

# Onondaga Community College Fire Protection Technology



## Certification Policy & Procedures

Revised Jan. 2025

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## **SECTION 1**

## **GENERAL INFORMATION**

1. Onondaga Community College's Fire Protection Technology program is the longest continuously running college-based program in Onondaga County. The program started as Fire Science in 1973 with a name change to Fire Protection Technology in 1975, and in 1986, we added a Fire Protection Technology Certificate. These important programs began at the request of the Syracuse City Fire Department and have subsequently grown to encompass thousands of career and volunteer firefighters within the Central New York region.
2. In June 1995, Onondaga Community College ("OCC") was granted accreditation through empowerment by the International Fire Service Accreditation Congress ("IFSAC"). Many Fire Service agencies submitted letters of support for the Onondaga Community College to become IFSAC accredited and to have the ability to certify to the National Fire Protection Association ("NFPA") standards.
3. All members of the OCC Fire Protection Technology ("FPT") faculty – including professors, instructors, proctors, and evaluators, shall be provided with a copy of the official Policy & Procedures Manual prior to the beginning of every course, exam, or class in which they will have any level of involvement. Everyone issued the manual is required to read it and direct any questions to the Program Coordinator.
4. The policy and procedures that govern Onondaga Community College's Fire Certification System are contained in the following guidelines. Questions, clarification, or interpretation of these guidelines should be addressed in writing to:

Fire Protection Technology Program Coordinator  
Onondaga Community College  
4585 West Seneca Turnpike  
Syracuse, NY 13215

**SECTION 2****MISSION AND GOALS**

- 2.1 To establish and promulgate the fire service in the State of New York as a professional service.
- 2.2 To improve the performance and coordination of all certification efforts through the development of minimum performance requirements.
- 2.3 To develop competent, safe, and effective fire service personnel by establishing minimum certification standards.
- 2.4 To establish and maintain valid procedures that measure specific levels of skills, abilities and knowledge consistent with National fire training standards approved and adopted by the National Fire Protection Association (NFPA)
- 2.5 To establish and maintain guidelines that assist in the certification of all candidates who satisfactorily fulfill education requirements, as adopted by Onondaga Community College.
- 2.6 To establish and implement a voluntary certification program that will ensure complete impartiality, confidentiality and be designed in such a manner that will safeguard against misuse and abuse.
- 2.7 To establish and deliver uniform testing procedures for a consistent means of evaluation.

**SECTION 3****RATIONALE**

- 3.1 The fire service in New York, through a certification program, can establish uniformity and meet the needs created by future growth. Effective and efficient utilization of resources will provide the best possible fire protection service for all the citizens throughout New York State and beyond.
- 3.2 Through National standards and certification, firefighters and fire departments have a tool to measure specific levels of knowledge, skills, and abilities. By participating in voluntary certification, firefighters, and the departments they serve, will be better prepared to provide quality emergency services to their communities.
- 3.3 The recognition and acceptance of a National standard provides a baseline for professionalism in the fire service. It is our goal to provide the firefighter with the most up-to-date information and hands-on training to meet this need.



- 4.11        Agenda items for Council meetings shall be presented, in writing, to the Certification Coordinator, at least two weeks prior to any Certification Council meeting.
- 4.12        FPT adjunct faculty, skills instructors, and evaluators may attend Council meetings if desired; however, their presence is not required.
- 4.13        The Council shall keep minutes of the proceedings and shall record any and all actions taken.
- 4.14        All Council actions & resolutions shall be communicated to all faculty and staff who are actively involved with the FPT program.
- 4.15        At no time shall any outside individual, entity, or interest group that holds no substantial affiliation with the program or OCC be permitted to review, observe, alter or influence the certification system that is in place. The policies and procedures in this document shall be adhered to at all times. Any questions should be directed to the Program Coordinator.

## **Onondaga Community College Fire Certification Council:**

**FPT Academic Program Coordinator** – Shawn Tompkins

**Certification Coordinator** – Shawn Tompkins

**Testing Coordinator** – Eric Gancarz

**Academic Oversight** – David Furney (Dean, Natural & Applied Sciences)

### **Full Time FPT Faculty:**

Shawn Tompkins

### **FPT Support Staff:**

Richard Specioso – Department Chair

Becky Buff – Assistant to the Provost

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### **FPT Adjunct Faculty:**

Ronald Ryan	Onondaga County Fire Investigation Unit
Daniel Vieau	International Association of Arson Investigators
Lt. Eric Gancarz	DeWitt Fire District
Brian Stevens	Syracuse Fire - Rescue Company 1 (ret)
Capt. Frank Thompson	Syracuse Fire - HazMat 1
Chief Jason Green	DeWitt Fire District
Zachary Smith	Syracuse Fire
Parker Gallo	Fire Protection Engineer
Lt. Tim Visser	Syracuse Fire - Training Division
Nicholas Fletcher	Oneida County District Attorney's Office
Lt. August Matt	Syracuse Fire - Rescue Company 1

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### **Fire Protection Technology Program Advisory Board:**

John Kane	Deputy Fire Chief, Syracuse Fire (ret)
Gerald Payne	Onondaga County Fire Coordinator
Derek Natoli	Deputy Fire Chief, Air National Guard
Derek Reynolds	Deputy Fire Chief, Cortland Fire



### Primary Skills Instructors/ Evaluators

Name	Affiliation
Josh Ambrose	City of Utica Fire
Nate Baker	Fayetteville Fire/EMS
Deputy Chief Jeb Benzing	Fayetteville Fire/EMS
Lieutenant Colin Burns	DeWitt Fire
Kathryn Cardinalli	City of Syracuse Fire
Deputy Chief Timothy Cowan	DeWitt Fire
Caitlin Crandall	City of Syracuse Fire
Bill Demand	Baltimore City Fire
Lieutenant Joseph DiFabio	City of Syracuse Fire
Bryan Eldridge	Baltimore City Fire
Captain John Falgiatano	Fayetteville Fire/EMS
Lieutenant Valerie Flemming	DeWitt Fire
Mitch Goldberg	Holmatro Rescue Systems
Chief Jason Green	DeWitt Fire
John Laakso	Fayetteville Fire/EMS
Lieutenant August Matt	City of Syracuse Fire
John Maye	City Of Syracuse Fire
Joel McNally	City of Syracuse Fire
Jeffrey Mondo	NYS Office of Fire Prevention and Control
Gerald Payne	Onondaga County Emergency Management
Lieutenant James Peet	City of Syracuse Fire
Captain James Pienkowski	DeWitt Fire
Brian Stevens	City of Syracuse Fire
Captain Timothy Visser	City of Syracuse Fire
Jeff Wisely	City of Syracuse Fire
Captain John Zingaro	City of Watertown Fire

