



## **Standard Operating Guidelines and Procedures**



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Idaho Falls, Idaho  
[www.fst.cei.edu](http://www.fst.cei.edu)

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## Chapter 1: General

### a) MISSION

The Idaho Fire Service Technology (FST) program is committed to partner with Idaho fire departments, fire districts, and Authorities Having Jurisdiction (AHJ's) to provide Idaho firefighters with quality training and safety practices consistent with National Fire Protection Association (NFPA) standards and current National best practices. We also exist to provide verification of requisite knowledge and skills by administration of a nationally recognized third party certification process.

### b) INTRODUCTION

Fire Service Technology (FST) is administered by College of Eastern Idaho (CEI) under the direction of the Idaho Division of Professional-Technical Education (DPTE). DPTE is the administrative arm of the Idaho State Board for Professional-Technical Education that provides leadership, advocacy and technical assistance for professional-technical education in accordance with the state of Idaho and federal legislation.

Idaho's fire protection services are provided for career, volunteer, and combination fire departments that operate on limited budgets and staffing. Idaho has no state mandated minimum training requirements for firefighters. As a result, each department is responsible for establishing its own minimum qualification standards. With a decentralized, non-standardized approach to firefighter training and qualification, FST was established.

In 1967, FST was created and placed in the Idaho Division of Vocational Education as an adult training program to offer training to fire departments in Idaho. During the first five years, FST delivered fire training courses to about 250 firefighters each year. The size, scope and complexity of emergency response training grew and for a time, also included the coordination of emergency medical training under contract with the State's Emergency Medical Services Bureau. As a result of its expanded mission, the program name was changed to Emergency Services Training (EST), and subsequently to Fire Service Technology (FST). Currently FST supports 278 fire departments by administering training and testing of approximately 7,000 Idaho firefighters annually in more than 200 supported courses. In July 2014, the FST Program moved from the Idaho Professional-Technical Education office in Boise to College of Eastern Idaho in Idaho Falls. Today, the FST program reflects the complex and technical nature of the fire service profession.

FST partners with other entities at the federal, state, regional and local levels to coordinate services, support training, and leverage limited resources to provide additional training opportunities. The Idaho Fire Chiefs Association has established recommended minimum training standards in its by-laws that FST supports. FST coordinates the delivery of National Fire Academy (NFA) courses, emergency services training, live fire training, and provides regional fire academy support, maintains student training, instructor, and evaluator records. FST is Idaho's accrediting entity of the International Fire Service Accreditation Congress (IFSAC) certification program.

FST is responsible for the development and credentialing of State-wide and In-House instructors, IFSAC Evaluator development and qualification standards, centralized student training records, coordination of a state-wide multi-agency training and testing calendar, and supports leadership and curriculum development of fire services through Idaho colleges with Fire Service Technology degree programs. State appropriated funds are dedicated to the essential mission tasks supporting training and testing activities.

## c) STANDARDS

FST updates certification requirements based on changes contained within newly issued editions of NFPA Standards. Once the NFPA issues a revised edition, FST will update the corresponding certification level(s) and begin testing to the new standard edition within three (3) years. When FST receives accreditation to a more recent edition of a standard, candidates are required to meet all provisions of the revised standard. The following represents a partial list of standards:

- 1) NFPA 472, 2013 edition, Standard for Professional Competence of Responders to Hazardous Materials Incidents is used for Hazardous Materials training. Jones and Bartlett, Hazardous Materials Awareness and Operations, 1st Edition is the recommended training curriculum for FST classes up to the operations level and is used as the reference for certification testing correlation. The IAFF Hazardous Materials Technician course is used beyond the operations level.
- 2) NFPA 1001, 2013 edition, Standard for Fire Fighter Professional Qualifications, is used for Firefighter I and II training. IFSTA Essentials of Fire Fighting, 6th Edition is the recommended training curriculum for FST classes and is used as the reference for certification testing correlation.
- 3) NFPA 1002, 2014 edition, Standard for Fire Apparatus Driver/Operator Professional Qualifications, is used for Driver Operator training. IFSTA Pumping Apparatus Driver/Operator Handbook, 2nd Edition, is the recommended training curriculum for FST classes and is used as the reference for certification testing correlation.
- 4) NFPA 1041, 2012 edition, Standard for Fire Service Instructor Professional Qualification, is used for training instructors and evaluators IFSTA Fire and Emergency Services Instructor, 8th Edition is the recommended training curriculum for FST classes and is used as the reference for certification testing correlation.
- 5) NFPA 1021, 2014 edition, Standard for Fire Officer Professional Qualification identifies the minimum job performance requirements necessary to perform the duties of a fire officer through its four levels of progression. IFSTA Fire and Emergency Services Company Officer, 4th Edition is the recommended training curriculum for FST classes and is used as the reference for certification testing correlation.

## d) DEFINITIONS

**Accreditation:** The process of comparing established professional standards defined by the accrediting agency to an organization seeking recognition for quality programs and accountability. The accrediting agency uses documentation such as a self-study and analysis, an assessment of an organization's mission, as well as a site visit to determine the organizations achievement in meeting the standards.

**Candidate:** The individual who is testing for certification based on an NFPA professional qualification or competency standard.

**Certification:** The Idaho IFSAC Certification Program is a voluntary program. There is no statutory requirement that fire fighters become certified. The certification program establishes a means to assess the competency of fire fighters and first responders, irrespective of their department affiliation and regardless of whether they are career or volunteer.

**Equivalency:** FST and IFSAC policy is that though there are other options to verify NFPA standard proficiency, none are considered equivalent to IFSAC certification. FST will not issue an IFSAC seal unless a candidate is tested by Idaho FST to meet the NFPA standards. FST does acknowledge two other options an AHJ does have to verify a candidate meets NFPA pre-requisites for IFSAC certification testing at the candidate's current position level. (See **NFPA Pre-Requisites and Qualification Review**)

**Evaluator:** A testing team member assigned to observe candidates performing skills. Evaluators determine if a candidate's performance meets the skill sheet criteria as outlined on the skill sheet.

**IFSAC:** International Fire Service Accreditation Congress is the accreditation body for Idaho's Certification Program.

**Live Fire:** An activity/skills event and evaluation that consists of tasks exposing candidates to actual fire conditions. An AHJ live fire affidavit documenting education and evaluation is required to receive FF1 certification.

**NFPA Pre-requisites:** Certain NFPA positions require the candidate meet pre-requisite knowledge and skills prior to certification at that level. Pre-requisites of each certification level are listed in section 3 – Certification. FST's preferred method of meeting pre-requisite requirements is IFSAC Certification to those levels. Because Idaho does not mandate certification, FST has a qualification review process that allows an AHJ two additional options in order to verify the candidate has met the pre-requisites (**See Qualification Review section i**)

**Reciprocity:** The acceptance of accredited levels of IFSAC certification from another IFSAC certifying entity. Idaho FST accepts all IFSAC certificates as being valid in Idaho IFSAC.

**Skill Sheets:** The documents that set forth the criteria to verify competency requirements for each accredited level using Job Performance Requirements (JPRs) in accordance with applicable NFPA standards. These are available to all candidates on the FST web page, and upon request.

