

COLORADO DEPARTMENT OF PUBLIC SAFETY



CERTIFICATION POLICY AND PROCEDURE MANUAL

COLORADO DIVISION OF FIRE SAFETY
690 Kipling Street, Suite 2000
Denver, Colorado 80215
303-239-4600

Adopted May 25, 2000
Revised June 7, 2010

Table of Contents

CHAPTER ONE - INTRODUCTION & BACKGROUND	5
SECTION 1.1: INTRODUCTION.....	5
SECTION 1.2: MISSION.....	6
SECTION 1.3: PURPOSE.....	6
SECTION 1.4: EMPOWERMENT.....	8
SECTION 1.5: CERTIFICATION ADVISORY BOARD DUTIES.....	8
SECTION 1.6: FIRE SERVICE TRAINING.....	9
CHAPTER TWO - DEFINITIONS	10
SECTION 2.1: PURPOSE.....	10
SECTION 2.2: DEFINITIONS.....	10
CHAPTER THREE - CERTIFICATION ADVISORY BOARDS	14
SECTION 3.1: PURPOSE.....	14
SECTION 3.2: ORGANIZATION.....	16
SECTION 3.3: ADMINISTRATION.....	17
SECTION 3.4: CERTIFICATION POLICIES.....	18
SECTION 3.5: APPEALS.....	19
SECTION 3.6: COMPLAINT PROCESS.....	20
CHAPTER FOUR - CERTIFICATION POLICIES	21
SECTION 4.1: PURPOSE.....	21
SECTION 4.2: PERFORMANCE CRITERIA.....	21
SECTION 4.3: TESTING AND CERTIFICATION AVAILABILITY.....	22
SECTION 4.4: SPECIAL CIRCUMSTANCES EXAMINATIONS.....	22
SECTION 4.5: CHEATING DURING EXAMINATIONS.....	23
SECTION 4.6: PRIVACY ACT STATEMENT.....	24
SECTION 4.7: CERTIFICATION PRIOR TO ACCREDITATION.....	24
SECTION 4.8: AUDIT PROCEDURES.....	25
SECTION 4.9: EQUIPMENT AND TESTING FACILITY REQUIREMENTS.....	25
SECTION 4.10: SAFETY AND HEALTH REQUIREMENTS.....	26
SECTION 4.11: ENVIRONMENTAL REQUIREMENT.....	26
SECTION 4.12: UNDUE INFLUENCE.....	26
SECTION 4.13: NONCOMPLIANCE REQUIREMENT.....	26
SECTION 4.14: STANDARD DEVELOPMENT.....	26
SECTION 4.15: CRITERIA FOR SELECTION OF WRITTEN PROCTORS.....	27
SECTION 4.16: CRITERIA FOR SELECTION OF PRACTICAL PROCTORS.....	28
SECTION 4.17: CRITERIA FOR SELECTION OF DRIVER OPERATOR PRACTICAL PROCTORS.....	29
SECTION 4.18: PROCTOR PROCEDURAL UPDATES.....	30
SECTION 4.18: CDFS PROCTOR REQUIREMENTS.....	31
CHAPTER FIVE - CERTIFICATION MANAGEMENT	32
SECTION 5.1: PURPOSE.....	32

SECTION 5.2: CDFS RESPONSIBILITIES	32
SECTION 5.3: TEST BANK MANAGEMENT.....	33
SECTION 5.4: WRITTEN EXAMINATION CONSISTENCY	33
SECTION 5.5: NOTIFICATION OF EXAM SCORES	34
SECTION 5.6: PRACTICAL EXAMINATION CONSISTENCY	34
SECTION 5.7: RECORD-KEEPING MANAGEMENT.....	35
SECTION 5.8: SECURITY, HANDLING, AND STORAGE OF TEST MATERIALS	35
SECTION 5.9: TEST ANALYSIS	37
SECTION 5.10: DISTRIBUTION OF MATERIALS	38
SECTION 5.11: EVALUATION OF PROCTORS	38
SECTION 5.12: PROCEDURE FOR GRADING PRACTICAL SKILLS.....	38
CHAPTER SIX – COMMITTEES FOR CERTIFICATION LEVELS	39
SECTION 6.1: PURPOSE.....	39
SECTION 6.2: ORGANIZATION.....	39
SECTION 6.3: ADMINISTRATION	40
CHAPTER SEVEN - CERTIFICATION PROCEDURES.....	41
SECTION 7.1: PURPOSE.....	41
SECTION 7.2: WRITTEN EXAMINATION REQUEST	41
SECTION 7.3: PRACTICAL EXAMINATION REQUEST.....	42
SECTION 7.4: RE-TEST WRITTEN EXAMINATION REQUEST	42
SECTION 7.5: RE-TEST PRACTICAL EXAMINATION REQUEST	43
SECTION 7.6: RENEWAL PROCESS	43
SECTION 7.7: REINSTATEMENT PROCESS	44
SECTION 7.8: RE-ENTRY PROCESS.....	45
SECTION 7.9: RECIPROCITY PROCESS.....	46
SECTION 7.10: JPR SKILL PACKET EVALUATION PROCESS.....	48
CHAPTER EIGHT - AUDITING.....	50
SECTION 8.1: PURPOSE.....	50
SECTION 8.2: CDFS ADMINISTRATION AUDIT.....	51
SECTION 8.3: CDFS ADMINISTRATION AUDIT PROCESS	52
SECTION 8.4: COLORADO EMERGENCY SERVICES AGENCY AUDIT.....	52
SECTION 8.5: COLORADO EMERGENCY SERVICES AUDIT PROCESS	53
SECTION 8.6: COLORADO CERTIFIED PROCTOR AUDIT	54
SECTION 8.7: COLORADO CERTIFIED PROCTOR AUDIT PROCESS.....	55
CHAPTER NINE - CERTIFICATION REQUIREMENTS & REFERENCES.....	56
SECTION 9.1: PURPOSE.....	56
SECTION 9.2: GENERAL REQUIREMENTS AND INFORMATION.....	57
SECTION 9.3: FIRE FIGHTER I.....	58
SECTION 9.4: FIRE FIGHTER II.....	60
SECTION 9.5: FIRE OFFICER I.....	62
SECTION 9.6: FIRE OFFICER II.....	64
SECTION 9.7: FIRE OFFICER III.....	66

SECTION 9.8: FIRE AND EMERGENCY SERVICE INSTRUCTOR I.....	67
SECTION 9.9: FIRE AND EMERGENCY SERVICE INSTRUCTOR II.....	69
SECTION 9.10: DRIVER OPERATOR	70
SECTION 9.11: DRIVER OPERATOR PUMPER	72
SECTION 9.12: DRIVER OPERATOR AERIAL	74
SECTION 9.13: HAZARDOUS MATERIALS AWARENESS.....	76
SECTION 9.14: HAZARDOUS MATERIALS OPERATIONS	78
SECTION 9.15: HAZARDOUS MATERIALS TECHNICIAN	80
SECTION 9.16: HAZARDOUS MATERIALS INSTRUCTOR	82
SECTION 9.17: AIRPORT FIRE FIGHTER	85
SECTION 9.18: PUBLIC FIRE AND LIFE SAFETY EDUCATOR I	86
SECTION 9.19: JUVENILE FIRESETTER INTERVENTION SPECIALIST I	87
SECTION 9.20: EMERGENCY MEDICAL FIRST RESPONDER	88
CHAPTER 10 - APPENDIX	90
SECTION 10.1: FIRE FIGHTER I SAMPLE QUESTIONS	90
SECTION 10.2: FIRE FIGHTER II SAMPLE QUESTIONS	91
SECTION 10.3: FIRE OFFICER I SAMPLE QUESTIONS.....	91
SECTION 10.4: FIRE OFFICER II SAMPLE QUESTIONS.....	91
SECTION 10.5: FIRE AND EMERGENCY SERVICES INSTRUCTOR I SAMPLE QUESTIONS.....	92
SECTION 10.6: FIRE AND EMERGENCY SERVICES INSTRUCTOR II SAMPLE QUESTIONS.....	92
SECTION 10.7: DRIVER OPERATOR SAMPLE QUESTIONS	93
SECTION 10.8: DRIVER OPERATOR PUMPER SAMPLE QUESTIONS	93
SECTION 10.9: DRIVER OPERATOR AERIAL SAMPLE QUESTIONS	93
SECTION 10.10: HAZARDOUS MATERIALS AWARENESS QUESTIONS.....	94
SECTION 10.11: HAZARDOUS MATERIALS OPERATIONS QUESTIONS	94
SECTION 10.12: HAZARDOUS MATERIALS TECHNICIAN SAMPLE QUESTIONS	95
SECTION 10.13: AIRPORT FIRE FIGHTER SAMPLE QUESTIONS	95
SECTION 10.14: PUBLIC FIRE AND LIFE SAFETY EDUCATOR I SAMPLE QUESTIONS	95
SECTION 10.15: JUVENILE FIRESETTER INTERVENTION SPECIALIST SAMPLE QUESTIONS	96
SECTION 10.16: EMERGENCY MEDICAL FIRST RESPONDER SAMPLE QUESTIONS	96
SECTION 10.17: ACCREDITATION DATES BY CERTIFICATION LEVEL	98
SECTION 10.18: NFPA STANDARD EDITION REFERENCE	98
SECTION 10.19: WRITTEN EXAMINATION REFERENCE.....	99

CHAPTER ONE - INTRODUCTION & BACKGROUND

INDEX

[Section 1.1: Introduction](#)

[Section 1.2: Mission](#)

[Section 1.3: Purpose](#)

[Section 1.4: Empowerment](#)

[Section 1.5: Colorado Fire Service Training and Certification Advisory Board](#)

[Section 1.6: Fire Service Training Program](#)

SECTION 1.1: INTRODUCTION

1.1.1 This Certification Policy and Procedure Manual was prepared by the Colorado Division of Fire Safety (“CDFS”) as a valuable tool to assist individuals in the Certification Program testing process. This manual is designed as a guide to assist firefighters, first responders and responders to hazardous materials incidents in complying with the requirements of the CDFS certification programs.

CDFS extends our grateful acknowledgement to the many persons and organizations that have assisted in the preparation and completion of this guide.

This manual contains CDFS testing related policies and procedures. Some of the responsibilities outlined in this manual may be delegated in guidelines, informational memorandums, forms and other documents.

This manual is available for downloading at the CDFS web site: www.dfs.state.co.us

1.1.2: Every endeavor is made to ensure that CDFS will not discriminate in the provision of our services.

The Colorado Division of Fire Safety prohibits discrimination on the basis of race, color, creed, national origin, gender, sexual orientation, age, marital status, disability, veteran’s status, or any other prohibited basis.

1.1.3: CDFS has established two voluntary certification programs.

The “Voluntary Certification Program for Fire Fighters” (“Firefighter Certification Program”) commenced on June 21, 1979, when House Bill 1243 was signed into law.

The “Hazardous Materials Responder Voluntary Certification Program” (“Hazardous Materials Certification Program”) enacted effectively July 1, 1989, when House Bill 89-1223 was signed into law.

The “Voluntary Certification Program for Fire Fighters” and the “Hazardous Materials Responder Voluntary Certification Program” will be hereby referred to as the “Colorado Certification Program”.

The general purpose of these certification programs are to measure the level of knowledge, skill and abilities possessed by firefighters, first responders and responders to hazardous materials incidents and to attest that these individuals meet nationally recognized standards. These competency-based standards permit evaluation of training programs and promote uniformity in firefighter, first responder and hazardous materials training.

1.1.4: The Firefighter Certification Program is a voluntary program: meaning there is no statutory requirement that firefighters become certified. The certification program establishes a means to evaluate the proficiency of firefighters and first responders, irrespective of their department affiliation and regardless of whether they are paid or volunteer.

1.1.4.1: On April 21, 1995, the Colorado Division of Fire Safety received initial accreditation from the International Fire Service Accreditation Congress (“IFSAC”).

1.1.4.2: On February 2, 2007, the Colorado Division of Fire Safety received initial accreditation from the National Board on Fire Service Qualifications System (“Pro Board”).

1.1.4.3: Please refer to Appendix for accreditation dates by certification level.

SECTION 1.2: MISSION

1.2.1: The mission of the Colorado Certification Program is to provide consistency throughout all levels of accreditation relating to written and practical examinations. Furthermore, to ensure that all levels of accreditations are conducted within the same criteria in accordance with the guidelines of IFSAC and Pro Board.

SECTION 1.3: PURPOSE

1.3.1: The purpose of the Colorado Certification Program is to measure the level of knowledge, skill and abilities possessed by participants and to attest that these individuals meet nationally recognized standards. These competency based standards promote evaluation and uniformity of training programs.

1.3.2: The purpose of the policies and procedures is to achieve the following goals and objectives:

- Address current firefighting principles and practices;
- Establish and promote the fire service in the State of Colorado as a professional service;

- Improve the performance and coordination of fire suppression and fire prevention activities through the development of minimum performance standards for all applicants;
- Develop more competent and reliable fire service personnel through the adoption of national professional qualification standards;
- Establish and maintain valid procedures that measure specific levels of skill, abilities and knowledge consistent with standards approved and adopted by Colorado Fire Service Training and Certification Advisory Board and Colorado Hazardous Materials Responder Voluntary Certification Advisory Board;
- Establish a uniform testing procedure that will ensure all practical testing is performed and evaluated in a consistent manner for all firefighters throughout the State of Colorado;
- Establish a fire service education and training program setting forth minimum standards for training and instructors;
- Utilize nationally recognized standards; such as the National Fire Protection Association Professional Qualification, as minimum standards. Development of standards shall only occur when no nationally recognized professional qualification standards exist;
- Seek third party approval of the certification program through an international accreditation association to assure that the program is fair and equitable to certification candidates and meets the requirements of the referenced standard;
- Ensure that all internationally accredited levels of certification are administered with strict adherence to the requirements of the Accreditation Bodies;
- Continually strive for improvements in the delivery of the program to ensure the efficient and effective use of resources;
- Establish and implement a certification program that will ensure the complete impartiality and confidentiality and is designed in such a manner as to safeguard against misuse and abuse;
- Establish disciplinary procedures for denial, revocation, limitation, or suspension of an individual's certification and/or an accredited academy's recognition; and
- Ensure compliance with C.R.S. 24-4-103 (12.5), concerning incorporation by reference requirements, and to reinstate certain rules that were not extended by Senate Bill 96-236 for noncompliance with these requirements.

SECTION 1.4: EMPOWERMENT

1.4.1: Title 24, Article 33.5, Section 1205 of the Colorado Revised Statutes states: **“Duties of the Director and Advisory Board.”** (1) The Director has the following duties relating to the voluntary firefighter and first responder certification programs and the fire service education and training programs:

- 1.4.1.1 To establish a fire service education and training program, setting forth minimum standards for training and instructors;
- 1.4.1.2 To promulgate rules establishing standards for the firefighter and first responder certification programs and for determining whether a firefighter or an applicant for first responder certification meets the established standards;
- 1.4.1.3 To certify firefighters and applicants for first responder certification or withhold or revoke certification in the manner provided for by rules adopted by the advisory board pursuant to the provisions of article 4 of this title;
- 1.4.1.4 To issue a certificate to any firefighter who presents evidence that the minimum firefighter certification standards have been met and to issue a certificate to any applicant who presents evidence that the minimum standards of the first responder certification program have been met;
- 1.4.1.5 To establish fees for the actual direct and indirect costs of the administration of the firefighter and first responder certification programs, which fees shall be assigned against any person participating in such programs. All fees collected shall be credited to the firefighter and first responder certification fund created in section 24-33.5-1207;

SECTION 1.5: CERTIFICATION ADVISORY BOARD DUTIES

1.5.1: Colorado Fire Service Training and Certification Advisory Board

C.R.S. 24-33.5, Part 12 creates the Colorado Fire Service Training and Certification Advisory Board, the general purpose of which is to:

- To Advise the Director on the promulgation of rules enacting standards for the certification of firefighters and procedures for determining whether a firefighter meets the established standards;
- To advise the Director on the promulgation of rules enacting standards for the certification of first responders and procedures for determining whether an applicant meets such standards;

- To advise the Director on the promulgation of rules enacting standards for fire service education and training for volunteer firefighters, the qualification of instructors, and procedures to ensure that the quality of the program is adequate to meet the minimum training requirements for firefighters as set forth in section 31-10-30-1122, C.R.S.;
- To advise the Director on the establishment of fees for the actual direct and indirect costs of the administration of the firefighter and first responder certification programs;
- To advise the Director on the establishment of fees for the actual direct and indirect costs of the administration of the fire service education and training program.

1.5.2: **Colorado Hazardous Materials Responder Voluntary Certification Advisory Board**

C.R.S. 24-33.5, Part 14 creates the Hazardous Materials Responder Certification Advisory Board, the general purpose of which is to:

- Establish a hazardous materials responder voluntary certification program and to set minimum standards for the training of such responders and for the instructors;
- Establish procedures for determining if hazardous materials responders meet these minimum standards;
- Certify applicants who meet the established minimum standards; and
- Ensure the quality and uniformity of the certification program and any training program established.

SECTION 1.6: FIRE SERVICE TRAINING

1.6.1: The State of Colorado Fire Service Training Program, previously under the supervision of the State Board of Community Colleges, and Occupational Education, was transferred to the CDFS on July 1, 1986.

1.6.2 The Advisory Boards have established that the National Fire Protection Association (“NFPA”) standards and the U.S. Department of Transportation National Highway Traffic Safety First Responder National Standard Curriculum (“DOT Curriculum”) are the minimum curriculum and basis of exam data banks for state certification testing. CDFS can be contacted for information regarding learning curriculum materials and vendors.

