

COLORADO DEPARTMENT OF PUBLIC SAFETY



CERTIFICATION POLICY AND PROCEDURE MANUAL

COLORADO DIVISION OF FIRE SAFETY
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CHAPTER ONE

INTRODUCTION AND BACKGROUND

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SECTION 1.1: INTRODUCTION

1.1.1: The “Voluntary Certification Program for Fire Fighters” began on June 21, 1979, when House Bill 1243 was signed into law. The general purpose of the certification program is to measure the level of knowledge, skills and abilities possessed by firefighters and first responders and to attest these individuals meet nationally recognized standards. These competency-based standards permit evaluation of training programs and promotes uniformity in firefighter and first responder training.

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

1.1.3 On April 21, 1995, The International Fire Service Accreditation Congress (IFSAC) approved the Colorado Division of Fire Safety Fire Fighter I, Fire Fighter II and Fire Officer I certification levels for International Accreditation. The Division of Fire Safety implemented its approved International Accredited levels on September 15, 1995.

On September 15, 2000, The International Fire Service Accreditation Congress (IFSAC) approved the Colorado Division of Fire Safety Hazardous Materials Awareness and Hazardous Materials Operations certification levels for International Accreditation. The Division of Fire Safety implemented its approved International Accredited levels on January 1, 2001.

On April 28, 2002, The International Fire Service Accreditation Congress (IFSAC) approved the Colorado Division of Fire Safety Fire Officer II, Driver Operator, Driver Operator Pumper and Fire Instructor I certification levels for

International Accreditation. The Division of Fire Safety implemented its approved International Accredited levels on May 1, 2002.

On June 5, 2005, The International Fire Service Accreditation Congress (IFSAC) approved the Colorado Division of Fire Safety Driver Operator Aerial, Fire Life Safety Educator I, and Fire and Emergency Services Instructor II. The Division of Fire Safety implemented its approved International Accredited levels on October 1, 2005.

On January 19, 2006, The International Fire Service Accreditation Congress (IFSAC) approved the Colorado Division of Fire Safety Hazardous Materials Technician. The Division of Fire Safety implemented its approved International Accredited level on February 1, 2006.

SECTION 1.2: MISSION

- 1.2.1: The mission of the Firefighter Certification Program is to measure the level of knowledge, skills and abilities possessed by firefighters and to attest that these individuals meet nationally recognized standards. These competency based standards permit evaluation of training programs and promotes uniformity in firefighter training.
- 1.2.2: To ensure consistency throughout all levels of accreditation relating to written and practical examinations, all levels of accreditation shall be conducted within the same criteria in accordance with International Fire Service Accreditation Congress (IFSAC) guidelines and National Board on Fire Service Professional Qualifications.

SECTION 1.3: PURPOSE

- 1.3.1: The purpose of the Firefighter Certification Program is to measure the level of knowledge, skills and abilities possessed by the firefighters and to attest that these individuals meet nationally recognized standards. These competency based standards permit evaluation of training programs and promotes uniformity in firefighter training.
- 1.3.2: The purpose of these policies 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 skills, abilities and knowledge consistent with standards approved and adopted by Colorado Fire Service Training and Certification Advisory Board.

Establish a statewide uniform testing procedure that will ensure all practical skills evaluated and all practical examinations conducted are 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 exists.

Seek third party approval of our certification program through an international accreditation association to assure that the program is fair and equitable to fire service personnel and meets the standard it is designed to meet.

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 complete impartiality and confidentiality and is designed in such a manner to safeguard against misuse and abuse.

Ensure that all internationally accredited levels of certification are administered with strict adherence to the requirements and recommendations of the International Fire Service Accreditation Congress.

Establish disciplinary procedures for denial, revocation, limitation, or suspension of an individual's firefighter certificate 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 the 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, emergency services personnel and applicants for first responder certification or withhold or revoke certification in a manner provided for 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 has been met.

SECTION 1.5: COLORADO FIRE SERVICE TRAINING AND CERTIFICATION ADVISORY BOARD DUTIES

1.5.1: Colorado Fire Service Training and Certification Advisory Board

CRS 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 establishing a fire service education and training program;

- Advise the director on setting minimum standards for training and certification;
- Advise the director on establishing procedures for determining if firefighters meet these minimum standards; and
- Advise the director on certifying applicants who meet the established minimum standards.

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 Division of Fire Safety on July 1, 1986. In 1970, the International Fire Service Training Association (IFSTA) manuals published by Fire Protection Publications, Oklahoma State University, were adopted as the standards for the fire service training program.
- 1.6.2: The Advisory Board has established the IFSTA training manuals, IFSTA Instructor lesson plans, and curriculum packages as the minimum curriculum leading to state certification. IFSTA training manuals are available for purchase from the Colorado Division of Fire Safety, 9195 East Mineral Avenue, Suite 234, Denver, CO 80112, telephone number (720) 852-6735.

CHAPTER TWO – Definitions

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SECTION 2.1: PURPOSE

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

SECTION 2.2: DEFINITIONS

- 2.2.1: AVISORY BOARD (BOARD) - The Fire Safety Advisory Board created pursuant to 24-33.5-1204. Also refers to the members appointed by the Governor to serve on the Advisory Board for prescribed terms.
- 2.2.2: AERIAL LADDER APPARATUS - A fire response apparatus with a permanently mounted, power operated aerial ladder, articulating boom, with or without platforms at the highest point, including “Tele-Squirt” pumpers.
- 2.2.3: APPLICANT - A person who has satisfied the requirements to be examined for certification or an entity that applies for recognition as an accredited academy.
- 2.2.4: CERTIFIED - Applicants who have successfully met or exceeded cognitive and psychomotor behavioral objectives of the Voluntary Fire Fighter Certification Program.
- 2.2.5: CERTIFIED PROCTOR - An individual who meets or exceeds the requirements to be certified as a written and/or practical examination proctor.
- 2.2.6: CERTIFYING AGENCY - The Colorado Division of Fire Safety, Colorado Department of Public Safety.

- 2.2.7: 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 multi-company or multi-station operations on the emergency incident scene or who may command a greater alarm incident.
- 2.2.8: CLASS - A single meeting or session devoted to a specific fire service or non-fire service training objective.
- 2.2.9: COGNITIVE OBJECTIVE - Pertinent written questions, lists, or problems relative to the level at which a person is being tested.
- 2.2.10: 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.
- 2.2.11: COURSE - Any grouping of classes, or series of lessons or lectures combined to attain a particular education level or training objective.
- 2.2.12: 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.
- 2.2.13: DEPARTMENT - A fire service unit defined in this section.
- 2.2.14: DEPARTMENT HEAD - The Chief Executive Officer of an organization.
- 2.2.15: DIRECTOR - The Director of the Division of Fire Safety, Department of Public Safety, State of Colorado.
- 2.2.16: DIVISION - The Division of Fire Safety, Department of Public Safety, State of Colorado.
- 2.2.17: FIREFIGHTER - A member of a fire service unit.
- 2.2.18: 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.
- 2.2.19: NATIONAL ACCREDITATION - Issued to a candidate who has met all of the requirements of the NFPA Standards, and has taken an passed both the written and practical examinations, when required, for an accredited level of certification that meets the requirements of the International Fire Service Accreditation Congress.