Skill sheets will use the NFPA JPR format of:

1. State the task to be accomplished in a clear concise manner
2. Describe the equipment and items that will be provided to all candidates
3. Performance outcome

**Qualification Review:** If an AHJ has a candidate that does not have IFSAC Certification for all pre-requisites but wishes to certify that candidate at the position they are currently working, FST offers 2 options to verify a candidate has met NFPA pre-requisite qualifications. (**See Qualification Review**)

## e) SAFETY

Safety is of primary importance and all Instructors, Proctors and Evaluators will ensure that training and testing activities are conducted in a safe manner. Any individual participating or observing training or testing activities shall stop any operation that places personnel in jeopardy.

Test candidates shall wear appropriate NFPA compliant PPE when involved in manipulative skill evaluation instructions as outlined on each skill sheet. Evaluators, and support staff shall use PPE appropriate to conducting or observing the testing event. All candidates will be fit tested with their SCBA by the organization which they are representing. Compliance with these minimum safety standards is the responsibility of the individual and department they represent. Instructors or evaluators may deny training or testing to candidates not complying with these standards. Individuals with facial hair that could interfere with the seal of the SCBA face piece will not be allowed to participate in an exam or live fire training for a certification that could require the use of SCBA. This policy is in accordance with United States Department of Labor Occupational Safety & Health Administration (OSHA) regulations 29 CFR 1910.134(1)(i)(A) and 29 CFR 1910.134(1)(i)(B) and NFPA 1500, *Fire Department Occupational Safety and Health Programs*, current Edition Section 7.13.

Live fire training and testing will be conducted in accordance with the current edition of NFPA 1403, *Standard on Live Fire Training Evolutions*. Additional information and procedures regarding live fire training/testing are contained in Chapter 2 – Training, and Chapter 3 – Testing.

**f) FACILITIES AND EQUIPMENT**

Facilities at which training and testing are conducted will be deemed adequate and safe by the host agency. The host agency will ensure that the test site, apparatus, and equipment meet or exceed applicable NFPA standards. Due to the logistics required for certain skills, a facility may be deemed appropriate with the condition that an alternate site will have to be used if a certain skill or type of skill will be tested during a specific testing process. The host agency will provide the necessary materials and staffing required for any skill contained within a certification level

**g) NONDISCRIMINATION STATEMENT**

FST does not discriminate or deny services on the basis of age, race, religion, national origin, sex, or disability. Reasonable accommodations will be provided for applicants with disabilities. Requests for accommodations must accompany the training or testing request.

**h) ACADEMIC HONESTY**

FST and the fire service have the responsibility for maintaining academic integrity so as to protect the quality of education and training of responders and to protect those who depend upon our integrity. The fire service and FST will not tolerate acts of academic dishonesty, such as cheating, misrepresentation, records alterations, or plagiarism.

**i) NOTIFICATION OF POLICY AND PROCEDURES**

As policies and procedures are updated, FST will notify applicable participants.

## Chapter 2: Training

### a) INTRODUCTION

Training in accordance to NFPA standards and national best practices is the foundation of safe firefighting. Idaho FST uses a cadre of In-House and state qualified instructors to facilitate training. Fire Agencies may choose to conduct self-supported In-House training events or they may request training assistance from FST. If FST assistance is requested, the training event must be opened on a first enrolled basis to all Idaho departments in order to maximize training resources. Students that complete an FST approved course receive a certificate of course completion and the course information is recorded on the student's training record by FST.

### b) PURPOSE

The purpose of the firefighter training program is to provide the level of knowledge, skills, and abilities required by firefighters to meet internationally recognized standards. FST is one source of fire training in Idaho. Individual fire departments, regional academies, for-profit providers, industry member associations, and other agencies have the opportunity and responsibility to provide fire service training. FST offers training in cooperation with these agencies that is consistent with its mission statement. Most of the approved training courses provide training that is connected with IFSAC certification standards should a firefighter decide to pursue this opportunity. Even if a firefighter elects not to pursue certification, they know the training they receive through FST approved courses is based on NFPA standards.

### c) COURSE REQUESTS

FST sanctioned activities include any course/activity which uses FST funds, is taught by an FST approved instructor, and an official FST certificate of course completion is awarded to participants upon successful completion of the course. All requested courses that are to receive certificates of completion must first be submitted, approved and coordinated through FST. Course requests may originate from instructors, agencies, academies, technical colleges, or FST. All course requests must include a Training Plan and must be approved prior to the start of the training. The Training Plan must appropriately demonstrate how course content will be presented, number of contact hours, indicate the FST approved instructors by course, and show that student/instructor ratios are maintained for practical skills training.

### d) INSTRUCTOR INFORMATION

#### Instructor Levels - Definitions and Qualifications

FST retains the right not to hire any instructor who does not meet FST standards and will not issue class certificates for classes taught by unauthorized instructors. The FST Training Coordinator will identify the Lead Instructor for each event. To standardize programs on a statewide basis, FST uses the following guidelines for defining and qualifying FST instructors:

- Instructors are either approved to teach courses statewide or only within their own jurisdiction (In-House). All statewide instructors may also act as In-House instructors.
- *All instructor applicants* must submit an FST instructor application, current resume and a minimum of three (3) professional and three (3) personal references, and letter of recommendation. When the Chief is the applicant, a letter from their Fire Commissioners, Mayor, or other governing body acting as the Chief's supervisor shall be accepted. References will be contacted.

## 1. In-House Instructor

FST In-House Instructors are not considered adjunct faculty of College or Eastern Idaho and are not eligible to receive reimbursement from FST. They are authorized to deliver FST approved training to their assigned agency only. In-House Instructor status is valid for a period of five (5) years, rounded to the nearest Sept 1.

In-House instructors must complete twenty-four (24) hours of FST approved and documented instruction in their particular agency, within any one (1) year period, and be evaluated by an FST approved instructor before being eligible to apply for Level I instructor.

Candidates for In-House instructor must complete one requirement from each of the following three (3) sections:

- Successfully complete of one of the following:
  - G141 twenty-four (24) hour basic instructional skills instructional methodology course,  
\*OR\*
  - Forty (40) hour IFSTA Fire Service Instructor course, or its approved equivalent,  
\*OR\*
  - Meet NFPA Fire Instructor I requirements
- Successfully complete one of the following:
  - FST “Train-the-Trainer (TTT)” course,  
\*OR\*
  - An approved mentorship for each course to be taught (mentoring must be pre-approved by FST), resulting in a unanimous recommendation to teach the class and a minimum 75% approval rating on instructor evaluations  
\*OR\*
  - Submit a letter of verification from the Chief, attesting to the candidate’s knowledge, skills, and abilities to teach within their department. When the Chief is the applicant, a letter from their Fire Commissioners, Mayor, or other governing body acting as the Chief’s supervisor shall be accepted.
- Meet one of the following experience and/or training categories:
  - Complete five (5) years of full-time, recent employment in the fire service, hazardous materials or applicable subject area in which they wish to instruct classes (each applicable subject may be considered with documentation of five (5) years of full-time service at the level for each area they wish to instruct). In general, when certified to instruct a higher level, approval shall include applicable lower levels (ex; Rope Tech implies also OPs and AW),  
\*OR\*
  - Complete five (5) years of applicable subject area experience (any combination of paid or volunteer), plus two hundred (200) hours of documented applicable training in the subject area in which they wish to instruct,  
\*OR\*
  - Possess an Associate’s or Bachelor’s Degree in an applicable occupation, plus three (3) years of applicable subject area experience in the area they wish to instruct,  
\*OR\*
  - Have three (3) years of applicable subject area experience, plus certification in the area to be taught (Firefighter I certification or NWCG Advanced Wildland Firefighter or higher).