CHAPTER TWO - DEFINITIONS

INDEX

[Section 2.1: Purpose](#)

[Section 2.2: Definitions](#)

SECTION 2.1: PURPOSE

- 2.1.1: The following definitions apply only to these policies and procedures, and DO NOT necessarily apply to the rules, regulations, or procedures of any local fire service unit or organization.
- 2.1.2: All definitions which appear in the CDFS Policy and Procedure Manual shall apply to these policies and procedures.

SECTION 2.2: DEFINITIONS

- 2.2.1: ACCREDITATION – To certify an entity as meeting all formal official requirements of academic excellence, curriculum, facilities, etc.
- 2.2.2: ACCREDITATION BODIES – The International Fire Service Accreditation Congress and the National Board on Fire Service Professional Qualifications are the accreditation bodies that accredit the CDFS certification programs.
- 2.2.3: ADVISORY BOARDS (BOARDS) – The Colorado Fire Service Training and Certification Advisory Board and Colorado Hazardous Materials Responder Voluntary Certification Advisory Board whose duties are to oversee the guidance of the state certification programs. The members are appointed by the Governor to serve on the Advisory Board for prescribed terms.
- 2.2.4: AUTHORITY HAVING JURISDICTION (AHJ) – An agency which regulates processes.
- 2.2.5: AFFILIATION – An individual that is a member of a Colorado emergency services organization.
- 2.2.6: APPLICANT - A person who has satisfied the requirements to be examined for certification or an entity that applies for recognition as an accredited academy.

- 2.2.7: CERTIFIED – Applicants who have successfully met or exceeded cognitive and psychomotor objectives with the CDFS certification program.
- 2.2.8 CERTIFICATION DIRECTOR – The person that governs the affairs of the CDFS certification programs.
- 2.2.9 CERTIFICATION MANAGER – The person that oversees the day to day operations of the CDFS certification programs.
- 2.2.10: CERTIFIED PROCTOR – An individual who meets or exceeds the requirements to be certified as a written and/or practical examination proctor.
- 2.2.11: CERTIFYING AGENCY – Colorado Department of Public Safety, Colorado Division of Fire Safety (“CDFS”).
- 2.2.12: CHIEF LEVEL OFFICER RANK – Chief or Chief Executive Officer of the department; or Chief Officer or equivalent who heads a major bureau or division within a fire department or organization; or Chief Officer or equivalent who commands a multi-company or multi-station operations on the emergency incident scene or who may command a greater alarm incident.
- 2.2.13: CLASS – A single meeting or session devoted to a specific fire service or non-fire service training objective.
- 2.2.14: COGNITIVE OBJECTIVE – Pertinent written questions, lists, or problems relative to the factual knowledge at the level a person is being tested.
- 2.2.15: COLORADO DIVISION OF FIRE SAFETY APPLICATION AND REQUEST FOR EXAMINATION FORM (SCANTRON™ FORM) – Form used to request various certification processes.
- 2.2.16: COLORADO EMERGENCY SERVICES AGENCY (CESA) - A government or private sector emergency services agency of a Federal, State, County, Municipality, or Special District whose responsibility includes emergency services response.
- 2.2.17: COLORADO RESIDENT – An individual who resides in the State of Colorado and holds a valid Colorado drivers license.
- 2.2.18: CONTINUING EDUCATION – A course of instruction or a self directed program, extended over a period of three years, which meets the educational requirements for renewal of certification.
- 2.2.19: COURSE – Any grouping of classes, or series of lessons or lectures combined to attain a particular education level or training objective.
- 2.2.20: DEMONSTRATE – To show by actual use. This may be supplemented by or, when actual use is not feasible, replaced by simulation, explanation, illustration, or a combination of these methods.
- 2.2.21: DEPARTMENT HEAD – The Chief Executive Officer of an organization or their designee.

- 2.2.22: DIRECTOR – The Director of the Division of Fire Safety, Department of Public Safety, State of Colorado
- 2.2.23 DIVISION – State of Colorado, Department of Public Safety, the Colorado Division of Fire Safety.
- 2.2.24 EVALUATOR – An individual, who carefully examines, appraises and judges a certification process.
- 2.2.25 FIREFIGHTER – A person whose work is fighting fires; a member of a fire service unit.
- 2.2.26 FIRE SERVICE UNIT – A public government or private fire department or fire service organization of a Federal, State, County, Municipality, or Special District whose responsibility includes fire protection, fire prevention, or fire investigation.
- 2.2.27 INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (“IFSAC”) – A peer driven, self governing system that accredits both public fire service certification programs and higher education fire-related degree programs.
- 2.2.28 JOB PERFORMANCE REQUIREMENTS (“JPR”) – (Also known as Psychomotor Objective) Actual use or performance, safely and efficiently accomplished within a specified time limit and in accordance with procedures and standards established for National Accreditation of Firefighters and meets the requirements of the National Fire Protection Association Standards and/or the Department of Transportation Curriculum, as its basis.
- 2.2.29 NATIONAL BOARD ON FIRE SERVICE PROFESSIONAL QUALIFICATIONS (“Pro Board”) – Accreditation body that establishes an internationally recognized means of acknowledging professional achievement in the fire service and related fields.
- 2.2.30 NATIONAL FIRE PROTECTION ASSOCIATION (“NFPA”) – Organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment, as well as other life-safety codes and standards.
- 2.2.31 NON-ACCREDITED CERTIFICATION – State certification that has not yet been sanctioned by the Accreditation Bodies.
- 2.2.32 NON-CERTIFIED – Any applicant who does not possess a valid certification/certificate recognized by the Board.
- 2.2.33 POLICIES – Formal guidelines promulgated by the Division and/or the Advisory Board concerning the methods, procedures and processes for implementing these rules and administering the certification program.
- 2.2.34 PRACTICAL EXAMINATION – Actual use or performance, safely and efficiently accomplished within a specified time limit and in accordance with procedures and standards established for National Accreditation of Firefighters and meets the requirements of the NFPA Standards as its basis. The practical examination consists of mandatory and random JPR selection and is evaluated by a Colorado certified state proctor.
- 2.2.35 PROCTOR – An individual who evaluates / supervises an examination.

- 2.2.36 PROFICIENT - Ability, skill, competence; knowledge.
- 2.2.37 PSYCHOMOTER OBJECTIVE – (Also known as a JPR) – Actual use or performance safely and efficiently accomplished within a specified time limit and in accordance with procedures and standards established for National Accreditation of Firefighters and meets the requirements of the NFPA Standards and/or the Department of Transportation Curriculum, as its basis.
- 2.2.38 REFRESHER TRAINING – A course of instruction, condensed over a short period of time, designed to provide training to persons for the purpose of preparing them for testing and/or renewal of certification.
- 2.2.39 SAFELY – Means to perform the objective without endangering or injuring oneself or others.
- 2.2.40 SCANTRON™ FORM – Form used to request various certification processes.
- 2.2.41 SKILL PACKET – A compilation of materials assembled to verify or validate compliance with a particular level of a standard or job performance requirement, requisite knowledge, requisite skill, or objective of a standard.
- 2.2.42 WITH COMPETENCE – Possessing knowledge, training, skills and judgment needed to satisfactorily and safely perform indicated objectives, as determined by the examining authority.

CHAPTER THREE - CERTIFICATION ADVISORY BOARDS

INDEX

[Section 3.1: Purpose](#)

[Section 3.2: Organization](#)

[Section 3.3: Administration](#)

[Section 3.4: Certification Policies](#)

[Section 3.5: Appeals](#)

[Section 3.6: Complaint Process](#)

SECTION 3.1: PURPOSE

3.1.1: The purpose of this section is to establish the administrative authority, responsibility and policies for the following two Certification Advisory Boards (herein referred to as the Boards):

- Colorado Fire Service Training and Certification Advisory Board
- Colorado Hazardous Materials Responder Voluntary Certification Advisory Board

3.1.2: **Colorado Fire Service Training and Certification Advisory Board**

C.R.S. 24-33.5, Part 12 creates the Colorado Fire Service Training and Certification Advisory Board, the general purpose of which is to advise the Director on matters regarding:

- Fire service education and training programs;
- Setting minimum standards for training and certification;
- Establishing procedures to determine applicant achievement of minimum standards; and
- Certifying applicants who meet those minimum standards.

3.1.3: **Colorado Hazardous Materials Responder Voluntary Certification Advisory Board**

C.R.S. 24-33.5, Part 14 creates the Hazardous Materials Responder Certification Advisory Board, the general purpose of which is to:

- Establish a hazardous materials responder voluntary certification program and to set minimum standards for the training of such responders and for the instructors;
- Establish procedures for determining if hazardous materials responders meet these minimum standards;
- Certify applicants who meet the established minimum standards; and
- Ensure the quality and uniformity of the certification program and any training program established.

3.1.4: The Boards have the general responsibility for:

- Adoption of policies and rules;
- Adoption of program reporting requirements;
- Adoption of administrative guidelines;
- Advisement on the appeal processes;
- Adoption of processes for the validation of curriculum and evaluation instruments;
- Adoption of performance standards for certification;
- Auditing of certification processes; and
- Adoption of training of the certification proctor processes.

3.1.5: It shall also be the responsibility of the Boards to make rulings, issue approval, and complete evaluations, etc., of documentation submitted by various individuals and their department in respect to the professional certification standards. Such actions shall be consistent with the original intent of each adopted standard and existing Boards policies.

3.1.6: The Director shall be the final authority in all matters pertaining to the governance of the certification programs; in all appeals, and in any other business related to the operation of the Boards.

3.1.7: It shall be the responsibility of each individual department to ensure their training programs adequately prepare personnel for the appropriate certification program. The Boards shall not oversee individual training programs or the training policies of any department. Rather, the Boards' responsibility is for the governance of the certification programs.

3.1.8: Each department shall follow all certification policies and guidelines established by the Boards for certification programs.

3.1.9: It shall be the responsibility of the Boards to:

- Evaluate fairness and equality in the execution of the certification processes;
- Ensure local, state, and federal equal employment and nondiscrimination guidelines are met;
- Review appeals and corresponding actions taken by the Boards, and;
- Ensure policies and standards of the *IFSAC* and *Pro Board* are maintained.

SECTION 3.2: ORGANIZATION

3.2.1: Pursuant to C.R.S. 24-33.5, Part 12, the Colorado Fire Service Training and Certification Advisory Board is comprised of the following nine members appointed by the Governor for a term of four years:

- Representative of the Colorado State Fire Chiefs Association;
- Representative of the Colorado Fire Training Officers Association;
- Representative of the Colorado Professional Fire Fighters Association;
- Representative of the Colorado State Firefighters Association;
- Chief or Training Officer of a Career Fire Department;
- Chief or Training Officer of a Volunteer Fire Department;
- Representative of the property and casualty insurance industry;
- * Director of the Colorado Emergency Medical Services and Prevention Division within the Department of Public Health and Environment; and
- * President of the Colorado Community College and Occupational Education System.

* Members do not have voting rights

3.2.2: Pursuant to C.R.S. 24-33.5, Part 14, the Colorado Hazardous Materials Responder Voluntary Certification Advisory Board is comprised of the following seven members appointed by the Governor for a term of four years:

- Fire Chief from a Municipality or Special District;
- Hazardous Materials Team Leader;
- Representative of the Transportation Industry;
- Representative of Private Industry Fixed-Site Facility;
- Representative of a local government law enforcement agency;
- Representative of the Colorado State Patrol; and
- Representative of Emergency Medical Services.

3.2.3: Board members shall forfeit their appointment upon loss of position, leaving the department, or retirement. The Board member shall contact the Governor's Office of Boards and Commissions, in writing; informing them of the resignation. The Governor's Office will appoint a replacement.

3.2.4: The Boards shall select a chairperson, hereafter known as the President. The Board shall select a Vice President. In the absence of the President, the Vice President shall assume the position and responsibilities of President. The Boards shall also select a Secretary.

3.2.5: Meetings of the Boards shall be held quarterly or as needed. The President shall select the location and time for each meeting.

- 3.2.6: The President shall have the following responsibilities:
- Establish meeting agendas;
 - Conduct and chair all Board meetings and follow rules of order as indentified in Section 3.3.3;
 - Call special meetings upon request or need;
 - Appoint Board representatives to committees, and to other duties as needed;
 - Represent the Board at various conferences, meetings, etc. which are appropriate for the operation of the Board;
 - Ensure timely dissemination of all Board actions and business;
 - Handle other duties as needed and appropriate.
- 3.2.7: Each Board member shall have the following general responsibilities:
- Maintain ethical standards and confidentiality in all Board related matters;
 - Represent the best interests of the Board at all times;
 - Conduct assigned duties promptly and professionally;
 - Attend scheduled meetings;
 - Remain apprised of all Board matters and issues; and
 - Remain apprised of pertinent emergency service training issues including standards, accreditation policies, etc.

SECTION 3.3: ADMINISTRATION

- 3.3.1: At all scheduled and special meetings of the Boards, no vote shall be cast and no policy decision made without a quorum of members present. Issues may be discussed for informational purposes only. Issues must be carried over for vote until the next Board meeting at which a quorum is present. A quorum shall exist when four (4) of seven (7) voting members are present. A majority vote shall consist of a congruent vote by four (4) of the seven (7) voting members.
- 3.3.2: Each Board member and other specified individual(s) shall be notified in writing of a meeting no less than five (5) business days prior to each meeting. The notification shall include date, time, location, and agenda of the meeting, in addition to any other information required for conducting the meeting. It shall be the responsibility of CDFS staff to make the appropriate notifications.
- 3.3.3: *American Bar Association's Parliamentary Law for Nonprofit Corporations* shall apply at all Board meetings. One-on-one discussion between Board members and individuals in the audience should be avoided. All discussion should be addressed and recognized through the President. The President has the right to excuse any non-member from the Board meeting, subsequent to being overruled by a majority of voting members present. All meetings shall be open to the public and in accordance with Colorado Public Meeting Law, notification of all Board meetings shall be posted by the CDFS. All requests, exemptions, etc. that are to go before the Board at a regular meeting must be received by CDFS a minimum of fifteen (15) working days prior to the given meeting. All materials received after the cutoff date may be held for the next scheduled meeting at the discretion of the President.

- 3.3.4: All meetings of the Boards or appointed committees shall have recorded/written minutes, which shall be approved by the Boards at the following meeting.
- 3.3.5: The Boards shall govern all certification program processes. Responsibilities shall include, but not be limited to:
- Evaluating and approving forms, applications, facility and logistical requirements, and policies necessary for administration of given standard;
 - Review of other certification and/or training education programs for reciprocity;
 - Ruling on violations of policies by department or their personnel;
 - Adoption of rules and evaluations needed to carry out the intent of each given standard;
 - Auditing certification processes conducted by CDFS;
 - Settling appeals submitted to the Boards regarding certification processes; and
 - Adopting performance standards for each certification area.
- 3.3.6: The Boards and its agents shall keep confidential rulings, discussions, etc. involving personnel records or matters of a sensitive nature. The President may move the Board into executive session as provided by the Colorado Revised Statutes.
- 3.3.7: Any Board member who violates the trust under 3.3.6 may be asked to resign from the Boards through a majority vote of the remaining Boards members. Any such request for removal shall be immediately reported to the Director in writing.
- 3.3.8: The Boards may amend any existing policy, or adopt new policies. Adoption of amendments and new policies require an affirmative majority vote of the Board. The proposed amendment must be published as part of the meeting agenda prior to the meeting at which the vote occurs.
- 3.3.9: In accordance with the Colorado Open Records Law as currently written, all records of the Boards are deemed public. However, records on individual certifications are considered personnel records of the affiliated organization. It shall be the responsibility of the organization to manage release of such personnel records.

SECTION 3.4: CERTIFICATION POLICIES

- 3.4.1: The Boards shall adopt a performance standard for each level of certification for example Firefighter, Fire Instructor, etc. The standard shall be based upon the corresponding professional qualifications standard, e.g. *NFPA* or *DOT Curriculum*. An affirmative majority vote of the Board shall be necessary for adoption of the performance standard.
- 3.4.2: The Boards shall have the authority to amend any existing *NFPA* or *DOT Curriculum* professional qualifications standard, as it deems appropriate. However, the Board shall not adopt any amendment, which reduces or diminishes the requirements set forth in the *NFPA* or *DOT Curriculum* standard.

- 3.4.3: The Boards shall adopt administrative policies for each certification level. The policies shall be used for the administration of that certification program. An affirmative majority vote of the Boards are required for adoption of the certification policies.
- 3.4.4: The policies for each certification level shall, following adoption, be added to the CDFS's Policies and Procedures Manual. An individual policy shall be created for each certification level.
- 3.4.5: The Board may establish a performance standard when one does not exist for that specific professional area. The adoption of the standard must be made in accordance with the policies of Section 3.4.

SECTION 3.5: APPEALS

- 3.5.1: CDFS offers an appeals process. An appeal is a type of complaint a candidate may make when that person wants CDFS to reconsider or change a decision that has been made. The appeal must be submitted to CDFS in writing and clearly outline the issue with times, dates, witnesses, curriculum sources, etc. Any alleged violation of certification policies must identify specific policies. It shall be the sole responsibility of the appellant to initiate the appeals process. Candidates should file their case directly to CDFS within 30 days of the occurrence.
- 3.5.2: The appeal process is as follows:
- CDFS reviews and makes a ruling on an issue.
 - Candidate/proctor disagrees with ruling.
 - Candidate/proctor submits appeal in writing to CDFS.
 - CDFS takes appeal to the Boards.
 - Boards will make the decision.
 - Candidate/proctor disagrees with Board's decision.
 - Candidate/proctor appeals to Director for final decision.
- 3.5.3: Appeals shall be adjudicated by the Board at regularly scheduled Board meetings or in a special meeting using phone or other electronic means. The Board shall accept appeals, which deal with any of the following issues or as deemed appropriate by the Director:
- Certification evaluation results;
 - Conduct of examinees;
 - Certification revocation;
 - Re-entry or reciprocity;
 - Interpretation of certification policies;
 - Conduct of certification proctors;
 - Bias or prejudice against participant; and
 - Unsafe practices during evaluation processes.