- 2.2.20: NFPA - The National Fire Protection Association.
- 2.2.21: NON-CERTIFIED - Any applicant who does not possess a valid certification/certificate recognized by the Board.
- 2.2.22: 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.
- 2.2.23: 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 as its basis.
- 2.2.24: 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 renewal of certification.
- 2.2.25: SAFELY - Means to perform the objective without endangering or injuring oneself or others.
- 2.2.26: 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 BOARD

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SECTION 3.1: PURPOSE

- 3.1.1: The purpose of this document is to establish the administrative authority, responsibility and policies for the “Voluntary Certification Program for Fire Fighters” set forth by the Colorado Fire Service Training and Certification Advisory Board, hereafter known as the Board.

- 3.1.2: The “Voluntary Certification Program for Fire Fighters” began on June 21, 1979, when House Bill 1243 was signed into law. The general purpose of the certification program is to measure the level of knowledge, skills and abilities possessed by firefighters and first responders and to attest that these individuals meet nationally recognized standards. These competency-based standards permit evaluation of training programs and promotes uniformity in firefighter and first responder training.

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

- 3.1.3: Colorado Fire Service Training and Certification Advisory Board

CRS 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 establishing a fire service education and training program;
- Advise the director on setting minimum standards for training and certification;
- Advise the director on establishing procedures for determining if firefighters meet these minimum standards; and

- Advise the director on certifying applicants who meet the established minimum standards.
- 3.1.4: The Board has the general responsibility for:
- adoption of policies and rules
 - adoption of program reporting requirements
 - adoption of administrative guidelines
 - advise on the appeal processes
 - adoption processes for the validation of curriculum and evaluation instruments
 - adoption of performance standards for certification
 - auditing of certification processes
 - adoption of training of the certification proctor processes
- 3.1.5: It shall also be the responsibility of the Board to make rulings, issue approval, do 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 Board policies.
- 3.1.6: The Director of the Division of Fire Safety shall be the final authority in all matters pertaining to the governing of the certification programs, and in all appeals and in any other business related to the operation of the Colorado Fire Service Training and Certification Advisory Board.
- 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 Board shall not oversee individual training programs nor the training policies of any department. Rather, the Board's responsibility is for the governance of the certification programs.
- 3.1.8: Each department shall follow all certification policies and guidelines established by the Board for certification programs.
- 3.1.9: It shall be the responsibility of the Board to:
- evaluate fairness and equality in the execution of the certification processes
 - ensure there is no adverse impact to any specific group represented within the departments in the certification process
 - ensure local, state, and federal equal employment and nondiscrimination guidelines are met
 - review appeals and corresponding actions taken by the Colorado Fire Service Training and Certification Advisory Board

- ensure policies and standards of the *International Fire Service Accreditation Congress* are maintained
- ensure policies and standards of the *National Board on Fire Service Professional Qualifications* 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 nine members appointed by the Governor, representing:
- 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 Fire Fighters 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
 - President of the Colorado Community College and Occupational Education System
- 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 seven members appointed by the Governor, representing:
- Representative of Fire Chief from a Municipality or Special District
 - Representative of Hazardous Materials Team Leader
 - Representative of Transportation Industry
 - Representative of Private Industry Fixed-Site Facility
 - Representative of Local government law enforcement agency
 - Representative of Colorado State Patrol
 - 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 Office of Boards in Commission in writing informing them of the resignation. The Governor's Office will in turn appoint a replacement.
- 3.2.4: Meetings of the Board shall be held monthly on the third Thursday of each month. The Chair shall select the location and time for each meeting.

- 3.2.5: The Board shall select a chairperson, hereafter known as the President. The Board shall select a Vice President. The Vice President shall assume the position of President and responsibilities when they are absent. The Board shall select a secretary.
- 3.2.6: The President shall have the following responsibilities:
- establish meeting agendas
 - conduct and chair all Board meetings, maintain order, and follow rules of order
 - call special meetings upon request or need
 - appoint Board representatives to committees, and to other duties as needed
 - represent 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:
- attend scheduled meetings
 - stay informed of all Board matters and issues
 - conduct assigned duties promptly and professionally
 - represent the best interests of the Board at all times
 - stay informed on pertinent fire service training issues including *NFPA* standards, *International Fire Service Accreditation Congress* policies, *National Board on Fire Service Professional Qualifications*, etc.
 - maintain ethical standards and confidentiality in all dealings as a Board member
- 3.2.8: The Chair may appoint a project committee or work group as required to achieve operational needs. The committee or work group may consist of Board members and other personnel as appropriate to achieve its purpose.
- 3.2.9: All test banks, curriculum, manuals, forms etc. developed or adopted by the Board for use with its certification programs shall be the property of the Colorado Division of Fire Safety.
- 3.2.10 If an individual is not affiliated with an association or organization, they may contact the Division of Fire Safety with any concerns so that their views, opinions and desires may be expressed and receive fair consideration.

SECTION 3.3: ADMINISTRATION

- 3.3.1: At all scheduled and special meetings of the Board, no vote shall be cast and no policy decision made without a quorum of members present. Issues may be discussed for information purposes only. Issues must be carried over for vote until the next Board meeting when a quorum is not present. A quorum shall exist when four (4) of seven (7) voting members are present.
- 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 the Board Secretary 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. All requests, exemptions, etc. that are to go before the Board at a regular meeting must be received by the Board Secretary 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 Board or appointed committees shall have recorded/written minutes, which shall be approved by the Board at the following meeting. The minutes shall be distributed to the Board members and other organizations and individuals for review prior to the meeting.
- 3.3.5: The Board shall govern all certification programs processes. Responsibilities shall include, but not be limited to:
- evaluating and developing forms, applications, facility and logistical requirements, policies, etc., necessary for administration of given standard
 - review of other certification and/or training and education programs for reciprocity
 - review of individual records for certification
 - ruling on violations of policies by departments or their personnel
 - adoption of rules, evaluations, etc., needed to carry out the intent of each given standard
 - auditing certification processes conducted by departments
 - settling appeals submitted to the Board regarding certification processes

- adopting performance standards for each certification area
- 3.3.6: The Board and its agents shall keep rulings, discussions, etc. involving personnel records confidential. Whenever a complaint has been issued against an individual, the President shall move the Board into executive session.
- 3.3.7: Any Board member who violates the trust of discussion established under 3.3.6 may be asked to resign from the Board through a majority vote of the remaining Board members. Any such request for removal shall be immediately reported to the Director of the Colorado Division of Fire Safety by certified mail.
- 3.3.8: The Board may amend any existing policy, or adopt new policies subject to Articles 3.c and 3.d of the Intergovernmental Agreement. Adoption of amendments and new policies require an affirmative vote of four (4) voting Board members. Also, 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 Colorado Open Records Law as currently written, all records of the Board are deemed public records. However, records on individual certifications are considered personnel records of the owning organization. It shall be the responsibility of the owning organization to manage release of such personnel records.
- 3.3.10: In accordance with Colorado Public Meeting Law as currently written, notification of all Board meetings shall be posted by the Colorado Division of Fire Safety.