## 2. Idaho Statewide Level 1 Instructor Requirements

### *New Instructors*

Candidates for statewide instructor must complete one requirement from each of the following three (3) sections:

- Meet one of the following:
  - Meet NFPA Fire Instructor I requirements,  
\*OR\*
  - Possess an IFSAC Instructor 1 or higher certificate
- Successfully complete either:
  - FST “Train-the-Trainer (TTT)” course,  
\*OR\*
  - An approved mentorship for each course to be taught.
- Meet one of the following experience and/or training categories:
  - Complete five (5) years of full-time, recent employment in the fire service, hazardous materials or applicable subject area in which they wish to instruct classes or complete five (5) years of applicable subject experience (any combination of paid or volunteer), plus two hundred (200) hours of documented applicable training,  
\*OR\*
  - Possess an Associate’s or higher degree in an applicable occupation, plus three (3) years of subject area experience in the area they wish to instruct or have three (3) years of applicable subject area experience, plus certification in the area to be taught.

### *Instructor Reciprocity*

Any individual with prior documented fire service instructor experience such as experience from another state, agency, or entity, may apply for statewide instructor status.

- Submit an FST instructor application and portfolio outlining instructor experience, education, and training.
- Applicants must also meet one of the following experience and/or training categories:
  - Complete five (5) years of full-time, recent employment in the fire service, hazardous materials or applicable subject area in which they wish to instruct classes or complete five (5) years of applicable subject experience (any combination of paid or volunteer), plus two hundred (200) hours of documented applicable training,  
\*OR\*
  - Possess an Associate’s or higher degree in an applicable occupation, plus three (3) years of subject area experience in the area they wish to instruct or have three (3) years of applicable subject area experience, plus certification in the area to be taught.
- All instructor reciprocity applications will be reviewed and approved by the FST Training Coordinator.
- Upon successful application, all reciprocity instructors will be evaluated by a FST statewide/senior instructor.

### **3. Idaho Statewide Level 2 Instructor Requirements**

Be a current FST Idaho Level I Instructor with a minimum of 5 years instruction and 200 documented hours of instruction,

**\*AND\***

Function as the primary instructor - instruct a class with a qualified Idaho Level II Instructor and successfully complete the instructional experience with an evaluation resulting in recommendation for Level II status.

### **4. Specialty or Consultant Instructor**

Specialty or Consultant instructor status may be granted when expertise to deliver specific curriculum does not exist among qualified FST instructors, or the instructor is considered an “industry” or “factory” expert, or under the direction of the approved instructor as a guest speaker of a particular sub-subject of the course curriculum for which they have expertise.

### **5. Requalification Requirements**

Instructors must complete the following every five (5) years to retain their status and continue instructing:

#### **In-House Instructor**

- Must be approved by their fire chief or commissioner to maintain status.

#### **Level 1 Instructor**

- Submit an Instructor Recertification Application.
- Have documented on their FST Instructor transcript successful completion of a minimum of sixty (60) instructional hours of FST approved courses (in course material the instructor is approved to instruct). FST will accept up to 30 hours of EMS training delivered toward the satisfaction of this requirement with submittal of course numbers verifiable by Idaho State EMS. Mentoring hours do not count toward the required sixty (60) hours of FST instructional hours.
- Successfully complete a minimum of twelve (12) hours of FST approved continuing education. FST will strive to compile and provide instructor training that includes teacher education classes, methodology, teaching style classes, FST instructor conferences, mentoring, applicable computer classes, and Train-the-Trainers. Instructors are responsible for submitting documentation for any training that is not reflected on their FST Student transcript.

#### **Level 2 Instructor**

- Must complete the above plus evaluate the performance of at least one (1) Statewide Instructor during delivery of an FST approved course. The evaluation must be submitted to FST, and a copy placed in the files of both the evaluating and evaluated instructors.

If an instructor fails to meet requalification standards, their status will be changed to “inactive” and they will not be allowed to instruct FST supported courses until the following criteria are met:

- Completion of Continuing Education
- Teach with another qualified instructor as mentored instructor for minimum of 8 hours
- Supply FST with documentation of initial recertification application within 6 months
- Supply FST with documentation of any non-FST instructional hours.

## 6. MENTORING PROGRAM

**New Instructors:** Mentoring shall be required prior to any solo instruction. Mentored instructors must deliver and be evaluated on no less than 25% of the total class hours.

**Current Instructors:** Mentoring or successful completion of an FST Train-the-Trainer course is required to add additional classes to the list of approved classes taught by current instructors.

- Mentoring shall be pre-approved with FST and requested in conjunction with an FST course request. Mentoring requests received after the class has started will not be approved.
- Mentoring shall be conducted by an FST Instructor Level 1 or Level 2 who has successfully completed at least one (1) five (5) year recertification period.
- Mentoring candidates must have taken the class before applying to teach the class. In-House instructors may be accepted in lieu of a certificate of completion with a letter from the Chief, or where the Chief is the instructor being mentored, either a letter from their Fire Commissioners, Mayor or other governing body acting as the Chief's supervisor, verifying training and knowledge.
- Instructors being mentored are not eligible for compensation, and do not count toward student/instructor ratios.
- Successful completion of the mentoring program will result in a positive recommendation for Statewide Instructor Level 1 status. The mentoring evaluation form shall be placed in the instructor file.

## 7. REVOCATION OF INSTRUCTOR STATUS

FST Instructors must maintain a high level of legal, moral, ethical, and professional standards. For purposes of this policy, any revocation action applies to an instructor, evaluator, proctor, or other individual serving in any capacity as a representative of FST.

**Conditions for Revocation may include:**

- Repeated unsafe training practices or failure to maintain or follow standards.
- Failure to abide by FST's Instructor Qualifications and Requirements, Policies and Guidelines.
- Failure to respond in a timely manner to requests for training and testing documents, evaluations, or payroll information.

**Appeals Process:**

- If an instructor believes their instructor status was unjustly revoked or denied as a result of instructional or evaluation performance related issues, they may initiate the following appeals process:
- All appeals must be made in writing and sent to FST for review and response within sixty (60) days of receiving revocation notice.
- An appeal must include specific reason/basis for appeal.
- FST will make a decision within 30 days based on a review of the written appeal, Mentor's evaluations, and interviews with the instructor and each of the mentoring evaluators.
- If the instructor disagrees with the decision of FST, an appeal may be made within 30 days to a review board of three (3) mentor qualified instructors. Board members will be selected in the following manner:
  - FST will select one (1) member
  - The appellant will select one (1) member
  - Those two members will select one (1) member
- FST will implement the final decision of the appeal review board.

### e) LIVE FIRE TRAINING

FST will only recognize NFPA 1403 compliant live fire training.

## Chapter 3: Certification Testing

### a) INTRODUCTION

The Idaho FST IFSAC certification program exists to verify the competencies of fire fighters as outlined in the NFPA standards and national best practices, irrespective of department affiliation. The Idaho Certification Program is a voluntary program and there is no statutory requirement in Idaho for fire fighters to become certified. Idaho AHJ's will determine what level of certification, if any, they require of their members.