3.5.4: A response from the Board shall be submitted in writing by the CDFS to the appellant within thirty (30) business days following the last meeting concerning the appeal. All responses will be sent by certified mail.

3.5.5: A copy of the Board response shall be filed with the CDFS, along with the original appeal.

3.5.6: An appellant may only challenge their written examination (upon turning in their answer sheet) prior to leaving the test site.

An appellant may only challenge their practical examination within thirty (30) days after the test date.

Any challenge must be submitted to the Proctor upon completion of the testing process. The Board will consider the ruling to the challenge (by CDFS) within thirty (30) days and provide a written response within sixty (60) days.

3.5.7: The Director shall be the final authority for all decisions and actions on appeals.

SECTION 3.6: COMPLAINT PROCESS

3.6.1: The complaint must be submitted to CDFS in writing and clearly outline the issue with times, dates, witnesses, curriculum sources, etc. Any alleged violation of certification policies must identify specific policies. It shall be the sole responsibility of the complainant to initiate the complaint process.

3.6.2: Complaints shall be reviewed by CDFS staff and determined if adequate information is appropriate to warrant an investigation.

3.6.3: If the complaint deems to have adequate information and it is appropriate, an investigation will proceed. If the information provided in the complaint is found not to be adequate, complainant will be notified by CDFS that not enough information exist to warrant an investigation. The complaint will be concluded, unless the complainant submits amendments to the complaint.

3.6.4: The CDFS will take appropriate action regarding the complaint based on findings.

3.6.5: The Director shall be the final authority for all decisions and actions on appeals.

CHAPTER FOUR - CERTIFICATION POLICIES

INDEX

- [Section 4.1: Purpose](#)
- [Section 4.2: Performance Criteria](#)
- [Section 4.3: Testing and Certification Availability](#)
- [Section 4.4: Special Circumstances Examinations](#)
- [Section 4.5: Cheating During Examinations](#)
- [Section 4.6: Privacy Act Statement](#)
- [Section 4.7: Certification Prior Accreditation](#)
- [Section 4.8: Audit Procedures](#)
- [Section 4.9: Equipment and Testing Facility Requirements](#)
- [Section 4.10: Safety and Health Requirements](#)
- [Section 4.11: Environmental Requirements](#)
- [Section 4.12: Undue Influence Requirement](#)
- [Section 4.13: Noncompliance Requirement](#)
- [Section 4.14: Standard Development](#)
- [Section 4.15: Criteria for Selection of Written Proctors](#)
- [Section 4.16: Criteria for Selection of Practical Proctors](#)
- [Section 4.17: Proctor Procedural Updates](#)
- [Section 4.18: CDFS Proctor Requirements](#)

SECTION 4.1: PURPOSE

- 4.1.1: The purpose of this section is to establish uniformity to the overall certification program governed by the Colorado Fire Service Training, the Board and the Hazardous Materials Responder Voluntary Certification Advisory Board. The policy is intended to ensure that the integrity and quality of the certification program is maintained.

SECTION 4.2: PERFORMANCE CRITERIA

- 4.2.1: It shall be the policy and practice of the CDFS to certify applicants under the NFPA or other related standards adopted by IFSAC and Pro Board. The appropriate certification standards shall be adopted by the CDFS within two years of the official adoption date by the NFPA or other related standards.

SECTION 4.3: TESTING AND CERTIFICATION AVAILABILITY

- 4.3.1: The certification system for the State of Colorado is intended to provide a baseline from which the level of professional training may be incrementally raised and standardized. Access to, and success within the certification process must be consistent with nationally recognized good practice, principles of equality and applicable laws and statutes.
- 4.3.2: The CDFS shall make available prerequisites and requirements for taking the examinations, types of written questions, study reference, and skill test criteria to the local fire service organizations to disseminate to the candidates that are preparing for the examination. An unaffiliated applicant may contact the CDFS to obtain this information.
- 4.3.3: It shall be the policy and practice of the CDFS not to delegate its certifying authority to any political subdivision, local government entity, or any other agency.

SECTION 4.4: SPECIAL CIRCUMSTANCES EXAMINATIONS

- 4.4.1: CDFS is committed to providing reasonable accommodation(s) for persons with special circumstances during written examinations. Proctoring a written examination for an applicant with special circumstances is allowed under the Firefighter Rules. Examples of special circumstances may be one or more of the following:
- Visual impairment;
 - Hearing impairment;
 - Learning/reading disability (e.g. dyslexia, limited reading level);
 - Writing arm impairment (e.g. arm/hand in a cast, sling or brace).
- 4.4.2: When testing, the department/agency which the applicant is affiliated must notify the Proctor of the special circumstances prior to the scheduled date of the written examination. The Proctor must notify the Division to make arrangements for direction and documentation regarding these circumstances. The Proctor will evaluate each individual circumstance and if necessary may make arrangements to test the candidate at another time or on another date.
- 4.4.3: If it is necessary; due to special circumstance, for the Proctor to read aloud the written examination to the candidate, the Proctor shall have an unbiased party present as a witness. The witness must be currently certified at the accredited level of the examination or higher, or a CDFS written proctor only in the certification program. **It is required that a recording device be used and the recording must be submitted with the candidate's examination.** THE CANDIDATE MUST BE VERBALLY ADVISED THE EXAMINATION IS BEING RECORDED.

- 4.4.4: A candidate with a visual impairment may require the use of a "scribe" to mark their answers on their **Certification Test Answer Sheet**. **The proctor must closely monitor the marking of answers to assure that the scribe has marked the chosen answer.** If the candidate is both visually and hearing impaired, they are permitted to have assistance in translating the examination and in marking their answers on the **Certification Test Answer Sheet**.
- 4.4.5: If a candidate is scheduled to test on a particular date and time, but is unable to attend, the candidate(s) may reschedule the examination **if arrangements are made between the Proctor and the Division**. Circumstances which might allow this reschedule test date would be:
- Sudden illness
 - Change in work schedule
 - Emergency response
 - Other unexpected family emergency (e.g. illness, death)
- 4.4.6: For a candidate with circumstances not addressed here, contact the CDFS for direction regarding the circumstances involved.

SECTION 4.5: CHEATING DURING EXAMINATIONS

- 4.5.1: Colorado certification is a major milestone to be achieved by members of the Colorado emergency service. Certification provides independent verification of an individual's competence and professional dedication. For these reasons, CDFS takes the issue of cheating and unethical conduct very seriously.
- 4.5.2: In the event that a candidate is observed or suspected of cheating and if; based on the preliminary investigation by the Proctor, the circumstances are confirmed, the individual(s) involved will not be allowed to continue the examination and will be asked to leave the testing location. The appropriate department head or training officer will be notified as well as the Certification Manager.
- 4.5.3: The Proctor will prepare and forward a record of circumstances to the Certification Manager. A review of circumstances will be conducted and appropriate actions will be taken by the Certification Manager after consultation with the Certification Director.
- 4.5.4: The individual(s) involved, and possibly the department or agency the individual represents, will not be allowed to continue in the Certification Program until the issue is resolved.

SECTION 4.6: PRIVACY ACT STATEMENT

Information Regarding Disclosure of Personal Information

- 4.6.1: The principle purpose of information requested on the Application and Request for Examinations (Scantron™) for processing applications and maintaining records of participation in certification and training programs administered by the CDFS. Information such as age and sex are used for statistical purposes only, and shall not be required on applications for training and certification.
- 4.6.2: The Social Security Number (SSN) is used as an identifier to match the person completing the training or certification with the correct master record in order to better assist the candidate in obtaining certification and training records. The use of the SSN is necessary because of the large number of individuals who have identical names and birth dates, and whose identities can only be distinguished by this number. If a Request for Examination form does not contain the appropriate SSN information, it is the sole responsibility of the applicant to contact the CDFS and provide the information needed prior to any action to be taken on the request.
- 4.6.3: The home address and telephone number are solicited as a means to better serve the candidate. It allows the CDFS to communicate directly with the candidate in the training and certification programs. Disclosure of this information will permit the CDFS to mail training notices and newsletters directly to the program participants.
- 4.6.4: Personal information provided on this form is given on a voluntary basis. If the applicant does not provide the SSN on the written form, it is the responsibility of the applicant to call the Division with the SSN. Failure to provide the requested information may result in a delay in processing applications and certifications and locating master records. Failure to provide the home address and telephone number will preclude the DFS from contacting the applicant directly on training and certification matters.

SECTION 4.7: CERTIFICATION PRIOR TO ACCREDITATION

- 4.7.1: Applicants who hold a *current and valid* certification through the CDFS shall not be affected by the accreditation for that level. The CDFS certification is valid and in good standing through the expiration date.
- 4.7.2: Applicants who are certified by the CDFS at the approved certification levels have three (3) years after the approved certification date to complete a retest process. The applicant will be required to take a "Bridge Examination" or "Retake Examination" for these levels as adopted by the Board(s.)
- 4.7.3: If the expiration date on the applicant's certificate passes before the three year timeframe, the applicant can renew the certification for the remaining time not to exceed that three year period.

- 4.7.4: The "Bridge and Retake Examinations" will be administered in the form of a written and/or a practical exam by certified proctor(s). The determination of a written or a practical examination for each level will be decided by a committee of subject matter experts.
- 4.7.5: Once an applicant has successfully completed the "Bridge or Retake" testing process, within the three (3) year timeframe certification may be granted with IFSAC and/or Pro Board accreditation. If the applicant chooses not to participate in the "Bridge or Retake" testing process, the CDFS certification will expire on the day that has been deemed for the completion of the bridge or retake exam. If the applicant desires CDFS certification after the certification has expired, the applicant must start the testing process from the beginning.
- 4.7.6: Applicants who hold a valid CDFS certification, are in good standing and who meet all listed prerequisites may test to the next level of accredited certification.

SECTION 4.8: AUDIT PROCEDURES

- 4.8.1: The CDFS will notify the Accreditation Bodies administration of date, time and location of upcoming certification examinations upon request. The notification allows the Accreditation Bodies to audit the CDFS certification processes and procedures thereby providing quality control within the system. The Accreditation Bodies shall submit notice of intent to observe at least 48 hours in advance of the testing event.
- 4.8.2: The CDFS shall make available to the site teams and administrative reviewers test items for all levels. These test items will be reviewed in a secure environment and shall not be compromised in any way.

SECTION 4.9: EQUIPMENT AND TESTING FACILITY REQUIREMENTS

- 4.9.1: CDFS in conjunction with local emergency services agencies is committed to providing a safe and comfortable location for the candidate(s) to test. CDFS and local emergency services agencies shall be aware of and comply with all the NFPA standards, federal laws and State of Colorado standards, policies, and guidelines.

The Written Proctor or Lead Practical Proctor will complete a "CDFS Facility and Equipment Verification Form" and return it to the CDFS with all completed written examinations and skill evaluations.

SECTION 4.10: SAFETY AND HEALTH REQUIREMENTS

4.10.1: CDFS in conjunction with the local emergency services agencies shall be aware of and meet the requirements of the current NFPA standards 1582 (Medical Requirements for Firefighters) and 1500 (Fire Department Occupational Safety and Health Program).

SECTION 4.11: ENVIRONMENTAL REQUIREMENT

4.11.1: CDFS in conjunction with the local emergency services agencies shall be aware of and comply with all requirements of the federal Environmental Protection Agency (EPA) and any applicable state or local quality requirements as they pertain to live fire training.

SECTION 4.12: UNDUE INFLUENCE

4.12.1: It shall be the policy and practice of the CDFS that rules, policies and procedures will be in place to ensure that no individual, entity, or interest group exercise undue or inappropriate influence over the certification program.

SECTION 4.13: NONCOMPLIANCE REQUIREMENT

4.13.1: CDFS in conjunction with the local emergency services agencies shall be aware of and comply with all requirements where noncompliance with the applicable statutes and/or other state, provincial, federal, or local regulations has occurred.

SECTION 4.14: STANDARD DEVELOPMENT

4.14.1: CDFS shall engage in standard development for usage by the State of Colorado emergency services agencies only when a national standard does not exist.

SECTION 4.15: CRITERIA FOR SELECTION OF WRITTEN PROCTORS

4.15.1: The written portion of all certification examinations is administered by CDFS Certified Proctors. A Proctor training and certification program has been established in order to maintain consistency, and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

4.15.2: Applicants for certification as a Written Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on *Fire Service Professional Qualifications Accreditation and Certification Systems*. Written Proctor certification will be awarded for a three (3) year period.

4.15.3: Requirements to become a Written Proctor are:

4.15.3.1: Submit a completed Proctor Application Form and Application and Request for Examinations (Scantron™ form) at the time of attendance at an approved proctor training program.

4.15.3.2: Submit a completed Proctor Affidavit Form at the time of attendance at an approved proctor training program.

4.15.3.3: Attend and successfully complete a CDFS approved Written Proctor training program.

4.15.3.4: Proctors may not be utilized to administer written and/or practical examinations for courses that they have instructed to the candidates.

4.15.3.5: To maintain a valid Colorado certification at or above the level being proctored. (Please note, not applicable if written only proctor.)

4.15.3.6: **Written only** proctors may not currently hold and will not be allowed to hold any future state emergency services certifications.

4.15.4 Written Proctor renewal requirements include:

- Documentation of having administered a minimum of one (1) written examination per year during the certification period, or
- Attend the written exam proctor portion of a CDFS approved initial or refresher practical and written exam proctor class.

4.15.4.1 Renewal documentation shall be submitted to CDFS no earlier than 90 days prior to the expiration and must be received/postmarked no later than 90 days after the expiration date submitted on the following forms:

- Scantron™ form, including the Department Head/Designee signature, or;
CDFS Renewal Application, including department head signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

SECTION 4.16: CRITERIA FOR SELECTION OF PRACTICAL PROCTORS

4.16.1: The practical skill portion of all certification examinations is administered by CDFS Certified Practical Proctors. A training program has been established in order to maintain objectivity, consistency, and integrity in evaluating accredited certification programs in accordance with NFPA standards and accreditation guidelines.

4.16.2: Applicants for certification as a Practical Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on Fire Service Professional Qualifications and Certification Systems. Practical proctor certification will be awarded for a three (3) year period.

4.16.3: Requirements to become a Practical Proctor are:

4.16.3.1: Submit a completed Proctor Application Form and Application and Request for Examinations (Scantron™ form) at the time of attendance at an approved proctor training program.

4.16.3.2: Submit a completed Proctor Affidavit Form at the time of attendance at an approved proctor training program.

4.16.3.3: Attend and successfully complete a Division approved Proctor training program.

4.16.3.4: Proctors may not be utilized to administer written and/or practical examinations for courses that they have instructed to the candidates.

4.16.3.5: To maintain a valid Colorado certification at or above the level being proctored.

4.16.4: Proctor renewal requirements include:

- Documentation of having administered a minimum of one (1) practical examination per year during the certification period, or
- Attend a CDFS approved initial or refresher practical and written exam proctor class.
- Proctoring of Driver Operator practical exams during the renewal period will count towards the renewal requirements
- Maintain a valid Colorado certification at or above the level being proctored.

4.16.4.1 Renewal documentation shall be submitted to CDFS no earlier than 90 days prior to the expiration and must be received/postmarked no later than 90 days after the expiration date submitted on the following forms:

- Scantron™ form, including the Department Head/Designee signature, or; CDFS Renewal Application, including department head signature Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

SECTION 4.17: CRITERIA FOR SELECTION OF DRIVER OPERATOR PRACTICAL PROCTORS

- 4.17.1: The practical skill portion of all certification examinations is administered by CDFS Certified Driver Operator Practical Proctors. A training program has been established in order to maintain objectivity, consistency, and integrity in evaluating accredited certification programs in accordance with NFPA standards and accreditation guidelines.
- 4.17.2: Applicants for certification as a Driver Operator Practical Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on Fire Service Professional Qualifications and Certification Systems. Driver Operator Practical proctor certification will be awarded for a three (3) year period.
- 4.17.3: Requirements to become a Driver Operator Practical Proctor are:
- 4.17.3.1 Holds a current CDFS Practical and Written Exam Proctor certification.
 - 4.17.3.2 Submit a completed Proctor Application Form and Application and Request for Examinations (Scantron™ form) at the time of attendance at an approved driver operator proctor training program.
 - 4.17.3.3: Submit a completed Proctor Affidavit Form at the time of attendance at an approved driver operator proctor training program.
 - 4.17.3.4: Attend and successfully complete a Division approved Driver Operator Proctor training program.
 - 4.17.3.5: Driver Operator Proctors may not be utilized to administer written and/or practical examinations for courses that they have instructed to the candidates.
 - 4.17.3.6: To maintain a valid Colorado certification at or above the level being proctored.
- 4.17.4: Proctor renewal requirements include:
- Documentation of having administered a minimum of one (1) practical examination per year during the certification period, or

- Attend a CDFS approved initial or refresher practical and written exam proctor class.
 - Maintain a valid Colorado certification at or above the level being proctored.
- 4.17.4.1 Renewal documentation shall be submitted to CDFS no earlier than 90 days prior to the expiration and must be received/postmarked no later than 90 days after the expiration date submitted on the following forms:
- Scantron™ form, including the Department Head/Designee signature, or; CDFS Renewal Application, including department head signature. Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

SECTION 4.18: PROCTOR PROCEDURAL UPDATES

- 4.18.1: CDFS shall issue "Informational Memorandums" when procedural updates are required for the proctor evaluation process. CDFS shall publish the Informational Memorandums on the CDFS website. CDFS shall also notify certified proctors on procedural updates as amended to the proctor evaluation process through written and practical examination correspondence.