SECTION 3.4: CERTIFICATION POLICIES

- 3.4.1: The Board shall adopt a performance standard for each certification area such as Firefighter, Fire Instructor, etc. The standard shall be based upon the corresponding professional qualifications standard of the *National Fire Protection Association*. A majority vote of the Board shall be necessary for adoption of the performance standard.
- 3.4.2: The Board shall be the authority having jurisdiction (AHJ) for all certification performance standards.
- 3.4.3: The Board shall have the authority to amend any existing *NFPA* 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* standard. Amendments are only to enhance the professional requirements of the given standard.

- 3.4.4: The Board shall adopt administrative policies for each certification level. The policies shall be used for the administration of that certification program. A majority vote of the Board is required for adoption of the certification policies.
- 3.4.5: The policies for each certification level shall, following adoption, be added to the Colorado Division of Fire Safety's Policies and Procedures Manual. An individual chapter shall be created for each certification level. All forms, records, etc. pertaining to a certification level shall be included in that chapter for that certification level.
- 3.4.6: The Board Secretary 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 or standards.
- 3.4.7: The Board shall publish the adopted policies and standards as an addendum to the minutes of the meeting at which they were adopted. The minutes shall be distributed to each member of the Board.
- 3.4.8: The Board shall review every certification policy and performance standard at least every two (2) years to ensure their applicability. Any changes must be made in accordance with the policies of Section 3.4.
- 3.4.9: 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: The appeal must 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 candidate to initiate the appeals process.
- 3.5.2: The Board will meet to discuss the appeals at the monthly board meeting or in a special meeting using phone or other electronic means. The Board shall accept appeals, which deal with any of the following issues:
- certification evaluation results
 - content of certification proctors
 - interpretation of certification policies by proctors
 - conduct of certification proctors
 - bias or prejudice against candidates
 - unsafe practices during evaluation processes

- 3.5.3: A response from the Board shall be submitted in writing to the appellant within thirty (30) business days following the last meeting concerning the appeal. All responses will be sent by certified mail.
- 3.5.4: A copy of the Board response shall be filed with the Colorado Division of Fire Safety, along with the original appeal.
- 3.5.5: A candidate may only appeal their written examination upon turning in their answer sheet. Candidates may only appeal their practical examination prior to leaving the testing site. The challenge must be completed on the Colorado Division of Fire Safety Appeal Form. The challenge must be submitted to the Proctor upon completion of the testing process. The Board will consider the issue within thirty (30) days and provide a written response within sixty (60) days.
- 3.5.6: The Director of the Colorado Division of Fire Safety shall be the final authority for all decisions and actions on appeals.
- 3.5.7: Each certification policy shall identify Section 3.5.1 as the proper process for submitting an appeal.

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SECTION 4.1: PURPOSE

- 4.1.1: The purpose of this policy is to establish certification policies of the overall certification program governed by the Colorado Fire Service Training and Certification Advisory 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 Colorado Division of Fire Safety to certify firefighters under the most current standards of the National Fire Protection Association (NFPA) or other related standards adopted by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (ProBoard). The appropriate certification standards shall be adopted by the Colorado Division of Fire Safety within two years of the official adoption date of NFPA.

SECTION 4.3: TESTING AND CERTIFICATION AVAILABILITY

- 4.3.1: The certification system for the State of Colorado is intended to provide a basic 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 Colorado Department of Public Safety, 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.
- 4.3.3: The Colorado Division of Fire Safety shall make available prerequisites and requirements for taking the examinations, types of written questions, study reference, and skills test criteria to the local fire service organizations to disseminate to the candidates that are preparing for the examination. A candidate, if unaffiliated with a fire service organization, may contact the Colorado Division of Fire Safety to obtain this information.
- 4.3.4: It shall be the policy and practice of the Colorado Division of Fire Safety 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: Proctoring a written certification examination for a candidate with special circumstances is allowed under the Firefighter Rules. A candidate with special circumstances might have 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: The department/agency with whom the candidate is affiliated must notify the Proctor prior to the scheduled date of the written examination. The Proctor will evaluate each individual circumstance and make arrangements to test the candidate at another time, possibly even on another date.
- 4.4.3: If it is necessary, due to the special circumstance, for the Proctor to read aloud the written examination to the candidate, the Proctor should have an unbiased

party present as a witness. This party must be previously certified at the level of the examination, or not be a participant in certification. **It is required that a recording device be used and the tape must be sent in 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 written the chosen answer.** If the candidate has a hearing impairment they are permitted to have assistance in translating the examination and in marking their answers on the **Certification Test Answer Sheet**.

4.4.5: **A candidate, or candidates, scheduled to test at a particular date and time but unable to attend the scheduled test, may reschedule the examination if arrangements are made between the Proctor and the Division. Circumstances which might allow this rescheduled 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 Division to ask for direction regarding the circumstances involved.

SECTION 4.5: CHEATING DURING EXAMINATIONS

4.5.1: In the event that a candidate is observed or suspected of cheating and if, based on the preliminary investigation, the circumstances are judged to be sufficient, the individual(s) involved will not be allowed to continue the examination and will be removed from the testing location. The appropriate department head or department training officer will be notified, as well as the Certification Director.

4.5.2: The proctor will prepare and forward a record of circumstances to the Certification Director. A review of circumstances will be conducted and appropriate actions will be determined by the Advisory Board, after consultation with the Certification Director.

4.5.3: 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 the information requested on the Application and Request for Examination form will be used for processing applications and maintaining records of participation in certification and training programs administered by the Colorado Division of Fire Safety. Information such as age and sex are used for statistical purposes only, and will not be considered in evaluating applications for training and certification.
- 4.6.2: The Social Security number (SSN) is used as an identifier to match the person completing 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 Social Security number is necessary because of the large number of individuals who have identical names and birth dates, and whose identities can only be distinguished by the Social Security number.
- 4.6.3: The home address and telephone number are solicited as a means to better serve you. It allows the Colorado Division of Fire Safety to communicate directly with the candidate in the training and certification programs. Disclosure of this information will permit the Colorado Division of Fire Safety 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. 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 Colorado Division of Fire Safety from contacting you directly on training and certification matters.

SECTION 4.7: CERTIFICATION PRIOR TO IFSAC ACCREDITATION

- 4.7.1: Applicants that hold a current and valid State of Colorado certification with an expiration date shall not be affected by the IFSAC accreditation for that level. The State of Colorado certification is valid and in good standing through the expiration date.
- 4.7.2: Applicants that are State of Colorado certified at the approved accreditation levels, has three years after the approved accreditation date to complete a retest process. The applicant will be required to take a Colorado Division of Fire Safety “Bridge Examination” or “Retake Examination” for these levels as adopted by the

Colorado Fire Service Training and Certification Advisory Board and the Hazardous Materials Certification Advisory Board.