Certification testing and skills verification is a separate process from training and validates training retention. Training course completion certificates are not a substitute or equivalent to IFSAC accredited certification. After the candidate has been trained and the skills have been verified by the AHJ, independent verification through the certification process may be chosen by the candidate and AHJ.

### b) GOALS OF IDAHO'S CERTIFICATION PROCESS:

1. Support the Idaho Fire Chiefs mission of promoting a professional fire service in Idaho, through verification of national professional qualification standards and fire service best practices.
2. Ensure that all IFSAC accredited certifications are administered with strict adherence to the requirements and recommendations of the International Fire Service Accreditation Congress (IFSAC).
3. Ensure Certification test banks and skill sheets directly correlate to NFPA standard objectives rather than to a particular text book's suggested method of accomplishing tasks
4. Recognize the authority of Idaho AHJ's to choose methods and tactics by which to meet NFPA objectives as long as they conform to approved methods and national best practices.
5. Maintain a certification program that will ensure complete impartiality, confidentiality and safeguard against misuse and abuse.
6. Issue IFSAC certificates to individuals who complete the verification process as tested and reviewed by FST.
7. Maintain records of individuals who have entered the Idaho IFSAC certification process.

### c) IFSAC / IDAHO DELEGATION OF AUTHORITY

**FST is the IFSAC certifying entity for the State of Idaho** and does not delegate its authority to conduct qualification or certification testing to any political subdivision, local government entity, state agency, individual, or entity. In order to fulfill its responsibilities as the certifying entity, FST must have the ability to operate independently of influences within or outside the organization that sponsors the certifying activity. FST decisions on particular certification levels will not be altered by any other body having political or economic goals that conflict with the goals of certification accreditation.

**IFSAC develops guideline options** for certification testing are to ensure accountability, consistency, and credibility of testing. FST ensures their testing program conforms to IFSAC guidelines, but also exercises its authority to select which IFSAC options that best fulfill the needs of Idaho AHJ's and firefighters.

**Certification tests are administered by FST** as the certifying entity and supported local AHJ's acting as the host entity. This mutually supportive relationship does not imply delegation of FST authority in any way.

d) **CERTIFICATION PARTICIPATION REQUIREMENTS**

**The certification system is open to** candidates that are Idaho emergency responders, members of associated Idaho support agencies and students currently enrolled in an authorized Fire Service programs as long as they are 18 years of age or older. Candidates outside the state of Idaho are also eligible for certification training as long as an agreement between Idaho FST and their respective IFSAC entity has been documented prior to administration of the test.

**Candidates must be representing their employer** or academic institution while participating in the certification process and participating with the approval of their employer or academic institution. Candidates must meet the current requirements of NFPA 1582, *Standard on Medical Requirements for Fire Fighters or meet their local AHJ medical requirements*, be fully covered by the employer’s workmen’s compensation insurance (health insurance for academic institutions), and meet prerequisites before certification will be granted. This will be documented by AHJ.

e) **IDAHO IFSAC CERTIFICATION LEVELS**

Listed below are the IFSAC certifications available in Idaho, and the Steps required for completion. A more detailed description of each step of the process is included later in this section. Refer to Chapter 1, “Standards” for the recommended study material to which the IFSAC tests are correlated.

**Hazardous Materials Awareness** **NFPA 472** **2014 Edition**

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AHJ Candidate Application Process - Forms needed and signed by AHJ and Candidate

- Hazardous Materials Awareness Certification Application
  - certifying that the applicant has successfully demonstrated to the AHJ the knowledge and skill competencies as defined in NFPA 472 chapter 4
  - certifying the applicant meets the medical and physical fitness requirements required by the AHJ.

NFPA Pre-requisites competencies to be reviewed and approved by FST

- None

IFSAC Certification Testing

- Written test – 25 questions
  - seventy-five (75) percent is required to pass, 60-minute time limit
  - correlated to Jones Bartlett, *Hazardous Materials Awareness and Operations, 2nd Edition*
- Manipulative Skills test - There is NO skills test for this level.

**Hazardous Materials Operations** **NFPA 472** **2014 Edition**

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AHJ Candidate Application Process - Forms needed and signed by AHJ and Candidate

- Hazardous Materials Operations Certification Application
  - certifying that the applicant has successfully demonstrated to the AHJ the knowledge and skill competencies as defined in NFPA 472 chapter 5 and also 6.2 and 6.6
  - certifying the applicant meets the medical and physical fitness requirements required by the AHJ.

NFPA Pre-requisites competencies to be reviewed and approved by FST

- Hazardous Materials Awareness

IFSAC Certification Testing

- Written test – 75 questions
  - seventy-five (75) percent is required to pass, 90-minute time limit.
  - correlated to Jones Bartlett, *Hazardous Materials Awareness and Operations, 2nd Edition*
- Manipulative skills test – 2 skill sheets
  - one hundred (100) percent competency is required to pass each skills test

AHJ Candidate Application Process - Forms needed and signed by AHJ and Candidate

- Firefighter 1 Certification Application
  - Certifying that the applicant has successfully demonstrated to the AHJ the knowledge and skill competencies as defined in NFPA 1001 chapter 4
  - Certifying the applicant meets the medical and physical fitness requirements required by the AHJ to perform the duties of fire fighter.
- Local AHJ verification of Live Fire training and evaluation by AHJ
- Local AHJ verification of NFPA 1001 4.3 emergency medical care performance capabilities

NFPA Pre-requisites competencies to be reviewed and approved by FST

- Hazardous Materials Operations

IFSAC Certification Testing

- Written test – 100 questions
  - Seventy-five (75) percent is required to pass, 90-minute time limit.
  - Correlated to IFSTA Essentials of Fire Fighting, 6th Edition
- Manipulative skills test – 6 skill sheets including 3 mandatory categories – SCBA, Hose and Ladders, one hundred (100) percent competency is required to pass skills test.

AHJ Candidate Application Process - Forms needed and signed by AHJ and Candidate

- Firefighter 2 Certification Application
  - Certifying that the applicant has successfully demonstrated to the AHJ the knowledge and skill competencies as defined in NFPA 1001 chapter 5
  - Certifying the applicant meets the medical and physical fitness requirements required by the AHJ to perform the duties of fire fighter.
- Local AHJ verification of NFPA Objectives (AHJ must have training record documentation)
  - Objective 6.2.1 Complete an Incident Report (FF2 skill sheet 2)
  - Objective 6.4.1 Extricate a victim entrapped in a motor vehicle (FF2 skill sheet 9)
  - Objective 6.5.1 Perform a fire safety survey in a private dwelling (FF2 skill sheet 11)
  - Objective 6.5.2 Present fire safety information to station visitors (FF2 skill sheet 12)
  - Objective 6.5.3 Prepare a pre-incident survey (FF2 skill sheet 13)

NFPA Pre-requisites competencies to be reviewed and approved by FST

- Hazardous Materials Awareness and Operations
- Firefighter 1

IFSAC Certification Testing

- Written test – 100 questions
  - Seventy-five (75) percent is required to pass, 90-minute time limit.
  - Correlated to IFSTA Essentials of Fire Fighting, 6th Edition
- Manipulative skills test – 4 skills selected from FF2 skill sheets 1, 3, 4, 5, 6, 7, 8, 10, 14, 15