SECTION 4.18: CDFS PROCTOR REQUIREMENTS

Proctor Type	Description	Requirements	Renewal
Written Only Exam Proctor	Agency administration personnel or other affiliated persons who are not, and will not obtain any CDFS emergency services certifications. These proctors are only allowed to proctor written exams. Written Only Exam Proctors can proctor written exams for any certification level. Written Only Exam Proctors are not allowed to proctor any practical exams.	<ul style="list-style-type: none"> • May not currently hold and will not be allowed to hold any future state emergency services certifications. • Must successfully complete the written exam proctor portion of a CDFS approved initial practical and written exam proctor class. • Proctors may not be utilized to administer written examinations for courses that they have instructed to the candidates. • Proctors may not have a conflict of interest* with a candidate or candidate(s) being tested. 	<ul style="list-style-type: none"> • Proctor a minimum of three (3) written exams during the three (3) year proctor renewal timeframe, or; • Successfully complete the written exam proctor portion of a CDFS approved initial or refresher practical and written exam proctor class.
Practical and Written Exam Proctor	Allowed to proctor state written and practical emergency services exams up to including their level of CDFS certification but not above.	<ul style="list-style-type: none"> • Must meet or exceed all applicable requirements contained in NFPA 1000, Standard on Fire Service Professional Qualifications Accreditation and Certification Systems; • Must hold a current CDFS certification for the written or practical exam that is being proctored; • Must successfully complete a CDFS approved initial practical and written exam proctor class. • Proctors may not be utilized to administer written and/or practical examinations for courses that they have instructed to the candidates. • Proctors may not have a conflict of interest* with a candidate or candidate(s) being tested. 	<ul style="list-style-type: none"> • Proctor a minimum of one (1) practical exam per calendar year during the three (3) year proctor renewal timeframe, or; • Successfully complete a CDFS approved initial or refresher practical and written exam proctor class. • Proctoring of Driver Operator practical exams during the renewal period will count towards the renewal requirements.
Driver Operator Practical Exam Proctor	Allowed to proctor CDFS Driver Operator practical exams up to and including their level of Driver Operator certification but not above.	<ul style="list-style-type: none"> • Must hold a current CDFS certification for the Driver Operator practical exam that is being proctored; • Must hold a current CDFS Practical and Written Exam Proctor certification; • Must successfully complete a CDFS approved initial Driver Operator practical exam proctor class. • Proctors may not be utilized to administer written and/or practical examinations for courses that they have instructed to the candidates. • Proctors may not have a conflict of interest* with a candidate or candidate(s) being tested. 	<ul style="list-style-type: none"> • Proctor a minimum of one (1) Driver Operator practical exam per calendar year during the three (3) year proctor renewal timeframe, or; • Successfully complete a CDFS approved initial or refresher Driver Operator practical exam proctor class.

*A conflict of interest occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation, judgment or perception for an act in the other.

CHAPTER FIVE - CERTIFICATION MANAGEMENT

INDEX

[Section 5.1: Purpose](#)

[Section 5.2: CDFS Responsibilities](#)

[Section 5.3: Test Bank Management](#)

[Section 5.4: Written Examination Consistency](#)

[Section 5.5: Notification of Examination Scores](#)

[Section 5.6: Practical Examination Consistency](#)

[Section 5.7: Record-Keeping Management](#)

[Section 5.8: Security, Handling, and Storage of Test Materials](#)

[Section 5.9: Test Analysis](#)

[Section 5.10: Distribution of Materials](#)

[Section 5.11: Evaluation of Proctors](#)

[Section 5.12: Procedure for Grading Practical Skills](#)

SECTION 5.1: PURPOSE

5.1.1: The purpose of this section is to establish certification management policies. The certification program is governed by the Boards. The policy is intended to ensure that the integrity and quality of the certification program is maintained.

SECTION 5.2: CDFS RESPONSIBILITIES

5.2.1: CDFS shall be the Authority Having Jurisdiction (“AHJ”) for all certification performance standards.

5.2.2: The requirements for each certification level shall, following adoption, be added to the *CDFS's Policies and Procedures Manual*.

5.2.3: CDFS shall provide a draft of proposed policies and performance standards to each Board member, prior to the meeting at which the Board shall vote on adopting said policies and standards.

5.2.4: CDFS shall publish the adopted policies and standards.

- 5.2.5: CDFS shall have the capability to test 100% to the JPRs and components of the requisite knowledge and skills in a given standard.
- 5.2.6: CDFS shall review every certification policy and performance standard as necessary. Proposed changes must be made in accordance with the policies of Section 3.4.

SECTION 5.3: TEST BANK MANAGEMENT

- 5.3.1: Test banks may be purchased from a test bank company or developed by the accredited entity that meets IFSAC and Pro Board criteria and performance standards. A separate test bank shall be maintained for each level of certification. The test bank items shall be developed and reviewed by test construction experts. All test bank items shall be validated by a committee of subject matter experts comprised of certified members of the Colorado Fire Training Officers' Association (CFTOA) and the State of Colorado Emergency Services Agencies.
- 5.3.2: Tests generated by CDFS are mathematically calculated to ensure a fair percentage of questions from the JPR and requisite knowledge areas of the NFPA standard are on each test instrument with the same number of questions for each objective.

SECTION 5.4: WRITTEN EXAMINATION CONSISTENCY

- 5.4.1: All examination items shall be referenced to the NFPA Standard, DOT Curriculum and/or to the appropriate textbook(s) and/or materials used for the course in instruction. Questions used to compile written examinations are validated for content, accuracy and currency, and reside in a computerized test bank. Technical advisory committees consisting of subject matter experts shall be brought together to validate each exam question. A Written Proctor who has successfully completed a training program administers these tests.
- 5.4.2: A 70% passing score for Firefighter I exam, Emergency Medical First Responder, and Juvenile Firesetter Intervention Specialist I exam has been established. An 80% passing score for all other levels of certification has been established by an emergency services validation committee which the Boards concurred.

- 5.4.3: Examination questions are chosen at random from the test bank whenever a new exam is generated. Test banks are large enough to generate several different versions of the same test instrument. All exams are analyzed for validity and reliability. To ensure that written test instruments have a sufficient number of exam items to make them statistically reliable, CDFS maintains at least twice the number of questions used per exam generated.

SECTION 5.5: NOTIFICATION OF EXAM SCORES

- 5.5.1: By signing the requesting application for examination and/or the examination answer sheet, the applicant authorizes CDFS to release test results to the applicant's department head or designee.

Test scores will be faxed or mailed to the candidate's fire service organization department head or designee, within 30 days after the receipt of the examination by CDFS. If the candidate is not affiliated with an emergency services agency, results will be mailed to the individual candidate.

SECTION 5.6: PRACTICAL EXAMINATION CONSISTENCY

- 5.6.1: Psychomotor objective skills objectives are required to be examined through a process of practical skills testing and graded on a pass/fail basis.
- 5.6.2: All practical examinations shall be referenced to the NFPA standard. Each skill is validated for content, accuracy and currency, and resides in a booklet of skill sheets which is made available to each examination candidate.
- 5.6.3: Practical examination components are scored on a pass/fail basis using the Job Performance Requirements (JPRs) as evaluative guides. Scenarios are designed from the skill sheets that are selected randomly for each examination. All levels require completion of 100% of the skills unless noted on the individual JPR.
- 5.6.4: The practical skill testing evaluation will consist of mandatory and random NFPA Job Performance Requirements. Mandatory JPR selection is regulated by the Committees for Certification Levels. The remaining JPR selection is determined by computer generated randomization. By utilizing this process, this gives us the capability to produce a unique set of practical examinations.

SECTION 5.7: RECORD-KEEPING MANAGEMENT

- 5.7.1: The CDFS shall maintain an electronic database of individual student certifications records. The database will identify candidates who have been tested, the social security number or other acceptable tracking number, organization, and the candidate's pass or fail status. The database shall be maintained indefinitely or until the certification program is no longer provided.
- 5.7.2: In accordance with accreditation, the CDFS shall maintain a database to identify those candidates who have been tested, the unique identifier, certification number and IFSAC certification number. These records shall be sent to the IFSAC Management Officer on a routine basis.
- 5.7.3: In accordance with Pro Board accreditation, CDFS will make available a Pro Board Application for National Registration and National Certification. Candidates may complete said Application in order to obtain a Pro Board certification for each professional qualification level they meet. By complying with this process, individuals may be entered into the Pro Board national registry.

SECTION 5.8: SECURITY, HANDLING, AND STORAGE OF TEST MATERIALS

5.8.1: Introduction

5.8.1.1: This section prescribes procedures for safeguarding and handling controlled test materials, and also outlines requirements for investigating loss or compromise of controlled materials.

5.8.1.2: Controlled materials include:

- Written certification booklets;
- Completed answer sheets; and
- Randomly selected JPR sheets.

5.8.2: Access

5.8.2.1: Access to controlled test materials will be restricted at all times and will be limited to the authorized individuals listed below.

- Director of CDFS;
- Certification Director;
- Certification Manager;
- Certification Program Administrative Assistant(s);
- Certified Written and Practical Proctors;
- Tested fire service personnel will have access to test materials only during test administration.

5.8.2.2: Access to controlled test materials by other individuals is not authorized.

5.8.2.3: During test bank validation, CDFS staff is in possession of the test bank at all times.

5.8.3: Storage

5.8.3.1: Controlled test items will be stored in locked containers and/or rooms. When unlocked, those containers or rooms must be attended at all times.

5.8.4: Transfer

5.8.4.1: Test booklets are given a serial number for test security purposes. When transferring those items to a certified Proctor, the Certification Manager or Certification Program Administrative Assistant will record the number in a test log.

5.8.5: Shipment

5.8.5.1: Test materials should be packaged and sealed securely with tape in such a way that a broken seal will be an indication that tampering has occurred.

5.8.5.2: Controlled test materials will be hand-delivered or sent by certified mail or commercial carrier. Controlled materials are hand-delivered to the certified proctor or sent to the certified proctor's home address.

5.8.5.3: The cover of the package will clearly identify who is authorized to open the package and marked "CONFIDENTIAL".

5.8.5.4: An individual other than the addressee may open a package of controlled test materials only if authorized by the CDFS Certification Manager or designee.

5.8.6: Receipt

5.8.6.1: Proctors shall maintain security and integrity of all examinations. Proctors who receive examination documents in envelopes that have been tampered with or with broken seals shall notify CDFS as soon as possible. Documents must be returned to CDFS and be inventoried to ensure that no examinations are missing. The written examinations must be rescheduled by the participating organization.

5.8.6.2: Once the Proctor receives the testing materials he/she should verify that the materials are correct and secure them until the time of testing.

5.8.6.3: The Proctor will review all information contained in the Proctor/Candidate Instructions document sent with the testing materials.

5.8.6.4: The Proctor will comply with all provisions of the Proctor Affidavit. The Proctor will sign the Proctor Affidavit included in each set of testing materials and return the signed Affidavit to CDFS with the testing materials.

5.8.6.5: The testing materials should be re-sealed with tape and marked "CONFIDENTIAL" to the CDFS Certification Manager, 690 Kipling Street, Suite 2000, Denver, CO 80215.

5.8.7: Destruction

5.8.7.1: Controlled test materials are to be destroyed by order of the Certification Manager. Items are to be destroyed by shredding or other methods that prevent the recognition or reconstruction of the materials.

5.8.7.2: Destruction of test materials is recorded by serial number and date in the test control log.

5.8.8: Inventories

5.8.8.1: Inventories may be conducted when:

- CDFS staffing changes;
- Test version has been compromised; or
- At the request of the Certification Director.

5.8.8.2: All materials receipts are inventoried after each usage to insure all test booklets have been returned and are in testing condition.

5.8.8.3: If an investigation determines that a test version has been compromised, the test booklets for that version will be destroyed.

SECTION 5.9: TEST ANALYSIS

5.9.1: Answer sheets from examinations are sent to CDFS and will be graded by a staff member. Once graded the information is automatically updated into the certification database. The Certification Manager can access the certification database and obtain test analysis information: number of students testing, distribution of test scores, average test score, and the number of incorrect answers made by all students on a particular question.

5.9.2: The Certification Manager shall analyze the information to identify high miss questions (questions that 50% or more of those examined miss that question) and review the question(s) identified, distribution of test scores and average test scores. Test items are reviewed semi-annually for reliability.

5.9.3: If a written test question or JPR is found to be problematic, it will be brought to the attention of committee members to be resolved.

5.9.4: Data derived from analysis will be used to improve or eliminate questions in the test bank.

SECTION 5.10: DISTRIBUTION OF MATERIALS

5.10.1: Materials published by the CDFS shall be available to individuals by contacting the CDFS. Requested materials will be mailed, faxed, emailed, or can be retrieved from the web site.

SECTION 5.11: EVALUATION OF PROCTORS

5.11.1: Proctors shall be evaluated periodically in accordance with the conditions of accreditation and certification as specified in Section 8.6. The lead proctor shall be responsible to review each proctor at least once during the examination process. The Certification Manager who is responsible for the accredited program shall maintain evaluations.

5.11.2 Any proctor who fails to abide by the established proctor process may be dismissed from the program. Any certification issued by the CDFS, including Proctor certification, may be denied, suspended, summarily suspended, revoked, or limited, for good cause.

- Refer to the Firefighter Voluntary Certification Program Rules, Section 7, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification, for additional information.
- Refer to the Hazardous Materials Responder Certification Program Rules, Section 8, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification, for additional information.

SECTION 5.12: PROCEDURE FOR GRADING PRACTICAL SKILLS

5.12.1: CDFS has adopted the NFPA Professional Qualification standards as the basis for evaluating fire service competencies. The NFPA standards prescribe the minimum competency and candidates are responsible for mastery of all objectives within the standards.

5.12.2: The practical skills evaluation is graded objectively on a pass/fail basis. No prior notification is made to the candidate of the skills being tested.

5.12.3: Each skill to be evaluated has a task sheet. The proctor is to consider the job steps with minimum latitude of individual interpretation. Unsatisfactory performance by the candidate on any task results in a fail for the skill. A proctor training program is provided to ensure consistency.

CHAPTER SIX – COMMITTEES FOR CERTIFICATION LEVELS

INDEX

[Section 6.1: Purpose](#)

[Section 6.2: Organization](#)

[Section 6.3: Administration](#)

SECTION 6.1: PURPOSE

- 6.1.1: CDFS shall establish Committees for Certification Levels. The purpose of the Committees for Certification Levels is to review the evaluation process for each individual certification level, and provide recommendations to CDFS on the process.
- 6.1.2: It shall be the responsibility of the Committees for Certification Levels to:
- Review all evaluation processes and make recommendations to CDFS regarding validity of the process; and
 - Ensure policies and standards of the accrediting bodies regarding certification are maintained.

SECTION 6.2: ORGANIZATION

- 6.2.1: The Committees for Certification Levels shall be comprised of a minimum of one CFTOA member or such designee and other members as CDFS deems appropriate.
- 6.2.2: The membership of the Committees for Certification Levels shall appoint a chairperson who is responsible for scheduling and conducting meetings, and facilitating all communication to CDFS.
- 6.2.3: The committees shall review all evaluation processes at least annually, or as necessitated by changes adopted by the Board.

SECTION 6.3: ADMINISTRATION

6.3.1: The Committees for Certification Levels shall meet at least annually to review evaluation processes, reports, and new certification programs. The chairperson shall select the location, time, and date of the meetings. The chairperson shall notify CDFS and other Committee members.

6.3.2: The Committees for Certification Levels shall review each evaluation process to ensure:

- The process evaluates the current body of knowledge in that area;
- The written and/or performance evaluation process complies with policies established;
- Each individual test item has been validated; and
- All written and performance evaluation processes address all applicable terms set forth in the adopted professional qualifications standard.

6.3.3: The Committees for Certification Levels in collaboration with CDFS shall provide recommendations on any new or amended processes as necessary. Recommendations shall be presented to CFTOA. Any action by CFTOA shall require a majority vote. Upon approval by CFTOA, recommendations are presented to the Boards for adoption, which will require a majority vote.

CHAPTER SEVEN - CERTIFICATION PROCEDURES

INDEX

- [Section 7.1: Purpose](#)
- [Section 7.2: Written Examination Request](#)
- [Section 7.3: Practical Examination Request](#)
- [Section 7.4: Re-test Examination Request](#)
- [Section 7.5: Re-test Practical Examination Request](#)
- [Section 7.6: Renewal Process](#)
- [Section 7.7: Reinstatement Process](#)
- [Section 7.8: Re-entry Process](#)
- [Section 7.9: Reciprocity](#)
- [Section 7.10: JPR Skill Packet Evaluation Process](#)

SECTION 7.1: PURPOSE

- 7.1.1: The purpose of this policy is to identify the procedures and processes for requesting information for the CDFS certification program.

SECTION 7.2: WRITTEN EXAMINATION REQUEST

- 7.2.1: Written examination requests must be submitted to the CDFS at a minimum of thirty-days (30) prior to the written examination date. This request must be submitted on a Scantron™ form. Applications must be signed by the Department Head or their Designee. Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

If the application comes to the CDFS without an appropriate signature it will be rejected and sent back to the department.

7.2.1.1: Fire Officer I requires completed JPR Skill Packet with application.