- 4.7.3 If the expiration date on the applicant's certificate expires before the three year timeframe; the applicant can renew the certification for the remaining time not to exceed the three year period.
- 4.7.4: The "Bridge and Retest Examinations" will be administered in the form of a written or a practical by certified proctors. 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 testing process, within the three-year timeframe, IFSAC accreditation will be granted. If the applicant chooses not to participate in the testing process, the State of Colorado certification will expire the day that has been deemed for the completion of the bridge exam. If the applicant desires State of Colorado certification after the applicant's certification has expired, the applicant must start the testing process from the beginning.
- 4.7.6 Applicant holding a valid State of Colorado certification in good standing and meet all of the next level's requirements may test to the next level of accredited certification.

SECTION 4.8: IFSAC AUDIT PROCEDURES

- 4.8.1: The Colorado Division of Fire Safety will notify IFSAC administration of date, time and location of upcoming certification examinations upon request. This notification allows IFSAC to audit the State of Colorado certification processes and procedures thereby providing quality control within the system. A representative designated by IFSAC Certificate Assembly Board of Governors will be permitted to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours to the test.
- 4.8.2: The Colorado Division of Fire Safety 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: Testing facilities, apparatus, equipment, supplies and support personnel are the responsibility of the local fire service organization and the candidate. The local fire service organization 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 Division of Fire Safety Facility and Equipment Verification Form and return it to the Division of Fire Safety with all completed written examinations and skills evaluations.

SECTION 4.10: SAFETY AND HEALTH REQUIREMENTS

- 4.10.1: The State certification standards and testing do not address health and safety requirements. The local fire service organization shall be aware of and comply with all requirements of the current NFPA standards 1582 (Medical Requirements for Firefighters) and 1500 (Fire Department Occupational Safety and Health Program).

SECTION 4.11: ENVIRONMENTAL REQUIREMENTS

- 4.11.1: The State certification standards and testing does not address environmental requirements. The local fire service organizations shall be aware of and comply with all requirements of the federal Environmental Protection Agency (EPA) and any state or local air quality requirements as they pertain to live fire training.

SECTION 4.12: CONFLICT OF INTEREST

- 4.12.1: The Colorado Division of Fire Safety shall engage in standard development for usage by the State of Colorado fire service only when a national standard does not exist.

SECTION 4.13: UNDUE INFLUENCE

- 4.13.1 It shall be the policy and practice of the Colorado Division of Fire Safety 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 4.14: NONCOMPLIANCE REQUIREMENT

- 4.14.1: The State of Colorado certification standards and testing does not address health and safety requirements. The local fire service organization shall be aware of and comply with all requirements where noncompliance with applicable statutes and/or other state, provincial, federal, or local regulations has occurred.

SECTION 4.15: CRITERIA FOR SELECTION OF WRITTEN PROCTORS

- 4.15.1: The written portion of all certification examinations is administered by State Certified Proctors. A training program has been established in order to maintain consistency, and integrity in evaluating accredited certification programs in accordance with NFPA standards and IFSAC guidelines.
- 4.15.3 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*, 1994 edition. The fee for Proctor certification is the same as that for initial certification. Proctor certification will be awarded for a three (3) year period.
- 4.15.4 Requirements to become a Written Proctor are:
- 4.15.4.1 Submit a completed Proctor Application Form and **Application and Request for Examination** form at the time of attendance at an approved proctor training program.
 - 4.15.4.2 Attend and successfully complete a Division approved Proctor training program for Written Proctor certification.

SECTION 4.16: CRITERIA FOR SELECTION OF PRACTICAL PROCTORS

- 4.16.1: The practical skills portion of all certification examinations is administered by State Certified 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 IFSAC guidelines.
- 4.16.3 Applicants for certification as a Practical Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on *Fire Service Professional Qualifications Accreditation and Certification Systems*, 1994 edition.

The fee for Proctor certification is the same as that for initial certification. Proctor certification will be awarded for a three (3) year period.

4.16.4 Requirements to become a Practical Proctor are:

- 4.16.4.1 Submit a completed Proctor Application Form and **Application and Request for Examination** form at the time of attendance at an approved proctor training program.
- 4.16.4.2 Submit a completed Proctor Affidavit Form at the time of attendance at an approved proctor training program.
- 4.16.4.3 Attend and successfully complete a Division approved Proctor training program for Practical Proctor certification.

CHAPTER FIVE – CERTIFICATION MANAGEMENT POLICIES

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- Section 5.3: [Written Examination Consistency](#)
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- Section 5.5: [Practical Examination Consistency](#)
- Section 5.6: [Record-Keeping Management](#)
- Section 5.7: [Security, Handling, and Storage of Test Materials](#)
- Section 5.8: [Test Analysis](#)
- Section 5.9: [Distribution of Materials](#)
- Section 5.10: [Evaluation of Proctors](#)
- Section 5.11: [Procedure for Grading Practical Skills](#)

SECTION 5.1: PURPOSE

- 5.1.1: The purpose of this policy is to establish certification management policies certification program governed by the Colorado Fire Service Training and Certification Advisory Board. The policy is intended to ensure that the integrity and quality of the certification program is maintained.

SECTION 5.2: TEST BANK MANAGEMENT

- 5.2.1: Test banks may be purchased from a test bank company or developed by the accredited entity, that meets IFSAC and ProBoard criteria and performance standards. 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 State certified members of the Colorado Fire Training Officer's Association and the State of Colorado Fire Service, and or members of a first responder agency.

SECTION 5.3: WRITTEN EXAMINATION CONSISTENCY

- 5.3.1: All test items shall be referenced to the NFPA standard 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 are brought together to validate each question. A proctor who has successfully completed a training program administers these test.

5.3.2: A 70% passing score for Firefighter I and First Responder was established. An 80% passing score for all other levels was established by a fire service validation committee and concurred with the nine-member Colorado Division of Fire Safety Firefighter Certification Advisory Board.

5.3.3: Test questions are picked at random from the test bank whenever a new test is generated. Test banks are large enough to generate several different versions of the same test instrument. All test are analyzed for validity and reliability after each exam. To ensure that written test instruments have a sufficient number of test items to cause them to be statistically reliable, we maintain at least twice the number of questions used per test generated.

SECTION 5.4: NOTIFICATION OF EXAMINATION SCORES

5.4.1: By signing the requesting application for examination and/or the examination answer sheet, the applicant authorizes the Colorado Division of Fire Safety to release test results to the applicant's department head or designee. If the candidate is not affiliated with a fire service organization results will be sent to the candidate.

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 the Colorado Division of Fire Safety. If the candidate is not affiliated with a fire service organization results will be sent to the candidate.

SECTION 5.5: PRACTICAL EXAMINATION CONSISTENCY

5.5.1 Manipulate skills objectives are required to be examined through a process of practical skills testing and graded on a pass/fail basis.

5.5.2 All practical examinations shall be referenced to the NFPA standard. Each skill is validated for content, accuracy and currency, and reside in a booklet of skill sheets which is made available to each examination candidate.

- 5.5.3 Practical examination components are scored on a pass/fail basis using the job steps 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.