Forms needed - signed by AHJ and Candidate

- Fire Apparatus Driver/Operator-Pumper Certification Application
- Local AHJ Verification - Objective 4.3.6 The candidate must demonstrate operating a vehicle using defensive driving techniques under emergency conditions (refer to skill sheet #3)
- Local AHJ Verification - Objective 1.4.1 Drivers License and Objective 1.4.2 Medical Clearance

NFPA Pre-requisites competency documentation to be reviewed by FST

- Hazardous Materials Operations
- Firefighter I

IFSAC Certification Testing

- Written test – 100 questions
  - Seventy-five (75) percent is required to pass. 2-hour time limit
  - Correlated to IFSTA Pumping Apparatus Driver/Operator Handbook, 3rd Edition
- Manipulative skills test – 3-6 skill sheets at One hundred (100) percent competency
  - Maintenance – 1 skill sheet, either #1 or #2
  - Apparatus Driving – Either skill sheets 4, 5, 6 and 7 OR skill sheet 8
  - Pumping Operations – 1 skill sheet of skill sheets 9 through 12

AHJ Forms needed - signed by AHJ and Candidate

- Fire Instructor 1 Certification Application

NFPA Pre-requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness and Operations
- Firefighter 1

IFSAC Certification Testing

- Written test – 100 questions
  - Seventy-five (75) percent is required to pass, 90-minute time limit
  - Correlated to IFSTA Fire and Emergency Services Instructor, 8<sup>th</sup> Edition
- Manipulative skills test – Candidate will present a prepared lesson of the topic of their choice utilizing skill sheet #5 the testing coordinator will assign them to use components of 2 additional skills. One hundred (100) percent competency is required to pass each skills test.

AHJ Forms needed - signed by AHJ and Candidate

- Fire Officer 1 Certification Application

NFPA Pre-requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness and Operations
- Firefighter 1
- Firefighter 2
- Fire Instructor 1

IFSAC Certification Testing

- Written test – 100 questions,
  - Seventy-five (75) percent is required to pass, 90-minute time limit
  - Correlated to IFSTA Fire and Emergency Services Company Officer, 6th Edition
- Manipulative skills documentation
  - Portfolio Project is found on FST's website
  - Fire Officer 1 portfolio project as listed below

The candidate will complete the Fire Officer 1 portfolio project documenting each activity as assigned by their fire chief or their designee. Upon completion the candidate will present the portfolio to their chief for review.

The candidate's Fire Chief or their designee will review the candidate's portfolio project to ensure all activities are complete and meet the listed judging criteria in accordance with AHJ SOPs. The candidate's Fire Chief will then sign the portfolio completion form and forward the portfolio project to FST for further review.

When a completed portfolio project is submitted to FST, the portfolio will be reviewed by an FST appointed review panel consisting of at least 2 certified FST evaluators with IFSAC Fire Officer 1 certification

AHJ Forms needed - signed by AHJ and Candidate

- Fire Officer 2 Certification Application

NFPA Pre-requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness and Operations
- Firefighter 1
- Firefighter 2
- Fire Instructor 1
- Fire Officer 1

IFSAC Certification Testing

- Written test – 100 questions
  - Seventy-five (75) percent is required to pass, 90-minute time limit
  - Correlated to IFSTA Fire and Emergency Services Company Officer, 6th Edition
- Manipulative skills test
  - Portfolio Project is found on FST's website
  - Fire Officer 2 portfolio project as listed below

The candidate will complete the Fire Officer 2 portfolio project documenting each activity as assigned by their fire chief or their designee. Upon completion the candidate will present the portfolio to their chief for review.

The candidate's Fire Chief or their designee will review the candidate's portfolio project to ensure all activities are complete and meet the listed judging criteria in accordance with AHJ SOPs. The candidate's Fire Chief will then sign the portfolio completion form and forward the portfolio project to FST for further review.

When a completed portfolio project is submitted to FST, the portfolio will be reviewed by an FST appointed review panel consisting of at least 2 certified FST evaluators with IFSAC Fire Officer 2 certification

**f) THE CERTIFICATION PROCESS OVERVIEW**

The certification process starts when an AHJ requests a testing event at their location OR requests their candidate be tested at one of the approved testing events. The process then includes three components:

1. AHJ Candidate Application Process - Forms needed and signed by AHJ and Candidate
2. NFPA Pre-requisite competencies to be reviewed and approved by FST
3. IFSAC Certification Testing
  - a. A written test
  - b. A manipulative skills test or Project Portfolio

After successful completion of the process, the candidate will then be issued an IFSAC certification.

Testing dates, registration cut-off dates, and other pertinent information may be found on FST’s web site at [www.fst.cei.edu](http://www.fst.cei.edu). Additional information about any part of the process described below and ways to facilitate the process in your area can be addressed individually with the Certification Coordinator at FST.

With advance notice to FST, an IFSAC representative may visit test sites to ensure compliance with testing guidelines and policies.

**g) REQUESTING A TESTING EVENT**

**Any Idaho AHJ can start the process** by requesting FST to hold a testing event at their location. There is a one-page form for both a written test event and skills test event that the AHJ must complete clarifying what level of testing is needed. Regional training associations are also encouraged to work with their FST advisory committee representatives and regularly schedule testing events in their areas. By filling out a test event form, the AHJ agrees to provide a suitable location, provide equipment used for testing (some exceptions apply with DO-P skills) and if needed, provide staffing for skill sheets that require an assistant for the candidate being tested. FST will provide the testing materials and the Proctors or Evaluators to perform the test.

**Desired dates** and how many candidates the facility can handle are listed on the form. Candidates from the hosting jurisdiction will be given priority for admittance to the test for a period of time. FST will post the testing event on their calendar and will begin the process of accepting candidate applications.

**Time lines.** Certification test requests should be received by FST at least **45** days prior to the requested test date, however FST along with the AHJ can make exceptions to this deadline as circumstances dictate.

**h) AHJ CANDIDATE APPLICATION PROCESS**

**Certification applications and local AHJ verification** forms for each certification level can be found on FST’s website. Applications document the AHJ has trained the candidates to meet the standard and through their process have evaluated the candidate’s skills to their satisfaction and policies. Local verifications are also designed for parts of the standard that are very jurisdictional specific and include skill sheets that require an increased level of safety monitoring.

**Deadlines** for candidate application are usually 2 weeks prior to the testing event (specific dates are posted on each testing event calendar appointment on FST’s website). Exceptions to these deadlines may be approved through the testing coordinator. Candidates not approved by FST

Request for accommodations as per the Americans with Disability Act (ADA) is also available. A one-time accommodations application attesting to the need and reason(s) for testing accommodations and specifying the level of accommodations requested, must be signed by the candidate along with either their Chief or medical Doctor. FST will review the application and provide reasonable and appropriate accommodations to qualified candidates with documented disabilities. A copy of the application will be kept in the candidate’s file and applied to future testing of this candidate. More details are explained on the accommodations application form.

**i) NFPA PRE-REQUISITES COPETENCY REVIEW**

Certain NFPA positions require the candidate meet pre-requisite knowledge and skills prior to qualification at that level. Pre-requisites of each certification level are listed in each certification offered.