## SECTION 5 GENERAL GUIDELINE STANDARDS

- 5.1 OCC affirms that institutional accreditation shall not affect the current certification status of any individual or render any previous certifications invalid.
- 5.2 The Council has elected to use the following NFPA standards and corresponding approved reference manuals as guides for developing certification standards:
  - NFPA 470, Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications
  - NFPA 1001, Fire Fighter Professional Qualifications, Level I & II
  - NFPA 1021, Fire Officer Professional Qualifications, Level I, II
  - NFPA 1033, Fire Investigator
  - NFPA 1041, Fire and Emergency Services Instructor Professional Qualifications, Level I & II
  - NFPA 1521, Incident Safety Officer
- 5.3 OCC will not certify to any standard and edition other than those specifically recognized and authorized through the IFSAC Assembly approval process. OCC further acknowledges and agrees to abide by the *“Three-Year Compliance Procedures and the Three-Year Compliance Chart”* located on the IFSAC website
- 5.4 OCC shall ensure that all students/candidates are provided with information regarding the applicable job performance requirements (“JPRs”) for all certifications and the prerequisites prior to applying for or taking any written and/or manipulative exam. Prerequisites for any certification or course of study offered shall always be available in the Onondaga Community College Course Catalog. Students or applicants with any questions about prerequisites may contact the Program Coordinator at 315-498-2554
- 5.5 Personal protective ensemble (PPE), apparatus, and other equipment that is used during the certification or training process will meet or exceed applicable NFPA standards associated with that discipline
- 5.6 All program personnel are supplied with a copy of this manual upon employment or when changes have occurred. Those tasked as proctors/evaluators, are encouraged to review sections that are specific to testing, at a minimum. Refresher training on these procedures occur prior to certification testing sessions

5.7 The Program Coordinator shall confer with the advisory board on an annual basis or when any of the following occurs:

- Significant changes to the program that impacts the certification process
- Additional levels of certification are being added to the current offerings
- New testing banks need to be reviewed to ensure their validity and applicability
- The advisory board wishes to recommend programmatic adjustments due to industry need
- To review an injury to a participant that results in hospitalization

5.8 Certification Pre-Requisites and Co-Requisites

Level	Pre-Req
Haz-Mat Awareness - NFPA 470	None
Haz-Mat Operations - NFPA 470	Haz-Mat Awareness
Fire Fighter I – NFPA 1001	Haz-Mat Operations
Fire Fighter II – NFPA 1001	Firefighter I
Fire Officer I – NFPA 1021	Firefighter II, Fire Instructor I
Fire Officer II – NFPA 1021	Fire Officer I
Fire Instructor I – NFPA 1041	None
Fire Instructor II – NFPA 1041	Fire Instructor I
Fire Investigator – NFPA 1033	Haz-Mat Awareness
Incident Safety Officer – NFPA 1521	Fire Officer I

## SECTION 6                      DEFINITIONS

6.1                      The following definitions apply only to these regulations, and **DO NOT** in any way apply to the rules, regulations, practices, or procedures of a local Fire Service unit or other participating agencies.

ADMINISTRATOR: the person authorized by the head of an organization, public or private, to administer a program.

ADVISORY BOARD: a group of individuals with expertise in the fire service who provide guidance and advice on the development, implementation, and maintenance of fire certification programs

ANNULMENT: an act, approved by the Council, to annul the certification of a certified participant.

CANDIDATE: an individual who is attempting to be certified.

CERTIFICATION COORDINATOR: the officer of the Council, appointed by the FPT Program Coordinator, who will handle all correspondence, records and routine duties of the Council. The Program Coordinator assumes this role in the absence of an appointed individual

CERTIFICATION PROCTOR: an authorized representative of the Council that administers and conducts certification testing following policies and procedures of the Council.

CERTIFIED: candidates who have met or exceeded cognitive and psychomotor behavioral objectives of the Certification Program and who have applied and been granted certification by the Council.

CERTIFYING AGENCY: the Onondaga Community College Fire Certification Council.

FPT PROGRAM COORDINATOR: the OCC academic head of the Fire Protection Technology program.

CHIEF: the head of a fire service unit.

COGNITIVE OBJECTIVE: pertinent questions, lists, or problems, relative to the level at which an applicant is being tested.

COUNCIL: a governing body composed of the FPT Program Coordinator, Certification Coordinator, Testing Coordinator, Academic Oversight Dean, and FPT support staff.

**COURSE:** any grouping of classes or series of lessons or lectures combined to attain a particular education or fire service training.

**DECERTIFIED:** see REVOCATION.

**DEMONSTRATE:** to show by actual use, illustration, simulation, or explanation.

**DENIAL:** an act, approved by the Council, to deny certification to a Candidate.

**DEPARTMENT:** a fire service unit, defined in 6.1.21 of this section.

**FIREFIGHTER:** a member of a fire service unit.

**FIRE SERVICE UNIT:** a public or private Fire Department or organization of the State, City, County, Special District, or Federal Government whose primary duty is Fire Prevention/Suppression or Fire Service Training and Education.

**IDENTIFY:** to physically select, indicate, or explain verbally or in writing, using the standard terms recognized by the Fire Service.

**IFSAC:** the International Fire Service Accreditation Congress.

**NFPA:** the National Fire Protection Association.

**NBFSPQ:** the National Board on Fire Service Professional Qualification.

**PARTICIPANT:** any individual participating in the OCC Fire Certification System.

**PREREQUISITE REQUIREMENTS:** necessary psychomotor (manipulative) and/or cognitive (written) skill requirements from preceding or co-certification levels.

**MANIPULATIVE OBJECTIVE:** specific and measurable statement describing the skill to be accomplished.

**QUORUM:** a minimum of three (3) members of the appointed Council, that when duly assembled may legally transact business in the name of the Council.

**REVOCATION:** an act approved by the Council to revoke the certification of a certified participant.

**SAFELY:** to perform the objective without endangering or injuring oneself, equipment, or others.

**SUSPENSION:** an act approved by the Council to suspend the certification of a Certified Participant.

**SWIFTLY:** the maximum allowable time, as determined by the Council, that it takes to satisfactorily perform the objective defined.