SECTION 5.6: RECORD-KEEPING MANAGEMENT

- 5.6.1: The Colorado Division of Fire Safety shall maintain an electronic database and hard copies of individual student certification records. The database will identify candidates who have been tested, their 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.
- 5.6.2: In accordance with IFSAC accreditation, the Colorado Division of Fire Safety shall maintain a database to identify those candidates who have been tested, the social security number, certification number and IFSAC seal number. These records shall be sent to the IFSAC Management Officer on routine basis.

SECTION 5.7: SECURITY, HANDLING, AND STORAGE OF TEST MATERIALS

5.7.1: Introduction

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

Controlled materials include:

Written certification booklets
Completed answer sheets
Randomly selected JPR sheets

5.7.2: Access

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

5.7.2.1.1 Certification Director, Colorado Division of Fire Safety.

- 5.7.2.1.2. Certification Program Manager
- 5.7.2.1.3 Certification Program Administrative Assistant(s).
- 5.7.2.1.4 Certified State of Colorado Written and Practical Proctors
- 5.7.2.1.5 Tested fire service personnel – will have access to test materials only during test administration.

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

5.7.2.3 During test bank validation, the Certification Director or Certification Manager is with the test bank at all times.

5.7.3: Storage

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

5.7.4: Transfer

5.7.4.1 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 numbers. Booklet serial numbers are recorded in a test log.

5.7.5: Shipment

5.7.5.1 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.

5.7.5.2 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.

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

5.7.5.4 An individual other than the addressee may open a package of controlled test materials only if authorized before hand by the Certification Director.

5.7.6: Receipt

- 5.7.6.1 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 the Colorado Division of Fire Safety as soon as possible. Documents must be returned to the Division and be inventoried to ensure that no examinations are missing. The written examinations must be rescheduled by the participating organization.
- 5.7.6.2 Once the Proctor receives the testing materials he/she should verify that the materials are correct and secure them until the time of testing.
- 5.7.6.3 Review all information contained in the Proctor/Candidate Instructions document sent to the proctor with the testing materials.
- 5.7.6.4 Comply with all provisions of the Proctor Affidavit. Sign the Proctor Affidavit included in each set of testing materials and return the signed Affidavit to the Division with the testing materials.
- 5.7.6.5 The testing materials should be re-sealed with tape and marked "CONFIDENTIAL" to the Colorado Division of Fire Safety, Certification Director, Accreditation and Certification, 9195 East Mineral Avenue, Suite 234, Centennial, CO 80112.

5.7.7: Destruction

- 5.7.7.1 Controlled test materials are to be destroyed by order of the Certification Director. Items are to be destroyed by shredding or other methods that prevent the recognition or reconstruction of the materials.
- 5.7.7.1 Destruction of test materials is recorded by serial number and date in the test control log.

5.7.8: Inventories

- 5.7.8.1 Inventories are conducted whenever a new certification program administrative assistant is appointed. They are also conducted when the certification director directs it or at minimum on a biannual basis.
- 5.7.8.2 All materials receipts are inventoried after each usage to insure all test booklets have been returned and are in testing condition.
- 5.7.8.3 If an investigation determines that a test version has been compromised, the test booklets for that version will be destroyed.

SECTION 5.8: TEST ANALYSIS

- 5.8.1: Answer sheets from examinations are sent to the Colorado Division of Fire Safety and will be graded by a staff member. Once graded the information is automatically up-dated into the certification program. The certification manager can access the certification program 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 by question. A manual test analysis shall be performed on each examination monthly.
- 5.8.2: The certification director shall analyze the information to identify high miss questions (questions that 50% or more of those examined miss that question) and review the questions(s) identified, distribution of test scores and average test scores. Test items are reviewed semi-annually of reliability.
- 5.8.3: Problem questions will be brought to the attention of Performance Testing System, Inc. to resolve problems.
- 5.8.4: Problem JPRs will be brought to the attention of committee members to resolve concerns with JPRs.
- 5.8.5: Data derived from this analysis will be used to improve or eliminate questions in the test bank.

SECTION 5.9: DISTRIBUTION OF MATERIALS

- 5.9.1: Materials published by the Colorado Division of Fire Safety shall be available to individuals by contacting the Division. Requested materials will be mailed, faxed, emailed, or can be retrieved from the web site.

SECTION 5.10: EVALUATION OF PROCTORS

- 5.10.1: Proctors shall be evaluated periodically in accordance with the conditions of accreditation. The lead proctor shall be responsible to review each proctor at least once during the testing process. The certification director responsible for the accredited program shall maintain evaluations.
- 5.10.2: Any proctor who fails to abide by the established proctor process shall be dismissed from the program. Any certification issued by the Colorado Division of

Fire Safety, including Proctor certification, may be denied, suspended, summarily suspended, revoked, or limited, for good cause in Refer to Section 7, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification, in the Firefighter Rules for additional information.

SECTION 5.11: PROCEDURE FOR GRADING PRACTICAL SKILLS

- 5.11.1 The Colorado Division of Fire Safety has adopted the National Fire Protection Association 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.
- 5.11.2 The practical skills evaluation is graded on a 100% pass/fail basis. No prior notification is made to the candidate of the skills being tested.
- 5.11.3 Each skill to be evaluated has a task sheet. The evaluator 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 – CERTIFICATION COMMITTEES

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Section 6.1: [Purpose](#)

Section 6.2: [Organization](#)

Section 6.3: [Administration](#)

SECTION 6.1: PURPOSE

- 6.1.1: The Board shall establish Certification Committees, hereafter known as the Certification Committees. The purpose of the Certification Committees is to review the evaluation process for each individual certification program, and provide recommendations to the Board on the process.
- 6.1.2: It shall be the responsibility of the Certification Committees to:
- review all evaluation processes and make recommendations to the Board regarding validity of the process.
 - ensure policies and standards of the *International Fire Service Accreditation Congress* regarding certification are maintained.
 - ensure policies and standards of the *National Board on Fire Service Professional Qualifications* regarding certification are maintained.

SECTION 6.2: ORGANIZATION

- 6.2.1: The Certification Committees shall be comprised of a minimum of one Board member or such designee and such other members as the Certification Board deems desirable. The Certification Committee's recommendations may come from the Colorado Fire Training Officer's Association.
- 6.2.2: The membership of the Certification Committees shall appoint a chairperson who is responsible for scheduling and conducting meetings, and facilitating all communication to the Board.
- 6.2.3: The committees shall review all evaluation processes at least annually, or whenever the Board makes a change in the material.

SECTION 6.3: ADMINISTRATION

- 6.301: The Certification Committees 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 the Board and other Committee members at least thirty (30) days prior to the meeting.
- 6.3.2: The Board shall provide to the Committees any changes in evaluation processes, new processes which have been adopted by the Board, and other related meeting minutes, reports, etc. Any information requested by the Committee shall be provided by the Board within thirty (30) days of the request.
- 6.3.3: The Committee 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
 - all written and performance evaluation processes address all applicable terms set forth in the adopted professional qualifications standard
- 6.3.4: The Committee shall provide to the Board a comprehensive report within thirty (30) days of the meeting. The report will contain recommendations for any changes to an evaluation process. When requested by the Board, the Committee shall provide recommendations on any new or amended process within sixty (60) days of the specific request.
- 6.3.5: The Board may act upon the recommendations and shall provide a report to the Committee on the changes within ninety (90) days of receiving the Committee's report. If the Board elects not to meet a specific recommendation, written justification shall also be provided. Any action by the Board shall require a majority vote.