7.2.1.2: Fire Officer II requires completed JPR Skill Packet with application.

7.2.1.3: Fire Instructor I requires documentation of experience, satisfactory completion of an approved training course, and letter of recommendation from department head with application.

7.2.1.4: Fire Instructor II requires completed JPR Skill Packet with application.

- 7.2.2: For levels requiring a JPR Skill Packet, upon successful completion of the JPR Skill Packet, CDFS will initiate the written examination process for the applicant.
- 7.2.3: Written examinations and instructions are mailed from CDFS to the designated Certified Proctor. CDFS sends written examination certified return receipt using United States Postal Services (USPS). Written examinations may also be picked up at the CDFS by the certified proctor if arrangements are made in advance.

SECTION 7.3: PRACTICAL EXAMINATION REQUEST

- 7.3.1: Practical examination requests must be submitted to CDFS at a minimum of thirty-days (30) prior to the examination date. Requests may be submitted the following ways:
 - 7.3.1.1: Practical requests should be emailed to the Certification Manager or designee; or
 - 7.3.1.2: If email is not available, arrangements should be made directly with CDFS.

SECTION 7.4: RE-TEST WRITTEN EXAMINATION REQUEST

- 7.4.1: Applicants must receive the minimum passing score of 70% for Firefighter I, First Responder, and Juvenile Firesetter Intervention Specialist I on written examinations. Applicants must receive the minimum passing score of 80% for all other levels on written examinations. An examination result sheet is provided to the applicant or department head within 30-days from receipt of the completed examinations by the CDFS.
- 7.4.2: Applicants who receive less than the minimum passing score on their written examinations shall be allowed to retake the entire examination. A minimum 30-day waiting period is required between examination attempts.
- 7.4.3: Applicants testing for any level of certifications, after the third unsuccessful examination, must wait 90 days, after that time may start the process over. It is recommended that the applicant attend another training course for the level of certification they are attempting to obtain during the 90-day period. After the third unsuccessful examination, any additional Request for Examination at that level must include a letter of endorsement from the applicant's department head or designee (i.e. Department Training Officer) stating that additional training course work and/or education has been completed and that the applicant is prepared for re-examination.

- 7.4.4: Applicants testing for any of the levels of Hazardous Materials certifications, after the third unsuccessful examination, must satisfactorily complete a training program for the level they are testing. Applicants shall be allowed to retest a minimum of 90-days after the last examination date. Any additional Request for Examination must include a letter from department head or designee documenting that the applicant has completed remedial training and is endorsed to re-test.

SECTION 7.5: RE-TEST PRACTICAL EXAMINATION REQUEST

- 7.5.1: Applicants who receive less than a passing score on any practical evaluation shall be required to retake the entire examination. A minimum of 30-day waiting period is required between examination attempts.
- 7.5.2: After the third unsuccessful examination, all candidates must wait 90-days before retesting. It is recommended that the applicants attend another training course for the level of certification they are attempting to obtain during the 90-day period.

SECTION 7.6: RENEWAL PROCESS

- 7.6.1: Certification will be awarded for a three (3) year period. Certificates will be issued with the expiration date of either January 1 or July 1, depending upon when the applicant is certified. All certified individuals must meet the following requirements to renew their certification.
- 7.6.1.1: The certified individual must be affiliated with a Colorado fire or emergency services organization.
- 7.6.1.2: Completion of the minimum number of continuing education hours for those levels of certification NOT requiring JPRs or successful completion of 100% of the JPR skill packet (including subsections) for the level of certification being renewed, during the time of the certification.
- 7.6.1.3: Demonstrated proficiency evaluated in all of the skills identified for the level of certification by having been observed and tested by a person certified at or above the level during the accomplishment of these skills. Please note: On the job response activities do not meet the criteria for proficiency evaluation.
- 7.6.1.4: Remained active and proficient in the field in the areas for which this renewal applies.

- 7.6.1.5: Local records are maintained which contains pertinent renewal information conducted by the evaluator for each candidate.
- 7.6.1.6: All certified candidates will meet the current NFPA standards or other related standards as adopted by the CDFS Advisory Boards.
- 7.6.2: Renewal documentation shall be submitted (a post mark is acceptable) to CDFS no earlier than 90 days prior to the expiration date and no later than 90 days after the expiration date.
- 7.6.3: All renewals are sent to the CDFS on the Scantron™ form or CDFS Renewal form located on the CDFS website.
- 7.6.3.1: Renewals must be signed by the department head or designee. If the renewal application comes to the CDFS without the department head or designee signature it will be rejected and sent back to the department. Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 7.6.3.2: Renewals must be signed by the applicant. If the renewal application comes to the CDFS without the applicant signature it will be rejected and sent back to the department.
- 7.6.3.3: By signing the completed application for renewal, the Scantron™ form or CDFS Renewal form, the department head or designee is attesting that the applicant meets all of the renewal requirements. Please note that a Department Head or Designee may not sign off on their own paperwork. Any renewal request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 7.6.4: Upon review and approval of the renewal application by CDFS, the applicant will be certified for an additional three (3) year period.

SECTION 7.7: REINSTATEMENT PROCESS

- 7.7.1: Reinstatement process for persons that have permitted their certification to expire for a period greater than 3 months, but less than 12 months.
- 7.7.1.1: Any person permitting their certification to expire for a period greater than three (3) months, but not greater than 12 months may become re-certified by complying with the following:
- 7.7.1.2: By documenting and providing to DFS the extenuating circumstances that prevented the applicant from applying for renewal during the renewal period.

- 7.7.1.3: The applicant has documented the minimum amount of continuing education training appropriate for the level of certification including the JPR skill packet if applicable for the level of certification. The applicant must have maintained all training requirements during the time of certification through the time of expiration.
- 7.7.2: Applicants meeting the criteria specified for reinstatement, may obtain recertification by fulfilling the following requirements:
- 7.7.2.1: Submit completed Scantron™ form signed by their department head or designee. Please note that a Department Head or Designee may not sign off on their own paperwork. Any reinstatement request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 7.7.2.2: Submit letter from their department head or designee stating the extenuating circumstances that prevented the applicant from applying for renewal during the renewal period.
- 7.7.2.3: Submit training records by using the CDFS Reinstatement Crosswalk form documenting the time during the certification period which meet the standard at the level requested for reinstatement or the JPR skill packet at the level requested for reinstatement.
- 7.7.2.4: Submit the completed CDFS Reinstatement Crosswalk form. The form can be found on the CDFS website.
- 7.7.2.4.1: This form is used by taking the training that has been received during the certification time period and crosswalk it to the NFPA standard that applies.
- 7.7.3: Any applicant successfully completing the Reinstatement process shall be awarded certification for a three (3) year period.
- 7.7.4: Any applicant with an expired certificate greater than twelve (12) months from the date of the expiration must follow the Re-entry process.

SECTION 7.8: RE-ENTRY PROCESS

- 7.8.1: Re-entry process for applicants that have permitted their certification to expire for a period greater than twelve (12) months may become certified by complying with the following:
- 7.8.2: Applicants meeting the criteria specified for re-entry may obtain certification by fulfilling the following requirements:
- 7.8.2.1: Submit completed Scantron™ form signed by their department head or designee. Please note that a Department Head or Designee may not sign off on their own paperwork. Any re-entry request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

7.8.2.2: Produce records that demonstrate compliance with the current NFPA standards that are applicable to the level(s) and appropriate CDFS policies, procedures and guidelines.

7.8.2.3: Departmental records may be subjected to an audit by CDFS and/or designee.

7.8.3: Any applicant successfully completing the Re-entry process shall be awarded certification for a three (3) year period.

7.8.4: Individuals seeking Re-entry into the Certification program can only re-enter once. Following are examples, but not limited to re-entry.

7.8.4.1: If an individual allows their Firefighter I to expire more than one year, the individual will need to follow the current standard requirements for initial certification at Firefighter I.

7.8.4.2: If an individual leaves the program at Fire Officer I level and chooses to re-enter at a lower level, the individual will not be allowed to re-enter at Fire Officer I at a later date. If the individual desires to obtain Fire Officer I at a later date the individual will need to follow the policy for initial certification at the Fire Officer I level.

SECTION 7.9: RECIPROCITY PROCESS

7.9.1: Applicants possessing a valid IFSAC or Pro Board accredited certification from another state, territory or country **not exceeding** five (5) years from initial certification date shall be granted reciprocity by CDFS after fulfilling the following requirements:

7.9.1.1: The applicant must be a current resident of Colorado (proof of Colorado Driver's license) or affiliated with a Colorado Emergency Services Agency.

7.9.1.2: Submit completed Scantron™ form.

7.9.1.3: Pay a non-refundable processing fee for level(s) of reciprocity desired.

7.9.1.4: Possess a valid accredited certificate from IFSAC and/or Pro Board by providing a copy of the eligible certificate with IFSAC and/or Pro Board number and seal.

7.9.1.5: Provide proof of certification that must be accredited under the current or previous edition of the applicable standard. The date that the certification was issued, cannot exceed 5 years from date of issue.

- 7.9.1.6: The applicant's IFSAC and/or Pro Board certification/seal must have been received through a testing process and not a grandfathering or historical recognition process.
- 7.9.2: Applicants possessing a valid IFSAC or Pro Board accredited certification from another state, territory or country that **exceeds** five (5) years shall be granted a "Letter of Recognition" by CDFS after fulfilling the following requirements:
- 7.9.2.1: The applicant must be a current resident of Colorado (proof of Colorado Driver's license) or affiliated with a Colorado Emergency Services Agency.
- 7.9.2.2: Submit completed Scantron™ form.
- 7.9.2.3: Pay a non-refundable processing reciprocity fee.
- 7.9.2.4: Possess a valid accredited certificate from IFSAC and/or Pro Board by providing a copy of the eligible certificate with IFSAC and/or Pro Board number and seal.
- 7.9.2.5: The applicant's IFSAC and/or Pro Board certification/seal must have been received through a testing process and not a grandfathering or historical recognition process
- 7.9.2.6: An applicant that is issued a "Letter of Recognition" will allow the applicant to test into the State of Colorado certification system at his/her current level or next highest level. (This "Letter of Recognition" is valid for one year from the time of issue.)
- 7.9.2.7: The applicant meets all requirements set forth by the State of Colorado certification policies and procedures.
- 7.9.2.8: The applicant must pass both the written and psychomotor examinations, when required for the certification level they are requesting. The examinations must be administered by a Colorado State certified proctor.
- 7.9.2.8.1: For firefighter levels, the applicant must also successfully complete a live burn practical examination that must be administered by a Colorado State certified proctor.
- 7.9.3: CDFS may grant a testing opportunity to applicants possessing a certificate from a non-accredited entity provided that:
- 7.9.3.1: The applicant must be a current resident of Colorado (proof of Colorado Driver's license) or affiliated with a Colorado Emergency Services Agency.
- 7.9.3.2: The Board determines that training received by the applicant is at least equivalent to the training requirements for Colorado certification.
- 7.9.3.2.1: The applicant must document the training received and which edition of the Standard they were trained under and submit a letter requesting consideration from the Board.

7.9.3.3: CDFS receives written verification from the non-Colorado certifying authority that the applicant's non-Colorado certification is current, valid and in good standing.

7.9.3.4: The applicant meets all requirements set forth by CDFS certification policies and procedures.

7.9.3.5: Upon approval by the Board, the applicant must pass both the written and psychomotor examinations, when required for the certification level they are requesting. The examinations must be administered by a Colorado State certified proctor.

7.9.3.5.1: For firefighter levels, the applicant must also successfully complete a live burn practical examination that must be administered by a Colorado State certified proctor.

SECTION 7.10: JPR SKILL PACKET EVALUATION PROCESS

7.10.1: Members of the JPR Skill Packet Evaluation Committee are chosen/appointed by the CFTOA.

7.10.1.1: Each member must be certified minimally at the level they are evaluating.

7.10.1.2: A member is not permitted to evaluate any member from their own organization.

7.10.1.3: Each new member of the committee shall be trained and monitored by existing members of the committee.

7.10.1.4: The Chief or designee of the candidate's fire service organization assumes the role of advocate by reviewing and approving all portfolio submissions.

7.10.2: Members of the JPR Skill Packet Evaluation Committee are appointed by the CFTOA.

7.10.2.1: Applicant instructions are available for download from the CDFS website, within the JPR packet, for each level or can be requested from the CDFS.

7.10.2.2: Applicants must meet 100% of the JPR skill packet.

7.10.2.3: The committee shall meet to review the skill packet within sixty (60) days after submission by the applicant. The committee shall use the checklist to guide the review of each job performance requirement. An applicant must demonstrate competency in all of the criteria to pass each job performance requirement.

7.10.2.4: If an applicant is denied approval of their skill packet, the committee shall send a detailed letter explaining why the packet was not approved. The applicant may resubmit to correct any deficiencies within their skill packets.

7.10.2.5: Any committee member who suspects a submitted skill packet contains fraudulent information shall immediately inform the Certification Manager. The reason(s) for suspecting fraud shall be identified. The Certification Manager shall direct the committee to investigate such allegations and determine if fraud has occurred.

Any applicant suspected of cheating, submitting fraudulent or forged materials, attempting to deceive the committee, or otherwise unfairly attempting to influence the outcome of the portfolio review process shall be removed from the review process. The Certification Director shall immediately notify the candidate's Fire Chief or designee.

If, following the issuance of a certification through a portfolio process, the committee shall become aware that a certification was obtained through the use of fraudulent information; the Certification Manager shall appoint an independent review committee to review the suspected portfolio.

The independent review committee shall review the portfolio and within thirty (30) days, submit a written report to the Certification Manager. The report shall list the findings of the review committee, specifically, if fraud or deception actually occurred and a certificate was inappropriately issued. If sufficient evidence is found to prove that the certificate was awarded based on fraud or deceptive information, the Certification Manager shall revoke the certification pursuant to the following rules:

- Firefighter Voluntary Certification Program Rules, Section 7, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification;
- Hazardous Materials Responder Certification Program Rules, Section 8, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification.

CHAPTER EIGHT - AUDITING

INDEX

[Section 8.1: Purpose](#)

[Section 8.2: CDFS Administration Audit](#)

[Section 8.3: CDFS Administration Audit Process](#)

[Section 8.4: Colorado Emergency Services Audit](#)

[Section 8.5: Colorado Emergency Services Agency Audit Process](#)

[Section 8.6: Colorado Certified Proctor Audit](#)

[Section 8.7: Colorado Certified Proctor Audit Process](#)

SECTION 8.1: PURPOSE

8.1.1: The purpose of this policy is to establish the procedures for conducting audits and is intended to ensure that the integrity and quality of the overall certification program is maintained. Areas subject to audits include, but are not limited to:

- CDFS Certification Program;
- Colorado Emergency Services Agencies (CESA);
- Colorado Certified Proctors.

8.1.2: The Boards are authorized to conduct a CDFS Certification Program audit necessary to achieve the purpose outlined in Section 8.1.1.

8.1.3: The CDFS staff and/or designee are authorized to conduct any audit process necessary to achieve the purpose outlined in Section 8.1.1.

8.1.4: The results of all audits shall be reported in writing to the following:

- CDFS Director;
- Board Members;
- Colorado Emergency Services Agency designee(s) as/if required;
- Accrediting bodies as/if required;
- Copy to be kept on file at the CDFS.

SECTION 8.2: CDFS ADMINISTRATION AUDIT

8.2.1: The audit process shall be managed by a Board member, or their designee, appointed by the Chair(s), and assisted by other Colorado Emergency Services representatives, also appointed by the Chair(s). The Certification Director and/or Certification Manager shall not be involved with the audit process.

8.2.2: Auditing of evaluation processes may include direct observation of performance and written evaluations. The Evaluation Process Audit Form shall be used to guide the audit.

8.2.2.1: Auditing of evaluation processes shall ensure that:

- All written instructions are followed by the Certified Proctor(s);
- A safe environment is maintained during the evaluation process;
- All security considerations are addressed;
- All other CDFS policies and procedures are followed.

8.2.3: All certification records shall be audited using the Certification Records Audit Form. The audit shall include and ensure:

- All records are secured with access allowed to only the appropriate staff at the CDFS;
- All certification records contain the appropriate information;
- All test banks are secured with access to only the appropriate staff at the CDFS;
- All other policies pertaining to record keeping and security of records are followed;
- Facilities Forms are complete and on file;
- Suggested improvement(s) documentation to be brought before the Board for any proposed updates at the next meeting;
- Updates and changes provided to Certified Proctors.

8.2.4: Following any audit, a written report shall be submitted as specified in Section 8.1.4, to the Board Chair(s). The report shall contain the following information:

- Location of audit;
- Date of audit;
- Board members or designee conducting audit;
- Scope and type of audit;
- Results of audit including any violations of CDFS and accreditation policies and procedures;
- Recommendations.

8.2.5: Upon receipt of the written report, if recommendations are noted, CDFS will respond within the specified time per report requirements.

8.2.6: The CDFS staff shall facilitate any training necessary for the Board members to be able to conduct audit teams. The training shall be provided prior to conducting any audit.

SECTION 8.3: CDFS ADMINISTRATION AUDIT PROCESS

8.3.1: The Board Chair(s) and the designated Board members shall schedule Audits.

8.3.2: Audits shall be conducted with prior notification being made to CDFS staff and/or Certified Proctor(s). The auditor(s) will arrive at least one (1) hour prior to the scheduled evaluation process. The auditor(s) will identify themselves to the appropriate person(s) upon arrival and explain the purpose and scope of the audit.

8.3.3: The auditor(s) shall use the appropriate audit form(s) to conduct the audit.

8.3.4: The auditor(s) shall remain at the site as long as needed to determine that all CDFS and accreditation policies are being followed.