**TEST SITE:** the physical location where a written or manipulative skills examination is being conducted.

**TESTING COORDINATOR:** the individual assigned by the program coordinator to handle the certification testing process for candidates. Duties may include generating written tests, coordinating skills exams, and securing testing sites and personnel.

**WITH COMPETENCE:** to possess knowledge, skills, and judgment according to an approved standard(s) needed to satisfactorily and safely perform indicated objectives, as determined by the Council.

## **SECTION 7                      CERTIFICATION REQUIREMENTS**

- 7.1            All agencies and their participants shall follow established certification policies and procedures.
- 7.2            Each candidate must be able to document that they meet the current NFPA medical and physical fitness requirements.
- 7.3            When required by policy of Onondaga Community College, candidates applying for certification must have the approval of the Chief / Administrator of their agency.
- 7.4            Experience, training and education credits and/or a combination of these areas may be used to determine eligibility for certification.
- 7.5            Members meeting Section 7.4 shall be tested on the written and manipulative skills performance behavior objectives as outlined for each level of certification.
- 7.6            All candidates must meet or exceed established cognitive and psychomotor performance objectives prior to certification.
- 7.7            Candidates may enter the certification process at any level, providing all current prerequisite requirements for that level are met and documented, prior to certification.
- 7.8            It is acknowledged that prerequisites may evolve over time. Candidates with certifications that are no longer recognized due to changes in standards, laws, or regulations must meet current prerequisite requirements prior to certification.
- 7.9            Prerequisites for any certification or course of study offered shall always be available in the Onondaga Community College Course Catalog. Students or applicants with any questions about prerequisites may contact the Program Coordinator at 315-498-2554.
- 7.10          Candidates shall provide copies of applicable certification standards that they currently hold (i.e. prerequisites) to OCC for any level in which they are participating.

## **SECTION 8                      WRITTEN EXAMINATIONS**

- 8.1              Written examinations shall be conducted for all certification levels.
- 8.2              Test sites will be managed in a manner that is safe and appropriate for the type of test being administered. Sites will be free of distractions.
- 8.3              Coordination of a test site shall be conducted in such a manner that candidates taking a written examination shall be allowed to complete the examination without interruption by certification proctors.
- 8.4              Students/candidates shall be provided with information regarding knowledge and skills test descriptions, study references, and skills test criteria.
- 8.5              Written certification examination questions will be generated from commercially available test banks.
- 8.6              Certification test banks shall routinely be analyzed for validity and reliability. During IFSAC site visits, these certification banks will be made available and reviewed to ensure applicability with current NFPA standards.
- 8.7              Written test questions found to be unreliable or invalid shall be corrected or removed from the test bank. Analytics are performed on every test.
- 8.8              A representative of the IFSAC Certificate Assembly Board of Governors may observe any OCC testing process upon request. The Program Coordinator or his/her designee shall provide the dates, times and location of any testing process to the IFSAC representative when such a request is made.
- 8.9              Written examinations shall be randomly generated from the secure certification test banks. These banks are for IFSAC certification testing only and are in accordance with the appropriate NFPA reference
- 8.10             Written examinations shall consist of multiple-choice or true/false questions.
- 8.11             Multiple versions of each test level are created annually and secured. The number of versions is based on anticipated program needs. Additional versions can be created as needed.
- 8.12             New versions of written examinations shall be generated for each test, re-test, or if an examination is compromised or lost.



- 8.13 OCC IFSAC Certification test banks and written examinations shall be maintained at all times with the highest level of security. Only the Program Coordinator and Testing Coordinator have access to the certification test banks.
- 8.14 Written exams will be created no more than one (1) week prior to the exam date. One copy of the exam will be printed in the office, placed in a CONFIDENTIAL envelope and hand delivered to the OCC duplication services office for copying. As soon as they are ready, the Testing or Program Coordinator will be given the copies and secured until the exam date.
- 8.15 All paper copies of test banks will be returned to the certification office upon completion of reviews.
- 8.16 Electronic copies of the test banks or written examinations shall be locked utilizing at least two security measures, which will deny unauthorized access.
- 8.17 Written examinations shall not be graded outside the Test or Program Coordinator's office.
- 8.18 The scoring of all examinations shall be completely impartial and confidential. Written examinations shall be scored by "Zipgrade" and entered into the database for analytics.
- 8.19 Minimum passing score for all written examinations is 70%. A 69% is considered a failing grade. Students are provided with a "pass/fail" result.
- 8.20 Candidates who fail the written examination once may retest at a later time that is mutually agreed upon by the candidate and program coordinator.
- 8.21 If candidates fail to pass the written examination after two (2) successive examination attempts, then they have failed the written examination process and must seek remediation to test again.
- 8.22 After providing documentation of remedial training, a candidate may retest no more than one (1) year from the date of the first failed written examination.
- 8.23 During a written examination, candidates will be held to the highest degree of conduct. Observed cheating during any examination will result in automatic failure.
- 8.24 The number of questions and time limit for each written exam is listed in the table below:

STANDARD	DISCIPLINE	QUESTIONS	BANK	TIME LIMIT
470	HAZMAT AWARENESS	30	181	30 MIN
470	HAZMAT OPERATIONS (including 9.2 and 9.6)	70	523	70 MIN
470	HAZMAT AW/OPS COMBINED	100		100 MIN
1001	FIREFIGHTER I	100	467	100 MIN
1001	FIREFIGHTER II	75	253	75 MIN
1041	FIRE INSTRUCTOR I	75	249	75 MIN
1041	FIRE INSTRUCTOR II	50	147	50 MIN
1021	FIRE OFFICER I	100	476	100 MIN
1021	FIRE OFFICER II	75	172	75 MIN
1033	FIRE INVESTIGATOR	75	264	75 MIN
1521	INCIDENT SAFETY OFFICER	75	239	75 MIN