**FST has 2 options to verify pre-requisites have been met.**

**Option 1 – IFSAC Certification.** FST’s preferred method of meeting pre-requisite requirements is IFSAC Certification to those levels. A copy of all Idaho IFSAC certifications are kept in the candidate’s individual certification file.

**Option 2 – Reciprocity** - If an AHJ has a member that has attained IFSAC certification in another state, they are encouraged to fill out a reciprocity application and send it with a copy of their certification with a legible seal number to FST to include in their file. Idaho FST grants reciprocity to all verified IFSAC certifications.

**Option 3 – Qualification Review:** If an AHJ has a candidate that does not have IFSAC Certification for all pre-requisites but wishes to certify that candidate at the position they are currently working, FST offers 2 options to verify a candidate has met NFPA pre-requisite qualifications.

**A.** Upon request of an AHJ, FST may also accept nationally recognized certifications other than IFSAC certifications. (ProBoard, CAL Fire etc.)

**B.** Upon request of an AHJ, FST may also accept a combination of training, experience, and department testing as meeting NFPA pre-requisites for IFSAC certification testing at the candidate’s current position level.

**Hazmat Awareness and Operations:**

Meet the training and JPR requirements for NFPA 472

Training records must be provided to document this

A signed form from the Fire Chief or Training Officer approving qualifications

**Firefighter I:**

Meet the training and JPR requirements for NFPA 1001, Firefighter I

Training records must be provided to document this

A minimum of 1 year at or above the firefighter I level in the fire service

A signed form from the Fire Chief or Training Officer approving qualifications

**Firefighter II:**

Meet the training and JPR requirements for NFPA 1001, Firefighter II

Training records must be provided to document this

A minimum of 2 years at or above the firefighter II level in the fire service

A signed form from the Fire Chief or Training Officer approving qualifications

**Fire Instructor I:**

Meet the training and JPR requirements for NFPA 1041, Fire Service Instructor

Training records must be provided to document this

A minimum of 3 years as a qualified Instructor in the fire service

A signed form from the Fire Chief or Training Officer approving qualifications

**No Qualifications may be issued above the testing level of Fire Instructor I, All subsequent levels must be tested.**

j) **IFSAC CERTIFICATION TESTING**

**The intent of certification testing** is to verify the candidate's ability to perform the essential job performance requirements (JPRs) listed in the corresponding NFPA chapters for the level of qualification being tested.

Each JPR consists of three components

1. The task (a short description, often an incident assignment)
2. Tools, equipment or materials (what the candidate will be provided or needs to accomplish the task)
3. Evaluation parameters and performance outcomes (key objectives required to safely achieve the task)

Following the JPR format are 2 sub-sections,

- A. Requisite Knowledge (what the candidate must know in order to perform the task)  
IFSAC written tests are designed to validate this knowledge.
- B. Requisite Skills (what the candidate must be able to do to perform the task)  
IFSAC skills tests and project portfolios are designed to validate the skills

Each NFPA standard has an Annex that helps explain the JPR concept and intent of the committee.

k) **WRITTEN TESTS**

**Correlation to the NFPA standard.** IFSAC provides a correlation sheet to FST for each level of qualification and it is our responsibility to ensure our testing system addresses each requisite knowledge component.

**Test Banks and Security** – FST maintains a test bank for each level of certification. Test banks are first purchased from a variety of sources. FST staff along with Idaho subject matter experts validate and refine test questions based on the following criteria

- Questions must directly correlate to required NFPA requisite knowledge
- Questions should be based on nationally accepted best practices
- Questions should not be based exclusively on one textbook preferred method of accomplishment
- The incorrect answers of each test question should also be determined to indeed be incorrect

**FST will ensure each test bank** includes at least 2 questions that address each component of the NFPA standards outlined by IFSAC's correlation sheet and each test bank contains at least twice as many questions as are required for each test. FST maintains the security of all testing materials at the College of Eastern Idaho in Idaho Falls Idaho. Test banks are password protected and access is limited to FST staff.

**Individual Certification Tests** – Certification tests are created using testing software that randomly selects questions of each component of the standard, based on a matrix determined by the FST testing coordinator and subject matter experts. Each year FST creates multiple tests for each certification level to provide a new version should a candidate need to retest. Test booklets are secured in locked file cabinets when not in use.

**Testing Materials** - Individual testing packets are compiled at FST. Packets include the test booklet, test bubble sheets for candidate's answers, pencils, registration form, scratch paper, a question challenge form, and any reference material the candidate would need to use for the test (ERG, Safety data sheets, SOP's, etc.). The test packets are boxed and either given directly to the Proctor or sent to the proctor via courier service with a tracking number. The box will also include the proctor instructions, script and test verification documentation. The proctor will ensure the security of the material throughout the testing process and return the materials to FST in the same manner.

**The Test** – The proctor will ensure the test site is arranged following guidelines for consistent testing, minimize distractions and give the candidate the best opportunity for success. Locations for written tests must be well lit, temperature controlled and quiet. A suitable chair and writing surface with ample separation between candidates will be provided. The contents of the test packet are the only things allowed at the candidates testing station. Official picture ID is required of each candidate for admittance to the test, only the proctor and the testing candidates are allowed in the testing area. Once the test starts the event will be closed and no late candidates will be allowed. The proctor will monitor test time limits and update candidates as per the testing instructions. On shift personnel are allowed to test however having to leave the test is considered the completion of the test and candidates are not allowed to return. Restroom breaks are permitted as per the proctor guidelines.

**A test question challenge** is provided to each candidate. While taking the test if a candidate believes a question needs review, due to multiple answers being correct, poor wording, or any reason, they will explain on the challenge question form provided why the question needs to be reviewed. Each challenge to a test question is reviewed by FST to ensure test quality. After review, any challenge found to be valid by the testing coordinator will be thrown out or adjusted as needed. The solution to the challenge question will be applied to all candidates taking the test. The question will then be fixed or deleted from the test bank for future tests.

**Grading** – Test bubble sheets are graded electronically at FST, individual review will be done on tests with a failing grade or as circumstances demand. Results will be sent to the candidate and AHJ within 3 weeks however the goal of FST is to have the notification process complete within 7 business days of receiving them. Candidates who score below 75% must retest the entire qualification test. A candidate will be allowed up to 4 attempts in a 12-month period. Acceptance for retesting are solely based on the AHJ's recommendation and application attesting that the candidate has received additional training and is ready to retest.

## **I) MANIPULATIVE SKILLS TEST OR PORTFOLIO PROJECT**

**Correlation to the NFPA standard.** IFSAC provides a correlation sheet to FST for each level of qualification and it is our responsibility to ensure our testing system addresses each requisite skills component. Skill sheets outline the task, conditions and objectives of each requisite skill.

**Skill Sheets** – FST develops skill sheets from the requisite skill sections (B) of each standard. All skill sheets are available on FST's website and are intended for use during training, certification preparation and the certification processes. The skill sheets themselves, and the manners of their successful completion are in no way intended to be confidential.