CHAPTER SEVEN – CERTIFICATION PROCEDURES

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- Section 7.8: [Re-entry Process](#)
- Section 7.9: [Reciprocity](#)

SECTION 7.1: PURPOSE

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

SECTION 7.2: WRITTEN EXAMINATION REQUEST

- 7.2.1: Written examination requests must be submitted to the Division of Fire Safety a minimum of thirty-days (30) prior to the written examination date. This request must be submitted on the “*Colorado Division of Fire Safety – Application and Request for Examination form.*” (The Gray Scantron Form)
 - 7.2.1.1 Fire Officer I requires completed skill packet with application.
 - 7.2.1.2 Fire Officer II requires completed skill packet with application.
 - 7.2.1.3 Fire Instructor I requires documentation of required experience, approved training course and letter of recommendation with application.
 - 7.2.1.4 Fire Instructor II requires completed skill packet with application.
- 7.2.2 All written examination requests requiring a skill packet with the application will receive the written examination within 30 days after packet has been approved by committee.

- 7.2.3 Written examinations and instructions are mailed from the Division using the United States Postal Services (USPS). They are sent Certified Return Receipt. Written examinations can be picked up at the Division by the certified proctor.

SECTION 7.3: PRACTICAL EXAMINATION REQUEST

- 7.3.1: Practical examination requests must be submitted to the Division of Fire Safety a minimum of thirty-days (30) prior to the examination date.
- 7.3.1.1 Request can be submitted by fax.
 - 7.3.1.2 Request can be submitted online by going to the Division of Fire Safety's website using the *Practical Request Form*.
 - 7.3.1.3 Request can be submitted by mailing the *Practical Request Form* to the Division.
- 7.3.2 Practical examinations and instructions are mailed using the USPS or can be emailed to the certified proctor's personal or individual personal department email address, or can be picked up at the Division by the certified proctor.
- 7.3.3 All live burn practical requests must be submitted to the Division of Fire Safety.
- 7.3.3.1 Request can be submitted by fax.
 - 7.3.3.2 Request can be submitted by email by going to the Division of Fire Safety's website using the *Practical Request Form*.
 - 7.3.3.3 Request can be submitted by mailing the *Practical Request Form* to the Division.
- 7.3.4 Live Burn Practical examination request are mailed using the USPS or can be emailed to the certified proctor's personal or individual personal department email address, or can be picked up at the Division by the certified proctor.

SECTION 7.4: RE-TEST WRITTEN EXAMINATION REQUEST

- 7.4.1: Candidates must receive a score of 70% or better for Firefighter I and First Responder on written examinations. Candidates must receive a score of 80% or better for all other levels on written examinations. An examination result sheet is provided to the candidate or department head within 30-days from receipt of the completed examinations by the Colorado Division of Fire Safety.
- 7.4.2 Candidates who receive less than a passing score on their written examinations will be allowed to retake the entire examination. A minimum 30-day waiting period is required between examination attempts.

- 7.4.3 Candidates testing for the any fire levels of certifications, after the third unsuccessful examination, must wait for 90-days, then start the process over. It is recommended that the applicant attend another training course for the level of certification they are trying to obtain during the 90-day period.
- 7.4.4 Candidates testing for any hazardous material levels of certifications, after the third unsuccessful examination, must satisfactorily complete an approved training program at the level they are testing for and provide the Division a copy of the certificate of completion prior to re-taking the examination. Candidates will be allowed to retest a minimum of 90-days after the last examination has been graded.

SECTION 7.5: RE-TEST PRACTICAL EXAMINATION REQUEST

- 7.5.1: Candidates who receive less than a passing score on the retest of any practical evaluation will be required to retake the entire examination. A minimum 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 candidate attend another training course for the level of certification they are trying 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 dates of January 1 and July 1, depending on 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 The minimum number of continuing education hours have been met for those levels of certification NOT requiring JPRs or successful completion of the JPR skills packet for the level of certification being renewed.
 - 7.6.1.3 Demonstrated proficiency in all of the skill evaluations identified for the level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.

- 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 contain copies of the supervisor/proctor's checklist and evaluation for each candidate.
 - 7.6.1.6 All certified candidates will meet the current NFPA standards as adopted by the Colorado Division of Fire Safety Advisory Boards.
- 7.6.2 Renewal documentation can be submitted to the Division no earlier than 90 days prior to the expiration date and no later than 90 days after the expiration date.
- 7.6.2.1 If a certification expires January 1, paperwork for renewal can be submitted between Oct 1 – March 31.
 - 7.6.2.2. If a certification expires July 1, paperwork for renewal can be submitted between April 1 – September 30.
- 7.6.3 All renewals are sent to the Division on the Colorado Division of Fire Safety *Application and Request for Examination* form (the Gray Scantron).
- 7.7.2 Must be signed by the department head or designee. If the renewal application comes to the Division without the department head or designee signature it will be rejected and sent back to the department.
- 7.6.3.2 By signing the completed application for renewal, the Colorado Division of Fire Safety *Application and Request for Examination* form (the Gray Scantron), the department head or designee is attesting that the individual meets all of the renewal requirements.

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 not greater than 12 months.
- 7.7.1.1 Any person permitting their certification to expire for a period greater than three (3) months may become certified by complying with the following:
 - 7.7.1.2 The certification has not been expired more than twelve (12) months.
 - 7.7.1.3 Extenuating circumstances prevented the applicant from applying for renewal during the renewal period.
 - 7.7.1.4 The individual has completed the minimum number of documented continuing education training appropriate for the level of certification or the JPR skill packet for the level of certification. The applicant must have maintained all training requirements during the time of certification up to the time application is made for reinstatement.

7.7.2 Persons meeting the criteria specified for reinstatement, may obtain certification by fulfilling the following requirements:

7.7.2.1 Submit completed Colorado Division of Fire Safety *Application and Request for Examination* form (The Gray Scantron) signed by the department head or designee.

7.7.2.2 Submit letter from 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 for the time during the certification period that complies with the standard for the level being requested for reinstatement or the JPR skill packet for the level being requested for reinstatement.

7.7.2.4 Submit the completed Colorado Division of Fire Safety *Reinstatement Crosswalk Record* form.

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.

7.7.2 Any person with an expired certificate greater than twelve (12) months from the date of the expiration must follow the Re-entry process.

7.7.4 Any person successfully completing the Reinstatement process will be awarded certification for a three (3) year period.