\*\*\*Time adjustments will be made according to OCC OAR policy

**SECTION 9****ACCOMMODATIONS FOR WRITTEN EXAMINATIONS**

- 9.1 Accommodations will only be made for the written examination and may be in the form of providing a reader to assist with the exam or by allowing additional time to complete a written examination.
- 9.2 Candidates who are students of OCC must notify the instructor of accommodation needs at the beginning of the semester. Candidates who are not students of OCC must notify the Council of accommodation needs no less than three (3) weeks prior to examination date.
- 9.3 Candidates who are students of OCC who have established accommodations with the Office of Accessibility Resources ("OAR") will be allowed to take their exam in the Testing Services office. A written exam will be hand delivered to the Testing Services Coordinator by the FPT Testing or Program Coordinator no more than one (1) day prior to the scheduled exam. Upon completion of the exam, the Testing Services Office will notify the FPT Testing / Program Coordinator of completion and will keep the testing items secure until picked up.
- 9.4 Candidates who are not OCC students that want to request accommodations must contact the program coordinator to make such arrangements.
- 9.5 Electronic reading software or a proctor who has not been directly involved with instruction will be used as an accommodative test reader.
- 9.6 Certification proctors conducting the written examination will be notified that extended time has been granted to a candidate for whom they are proctoring.
- 9.7 The test reader will be allowed to only read the question and responses as written.
- 9.8 The OCC Office of Accessibility Resources can be reached at <https://dev.sunyocc.edu/oar>

## **SECTION 10                      MANIPULATIVE SKILLS EXAMINATIONS**

- 10.1            Manipulative skill examinations shall be conducted for appropriate certification level and are to be performed in conditions and in a manner that is as realistic and safe as possible. It is understood that some conditions may need to be simulated. The intent of testing is to ensure that the candidate can adequately perform the skill in actual (real-world) conditions.
- 10.2            Evaluators of manipulative skills testing are to perform their evaluations in an objective manner
- 10.3            All JPR's and requisite skills in the given NFPA standards must have the ability to be tested
- 10.3            During a manipulative skill examination, candidates will be held to the highest degree of conduct. Observed cheating during any examination will result in automatic failure.
- 10.4            To the degree possible, practical skills testing sites shall be set up in a manner that prevents candidates from observing a skill station or other candidates as they test.
- 10.5            Test sites will be managed in a manner that is safe and appropriate space for the type of test being administered. Any unsafe condition or practice observed at a testing site shall be stopped immediately.
- 10.6            All evaluators/proctors are given a pre-test briefing that covers acceptable test performance criteria, proper completion of any forms used in the evaluation, and the proper procedure for handling questions or problems that may arise during testing.
- 10.7            Manipulative skill examinations/stations shall be selected randomly. The selection will allow for a diverse degree of difficulty and diverse range of job areas. This is spelled out in 10.22
- 10.8            Test sites must have the equipment and ability to test any of the skills that are selected
- 10.9            A minimum of 25% of the skills will be tested for each level.
- 10.10           Mandatory skills, if required for that level, are included as part of the 25% minimum tested
- 10.11           JPR's and requisite skill sets are divided by their degree of difficulty into "skills clusters". Clusters are then selected by random process for certification testing.

- 10.12 Any and all testing sites conducting manipulative skill examinations shall be in full compliance with local and state fire and life safety codes. Any sites selected for live fire testing shall be fully compliant with requirements set forth in the latest edition of NFPA 1403 and any other applicable standards.
- 10.13 Safety officer(s) shall be provided at the expense of the agency being examined to ensure participant safety during manipulative skill examinations.
- 10.14 Candidates will be scored "Pass" or "Fail" according to approved manipulative skills performance competencies. Requirements to pass each skill are clearly outlined on skill sheets. Individual skill grading sheets are completed for each candidate. Questions regarding the grading of a skill should be brought to the lead evaluator.
- 10.15 In order to successfully pass a manipulative skills exam, students must pass all of the skill stations required by that particular certification exam. Candidates are given a total of three (3) attempts
- 10.16 Candidates that fail a skill station will be re-tested by a different proctor.
- 10.17 Candidates will not be tested by an individual that trained them in that specific skill
- 10.18 Candidates who fail up to thirty percent (30%) of the manipulative skill stations are entitled to retest those skill stations on the same day.
- 10.19 If candidates fail any part of the manipulative examination after two (2) examination attempts, then they have failed the examination process for that day. These candidates must receive remedial training prior to re-testing.
- 10.20 Candidates who fail thirty percent (30%) or more of the individual skill stations have failed the manipulative examination for that day, and must receive remedial training prior to retesting
- 10.21 After providing documentation of remedial training, a candidate may re-enter the examination process no more than one (1) year from the date of the last failed manipulative examination.
- 10.22 **Bold** indicates mandatory skills to be tested

Firefighter 1 Skill Clusters				
Group A	Group B	Group C	Group D	Group E
<b>16 Live Fire</b>	<b>16 Live Fire</b>	<b>16 Live Fire</b>	<b>16 Live Fire</b>	<b>16 Live Fire</b>
<b>3 Donning</b>	<b>3 Donning</b>	<b>3 Donning</b>	<b>3 Donning</b>	<b>3 Donning</b>
<b>8D Search</b>	<b>8D Search</b>	<b>8D Search</b>	<b>8D Search</b>	<b>8D Search</b>
<b>7 Force Entry</b>	<b>7 Force Entry</b>	<b>7 Force Entry</b>	<b>7 Force Entry</b>	<b>7 Force Entry</b>
8A Survival	8B Survival	8A Survival	8B Survival	8A Survival
11 35' Ladder	10 24' Ladder	9 Straight Ladder	1 Phone Answering	15 Hose Advancement
18 Tactical Ventilation	17 Horizontal Ventilation	8E Search	8C Ladder Rescue	5 Response on Apparatus
21 Hydrant	22 Drafting	28 SCBA Inspection	8E Search	19 Overhaul
23 Extinguishers	6 Traffic Control	29 Appliance ID	12 Leg Lock	32 Locate Dept Documents
24 Utilities	27 Air Monitor	26 Knots/Hoist	13 Vehicle Fire	14 Exterior Fires
30 Salvage Sprinkler	2 Mayday	5 Response on Apparatus	20 Salvage	25 Ground Cover
4 SCBA Fill	19 Overhaul	31 Secure Bldg	32 Locate Dept Documents	2 Mayday

Firefighter 2 Skill Clusters				
Group A	Group B	Group C	Group D	Group E
<b>1 Flam Liquid</b>	<b>1 Flam Liquid</b>	<b>1 Flam Liquid</b>	<b>1 Flam Liquid</b>	<b>1 Flam Liquid</b>
<b>3 Flam Gas</b>	<b>3 Flam Gas</b>	<b>3 Flam Gas</b>	<b>3 Flam Gas</b>	<b>3 Flam Gas</b>
<b>5A Extricate</b>	<b>5A Extricate</b>	<b>5A Extricate</b>	<b>5A Extricate</b>	<b>5A Extricate</b>
4 Evidence Preservation	2 Fireground Command	5B Lifting Devices	6 Assist Tech Recuse Team	7 Pre-Incident Survey
8 Equip Maint	9 Hose Test	10 Home Safety Survey	11 Stop, drop, roll	12 EDITH
13 Detector placement	14 Sation Tour	15 Incident report writing	2 Fireground Command	4 Evidence Preservation