8.3.5: The auditor(s) shall discuss all findings and recommendations with the CDFS staff and/or Certified Proctor(s) at the conclusion of the audit.

8.3.6: The auditor(s) shall immediately report to the Board Chair(s) any violations.

8.3.7: The audit report shall be distributed as specified in Section 8.1.4.

SECTION 8.4: COLORADO EMERGENCY SERVICES AGENCY AUDIT

8.4.1: The audit process shall be managed by CDFS or their designee, appointed by the Certification Director and assisted by other Colorado Emergency Services representatives, also appointed by the Certification Director.

8.4.2: Audits performed of CESA shall be conducted randomly.

8.4.3: CDFS audit team shall review CESA's policies and procedures using the Colorado Emergency Services Policy and Procedure Criteria form covering the following material:

- Record keeping;
- Certification testing;
- Training

8.4.4: CDFS audit team shall review a random selection of CESA department certification training records using the Colorado Emergency Services Certification Review Checklist. The following criteria will be reviewed:

- Initial certification skill testing;
- Recertification training;
- Records will be reviewed up to five (5) years.

8.4.5: Following any audit, a written report shall be submitted as specified in Section 8.1.4, to the Board Chair(s). The report shall contain the following information:

- Location of audit;
- Date of audit;
- CDFS Lead Auditor, or designee conducting audit;
- Scope and type of audit;
- Results of audit including any violations of CDFS and accreditation policies and procedures;
- Recommendations;
- Corrective actions (if applicable.)

8.4.6: The CDFS staff shall facilitate any training necessary for the CDFS audit team to be able to conduct audits. The training shall be provided prior to conducting any audit.

8.4.7: Upon receipt of the written report, if corrective action is required, a follow up will be conducted within ninety (90) days.

SECTION 8.5: COLORADO EMERGENCY SERVICES AUDIT PROCESS

8.5.1: The CDFS staff member shall schedule Audits.

8.5.2: Audits shall be conducted with prior notification being made to the CESA. The auditor(s) will identify themselves to the appropriate person(s) upon arrival and explain the scope of the audit.

8.5.2.1: CDFS reserves the right to conduct an audit without prior notification.

8.5.3: The auditor(s) shall use the appropriate form(s) to conduct the audit.

8.5.4: The auditor(s) shall remain at the site as long as needed to determine that all CDFS and accreditation policies are being followed.

8.5.5: The auditor(s) shall discuss all findings and recommendations with the CESA at the conclusion of the audit.

8.5.6: The auditor(s) shall immediately report to the Certification Director any violations.

8.5.7: The audit report shall be distributed as specified in Section 8.1.4.

SECTION 8.6: COLORADO CERTIFIED PROCTOR AUDIT

8.6.1: The audit process shall be managed by a Colorado Regional Proctor, or their designee, appointed by CDFS and assisted by other Colorado Emergency Services representatives, also appointed by CDFS.

8.6.2: Auditing of evaluation processes may include direct observation of performance and written evaluations. The Evaluation Process Audit Form shall be used to guide the audit.

8.6.2.1: Auditing of evaluation processes shall ensure that:

- All written instructions are followed by the Certified Proctor(s);
- A safe environment is maintained during the evaluation process;
- All security considerations are addressed;
- All other CDFS policies and procedures are followed;
- All examinations are secured with access allowed to only the appropriate proctor;
- Facilities Forms are complete and on file;
- Certified Proctors are aware of updates and changes pertaining to written and/or practical guidelines and security of records.

8.6.3: Following any audit, a written report shall be submitted as specified in Section 8.1.4, to the Board Chair(s). The report shall contain the following information:

- Location of audit;
- Date of audit;
- Board members or designee conducting audit;
- Scope and type of audit;
- Results of audit including any violations of CDFS and accreditation policies and procedures;
- Recommendations.

8.6.4: Upon receipt of the written report, if recommendations are noted, CDFS will respond within the specified time per report requirements.

8.6.5: The CDFS staff shall facilitate any training necessary for the Board members to be able to conduct audit teams. The training shall be provided prior to conducting any audit.

SECTION 8.7: COLORADO CERTIFIED PROCTOR AUDIT PROCESS

- 8.7.1: CDFS staff or their designee shall schedule Audits.
- 8.7.2: Audits shall be conducted with prior notification being made to the Colorado Certified Proctor(s). The auditor(s) will arrive at least one (1) hour prior to the scheduled evaluation process. The auditor(s) will identify themselves to the appropriate person(s) upon arrival and explain the purpose and scope of the audit.
 - 8.7.2.1: CDFS reserves the right to conduct an audit without prior notification.
- 8.7.3: The auditor(s) shall use the appropriate audit form(s) to conduct the audit.
- 8.7.4: The auditor(s) shall remain at the site as long as needed to determine that all CDFS and accreditation policies are being followed.
- 8.7.5: The auditor(s) shall discuss all findings and recommendations with the CDFS staff and/or Certified Proctor(s) at the conclusion of the audit.
- 8.7.6: The auditor(s) shall immediately report to the Certification Director any violations.
- 8.7.7: The audit report shall be distributed as specified in Section 8.1.4.

CHAPTER NINE - CERTIFICATION REQUIREMENTS & REFERENCES

INDEX

Section 9.1: Purpose
Section 9.2: General Requirements and Information
Section 9.3: Fire Fighter I
Section 9.4: Fire Fighter II
Section 9.5: Fire Officer I
Section 9.6: Fire Officer II
Section 9.7: Fire Officer III
Section 9.8: Fire and Emergency Services Instructor I
Section 9.9: Fire and Emergency Services Instructor II
Section 9.10: Driver Operator
Section 9.11: Driver Operator Pumper
Section 9.12: Driver Operator Aerial
Section 9.13: Hazardous Materials Awareness
Section 9.14: Hazardous Materials Operations
Section 9.15: Hazardous Materials Technician
Section 9.16: Hazardous Materials Instructor
Section 9.17: Airport Fire Fighter
Section 9.18: Public Fire and Life Safety Educator I
Section 9.19: Juvenile Firesetter Intervention Specialist I
Section 9.20: Emergency Medical First Responder

SECTION 9.1: PURPOSE

- 9.1.1: The purpose of this policy is to identify the requirements and references for the levels of certification offered by the CDFS.

SECTION 9.2: GENERAL REQUIREMENTS AND INFORMATION

9.2.1: Applicants must successfully complete all requirements within a twelve month window to obtain certification for each level.

9.2.1.1: For example, in order to complete the Fire Fighter I level of certification, the Firefighter I and Hazardous Materials Operations components must be completed within one twelve (12) month window:

Example:

Fire Fighter I written successfully completed	7/10/2010
Fire Fighter I practical successfully completed	9/15/2010
Fire Fighter I live burn practical successfully completed	6/05/2011
Hazardous Materials Operations written successfully completed	7/05/2011
Hazardous Materials Operations practical successfully completed	5/01/2011

In the above example, 7/10/2010 is the start of the twelve (12) month window; all components would need to be completed by 7/9/2011. Please note that the above example is for an applicant who does not already hold Hazardous Materials Operations or higher certification level. If the applicant already holds Hazardous Materials Operations or higher certification level, they would need to complete the three (3) Fire Fighter I components within the twelve (12) month window.

9.2.2: A Scantron™ form for testing and any required supporting documentation must be submitted to the CDFS 30 days prior to the date of the test for all levels.

9.2.3: All written and practical examination processes will be administered by Colorado State certified proctors.

9.2.4: All initial certifications and renewals offered by the CDFS will be **awarded for a three (3) year period.**

SECTION 9.3: FIRE FIGHTER I

9.3.1: Fire Fighter I Initial Certification Requirements

9.3.1.1: Meet requirements in NFPA 1001;

9.3.1.2: Must be Colorado certified minimally at Hazardous Materials Operations NFPA 472;

9.3.1.3: Pass Written Examination – [Sample Questions](#)

- 70% of 100 question examination

9.3.1.4: Pass Practical Examination

- Mandatory and Randomly selected Job Performance Requirements (JPRs)
- 100% of practical examination

9.3.1.5: Pass Live Burn Practical Examination

- Randomly selected JPR
- 100% of practical examination

9.3.1.6: Written and practical examinations are obtained from the CDFS.

9.3.2: Fire Fighter I Reference:

9.3.2.1: NFPA 1001, Standard for Fire Fighter Professional Qualifications

9.3.3: Fire Fighter I Renewal Requirements:

9.3.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

9.3.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;

9.3.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.3.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.3.3.3.1: The applicant holds a current Colorado Fire Fighter I certification;

9.3.3.3.2: The applicant minimally holds a current Colorado Hazardous Materials Operations certification;

- Applicants testing after 11/01/2009 must be minimally certified at Hazardous Materials Operations.
- Applicants testing after 1/1/2001 and prior to 11/01/2009 must be minimally certified at Hazardous Materials Awareness.
- Applicants testing prior to 1/1/2001, Hazardous Materials certification is not required.

- Applicant must have continuously maintained their Fire Fighter certification. Any lapse in Fire Fighter certification will require meeting the current NFPA standards.

- 9.3.3.3.3: The applicant is affiliated with a Colorado Emergency Services Agency;
- 9.3.3.3.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections and live burn requirements;
- 9.3.3.3.5: Appropriate local records are maintained documenting completion of requirements;
- 9.3.3.3.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1001.

9.3.4: Fire Fighter I Bridge Process

- 9.3.4.1: Any individual that tested for this level of certification prior to September 15, 1995 must have successfully completed the Bridge Process prior to July 1, 2004 to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.4: FIRE FIGHTER II

9.4.1: Fire Fighter II Initial Certification Requirements

- 9.4.1.1: Meet requirements in NFPA 1001;
- 9.4.1.2: Must have one (1) year documented fire service experience;
- 9.4.1.3: Must be Colorado certified at Fire Fighter I;
- 9.4.1.4: Must be Colorado certified minimally at Hazardous Materials Operations NFPA 472;
- 9.4.1.5: Must be affiliated with a Colorado Emergency Services Agency;
- 9.4.1.6: Pass Written Examination – [Sample Questions](#)
 - 80% of 100 question examination
- 9.4.1.7: Pass Practical Examination
 - Mandatory and Randomly selected Job Performance Requirements (JPRs)
 - 100% of practical examination
- 9.4.1.: Written and practical examinations are obtained from the CDFS.

9.4.2: Fire Fighter II Reference:

- 9.4.2.1: NFPA 1001, Standard for Fire Fighter Professional Qualifications

9.4.3: Fire Fighter II Renewal Requirements:

- 9.4.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.4.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;
 - 9.4.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.4.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.4.3.2.1: The applicant holds a current Colorado Fire Fighter II certification;
 - 9.4.3.2.2: The applicant minimally holds a current Colorado Hazardous Materials Operations certification;
 - Applicants testing after 11/01/2009 must be minimally certified at Hazardous Materials Operations.
 - Applicants testing after 1/1/2001 and prior to 11/01/2009 must be minimally certified at Hazardous Materials Awareness.
 - Applicants testing prior to 1/1/2001, Hazardous Materials certification is not required.

- Applicant must have continuously maintained their Fire Fighter certification. Any lapse in Fire Fighter certification will require meeting the current NFPA standards.

- 9.4.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;
- 9.4.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;
- 9.4.3.2.5: Appropriate local records are maintained documenting completion of requirements;
- 9.4.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1001.

9.4.4: Fire Fighter II Bridge Process

- 9.4.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.5: FIRE OFFICER I

9.5.1: Fire Officer I Initial Certification Requirements

9.5.1.1: Meet requirements in NFPA 1021;

9.5.1.2: Must be Colorado certified at Fire Fighter II;

9.5.1.3: Must be minimally certified at Colorado EMS First Responder;

9.5.1.4: Must be minimally certified at Colorado Fire and Emergency Services Instructor I;

9.5.1.5: Must be Colorado certified minimally at Hazardous Materials Operations NFPA 472;

9.5.1.6: Must be affiliated with a Colorado Emergency Services Agency;

9.5.1.7: Pass Practical Examination

- Must submit to CDFS a completed JPR Skill Packet for Fire Officer I, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by committee.)

9.5.1.8: Pass Written Examination – [Sample Questions](#)

- Written examination request will be processed upon successful completion of the JPR Skill Packet.
- 80% of 100 question examination

9.5.1.9: Written examination is obtained from the CDFS.

9.5.2: Fire Officer I Reference:

9.5.2.1: NFPA 1021, Standard for Fire Officer Professional Qualifications

9.5.3: Fire Officer I Renewal Requirements:

9.5.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

9.5.3.1.1: Scantron™ form, including the Department Head/ Designee signature, or;

9.5.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.5.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.5.3.2.1: The applicant holds a current Colorado Fire Officer I certification;

9.5.3.2.2: The applicant minimally holds a current Colorado Hazardous Materials Operations certification;

- Applicants testing after 11/01/2009 must be minimally certified at Hazardous Materials Operations.
- Applicants testing after 1/1/2001 and prior to 11/01/2009 must be minimally certified at Hazardous Materials Awareness.

- Applicants testing prior to 1/1/2001, Hazardous Materials certification is not required.
 - Applicant must have continuously maintained their Fire Fighter certification. Any lapse in Fire Officer certification will require meeting the current NFPA standards.
- 9.5.3.2.3: The applicant minimally holds a current Colorado Fire and Emergency Services Instructor I certification;
- Applicants testing prior to 4/1/2005, Fire and Emergency Services Instructor I certification is not required.
 - Applicant must have continuously maintained their Fire Officer certification. Any lapse in Fire Officer certificate will require meeting the current NFPA standards.
- 9.5.3.2.4: The applicant minimally holds a current Colorado EMS First Responder certification;
- 9.5.3.2.5: The applicant is affiliated with a Colorado Emergency Services Agency;
- 9.5.3.2.6: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;
- 9.5.3.2.7: Appropriate local records are maintained documenting completion of requirements;
- 9.5.3.2.8: The applicant meets or exceeds the professional qualifications listed in the NFPA 1021.

9.5.4: Fire Officer I Bridge Process

- 9.5.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.6: FIRE OFFICER II

9.6.1: Fire Officer II Initial Certification Requirements

9.6.1.1: Meet requirements in NFPA 1021;

9.6.1.2: Must be Colorado certified at Fire Officer I;

9.6.1.3: Must be minimally certified at Colorado Fire and Emergency Services Instructor I;

9.6.1.4: Must be Colorado certified minimally at Hazardous Materials Operations NFPA 472;

9.6.1.5: Must be affiliated with a Colorado Emergency Services Agency;

9.6.1.6: Pass Practical Examination

- Must submit to CDFS a completed JPR Skill Packet for Fire Officer II, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by committee.)

9.6.1.7: Pass Written Examination – [Sample Questions](#)

- Written examination request will be processed upon successful completion of the JPR Skill Packet.
- 80% of 100 question examination

9.6.1.8: Written examination is obtained from the CDFS.

9.6.2: Fire Officer II Reference:

9.6.2.1: NFPA 1021, Standard for Fire Officer Professional Qualifications;

9.6.2.2: NFPA 921, Guide for Fire and Explosion Investigations;

9.6.3: Fire Officer II Renewal Requirements:

9.6.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

9.6.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;

9.6.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.6.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.6.3.2.1: The applicant holds a current Colorado Fire Officer II certification;

9.6.3.2.2: The applicant minimally holds a current Colorado Hazardous Materials Operations certification;

- Applicants testing after 11/01/2009 must be minimally certified at Hazardous Materials Operations.
- Applicants testing after 1/1/2001 and prior to 11/01/2009 must be minimally certified at Hazardous Materials Awareness.

- Applicants testing prior to 1/1/2001, Hazardous Materials certification is not required.
 - Applicant must have continuously maintained their Fire Fighter certification. Any lapse in Fire Officer certification will require meeting the current NFPA standards.
- 9.6.3.2.3: The applicant minimally holds a current Colorado Fire and Emergency Services Instructor I certification;
- Applicants testing prior to 4/1/2005, Fire and Emergency Services Instructor I certification is not required.
 - Applicant must have continuously maintained their Fire Officer certification. Any lapse in Fire Officer certificate will require meeting the current NFPA standards
- 9.6.3.2.4: The applicant is affiliated with a Colorado Emergency Services Agency;
- 9.6.3.2.5: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;
- 9.6.3.2.6: Appropriate local records are maintained documenting completion of requirements;
- 9.6.3.2.7: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

9.6.4: Fire Officer II Bridge Process

- 9.6.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.7: FIRE OFFICER III

NON-ACCREDITED CERTIFICATION LEVEL

9.7.1: Fire Officer III Initial Certification Requirements:

- 9.7.1.1: Scantron™ form, including the Department Head/Designee signature. Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.) ;
- 9.7.1.2: Applicant must complete CDFS Fire Officer III Supplemental Certification Application which can be located on the CDFS website;
- 9.7.1.1.1: A minimum of 100 points are required for consideration of application.
- 9.7.1.3: Applicant must also submit the following with the CDFS Fire Officer III Supplemental Certification Application:
- Applicant's resume;
 - Personnel/organizational chart indicating applicant's position;
 - Supporting documentation to Fire Officer III Supplemental Certification Application.
- 9.7.1.4: Must be affiliated with a Colorado Emergency Services Agency;
- 9.7.1.5: The Fire Officer III application will be reviewed and approved by the Fire Officer III Review panel committee within sixty days.