SECTION 7.8: RE-ENTRY PROCESS

7.8.1: Re-entry process for persons that have permitted their certification to expire for a period greater than twelve (12) months. Any person permitting their certification to expire for a period greater than twelve (12) months may become certified by complying with the following:

7.8.2 Persons meeting the criteria specified for re-entry, may obtain certification by fulfilling the following requirements:

7.8.3.1 Submit completed Colorado Division of Fire Safety *Application and Request for Examination* form (The Gray Scantron) signed by the department head or designee.

7.8.3.2 Submit letter stating what process is attempting to be accomplished.

- 7.8.3.3 Apply for and pass required written examination for level being requested. Must be administered by a Colorado State certified proctor.
- 7.8.3.4 Apply for and pass required practical examination for level being requested. Must be administered by a Colorado State certified proctor.
- 7.8.4 Any person successfully completing the Re-entry process will be awarded certification for a three (3) year period.
- 7.8.5 Individuals seeking Re-entry into the Certification program can only re-enter once, i.e. if an individual leaves the program at the Fire Officer I level and chooses to re-enter the system 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: The Division may grant reciprocity to applicants possessing a substantially equivalent or higher level certificate from another state, United States territory, or Canadian Province provided that:
 - 7.9.1.1 The Division determines that training received by the applicant is at least equivalent to the training requirements for Colorado certification.
 - 7.9.1.2 The applicant's non-Colorado Certification is current and valid at the time of application.
 - 7.9.1.3 The Division receives written verification from the non-Colorado certifying authority that the applicant's non-Colorado certification is current, valid and in good standing.
 - 7.9.1.4 The applicant meets all requirement set forth by the State of Colorado certification policies and procedures.
 - 7.9.1.5 The applicant must pass both the written and psychomotor examinations, when required for the certification level they are requesting.
- 7.9.2 Applicants possessing a valid International Fire Service Accreditation Congress (IFSAC) seal on their certification from another state, territory or country shall be granted reciprocity by the Division after for fulfilling the following requirements:
 - 7.9.2.1 The applicant's IFSAC seal was received through a testing process and not a grandfathering process.

- 7.9.2.2 Provides the Division with written verification from the non-Colorado certifying authority that the applicant's non-Colorado certification is current, valid and in good standing.

SECTION 7.10: PORTFOLIO PROCESS

7.10.1 Members of our Portfolio Committee are chosen/appointed by the Colorado Fire Training Officer's Association.

- 7.10.1.1 Each member must be minimally certified at the level they are evaluating.
- 7.10.1.2 A member is not permitted to evaluate any member from their own fire service organization.
- 7.10.1.3 a new member of the committee is trained and monitored by existing members of the committee.
- 7.10.1.4 The Chief or designee for the candidate's fire service organization assumes the role of advocate by reviewing and approving all portfolio submissions.

7.10.2 Members of our Portfolio Committee are chosen/appointed by the Colorado Fire Training Officer's Association.

- 7.10.2.1 Candidate instructions are available for download from our website within the JPR packet for each level or can be requested from the Division of Fire Safety.
- 7.10.2.2 Candidates must meet 100% of the JPR skills packet.
- 7.10.2.3 The committee shall meet to review the skills packet within thirty (30) days after submission by the candidate. The committee shall use the checklist to guide the review of each job performance requirement. A candidate must demonstrate competency in all of the criteria to pass each job performance requirement.
- 7.10.2.4 If a candidate is denied approval of their skills packet, the committee sends a detailed letter explaining why the packet was not approved. The candidate is afforded many opportunities to correct any deficiencies within their skills packet.
- 7.10.2.5 Any committee member who suspects a submitted skills 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 candidate caught 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 appointment an independent review committee to review the suspected portfolio.

The 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 certification was inappropriately issued. If sufficient evidence is found to prove that the certification was awarded based on fraudulent or deceptive information, the Certification Manager may revoke the certification pursuant to the Section 7, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification, in the Firefighter Rules.

CHAPTER EIGHT - AUDITING

INDEX

Section 8.1: [Purpose](#)

Section 8.2: [Administration](#)

Section 8.3: [Audit Process](#)

SECTION 8.1: PURPOSE

- 8.1.1: The purpose of this policy is to establish the procedures for conducting audits of the overall certification program governed by the Colorado Fire Service Training and Certification Advisory Board. The policy is intended to ensure that the integrity and quality of the certification program is maintained.
- 8.1.2: The Board is authorized to conduct any audit process necessary to achieve the purpose outlined in Section 8.1.1.
- 8.1.3: The results of all audits shall be reported in writing to the following:
- Board Chair,
 - the *International Fire Service Accreditation Congress* as/if required,
 - Copy to be kept on file at the Division of Fire Safety.

SECTION 8.2: ADMINISTRATION

- 8.2.1: The audit process shall be managed by a Board member, or their designee, appointed by the Chair, and assisted by another Board member, or their designee, also appointed by the Chair. The Certification Director and/or Certification Administrator shall not be involved with the audit process.
- 8.2.2: Auditing of evaluation processes will include direct observation of performance and written evaluations. The Evaluation Process Audit Form shall be used to guide the audit.
- 8.2.3: Auditing of evaluation processes shall include ensuring 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 Board policies and procedures are followed.

- 8.2.4: All certification records shall be audited at least annually 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 Division of Fire Safety,
 - all certification records contain the appropriate information as specified in Section 8.3.5,
 - all test banks are secured with access allowed to only the appropriate staff at the Division of Fire Safety,
 - all other policies pertaining to record keeping and security of records are followed,
 - Lead Proctor Summary Forms are complete and on file,
 - suggested improvement(s) documentation be brought before the Board for any proposed updates at the next meeting,
 - updates and changes provided to Certified Proctors,
- 8.2.5: Following any audit, a written report shall be submitted to the Board Chair. 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 Board policy,
 - recommendations.
- 8.2.6: Audits performed of evaluation processes shall be conducted randomly, but shall ensure that each new certification program is audited at the end of the first year.
- 8.2.7: Certified Proctors shall be audited randomly by an on-site Board member or designee. These reports to be supplied to the Board when completed.
- 8.2.8: The Certification Director and/or Certification Manager shall facilitate any training necessary for the Board members to be able to conduct audits. This training shall be provided prior to conducting any audit.

SECTION 8.3: AUDIT PROCESS

- 8.3.1: The Board Chair and the designated Board members shall schedule Audits.
- 8.3.2: Audits shall be conducted with prior notification being made to the Division 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 to conduct the audit.
- 8.3.4: The auditor(s) shall remain at the site as long as needed to determine that all Board policies are being followed.
- 8.3.5: The auditor(s) shall discuss all findings and recommendations with the Training Officer and/or Certified Proctor(s) at the conclusion of the audit.
- 8.3.6: The auditor(s) shall immediately report to the Board Chair any violations. The Certified Proctor(s) shall not be allowed to participate in any evaluation processes until the report has been acted on by the Board.
- 8.3.7: The audit report shall be submitted to the Colorado Fire Service Training and Certification Advisory Board within thirty (30) business days following the audit. Copies of the report shall be provided to the appropriate Training Officer and/or Certified Proctor(s) within thirty (30) business days following the audit.