Hazardous Materials Operations Skill Clusters				
Group A	Group B	Group C	Group D	Group E
<b>9 Product Control</b>	<b>9 Product Control</b>	<b>9 Product Control</b>	<b>9 Product Control</b>	<b>9 Product Control</b>
<b>2 Action Options</b>	<b>2 Action Options</b>	<b>2 Action Options</b>	<b>2 Action Options</b>	<b>2 Action options</b>
3 Plan Implement	4 PPE & Plan Implement	3 Plan Implement	4 PPE & Plan Implement	5 PPE/Plan/Decon
8 PPE	6 Emergency Decon	7 Eval / Reporting	10 Foam Prod Control	7 Pre-Incident Survey

Fire Officer 1 Skill Clusters			
Group A	Group B	Group C	Group D
<b>1 Assign Tasks at Emergency Scene</b>	<b>1 Assign Tasks at Emergency Scene</b>	<b>1 Assign Tasks at Emergency Scene</b>	<b>1 Assign Tasks at Emergency Scene</b>
<b>18 Implement IAP</b>	<b>18 Implement IAP</b>	<b>18 Implement IAP</b>	<b>18 Implement IAP</b>
2 Assign tasks (non-emergency)	3 Direct unit during training	4 Recommend action for member related problems	5 Apply HR Policy
6 Coordinate the completion of assigned tasks and projects	11 Execute routine unit-level administrative functions	16 Develop Pre-IAP	23 benefits of physical fitness and medical wellness
7 Initiate action to a community need	8 Initiate action to a citizen's concerns	9 Respond to public inquiry	10 Recommend to existing department policy and execute
12 Prepare a budget request	13 Explain management components of organization	14 Explain needs and benefits of collecting incident response data	15 Conduct a fire inspection
17 Secure Incident Scene	19 Implement IAP	20 Conduct Post-Incident Analysis	21 & 22 Apply safety regulations and violations

## **SECTION 11            ACADEMIC INTEGRITY**

- 11.1            Students are prohibited from communicating with each other while a testing session is underway.
- 11.2            If a certification proctor observes cheating during an examination, the proctor will remove the candidate from the test. The candidate will be informed of the observation and requested to leave the test site.
- 11.3            The certification proctor will document the observation of cheating and return the testing material and the documentation to the Program or Testing Coordinator.
- 11.4            The candidate may appeal the certification proctor actions to the Certification Coordinator for review by sending a letter of appeal. The Certification Coordinator will review the appeal.
- 11.5            After reviewing the certification proctor's documentation and the written appeal by the candidate, the Certification Coordinator has the following options:
- a.    Accept the actions of the certification proctor and deny further testing of the candidate,
  - b.    Accept the appeal of the candidate and allow the candidate to retest using a different test,
  - c.    Refer the situation to the Council for discussion and action.
- 11.6            If further testing is denied, either by action of the Certification Coordinator or the Council, the candidate will be ineligible for testing from the date of the test for a period of at least one (1) year.



**SECTION 12                      EXAMINATION SCHEDULING**

- 12.1            Examinations will be scheduled at the end of OCC academic semesters for all students taking courses that result in a corresponding certification exam.
- 12.2            Examinations will be scheduled on an as-needed basis for those individuals who are not taking classes at OCC but meet the minimum requirements for certification testing.
- 12.3            Certification testing is available to all fire and emergency services personnel meeting published prerequisites

## **SECTION 13                      CERTIFICATION PROCTOR AND SKILLS EXAMINERS**

- 13.1              Certification proctors/evaluators are required for all exams and are appointed by the Program Coordinator
- 13.2              Certification proctors and skills examiners are expected to conduct themselves in a professional manner.
- 13.2              Certification proctors shall be dressed in appropriate attire to conduct the type of test that is being conducted.
- 13.4              Certification proctors, skills examiners, and instructors shall be employees of OCC
- 13.5              Manipulative exam certification proctors should arrive at the test site a minimum of 60 minutes prior to the scheduled test time to set up the site, conduct/participate in pre-test briefing, and to ensure that testing begins on time.
- 13.6              Written exam certification proctors should arrive at the test site a minimum of 30 minutes prior to the scheduled test time to set up and ensure an on-time test start
- 13.7              Manipulative certification proctors, instructors and examiners must have a minimum of five (5) years of experience as a firefighter, and hold Fire Instructor I certification, or an equivalent, through NYS OFPC, IFSAC, or National Pro Board. Exemptions exist for those assigned to specific skills to which they have an expertise in. (fire investigation)
- 13.8              Individuals tasked with proctoring written exams only are exempt from the above requirements. However, written exam proctors must have received training on administering written exams from the Program Coordinator or designee.
- 13.9              Prior to testing a certain skill, manipulative skills certification proctors & examiners must have demonstrated proficiency in that skill or subject. Only those deemed “subject matter experts” shall be allowed to test students in this program. Proficiency shall be determined by skill demonstrations, testing or interviews by the Program Coordinator or designee.
- 13.10             Instructors, proctors, and evaluators shall be required to demonstrate proficiency in the exam process, record keeping, and testing procedures.