9.7.2: Fire Officer III Reference:

- 9.7.2.1: NFPA 1021, Standard for Fire Officer Professional Qualifications;

9.7.3: Fire Officer III Renewal Requirements:

- 9.7.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
- 9.7.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;
- 9.7.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
- Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.7.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
- 9.7.3.2.1: The applicant holds a current Colorado Fire Officer III certification;
- 9.7.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.
- 9.7.3.2.3: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

SECTION 9.8: FIRE AND EMERGENCY SERVICE INSTRUCTOR I

9.8.1: Fire and Emergency Service Instructor I Initial Certification Requirements

9.8.1.1: Meet requirements in NFPA 1041;

9.8.1.2: Submit a letter from Department Head/Designee endorsing that applicant holds a minimum of three (3) years of experience from one of the following:

- Fire service experience, or;
- Emergency medical service experience, or;
- Wildland fire service experience, or;
- Emergency response service experience.

9.8.1.3: Document successful completion of an approved training course within the past three (3) years.

9.8.1.3.1: The following are acceptable instructor training courses:

- CDFS Instructor Methodology Course
- EMS – approved instructor classes (must be minimal sixteen (16) hours)
- Any National Fire Academy Instructor Course
- Accredited fire service instructor courses accepted by the Board

9.8.1.3.2: Documentation of the above classes is not required if the applicant possesses one of the following:

- Valid State of Colorado Teaching Certificate issued by the State Board of Education;
- Bachelors Degree in Education or higher;
- An approved level of training and/or certification accepted by the Board.

9.8.1.4: Pass Written Examination – [Sample Questions](#)

- 80% of 100 question examination

9.8.1.5: Pass Practical Examination

- Mandatory and Randomly selected Job Performance Requirements (JPRs)
100% of practical examination

9.8.1.6: Written and practical examination is obtained from the CDFS.

9.8.2: Fire and Emergency Service Instructor I Reference:

9.8.2.1: NFPA 1041, Standard for Fire Service Instructor Professional Qualifications;

9.8.3: Fire and Emergency Service Instructor I Renewal Requirements:

9.8.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

- 9.8.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;
- 9.8.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.8.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

- 9.8.3.2.1: The applicant holds a current Colorado Fire and Emergency Service Instructor I certification;
- 9.8.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
- 9.8.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;
- 9.8.3.2.4: The applicant has completed at least twelve (12) hours of continuing education in instructional techniques during the three year certification period. (Documentation of continuing education must be submitted with the renewal application to CDFS.);
- 9.8.3.2.5: The applicant has completed at least twelve (12) hours of instruction given per year during the certification period;
- 9.8.3.2.6: Appropriate local records are maintained documenting completion of requirements and are on file at the organization for inspection and review;
- 9.8.3.2.7: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

9.8.4: Fire and Emergency Service Instructor I Bridge Process

9.8.4.1: Any individual testing for this level of certification prior to May 1, 2002, must have successfully completed the bridge process prior to July 1, 2005. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

SECTION 9.9: FIRE AND EMERGENCY SERVICE INSTRUCTOR II

9.9.1: Fire and Emergency Service Instructor II Initial Certification Requirements

9.9.1.1: Meet requirements in NFPA 1041;

9.9.1.2: Must be minimally certified at Colorado Fire and Emergency Services Instructor I;

9.9.1.3: Pass Practical Examination

- Must submit to CDFS a completed JPR Skill Packet for Fire and Emergency Service Instructor II, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by committee.)

9.9.1.4: Pass Written Examination – [Sample Questions](#)

- Written examination request will be processed upon successful completion of the JPR Skill Packet.
- 80% of 100 question examination

9.9.1.5: Written examination is obtained from the CDFS.

9.9.2: Fire and Emergency Service Instructor II Reference:

9.9.2.1: NFPA 1041, Standard for Fire Service Instructor Professional Qualifications

9.9.3: Fire and Emergency Service Instructor II Renewal Requirements:

9.9.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

9.9.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;

9.9.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.9.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.9.3.2.1: The applicant holds a current Colorado Fire and Emergency Services Instructor II certification;

9.9.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.

9.9.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections.

9.9.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the organization for inspection and review.

9.9.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

SECTION 9.10: DRIVER OPERATOR

9.10.1: Driver Operator Initial Certification Requirements

- 9.10.1.1: Meet requirements in NFPA 1002;
- 9.10.1.2: Must be minimally Colorado certified at Fire Fighter I;
- 9.10.1.3: Must be affiliated with a Colorado Emergency Services Agency;
- 9.10.1.4: Pass Written Examination – [Sample Questions](#)
 - 80% of 50 question examination
- 9.10.1.5: Pass Practical Examination
 - Mandatory and Randomly selected Job Performance Requirements (JPRs)
 - 100% of practical examination
- 9.10.1.6: Written and practical examinations are obtained from the CDFS.
- 9.10.1.7: Must possess current Colorado State Driver's License.

9.10.2: Driver Operator Reference:

- 9.10.2.1: NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications;
- 9.10.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program;
- 9.10.2.3: State of Colorado Driver Handbook (DRP 2337) [07/04].

9.10.3: Driver Operator Renewal Requirements:

- 9.10.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.10.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;
 - 9.10.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.10.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.10.3.2.1: The applicant holds a current Colorado Driver Operator certification;
 - 9.10.3.2.2: The applicant minimally holds a current Colorado Fire Fighter I certification;
 - 9.10.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;
 - 9.10.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;
 - 9.10.3.2.5: Appropriate local records are maintained documenting completion of requirements;

9.10.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1002.

9.10.4: Driver Operator Bridge Process

9.10.4.1: Any individual that tested for this level of certification prior to May 1, 2002, must have successfully completed the Bridge Process prior to July 1, 2005, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.11: DRIVER OPERATOR PUMPER

9.11.1: Driver Operator Pumper Initial Certification Requirements

- 9.11.1.1: Meet requirements in NFPA 1002;
- 9.11.1.2: Must be minimally Colorado certified at Fire Fighter I;
- 9.11.1.3: Must be minimally Colorado certified at Driver Operator;
- 9.11.1.4: Must be affiliated with a Colorado Emergency Services Agency;
- 9.11.1.5: Pass Written Examination – [Sample Questions](#)
 - 80% of 100 question examination
- 9.11.1.6: Pass Practical Examination
 - Mandatory and Randomly selected Job Performance Requirements (JPRs)
 - 100% of practical examination
- 9.11.1.7: Written and practical examinations are obtained from the CDFS.
- 9.11.1.7: Must possess current Colorado State Driver's License.

9.11.2: Driver Operator Pumper Reference:

- 9.11.2.1: NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications;
- 9.11.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program;
- 9.11.2.3: State of Colorado Driver Handbook (DRP 2337) [07/04].

9.11.3: Driver Operator Pumper Renewal Requirements:

- 9.11.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.11.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;
 - 9.11.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.11.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.11.3.2.1: The applicant holds a current Colorado Driver Operator Pumper certification;
 - 9.11.3.2.2: The applicant minimally holds a current Colorado Fire Fighter I certification;
 - 9.11.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;
 - 9.11.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;

9.11.3.2.5: Appropriate local records are maintained documenting completion of requirements;

9.11.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1002.

9.11.4: Driver Operator Pumper Bridge Process

9.11.4.1: Any individual that tested for this level of certification prior to May 1, 2002, must have successfully completed through the Bridge Process prior to July 1, 2005, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.12: DRIVER OPERATOR AERIAL

9.12.1: Driver Operator Aerial Initial Certification Requirements

- 9.12.1.1: Meet requirements in NFPA 1002;
- 9.12.1.2: Must be minimally Colorado certified at Fire Fighter I;
- 9.12.1.3: Must be minimally Colorado certified at Driver Operator Pumper;
- 9.12.1.4: Must be affiliated with a Colorado Emergency Services Agency;
- 9.12.1.5: Pass Written Examination – [Sample Questions](#)
 - 80% of 50 question examination
- 9.12.1.6: Pass Practical Examination
 - Mandatory and Randomly selected Job Performance Requirements (JPRs)
 - 100% of practical examination
- 9.12.1.7: Written and practical examinations are obtained from the CDFS.
- 9.12.1.8: Must possess current Colorado State Driver's License.

9.12.2: Driver Operator Aerial Reference:

- 9.12.2.1: NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications
- 9.12.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program
- 9.12.2.3: State of Colorado Driver Handbook (DRP 2337) [07/04]

9.12.3: Driver Operator Aerial Requirements:

- 9.12.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.12.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;
 - 9.12.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.12.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.12.3.2.1: The applicant holds a current Colorado Driver Operator Aerial certification;
 - 9.12.3.2.2: The applicant minimally holds a current Colorado Fire Fighter I certification;
 - 9.12.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;
 - 9.12.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;

9.12.3.2.5: Appropriate local records are maintained documenting completion of requirements;

9.12.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1002.

9.12.4: Driver Operator Aerial Bridge Process

9.12.4.1: Any individual that tested for this level of certification prior to May 1, 2002, must have successfully completed the Bridge Process prior to July 1, 2005, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.13: HAZARDOUS MATERIALS AWARENESS

9.13.1: Hazardous Materials Awareness Initial Certification Requirements

9.13.1.1: Meet requirements in NFPA Standards, OSHA and EPA regulations;

9.13.1.2: Pass Written Examination – [Sample Questions](#)

- 80% of 25 question examination

9.13.1.3: Pass Practical Examination

- Mandatory and Randomly selected Job Performance Requirements (JPRs)
- 100% of practical examination

9.13.1.4: Written and practical examinations are obtained from the CDFS.

9.13.2: Hazardous Materials Awareness Reference:

9.13.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;

9.13.2.2: DOT Emergency Response Guidebook;

9.13.3: Hazardous Materials Awareness Renewal Requirements:

9.13.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

9.13.3.1.1: Scantron™ form, including the Department Head/Designee signature, or; CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.13.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.13.3.2.1: The applicant holds a current Colorado Hazardous Materials Awareness certification;

9.13.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.

9.13.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections.

9.13.3.2.4: Appropriate local records are maintained documenting completion of requirements

9.13.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 472.

9.13.4: Hazardous Materials Awareness Bridge Process

9.13.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.14: HAZARDOUS MATERIALS OPERATIONS

9.14.1: Hazardous Materials Operations Initial Certification Requirements

9.14.1.1: Meet requirements in NFPA Standards, OSHA and EPA regulations;

9.14.1.2: Pass Written Examination – [Sample Questions](#)

- 80% of 50 question examination

9.14.1.3: Pass Practical Examination

- Mandatory and Randomly selected Job Performance Requirements (JPRs)
- 100% of practical examination

9.14.1.4: Written and practical examinations are obtained from the CDFS.

9.14.2: Hazardous Materials Operations Reference:

9.14.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;

9.14.2.2: DOT Emergency Response Guidebook

9.14.3: Hazardous Materials Operations Renewal Requirements:

9.14.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

9.14.3.1.1: Scantron™ form, including the Department Head/Designee signature, or; CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.14.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.14.3.2.1: The applicant holds a current Colorado Hazardous Materials Operations certification;

9.14.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.

9.14.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections;

9.14.3.2.4: Appropriate local records are maintained documenting completion of requirements;

9.14.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 472.

9.14.4: Hazardous Materials Operations Bridge Process

9.14.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.15: HAZARDOUS MATERIALS TECHNICIAN

9.15.1: Hazardous Materials Technician Initial Certification Requirements

- 9.15.1.1: Meet requirements in NFPA Standards, OSHA and EPA regulations;
- 9.15.1.2: Must provide a copy of their training certificate with Scantron™ form;
- 9.15.1.3: Must be certified at Colorado Hazardous Materials Operations;
- 9.15.1.4: Pass Written Examination – [Sample Questions](#)
 - 80% of 100 question examination
- 9.15.1.5: Pass Practical Examination
 - Mandatory and Randomly selected Job Performance Requirements (JPRs)
 - 100% of practical examination
- 9.15.1.6: Written and practical examinations are obtained from the CDFS.

9.15.2: Hazardous Materials Technician Reference:

- 9.15.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;
- 9.15.2.2: DOT Emergency Response Guidebook

9.15.3: Hazardous Materials Technician Renewal Requirements:

- 9.15.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.15.3.1.1: Scantron™ form, including the Department Head/ Designee signature, or; CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
 - 9.15.3.1.3 Letter signed by team leader/coordinator confirming applicant participation on a technician level hazardous materials response team
- 9.15.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.15.3.2.1: The applicant holds a current Colorado Hazardous Materials Technician certification;
 - 9.15.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency and is a member in good standing of a technician level hazardous materials response team;
 - 9.15.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed,

tested and evaluated by a person certified at or above this level completing 100% of all JPRs;

9.15.3.2.4: Appropriate local records are maintained documenting completion of requirements;

9.15.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 472.

9.15.4: Hazardous Materials Technician Bridge Process

9.15.4.1: Any individual that tested for this level of certification prior to February 1, 2006, must have successfully completed the Bridge Process prior to December 31, 2008, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

SECTION 9.16: HAZARDOUS MATERIALS INSTRUCTOR

NON-ACCREDITED CERTIFICATION LEVEL

9.16.1: Hazardous Materials Instructor Initial Certification Requirements

9.16.1.1: Meet requirements in NFPA Standards, OSHA and EPA regulations;

9.16.1.2: Meet or exceed NFPA 1041 Standard for Fire Service Instructor Professional Qualifications,

9.16.1.3: Scantron™ form, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.16.1.4: Applicant shall include a letter of recommendation from the department head of their organization stating that they are currently involved in the organization's training program, and attesting to their qualifications to conduct training;

9.16.1.5: Applicant must be certified at or above the level they are applying to instruct at;

9.16.1.6: Applicant must attend and successfully complete a proctor training program approved by the CDFS;

9.16.1.7: Applicant shall present documentation of successful completion of an instructor training course within the past three (3) years.

9.16.1.7.1: The following are acceptable instructor training courses:

- CDFS Instructor Methodology Course
- EMS – approved instructor classes (must be minimal sixteen (16) hours)
- Any National Fire Academy Instructor Course
- State of Colorado Vocational Education 270 class
- Accredited fire service instructor courses accepted by the Board

9.16.1.7.2: Documentation of the above classes is not required if the applicant possesses one of the following:

- Successful completion of a state accredited hazardous materials instructor trainer program;
- Valid State of Colorado Teaching Certificate issued by the State Board of Education;
- Bachelors Degree or higher in Education;
- An approved level of training and/or certification accepted by the Board.

9.16.1.8: Applicant shall present documentation upon application that his or her curriculum meets the criteria set forth in NFPA 472 Standard, OSHA 1910.120 and/or 40 CFR Part 311 and provide documentation that they have successfully completed a course of instruction based on this curriculum;

9.16.1.8.1: Recognition of curriculum:

- Applicant must provide the Board an outline of the curriculum which includes references to the appropriate standards and/or regulations, and identifies the number of recommended student contact hours, and any other information deemed appropriate by the Board.

9.16.1.9: Hazardous Materials Instructor applications are reviewed by the Hazardous Materials Advisory Board or their designee;

9.16.1.10: Applicants that meet the above requirements upon approval will be considered to have provisional instructor status for a period not to exceed six (6) months;

9.16.1.11: During the sixth month period, the provisional instructor must conduct at least one course delivery which shall be evaluated by the Hazardous Materials Advisory Board or their designee. An evaluation shall consist of:

- Submission of a 45 minute video tape (standard VHS or DVD format) of the instructor conducting a hazardous materials course delivery to CDFS;
- An on-site evaluation conducted by a Board member or Board designee;
- Failure to submit a video within six (6) months shall revoke Provisional Hazardous Materials Instructor status.

9.16.1.12: Upon Board approval, provisional instructors will be granted Hazardous Materials Instructor status.

9.16.2: Hazardous Materials Instructor Reference:

9.16.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;

9.16.2.2: DOT Emergency Response Guidebook.

9.16.3: Hazardous Materials Instructor Renewal Requirements:

9.16.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:

9.16.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;

9.16.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.

Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)

9.15.3.1.3 Letter signed by team leader/coordinator confirming applicant participation on a technician level hazardous materials response team

9.16.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:

9.16.3.2.1: The applicant holds a current Colorado Fire and Emergency Service Instructor I certification;

9.16.3.2.2: The applicant holds a current Colorado Hazardous Materials Operations or high level of certification;

9.16.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency and is a member in good standing of a technician level hazardous materials response team;

- 9.16.3.2.3: Appropriate local records are maintained documenting completion of requirements and are on file at the organization for inspection and review;
- 9.16.3.2.4: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

SECTION 9.17: AIRPORT FIRE FIGHTER

9.17.1: Airport Firefighter Initial Certification Requirements

- 9.17.1.1: Meet requirements in NFPA 1003;
- 9.17.1.2: Must be Colorado certified minimally at Fire Fighter II;
- 9.17.1.3: Must be Colorado certified minimally at Hazardous Materials Operations;
- 9.17.1.4: Pass Written Examination – [Sample Questions](#)
 - 80% of 100 question examination
- 9.17.1.5: Pass Practical Examination (Home Air Field)
 - 100% of Job Performance Requirements (JPRs)
- 9.17.1.6: Pass Live Burn Evaluation for Airport Fire Fighter
 - Mandatory and Randomly selected Job Performance Requirements (JPRs)
 - 100% of practical examination
- 9.17.1.7: Written and practical examinations are obtained from the CDFS.

9.17.2: Airport Firefighter Reference:

- 9.17.2.1: NFPA 1003, Standard for Airport Fire Fighter Professional Qualifications

9.17.3: Airport Firefighter Renewal Requirements:

- 9.17.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.17.3.1.1: Scantron™ form, including the Department Head/Designee signature, or;
 - 9.17.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.17.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.17.3.2.1: The applicant holds a current Airport Fire Fighter certification;
 - 9.17.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.
 - 9.17.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level completing 100% of all JPRs including all subsections and live burn requirements.
 - 9.17.3.2.4: Appropriate local records are maintained documenting completion of requirements
 - 9.17.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 1003.