**Testing Materials** - Prior to a testing event, the FST certification coordinator selects which skill sheets will be used and creates individual testing booklets. A random selection of all requirements covered in the standard will be tested. The pass/fail criteria for each skill are outlined on a corresponding skill sheet. The results of skill examinations are recorded as "pass" or "fail." Individual testing booklets are confidential. The test booklets along with the lead evaluator's testing event checklist, script and test verification documentation are boxed and either given directly to the Lead Evaluator, or sent via courier service with a tracking number. The Lead Evaluator will ensure the security of the material throughout the testing process and return the materials to FST in the same manner.

**Test Site Setup** – After receiving the test event package the Lead evaluator and AHJ site host representative will review the selected skill sheets. Together prior to the test date they will coordinate what equipment will be needed. Locations for skills testing stations are set up to best match each skill to an appropriate location or prop. Both the lead evaluator and the AHJ hosting representative will keep the identity of selected skills sheets confidential. The lead evaluator will follow a provided checklist to ensure the test site is arranged for consistent testing that minimizes distractions and give the candidate the best opportunity for success. Though few locations can eliminate the complete view of all testing stations, the following objectives must be met:

- A monitored staging area for candidates awaiting movement to testing that has access to restrooms. A staging area will also be identified in an AHJ approved location to store candidate's PPE. Monitoring will ensure no study materials are used after the test has begun and candidates do not discuss testing stations.
- Separation between testing stations will be sufficient to disallow candidates the ability to gain advantage by watching another candidate test.
- Dedicated routes to move candidates between the staging area and skill testing stations that limit view of other testing stations. Each candidate will be escorted to and from each testing stations
- Consideration must be given to temperature extremes, and rehabilitation must be provided where necessary.

**Official picture ID is required** of each candidate for admittance to the test. Only the evaluators, testing candidates and the host agency support staff are allowed in the testing area. Once the test starts, the event will be closed and no late candidates will be allowed. Testing of on duty personnel is allowed however having to leave the testing event is considered the completion of the candidates test and they will not be allowed to return. No study or unauthorized reference material is allowed in the testing area.

**Testing Event Responsibilities** (more detailed descriptions are found in the Proctor and Evaluator section)

- Lead Evaluator
  - Organize the logistics, act as overall safety officer, review evaluators performance, ensure all documentation is complete
- Hosting AHJ Representative
  - Will gather equipment and monitor candidate staging area
- Evaluators
  - Set up assigned stations, evaluate candidate performance, act as testing station safety officer
- Assistants (supplied by Local AHJ)
  - Act as candidate's team member or as the patient as directed and do not lead or coach candidate

**Testing for Hazardous Materials Operations, Firefighter I, Firefighter II and Driver Operator-Pumper**

1. The candidate will be escorted from the staging area to the PPE storage area and will either collect or put on the PPE required for the skills being tested as directed.
2. The candidate will be escorted to the testing station where 1 or more skills will be tested
3. The evaluator will then read the skill task and hand the candidate a copy of the skill sheet being tested for a short review. Approximately 10 seconds.
4. The evaluator will clarify any aspects of the task command would communicate, staging area of the tools and equipment and explain the role of any assistants the skill sheet requires.
5. The evaluator will ask the candidate if they have any questions as to which skill they are being tested.
6. The candidate upon notifying the evaluator they understand which skill is being tested will perform the skill in the following format.
  - a. Acknowledge the task as if they were confirming their task to command
  - b. State the required PPE and equipment needed to complete the task safely
  - c. Perform the task, explaining out loud to the evaluator what they are doing as they go
  - d. Communicate to the evaluator that they have completed their task as if the evaluator was command
7. The evaluator will be consistent from candidate to candidate judging the performance solely on accomplishment of the task objectives and judging criteria listed on the skill sheet
8. If the candidate wishes to know if they passed the skill the evaluator will acknowledge yes or no. The reasons for failure will not be discussed with the candidate and the evaluator will not coach the candidate in any way.
9. The reason for the failure of a skill must be clearly documented on the candidate's skill sheet
10. The candidate will then be escorted back to the staging area or on to the next testing station as directed.

**Failure of a skill.** If the candidate does not successfully complete the skill, they will be provided with a second chance administered by a different evaluator. Failure on the second attempt will require the retest on that skill plus 1 additional skill in the category missed at a subsequent testing event.

**Lead Evaluator / Candidate test review.** When a candidate has completed testing the lead evaluator will review with the candidate their performance. The candidate will be aware at the end of the discussion if they passed all skill requirements or if they will need to retest at a later date. The lead evaluator will explain any notes of the evaluators and if a skill was failed the candidate will sign the sheet attesting they have received an explanation of the failed criteria and know what they need to improve.

**Requests for retesting** are accepted solely upon the recommendation of the candidate's AHJ to FST. By the AHJ signing a new testing application they are stating they have provided additional training to their candidate and feel they are ready to retest. A candidate will be allowed no more than four test attempts in a 12 month period

## m) IFSAC CERTIFICATES

**Certificates and Seals**- Upon satisfactory completion of the certification testing process, an Idaho FST certificate is created with a numbered and registered IFSAC seal attached stating which edition of the standard the candidate was tested to. Certificates are either mailed to the candidate's AHJ by certified mail or delivered directly to the AHJ so they may present the certificate to the candidate. A copy of the certificate with the affixed seal is maintained in the candidate's FST certification file.

**Edition of the NFPA standard**. FST updates certification requirements based on changes contained within newly issued editions of NFPA Standards. Once NFPA issues a revised edition, FST will update the corresponding certification level(s) and begin testing to the new standard edition within three (3) years. When FST receives accreditation to a more recent edition of a standard, candidates are required to meet all provisions of the revised standard.

**Idaho IFSAC certificate Expirations**. Idaho IFSAC certificates no longer expire due to revisions in the professional qualifications or competency standard unless otherwise required by NFPA standards. If revisions in NFPA Standards require additional pre-requisites, a candidate will be responsible for completing the new pre-requisites before the higher level of certification will be granted.

**Certificates issued prior to 2008** required a periodic recertification. Candidates with these certificates were issue a label with a 'Validated by EST' seal to be placed over the expiration dates. With or without this label, these IFSAC certificates are valid.

## n) PROCTORS AND EVALUATORS

### Overview

The objective of the FST Proctor and Evaluator program is to produce qualified proctors and evaluators through a process designed to support and meet national standards. This program is specifically designed for those who desire to support the FST certification testing program.

FST will select and assign all proctors and evaluators on a rotational basis when possible for certification examinations. FST maintains a list of approved proctors and evaluators representing various emergency response organizations within each region. FST will screen, select and train proctors and evaluators, see proctor/evaluator lesson plan attachment.

### Proctors

Proctors are the FST on-site representative that administers IFSAC written exams. Proctors are selected from FST staff members, technical colleges, State Instructors or Evaluators, or other eligible individuals. Proctors must be 18 years of age, a high school graduate or equivalent, have completed an application, received approval by FST.

Proctors are required to comply with all rules, guidelines, policies, and procedures for proctoring written exams as provided by FST and ensure security and procedures of the written exams are maintained. Only the individuals listed on the exam roster are permitted to test. No substitutions or walk-ins are allowed. Test packets are not to be reproduced outside of FST's office. Reproduction of test packets will invalidate the exam and all individuals taking the exam will need to retest. Proctors are authorized to discuss or answer test related procedural questions from candidates but are not authorized to speculate, discuss, comment, or answer any other written content questions from the candidates before, during, or after the test event.