- 13.11 Proctors are not permitted to provide any assistance to students during an exam that could be construed as the clarification of the intent or meaning of a question or answer.
- 13.12 All professors, instructors, proctors, and evaluators will receive adequate training on the tasks that will be responsible for in this policy manual. This training includes evaluation procedures, record keeping, and instructions to candidates. The training will be conducted by the Program Coordinator or designee. This training will occur at the time of appointment to a proctor/evaluator, and prior to a certification exam session.
- 13.13 Certification proctors/ skills evaluators shall not have been a part of instruction of the particular skill being tested.
- 13.14 Certification proctors, written or manipulative, shall not be responsible for determining testing eligibility of candidates.
- 13.15 Certification proctors for written exams will be provided #2 pencils, a sufficient number of answer sheets, an exact number of exam booklets for those registered to take the exam, an attendance roster and written testing instructions (Appendix A). Directions shall be read to the class at the beginning of the test time and followed accordingly (verify IDs, pass out materials, etc.). Following the completion of the written exam, all materials shall be returned to the Testing or Program Coordinator's office.
- 13.16 Students/candidates shall be given instructions on time limits, the proper completion of all forms and answer sheets, use of materials (pencils, etc.), restroom breaks, and any other information that may be pertinent based on the nature of the exam or the location of the test site.
- 13.17 All evaluators shall be trained & familiarized with the evaluation/examination and record-keeping process prior to engaging in any testing or evaluation. This shall be the responsibility of the Program Coordinator or designee.
- 13.18 Candidates shall be informed whether they have passed or failed a skills exam by the conclusion of the testing session.
- 13.19 Manipulative skill exams shall include the use of formally approved and adopted skill sheets that contain detailed directions, specific scenarios, and defined objectives. Evaluators are not permitted to "freelance" or "ad lib." Directions for the evaluator and the student are to be followed explicitly.
- 13.20 Standardized, individual grading sheets are to be used for each candidate at each station. The header of the grading sheet will contain spaces for the date,

the candidate number (to preserve privacy), the testing site location, and the type of test (initial or re-test).

- 13.21 Certification proctors will submit the completed skill sheet(s) to the Testing Coordinator or designee.
- 13.22 Manipulative skills are to be performed in conditions and in a manner that is as realistic and safe as possible. It is understood that some conditions may need to be simulated. The intent of testing is to ensure that the candidate can adequately perform the skill in actual (real-world) conditions.
- 13.23 Prior to the commencement of any manipulative skill training or testing, all students must don the appropriate level of personal protective equipment ("PPE"). The entire PPE ensemble shall be inspected by a qualified proctor or instructor. Any student with deficient, unsafe, or insufficient PPE shall not be allowed to participate.
- 13.24 Certification proctors must follow all policies and procedures set forth in the official Policies & Procedures Manual.
- 13.25 Council members reserve the right to walk-in unannounced and observe certification testing, in progress, by certification proctors.
- 13.26 Certification proctors may be subject to action by the Council for violation of any portion of the Policies and Procedures Manual. This action may include probation, suspension, and/or revocation of certification proctor status.
- 13.27 Any apparatus or equipment utilized for any form of training or testing shall be in good working order and fully compliant with any applicable NFPA standards.
- 13.28 The Safety Officer at any test or training site has the authority to terminate any unsafe act or stop any activity that is deemed unsafe for any reason.

**SECTION 14 RESULTS & RECORDS**

- 14.1 Examination results will not be given to any individual other than the candidate unless a written request from the candidate is filed with and accepted by the college
- 14.2 Examination results and certification records will be maintained on the FPT Program Drive and protected by password for seven (7) years, or longer if required by any statute.
- 14.3 Examination results and certification records will be filed by candidate's name.
- 14.4 A candidate that has failed a 2<sup>nd</sup> attempt written examination will be notified of the failure by direct phone call and made aware of testing policy regarding a 3<sup>rd</sup> attempt.
- 14.5 A candidate that has failed a manipulative examination will be notified of the failure at the conclusion of the exam. Further information is found in section 10.18 - 10.21
- 14.6 All printed tests shall be properly secured and maintained for a period of 45 days after the administration of the test. After 45 days, the test(s) shall be shredded. If a written test is appealed or contested, the printed tests must be preserved for the duration of the appeals process.
- 14.7 OCC shall securely maintain all other testing materials, attendance records, and certification materials consistent with institutional policy and local, state, and federal regulations.
- 14.8 Any records that are eligible for disposal are to be shredded in order to preserve student/candidate privacy.
- 14.9 OCC shall maintain an electronic database of Certifications that have been issued to candidates indefinitely. Certificates are also scanned to the department drive prior to issuing
- 14.10 OCC shall report a candidate's certification information to the IFSAC on a quarterly basis. This report will include:
- Name of Candidate
  - Date of Birth
  - Certification Level
  - Certification Issue Date
  - Current NFPA Standard Edition
  - IFSAC and/or Pro-Board Seal Number Assigned

- 14.11 Unless previously arranged by an entity, results are provided in a “pass/fail” format, not numerical grades.

**SECTION 15****APPEALS**

- 15.1 Candidates that wish to appeal the decision of a skills evaluator must verbally do so to the lead skills evaluator
- 15.2 Decisions made by the lead evaluator during the testing process are final
- 15.3 The program coordinator is responsible for any appeals not resolved on-site and appeals arising from the certification process
- 15.4 An official appeal must be in writing identifying the applicant name, examination date, examination type, and basis for appeal.
- 15.5 Appeals of decisions made as a result of the application process or the certification examination process must be made in writing to the program coordinator within 7 days of the date of certification examination.
- 15.6 The program coordinator will make a decision within 14 days on the appeal based on a review of the candidates written appeal, report by the Lead Evaluator for the examination being appealed (where applicable), and any relevant documentation. This decision will be communicated to the candidate in writing
- 15.7 If the candidate disagrees with the decision of the program coordinator, the candidate may appeal to the Council.
  - 15.7.1 Appeals to the Council must be submitted in writing via email to the appellant, within 14 days of when the decision by the program coordinator was handed down.
  - 15.7.2 The Council will make a decision based on the policies and procedures as identified in this document
  - 15.7.3 The Council's final ruling decision shall be provided to the applicant within 30 days of the Council meeting at which the determination was made. This decision will be delivered to the candidate in writing via email
- 15.8 Decisions by the Council will be reviewed by the program coordinator to determine if corrections or revisions are required in policies, procedures, test banks, or skill sheets.

## **SECTION 16            REQUEST FOR CERTIFICATION**

- 16.1            A fee is charged for each candidate for testing and certification for each level of certification being requested.
- 16.2            Students of OCC have (1) testing fee (both written and manipulative) built into their course tuition. Re-tests will be charged a testing fee.
- 16.3            Candidates shall receive a certificate with an IFSAC seal for each level of certification the candidate successfully passes.
- 16.4            No fee for emailing a copy of an existing certificate. A brand-new certificate, with a new seal, will come with a \$25 charge.
- 16.4            All fees shall be approved by the OCC Board of Trustees and published accordingly.
- 16.5            All fees shall be payable to Onondaga Community College

## **SECTION 17            ISSUING CERTIFICATION**

- 17.1            All applicable fees for testing and certification must be received by OCC prior to certification being issued.
- 17.2            All certificates will be mailed to each candidate unless a candidate requests to pick up the certificate on campus. Candidates that are part of a municipal testing contract, will be given their results by the designated contact. (Training Officer, Chief Officer, etc)
- 17.3            Digital certificates will be sent to the candidates via email with a signed receipt
- 17.4            All certificates shall be generated, issued, recorded, and reported to IFSAC pursuant to the International Fire Service Accreditation Congress International Registry Guidelines
- 17.5            Certificates issued by OCC do not have expiration dates. It is at the discretion of the fire department or agency to accept or reject the certification.