SECTION 9.18: PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

9.18.1: Public Fire and Life Safety Educator I Initial Certification Requirements

- 9.18.1.1: Meet requirements in NFPA 1035;
- 9.18.1.2: Attend and complete an approved CDFS Public Fire and Life Safety Educator I course;
- 9.18.1.3: Pass Written Examination – [Sample Questions](#)
 - 80% of 50 question examination
- 9.18.1.4: Written examination is obtained from the CDFS.

9.18.2: Public Fire and Life Safety Educator I Reference:

- 9.18.2.1: NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator

9.18.3: Public Fire and Life Safety Educator I Renewal Requirements:

- 9.18.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.18.3.1.1: Scantron™ form, including the Department Head/ Designee signature, or;
 - 9.18.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.18.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.18.3.2.1: The applicant holds a current Public Fire and Life Safety Educator I certification;
 - 9.18.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
 - 9.18.3.2.3: The applicant has been an active participant in Fire and Life Safety Education;
 - 9.18.3.2.4: Appropriate local records are maintained documenting completion of requirements;
 - 9.18.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 1035.

SECTION 9.19: JUVENILE FIRESETTER INTERVENTION SPECIALIST I NON-ACCREDITED CERTIFICATION LEVEL

9.19.1: Juvenile Firesetter Intervention Specialist I Initial Certification Requirements

- 9.19.1.1: Meet requirements in NFPA 1035;
- 9.19.1.2: Attend and complete an approved CDFS Juvenile Firesetter Intervention Specialist I course;
- 9.19.1.3: Pass Written Examination – [Sample Questions](#)
 - 70% of 50 question examination
- 9.19.1.4: Written examination is obtained from the CDFS.

9.19.2: Juvenile Firesetter Intervention Specialist I Reference:

- 9.19.2.1: NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator;
- 9.19.2.2: Juvenile Firesetter Intervention Specialist I Student Manual;
- 9.19.2.3: Juvenile Firesetter Intervention Handbook

9.19.3: Juvenile Firesetter Intervention Specialist I Renewal Requirements:

- 9.19.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.19.3.1.1: Scantron™ form, including the Department Head/ Designee signature, or;
 - 9.19.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.19.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.19.3.2.1: The applicant holds a current Juvenile Firesetter Intervention Specialist I certification;
 - 9.19.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
 - 9.19.3.2.3: The applicant has been an active participant in a Juvenile Firesetter Intervention program;
 - 9.19.3.2.4: Appropriate local records are maintained documenting completion of requirements;
 - 9.19.3.2.5: The applicant meets or exceeds the professional qualifications listed in NFPA 1035.

SECTION 9.20: EMERGENCY MEDICAL FIRST RESPONDER

NON-ACCREDITED CERTIFICATION LEVEL

9.20.1: Emergency Medical First Responder Initial Certification Requirements

- 9.20.1.1: Meet requirements in *First Responder National Standard Curriculum, (DOT HS 80-8291)*, developed by the National Highway Traffic Safety Administration, U.S. Department of Transportation;
- 9.20.1.2: Applicant must receive training through an approved First Responder training program;
 - 9.20.1.2.1: Training shall include at least 36 hours of instruction and shall also include a module of instruction in airway adjuncts and oxygen therapy.
- 9.20.1.3: Pass Written Examination – [Sample Questions](#)
 - 70% of 100 question examination
- 9.20.1.4: Written examination is obtained from the CDFS.

9.20.2: Emergency Medical First Responder Reference:

- 9.20.2.1: *First Responder National Standard Curriculum, (DOT HS 80-8291)*, developed by the National Highway Traffic Safety Administration, U.S. Department of Transportation

9.20.3: Emergency Medical First Responder Renewal Requirements:

- 9.20.3.1: Renewal documentation shall be submitted to the CDFS no earlier than 90 days prior to the expiration date and received/postmarked no later than 90 days after the expiration date, submitted on the following forms:
 - 9.20.3.1.1: Scantron™ form, including the Department Head/ Designee signature, or;
 - 9.20.3.1.2: CDFS Renewal Application, including the Department Head/Designee signature.
Please note that a Department Head or Designee may not sign off on their own paperwork. Any request submitted for a Department Head must be signed by an appropriate supervisor (i.e. City Manager, Board Member, etc.)
- 9.20.3.2: The Department Head/Designee by signing the renewal documentation is attesting to:
 - 9.20.3.2.1: The applicant holds a current Emergency Medical First Responder certification;
 - 9.20.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
 - 9.20.3.2.3: The applicant successfully completes the appropriate level refresher training course or a minimum of thirty-six (36) hours of documented continuing education training conducted by a CDFS recognized Training Center or Training Group;
 - 9.20.3.2.3.1: Refresher training shall also include a module of instruction in airway adjuncts and oxygen therapy;

- 9.20.3.2.4: The applicant possess current Basic Cardiac Life Support (CPR) certification for Health Care Providers issued by the American Red Cross or American Heart Association, or equivalent, at the time of application;
- 9.20.3.2.4: Appropriate local records are maintained documenting completion of requirements;
- 9.20.3.2.5: The applicant meets or exceeds the professional qualifications listed in the First Responder National Standard Curriculum.

CHAPTER 10 - APPENDIX

[Section 10.1: Fire Fighter I Sample Questions](#)

[Section 10.2: Fire Fighter II Sample Questions](#)

[Section 10.3: Fire Officer I Sample Questions](#)

[Section 10.4: Fire Officer II Sample Questions](#)

[Section 10.5: Fire and Emergency Service Instructor I Sample Questions](#)

[Section 10.6: Fire and Emergency Service Instructor II Sample Questions](#)

[Section 10.7: Driver Operator Sample Questions](#)

[Section 10.8: Driver Operator Pumper Sample Questions](#)

[Section 10.9: Driver Operator Aerial Sample Questions](#)

[Section 10.10: Hazardous Materials Awareness Sample Questions](#)

[Section 10.11: Hazardous Materials Operations Sample Questions](#)

[Section 10.12: Hazardous Materials Technician Sample Questions](#)

[Section 10.13: Airport Fire Fighter Sample Questions](#)

[Section 10.14: Public Fire and Life Safety Educator I Sample Questions](#)

[Section 10.15: Juvenile Firesetter Intervention Specialist I Sample Questions](#)

[Section 10.16: Emergency Medical First Responder Sample Questions](#)

[Section 10.17: Accreditation Dates By Certification Level](#)

[Section 10.18: NFPA Standard Edition Reference](#)

[Section 10.19: Written Examination Reference](#)

SECTION 10.1: FIRE FIGHTER I SAMPLE QUESTIONS

1. Life safety, incident stabilization, and _____ are the three most important organizational duties for fire departments to pursue.
 - A. building inspections
 - B. public information
 - C. **property conservation**
 - D. resource management

2. One way to remove water coming through the ceiling from upper floors is by the use of:
 - A. sponges
 - B. **chutes**
 - C. carryalls
 - D. floor runners

SECTION 10.2: FIRE FIGHTER II SAMPLE QUESTIONS

1. The safest recommended means for a firefighter to disconnect electrical service to a building is to:
 - A. cut the service entrance wire.
 - B. pull the meter.
 - C. **locate the nearest transformer and deactivate it.**
 - D. shut off the main power breaker/fuse in the panel box
2. Any vehicles in which a person is entrapped must be _____ to prevent them from shifting and inflicting more damage or injuries.
 - A. **stabilized**
 - B. hosed down
 - C. removed
 - D. left untouched

SECTION 10.3: FIRE OFFICER I SAMPLE QUESTIONS

1. Negative human factors can be mitigated best through:
 - A. experience and self esteem.
 - B. **motivation and training.**
 - C. knowledge and experience.
 - D. knowledge and self esteem.
2. Fire Department capital budget:
 - A. divides money into several accounts for day to day operations
 - B. **details major purchases**
 - C. sets performance standards for each program area
 - D. contains fund for equipment and building maintenance

SECTION 10.4: FIRE OFFICER II SAMPLE QUESTIONS

1. The procedure for passage of legislation follows some basic steps. After the introduction of a bill the next step is to:
 - A. generate a committee report.
 - B. place the bill on the calendar.
 - C. **hold committee hearings.**
 - D. set up a conference committee.

2. Disciplinary action is designed to:
- A. educate and train
 - B. correct inappropriate behavior
 - C. provide positive motivation
 - D. **all of the above.**

SECTION 10.5: FIRE AND EMERGENCY SERVICES INSTRUCTOR I SAMPLE QUESTIONS

1. The instructional sequencing method that starts with an overview of a topic and then discusses each individual topic and finishes with a review of the main point is called:
- A. **whole-part-whole.**
 - B. simple to complex.
 - C. cognitive to psychomotor.
 - D. known to unknown.
2. _____ score consists of the points a learner receives on a test.
- A. percentage
 - B. **raw**
 - C. average
 - D. mean

SECTION 10.6: FIRE AND EMERGENCY SERVICES INSTRUCTOR II SAMPLE QUESTIONS

1. An Instructor II responsibility is to ensure that the instructional team members realize that their **primary** role is to:
- A. set organizational policies.
 - B. **elicit feedback from learners and colleagues.**
 - C. plan, develop, and conduct training sessions.
 - D. ensure that learner participation is encouraged.
2. Scheduling critical training is achievable by:
- A. performing a needs analysis.
 - B. **concentrating on minimal acceptable standards.**
 - C. requiring fewer personnel to perform more duties.
 - D. conducting more public service programs.

SECTION 10.7: DRIVER OPERATOR SAMPLE QUESTIONS

1. In an emergency incidents that occur near a railroad tracks the Driver Operator should:
 - A. always treat the tracks as an active line
 - B. park your apparatus on the same side of the tracks as the incident
 - C. park the apparatus in a manner that protects the fire house crossing the tracks
 - D. **both A and B are correct**
2. If an apparatus begins to skid, the Driver Operator should:
 - A. gradually apply the brakes bringing the apparatus to a halt
 - B. **turn the apparatus steering wheel so the front wheels face the direction of the skid**
 - C. turn the apparatus steering wheel so the front wheels face the direction opposite to the direction of the skid
 - D. quickly release pressure from the accelerator.

SECTION 10.8: DRIVER OPERATOR PUMPER SAMPLE QUESTIONS

1. The flow from a one inch nozzle tip with a nozzle tip of 50 psi is approximately _____ gpm.
 - A. 190
 - B. **210**
 - C. 220
 - D. 230
2. The Driver Operator must always make sure that they _____ are completely open when filling and dumping is taking place to prevent damage to the tank.
 - A. compartment doors
 - B. **vents**
 - C. valves
 - D. hydrants

SECTION 10.9: DRIVER OPERATOR AERIAL SAMPLE QUESTIONS

1. When driving under winter conditions the Driver Operator should increase the following distance because the distance to stop on snow and ice is increased _____ times.
 - A. **3 to 15**
 - B. 1 to 2
 - C. 10 to 20
 - D. 20 to 30

2. Even terrain allows for the maximum stability of the apparatus and also allows for the greatest range of safe movement for the aerial device.
- A. **True**
 - B. False

SECTION 10.10: HAZARDOUS MATERIALS AWARENESS QUESTIONS

1. The recommended shape of the initial isolation zone around a chemical spill or release is:
- A. **circular**
 - B. square
 - C. triangular
 - D. rectangular
2. A way bill may be found in the:
- A. cockpit
 - B. vehicle cab
 - C. **engine or caboose**
 - D. bridge or pilot house

SECTION 10.11: HAZARDOUS MATERIALS OPERATIONS QUESTIONS

1. Within the UN system a container labeled with a hazardous materials classification of four (4) contains a(n):
- A. explosives
 - B. flammable gas
 - C. **flammable solid**
 - D. flammable liquids
2. One type of hazardous material that may be shock sensitive is:
- A. chlorine
 - B. sulfuric acid
 - C. **organic peroxide**
 - D. hydrogen peroxide

SECTION 10.12: HAZARDOUS MATERIALS TECHNICIAN SAMPLE QUESTIONS

1. Of the following what monitoring would not be used to help identify an unknown liquid:
 - A. carbon monoxide meter
 - B. colorimetric tubes
 - C. pH paper
 - D. combustible gas indicator
2. Industrial packaging for radiological materials is specifically designed for the transportation of:
 - A. remote handled radioactive materials
 - B. fuel rods
 - C. war heads
 - D. low level radioactive waste

SECTION 10.13: AIRPORT FIRE FIGHTER SAMPLE QUESTIONS

1. In consideration of wind direction when attacking an aircraft fire, which of the statements below is most correct?
 - A. Attacking from a downwind position insures that you maintain perspective of the fire progress.
 - B. Attacking from an upwind position interferes with the ability to control foam application as the finished foam is carried away in the wind currents.
 - C. **Attacking from a downwind position should be done as a last resort.**
 - D. Upwind or downwind positioning is not the consideration; positioning is determined by the direction the survivors are evacuating from the plane.
2. ARFF extinguishing agents would be primarily applicable to _____ fires.
 - A. Class A
 - B. **Class B**
 - C. Both Class A and B
 - D. Class A, B, and C

SECTION 10.14: PUBLIC FIRE AND LIFE SAFETY EDUCATOR I SAMPLE QUESTIONS

1. _____ is a critical assignment of the public fire educator because of its impact on future planning, budgeting and evaluation of the program's effectiveness:
 - A. **record keeping**
 - B. code development
 - C. program modification
 - D. establishing responsibility

2. A question used to promote thinking and asked of the entire group with no person designated to answer is a(n):
- A. direct questions
 - B. direct statement
 - C. indirect statement
 - D. **overhead question**

SECTION 10.15: JUVENILE FIRESETTER INTERVENTION SPECIALIST SAMPLE QUESTIONS

1. How many children experience fire starting that result in accidental or unintentional fire?
- A. 50%
 - B. 20%
 - C. Fewer than 5%
 - D. **More than 50%**
2. The majority of children will engage in at least _____ unsupervised fire start(s).
- A. Two
 - B. Five
 - C. Three
 - E. **One**

SECTION 10.16: EMERGENCY MEDICAL FIRST RESPONDER SAMPLE QUESTIONS

1. The front of the body is referred to as:
- A. Posterior
 - B. Medial
 - C. Proximal
 - D. **Anterior**
 - E. Distal

2. _____ is a condition where the body is exposed to a cold environment and is unable to compensate for the heat loss, resulting in an abnormally low core temperature.

- A. Heat exhaustion
- B. Hypothermia**
- C. Heat stroke
- D. Hyperthermia
- E. Frostbite

SECTION 10.17: ACCREDITATION DATES BY CERTIFICATION LEVEL

Certification Level	IFSAC Accreditation Date	IFSAC Implementation Date	Pro Board Accreditation Date
Airport Fire Fighter	5/23/2006	5/23/2006	2/02/2007
Driver Operator	4/20/2002	5/1/2002	2/02/2007
Driver Operator Pumper	4/20/2002	5/1/2002	2/02/2007
Driver Operator Aerial	6/04/2005	6/04/2005	2/02/2007
Fire Fighter I	11/19/1994	4/21/1995	2/02/2007
Fire Fighter II	10/25/1994	4/21/1995	2/02/2007
Fire Officer I	11/18/1994	4/21/1995	2/02/2007
Fire Officer II	4/20/2002	5/1/2002	2/02/2007
Fire & Emergency Services Instructor I	4/20/2002	5/1/2002	2/02/2007
Fire & Emergency Services Instructor II	6/04/2005	6/04/2005	2/02/2007
Hazardous Materials Awareness	6/24/2000	1/1/2001	2/02/2007
Hazardous Materials Operations	6/24/2000	1/1/2001	2/02/2007
Hazardous Materials Technician	1/19/2006	1/19/2006	2/02/2007
Public Fire & Life Safety Educator I	6/04/2005	6/04/2005	2/02/2007

SECTION 10.18: NFPA STANDARD EDITION REFERENCE

Certification Level	NFPA Standard	Edition
Airport Fire Fighter	1003	2010
Driver Operator	1002	2009
Driver Operator Pumper	1002	2009
Driver Operator Aerial	1002	2009
Fire Fighter I	1001	2008
Fire Fighter II	1001	2008
Fire Officer I	1021	2009
Fire Officer II	1021	2009
Fire & Emergency Services Instructor I	1041	2007
Fire & Emergency Services Instructor II	1041	2007
Hazardous Materials Awareness	472	2008
Hazardous Materials Operations	472	2008
Hazardous Materials Technician	472	2008
Public Fire & Life Safety Educator I	1035	2010

SECTION 10.19: WRITTEN EXAMINATION REFERENCE

Certification Level	Number of Questions	Minimum Score Needed to Pass*	Time Limit
Airport Fire Fighter	100	80	1 ½ hours
Driver Operator	50	40	1 hour
Driver Operator Pumper	100	80	1 ½ hours
Driver Operator Aerial	50	40	1 hour
Emergency Services First Responder	100	70	1 ½ hours
Fire Fighter I	100	70	1 ½ hours
Fire Fighter II	100	80	1 ½ hours
Fire Officer I	100	80	1 ½ hours
Fire Officer II	100	80	1 ½ hours
Fire & Emergency Services Instructor I	100	80	1 ½ hours
Fire & Emergency Services Instructor II	100	80	1 ½ hours
Hazardous Materials Awareness	25	20	½ hours
Hazardous Materials Operations	50	40	1 hour
Hazardous Materials Technician	100	80	1 ½ hours
Juvenile Firesetter Intervention Specialist I	50	35	1 hour
Public Fire & Life Safety Educator I	50	40	1 hour

*Please note: Each test question is worth one point.