Proctors are responsible for security of the test materials. Test packets are to be locked in a secure place or in the Proctor's immediate possession when not being used in a testing event. While administering the exam, the Proctor will remain in the room at all times. Failure to maintain security of the test packets will invalidate the test, all candidates taking the exam will need to retest, and the Proctor may be removed from the list of FST test proctors. No individuals other than the Proctor and candidates listed on the FST test roster are permitted in the test area.

Exam day Proctor instructions will be included in the test packet.

## **Evaluators**

Evaluators are the FST on-site representative for IFSAC skills exams and are responsible for evaluating a candidate's ability to perform specific skills in a structured testing situation.

To qualify as an Evaluator for manipulative skills exams, the Evaluator candidate must:

- Be IFSAC certified at the level evaluating,  
\*OR\*
- Be an FST qualified instructor at level evaluating  
\*AND\*
- Complete an IFSAC Evaluator training course  
\*AND\*
- Be evaluated by a lead evaluator
- Attend a refresher training once every three years.

Evaluators ensure the objectivity, security, and integrity of the evaluation process is maintained, all paperwork for the testing event is in order before the event begins, and all the necessary equipment and props are in place and working properly. Evaluators are required to comply with all rules, guidelines, policies, and procedures for evaluating skills exams. An Evaluator who fails to follow established policy and guidelines may have their evaluator status reviewed and possibly inactivated.

Evaluators judge candidates skills in a fair and objective manner by following Evaluator guidelines furnished by FST. FST will select a minimum of two Evaluators for each testing event and designate one as the Lead Evaluator for each manipulative skills exam. The Lead Evaluator will have oversight responsibility for the testing event and the other Evaluators, including a written assessment of the supporting Evaluators performance. When a skill sheet requires a choice of scenarios the Lead Evaluator will be provided a choice of pre-written scripts with the test packets.

All discussions between evaluators about skill evaluations and scoring must be conducted after the candidate has completed the skill testing station and in a location that will provide privacy from the candidates to ensure confidentiality. Evaluators complete the testing station skills sheets for each candidate and include any comments concerning the testing of the candidate and sign the skill sheet to affirm passing or failing of the skill by the candidate. Evaluators will notify candidates of pass/fail status after each station is complete. Evaluators refer any problems or questions that develop during the testing process to the Lead Evaluator.

## **Lead Evaluator**

Lead Evaluators are FST's representative at the testing event and responsible for the overall control of the skills examination. The FST Testing Coordinator will identify the Lead Evaluator for each event. Acting as the site manager, they will solve any issues that affect the testing event and audit the testing stations for objectivity and completeness of the evaluation process.

The Lead Evaluator has the authority to suspend a testing event if a safety hazard exists or to deny participation of a candidate if the candidate fails to have adequate equipment. If a safety issue arises because of a candidate's actions, the Lead Evaluator will terminate the test and the candidate(s) will receive a failing grade for that skill station. The Lead Evaluator may correct the safety issue and restart the testing.

Lead Evaluators will receive detailed instructions for each event that outline specific roles, responsibilities, and procedures. The Lead Evaluator also completes an assessment of the evaluators that is used as a professional development tool by FST to improve evaluator proficiency.

The Lead Evaluator may choose to remove a candidate or evaluator from a testing event due to attitude, misconduct, impairment etc. FST will review the reasons the evaluator or candidate was released and provide in writing a response to the lead evaluator as well as the individual released.

#### **o) TESTING APPEALS PROCESS**

FST will ensure all test appeals are considered in a fair and equitable manner. Appeals must be made in writing within 30 days of pass/fail notification and sent to FST and include:

- Name of person initiating request for appeal,
- Examination date,
- Type of examination,
- Reason for appeal.

FST will review the test results and statements from the candidate and the evaluator(s) and will make a written determination within 30 days. If there is a problem identified with a test question, the question will be removed from the test and all test scores will be adjusted for that testing event. Actions to correct any problem identified through the appeals process may include editing or removal of the question or skill sheet and revalidation of the affected test item. For skills tests the review process is essentially the same as a written test appeal but skills outcomes will be adjusted as necessary.

#### **p) TEST RECORDS**

FST maintains electronic or hard copy candidate records. FST transmits to IFSAC, on an annual basis the Candidate's name, International Registry Tracking Identifier, date of certification, certification level, and seal number.

#### **q) NOTIFICATION OF TESTING TO IFSAC**

At the request of IFSAC Administration, FST will provide a listing of scheduled testing events, that includes the dates, location, level, and contact information for both written and manipulative skills tests. This information may also be available on FST's on-line training and testing calendar at [www.fst.cei.edu](http://www.fst.cei.edu). With a 48 hour notice, a representative designated by the Certification Assembly Board of Governors will be allowed to observe any scheduled testing process.

#### **r) REVOCATION OF PROCTOR/EVALUATOR STATUS**

Refer to Chapter 2: Training, Section M, Instructor Information, Paragraph 7, Revocation.

#### **s) PROCTOR/EVALUATOR APPEALS PROCESS:**

If an employee believes their status was unjustly revoked or denied, they may initiate the following appeals process:

- All appeals must be made in writing and sent to FST for review and response within sixty (60) days of receiving revocation notice.
- An appeal must include specific reason/basis for appeal.
- FST will make a decision within 30 days based on a review of the written appeal, Mentor's evaluations, and interviews with each of the mentoring evaluators.
- If the employee disagrees with the decision of FST, an appeal may be made within 30 days to a three (3) person review board. Board members will be selected in the following manner:
  - FST will select one (1) member
  - The appellant will select one (1) member
  - Those two members will select one (1) member
- FST will implement the final decision of the appeal review board.

## Chapter 4: Advisory Committee

### Purpose:

.. The purpose of the FST Advisory Committee is to identify strategic resources and objectives needed to support the FST mission as well as identify changes in industry standards affecting the fire service. The Advisory Committee is not a governing board and has no administrative authority, however their participation in the development, review, or approval training courses and testing procedures are essential to incorporate AHJ and national best practices.

### Structure

Members of the Advisory Committee are appointed by the FST Staff. Members are selected from the following agencies and organizations for an initial three (3) year term with a limit of six (6) years and participation may not be delegated to another individual. An initial orientation and periodic review of the responsibilities of the advisory committee will be provided by the FST staff.

#### Advisory Committee Members

**District 1 (VICE-CHAIR)** Bill Deruyter [bderuyter@cdaid.org](mailto:bderuyter@cdaid.org)

**District 2** Scott Williams [swilliams@ci.moscow.id.us](mailto:swilliams@ci.moscow.id.us)

**District 3** Bob Kielty [bkielty@cityofboise.org](mailto:bkielty@cityofboise.org)

**District 4** Shannon Tolman [stolman@pmt.org](mailto:stolman@pmt.org)

**District 5** Travis Smith [tsmith@pocatello.us](mailto:tsmith@pocatello.us)

**District 6** David Davis [davidd@rexburg.org](mailto:davidd@rexburg.org)

**INDUSTRIAL FD (CHAIR)** Jerry Holenbeck [jerry.holenbeck@inl.gov](mailto:jerry.holenbeck@inl.gov)

**IFCA** Jason Blubaum [chief@mkifire.com](mailto:chief@mkifire.com)

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