**SECTION 18                      REVOCATION, SUSPENSION, ANNULMENT, OR  
DENIAL OF CERTIFICATION PROCESS**

- 18.1            The Council may revoke, suspend, annul, or deny the certification of any participant or certification proctor who:
- a.            Makes any intentional material misstatement on an application for certification.
  - b.            Falsifies training records or signatures.
  - c.            Intentionally misrepresents or violates Council Policies and Procedures.
  - d.            Intentionally violates certification proctor's instructions to dishonestly pass an examination.
- 18.2            Incidents that clearly fall outside the scope of certification privileges (i.e. harassment, discrimination, Title VI or Title IX violations) shall immediately be forwarded to the Onondaga Community College Office of Human Resources for investigation. Members of that office can be reached at 315-498-2516.
- 18.3            Incidents that may indicate a crime has been committed shall immediately be forwarded to law enforcement. The OCC Campus Safety and Security Department may be contacted at 315-498-2311.
- 18.4            A thorough investigation shall be conducted to determine whether there has been conduct in violation of this policy manual.
- 18.5            The investigative process shall be conducted in a timely manner and in such a way as not to embarrass or demean a department or person.
- 18.6            The investigation shall begin by notifying the department or individual that an investigation is being conducted. At this time, the purpose of the investigation will be explained to involved parties.
- 18.7            During the investigation, witnesses may be interviewed, evidence collected, and any public accounts such as newspaper articles or court records could be reviewed.
- 18.8            Any Council members who may be considered witnesses or a party to the complaint/allegation are prohibited from participating in the investigation.

- 18.9 The investigators shall seek firsthand information. Hearsay (one person's report of what another person said) should be characterized as that and should generally be used only to ask the other person to come forward and be heard. No one will be "under oath," but all should be counseled about the value of speaking fairly, accurately, and honestly.
- 18.10 The Council or assigned investigation team shall produce a written report after completing the investigation. The report should be in writing and signed by the person conducting the investigation and/or committee members. It should summarize, analyze, and briefly state the conclusions based on the facts.
- 18.11 If the Council believes, following an investigation, grounds exist for the revocation, suspension, annulment, or denial of certification the participant shall be given written notification of intention to hold a hearing.
- 18.12 The written notification shall include the time, date, location, and basis for the hearing.
- 18.13 Written notification shall be sent via certified mail to the participant at the last address furnished to the Council by the participant or participating agency.
- 18.14 Any participant who has lost and/or been denied certification may reapply for certification one (1) year after the date of Council action, unless otherwise specified by the Council.
- 18.15 Upon revoking, suspending, annulling, or denying the certification of any participant, the participant may be requested to return to the Council all certificates, cards, and patches issued by the Council for said certification level(s).
- 18.16 Participants who have had certification revoked, suspended, annulled, or denied may appeal the decision to the Council.
- 18.17 An official appeal must be in writing identifying the applicant's name, certification, and basis for appeal. Appeals must be submitted to the Program Coordinator within 30 days from the date of the revoking, suspending, annulling, or denying the certification.
- 18.18 The Council shall act on the appeal at its next scheduled meeting. Meetings occur once per college semester, and the date is determined based on the availability of the Council members.
- 18.19 The Council's decision shall be provided to the applicant/respondent within 30 days of the Council meeting at which the determination was made. The

Council shall notify the applicant/respondent as to their decision, in writing via US Mail.

## **SECTION 19            RECIPROCITY**

- 19.1            The Council may elect to give credit for training or certifications received in other states, territories, countries, or a Federal agency provided such training has been approved and certified by the authority having jurisdiction (AHJ) over certification where the training was received.
- 19.2            Certificates that were issued by another entity that have expired or been revoked shall not be considered valid and will not be accepted as proof of completion of a prerequisite or a basis for reciprocity.
- 19.3            The Council may enter into standing reciprocity pacts or agreements with states, territories, countries, or a Federal agency that by law regulate and supervise the quality of fire service training and firefighter certification.
- 19.4            Adoption of any new standard or program shall not render invalid any participant's prior certification.
- 19.5            Reciprocity shall be utilized in the recognition of prerequisites only. No candidate shall be automatically granted IFSAC or other certifications without passing the required examinations.
- 19.6            It is the Candidate's responsibility to provide all documentation and proof of training/certification as part of their request for reciprocity.

# APPENDIX A

WRITTEN EXAMINATION DIRECTIONS  
(FOR PROCTORS)

Proctor Name: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**IFSAC Written Examination Directions**

**Proctor – Please read these directions exactly as written to the classroom prior to the start of the exam.**

**Write on the board the Program Coordinator’s name and email address**

Welcome – today we will be testing IFSAC \_\_\_\_\_. Please sign in on the attendance sheet as it is passed around.

In the event of an emergency, please leave your exam papers on your desk and follow my instructions. DO NOT re-enter this room until I instruct you to do so.

A photo ID must be displayed on your desk for student verification prior to the exam beginning. Once your ID has been checked, you may put it away.

Your testing area must be clear from any textbooks, notes, papers, etc. If you have a backpack or coat with you, it must be placed at the front of the room against the wall.

A single beverage is permitted per person

Cell phones, computers, tablets, cameras, smart watches, etc. are NOT allowed in the test room. If you have one of these devices with you, it must be powered down and placed on my desk.

If you owe a fee for today’s exam, I will be collecting any payments while I come around and verify ID’s. Check or money order only, made payable to OCC. \$50 per exam being taken

This exam is \_\_\_\_ questions in length. The time limit for this test is based on 1 minute per question. Once we start the exam, you will have \_\_\_\_ minutes to complete the test

70% is the passing score for this exam, however when you receive your results, you will simply be given a “pass or fail”

There is no talking during the exam. If you have a question, raise your hand.

We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam.

