2013	1	2	3	0

Version 8.2, October 2016