Once the exam starts, you will not be able to leave the room. If you do leave your exam will be graded as if it were completed.

Grades for this exam will be available after \_\_\_\_\_ (5 business days after the test date). If you would like to contact the FPT office after that date, you will need to have your OCC student ID number available. If you are not an OCC student, your Social Security Number and date of birth will be required for your score to be released over the phone.

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**Answer sheet directions:**

#2 pencils are required for this exam. If you do not have a pencil, please let me know and one will be provided to you.

**Hand our ZipGrade Answer Sheets -**

**“Please do not write on the answer sheet until I give you specific instructions”**

Print your first and last name in the space that says “name”

The quiz name is \_\_\_\_\_ (name of exam)

In the box that stays “class”, please put in your date of birth.

2-digit month, 2-digit day, 4-digit year (11/07/1997)

In the student ID box, put in (5) zeros followed by the last (4) of your Social Security number (000004325)

Fill in the bubbles below those numbers

Please ensure that you are paying attention to the question number and the corresponding answer on your score sheet.

If you need to change an answer on the answer sheet, completely erase the first mark. Bubbles should be filled in completely.

Upon completion of the exam, please quietly bring your exam booklet and answer sheet to the front of the room. After the exam materials have been turned in, you must exit the classroom and the immediate area. There is no loitering permitted during the testing process.

If you have a question during the exam, please raise your hand and someone will come to you. Please note that I will not provide any assistance with interpreting or clarifying any information or questions on the exam.

If anyone needs to use a restroom, now is the time to do so while I am checking paperwork and candidates are finishing up their answer sheets.

**Do you have any questions before we begin?**

**I will now hand out the test booklets. The testing process has now begun**

# APPENDIX B

## CERTIFICATION EXAM PREPARATION CHECKLIST



**Written & Manipulative Skills Exam Preparation Checklist**

**CERTIFICATION:** \_\_\_\_\_

**For written examinations:**

- ☐ A suitable classroom is reserved utilizing the 25Live Event Management System.

Classroom: \_\_\_\_\_  
Date/time reserved: \_\_\_\_\_

- ☐ A qualified proctor is selected and notified.

Proctor name: \_\_\_\_\_

- ☐ Testing Coordinator notified to generate applicable written test pursuant to the OCC FPT Policies and Procedures Manual.

**For manipulative skills examinations:**

- ☐ A suitable testing site is selected and reserved.

Site: \_\_\_\_\_  
Date/time reserved: \_\_\_\_\_

- ☐ Verification of OCC insurance coverage for selected site.

- ☐ Qualified proctors/evaluators are selected and notified.

Proctor/evaluator names & roles:

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# APPENDIX C

## PRACTICAL EXAMINATION DIRECTIONS (FOR PROCTORS)

### **Read to the skill evaluators:**

- There are no simulated maydays or firefighter down scenarios during the exam. Any such emergency should be treated as real. A BLS Airway bag and AED are located \_\_\_\_\_
- Remember you are an evaluator, not an instructor today, no interaction with candidates other than at the skill station.
- Review the skill sheet for the station that you will be testing at this time and discuss any issues with the skill coordinator and lead evaluator PRIOR to leaving this briefing.
- Be consistent, objective, and impartial in administering the skills test.
- If any problems or questions arise during testing, please come and see the lead evaluator
- Start and end all testing on time.
- Remember to stay focused on the candidate being tested. Do not talk with other skill evaluators or candidates during testing.
- Turn off or silence cell phones and personal electronic devices while evaluating skills.
- Verify equipment and materials required for the skills station are available and functioning.
- Verify you are not evaluating candidates on skills where you were instructor
- Ensure candidates do not see their own or other candidates' practical skills sheets.
- Be aware of the skill station time limits (on practical skills sheet) and obtain a stopwatch if necessary.

- If a practical skill test is interrupted due to circumstances beyond the candidate's control, the lead evaluator must be immediately contacted (the candidate is allowed to repeat the skills station).
- When testing begins, read the candidate instructions verbatim from the practical skills sheets. Do not add additional instructions or rephrase the instructions.
- If a candidate asks, you are permitted to tell them how much time is remaining.
- Evaluators are to mark ONLY OBSERVED BEHAVIOR. No marks are given for unobserved behavior, unless the skill sheet indicates the candidate may verbalize an individual step.
- In the event of a safety issue, immediately stop testing and direct the candidate to a holding area.
- When the candidate announces that he/she is done, stop the stopwatch. At this point, candidates cannot perform any skills they may have forgotten.
- Record the exact amount of time it took the candidate to complete the skills station. Do not round up or down.
- Direct the candidate back to the holding area.
- Ensure the practical skills sheet is complete and accurate.
- Prepare practical skills station for the next candidate.

## PRACTICAL EXAMINATION DIRECTIONS

### (FOR CANDIDATES)

Welcome. Today we will be testing IFSAC Skills for \_\_\_\_\_. You should have already completed the sign-in process including providing a photo ID. If you have not done so, please do that now. You are not permitted to have your phone, smart watch or any documents with you during the exam.

Before we proceed with instructions for the exam, I will first provide you with some important safety information.

The weather for today is: \_\_\_\_\_. (discuss any specifics here such as hydration for warm days or places to warm up during extreme cold).

The safety officer today is: \_\_\_\_\_. The safety officer is identified with a "Safety Officer" vest and is fully authorized to cease any unsafe acts. Please follow his/her directions without delay.

PPE should be worn at all times during the skills evaluation. If there are extra safety precautions required at a specific skill station, the evaluator will make this clear at the station.

There are no simulated maydays or firefighter down scenarios during the exam. Any such emergency should be treated as real. A BLS Airway bag and AED are located\_\_\_\_\_

Restroom location: \_\_\_\_\_

During the skills examination, you will be working as an individual to complete the required skills. If there is a skill that requires a "partner", the evaluator or other role-player at that station will assume that role.

You will be called to each station by your candidate number provided to you upon sign in. Please listen for this number.

Chairs have been placed strategically to keep candidates separated. Upon your timely return from a skill station, please sit in an open seat and await your next station. You are not permitted to talk to other candidates or observe other skill stations while today's practical exam is in session.

Once you have completed all of the stations and I have reviewed your skills sheets, I will call you up to provide you with your results. Please be aware that evaluators have been instructed not to provide you with your skill station results.

Although evaluators can clarify instructions, they cannot provide you with any hints or suggestions on how to complete a skill station.

Do you have any questions?