CHAPTER NINE – CERTIFICATION REQUIREMENTS AND REFERENCES

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- Section 9.1: [Purpose](#)
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- Section 9.3: [Fire Fighter I](#)
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- Section 9.5: [Fire Officer I](#)
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- Section 9.12: [Hazardous Materials Awareness](#)
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- Section 9.14: [Hazardous Materials Technician](#)
- Section 9.15: [Fire and Life Safety Educator I](#)
- Section 9.16: [Airport Fire Fighter](#)

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 Colorado Division of Fire Safety.

SECTION 9.2: GENERAL REQUIREMENTS AND INFORMATION

- 9.2.1 Applicants must complete all processes for each level within one (1) year to obtain certification for that level.
- 9.2.2 An application (Gray Scantron Form) for testing and any required supporting documentation must be submitted to the Colorado Division of Fire Safety 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 certifications offered by the Colorado Division of Fire Safety will be **awarded for a three (3) year period.**

SECTION 9.3: FIRE FIGHTER I

9.3.1: Fire Fighter I Requirements

- 9.3.1.1 Meet requirements in NFPA 1001, 2002 Edition
- 9.3.1.2 Must be minimal Colorado certified at Hazardous Materials Awareness
- 9.3.1.3 Pass Written Examination – [Sample Questions](#)
 - 70% of 100 question examination
- 9.3.1.4 Pass Practical Examination
 - Randomly selected Job Performance Requirements (JPRs); obtained from the Division
- 9.3.1.5 Pass Live Burn Evaluation for FFI
 - Randomly selected; obtained from the Division

9.3.2 Fire Fighter I Reference

- 9.3.2.1 IFSTA Essentials for Fire Fighting, 4th Edition
- 9.3.2.2 NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2002 Edition

9.3.3 Fire Fighter I Renewal

- 9.3.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for this level of certification.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
 - Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
 - The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

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 gone through the Bridge Process prior to July 1, 2004 in order to maintain their certification. If an individual failed to bridge by the above date and he/she wishes to regain his/her certification, he/she must follow the requirements for initial certification.

SECTION 9.4: FIRE FIGHTER II

9.4.1: Fire Fighter II Requirements

- 9.4.1.1 Meet requirements in NFPA 1001, 2002 Edition
- 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 minimal Colorado certified at Hazardous Materials Operations
- 9.4.1.5 Must be affiliated with a Colorado fire service unit
- 9.4.1.6 Pass Written Examination
 - 80 % of 100 question examination
- 9.4.1.7 Pass Practical Examination
 - Randomly selected JPRs; obtained from the Division

9.4.2 Fire Fighter II Reference

- 9.4.2.1 IFSTA Essentials for Fire Fighting, 4th Edition
- 9.4.2.2 NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2002 Edition

9.4.3 Fire Fighter II Renewal

- 9.4.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for their level of certification.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.

- Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.4.4 Fire Fighter II Bridge Process

9.4.4.1 Any individual testing for this level of certification prior to September 15, 1995 must have completed the bridge process prior to July 1, 2004. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

SECTION 9.5: FIRE OFFICER I

9.5.1: Fire Officer I Requirements

- 9.5.1.1 Meet requirements in NFPA 1021, 2003 Edition
- 9.5.1.2 Must be Colorado certified at Fire Fighter II
- 9.5.1.3 Must be certified at Colorado EMS First Responder or higher level
- 9.5.1.4 Must be Colorado certified at Hazardous Materials Operations
- 9.5.1.5 Must be Colorado certified at Fire Instructor I
- 9.5.1.6 Completed Skill Packet for Fire Officer I (This is considered the practical exam for this level will be review and approved by committee)
 - Sent to the Division 30 days prior to requesting exam
- 9.5.1.7 Pass Written examination
 - 80% of 100 question examination

9.5.2: Fire Officer I Reference

- 9.5.2.1 IFSTA Fire Department Company Officer 3rd Edition
- 9.5.2.2 NFPA 1021, Standard for Fire Officer Professional Qualifications, 2003 Edition

9.5.3 Fire Officer I Renewal

9.5.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:

- The certified person successfully completed each Job Performance Requirement for their level of certification.
- The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
- Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.5.4 Fire Officer I Bridge Process

9.5.4.1 Any individual testing for this level of certification prior to September 15, 1995 must have completed the bridge process prior to July 1, 2004. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

SECTION 9.6: FIRE OFFICER II

9.6.1: Fire Officer II Requirements

- 9.6.1.1 Meet requirements in NFPA 1021, 2003 Edition
- 9.6.1.2 Must be Colorado certified at Fire Officer I
- 9.6.1.3 Must be Colorado certified at Fire Instructor I
- 9.6.1.4 Must be Colorado certified at Hazardous Materials Operations
- 9.6.1.5 Completed Skill Packet for Fire Officer II (This is considered the practical exam for this level will be reviewed and approved by committee)
 - Sent to the Division 30 days prior to requesting exam
- 9.6.1.7 Pass Written examination
 - 80% of 100 question examination

9.6.2 Fire Officer II Reference

- 9.6.2.1 IFSTA Fire Department Company Officer 3rd Edition
- 9.6.2.2 IFSTA Fire Inspection and Code Enforcement, 6th Edition
- 9.6.2.3 IFSTA Fire Department Occupational Safety, 2nd Edition
- 9.6.2.4 IFSTA Private Fire Protection and Detection, 2nd Edition

- 9.6.2.5 NFPA 1021, Standard for Fire Officer Professional Qualifications, 2003 Edition
- 9.6.2.6 NFPA 921, Guide for Fire and Explosion Investigations, 1998 Edition

9.6.3 Fire Officer II Renewal

- 9.6.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for their level of certification.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
 - Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
 - The certified person 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 testing for this level of certification prior to May 1, 2002 must have 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 9.7: FIRE AND EMERGENCY SERVICE INSTRUCTOR I

9.7.1: Fire and Emergency Service Instructor I Requirements

- 9.7.1.1 Meet requirements in NFPA 1041, 2002 Edition
- 9.7.1.2 Submit documentation of three (3) years of experience
- 9.7.1.3 Documentation of successful completion of an approved training course within the past three (3) years
- 9.7.1.4 Pass written examination
 - 80% of 100 question examination

- 9.7.1.5 Pass practical examination
 - Randomly selected JPRs; obtained from the Division

9.7.2 Fire and Emergency Service Instructor I Reference

- 9.7.2.1 IFSTA Fire Service Instructor, 6th Edition
- 9.7.2.2 NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2002 Edition

9.7.3 Fire and Emergency Service Instructor I Renewal

9.7.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:

- The certified person successfully completed each Job Performance Requirement for their level of certification.
- The certified person has completed at least twelve (12) hours of continuing education in instructional techniques during the three year certification period. (Proof of continuing education must be submitted with the Application for Renewal to the Division of Fire Safety.)
- The certified person has completed at least twelve (12) hours of instruction per year during the certification period.
- The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
- Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.7.4 Fire and Emergency Service Instructor I Bridge Process

9.7.4.1 Any individual testing for this level of certification prior to May 1, 2002 must have 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 9.8: FIRE SERVICE INSTRUCTOR II

9.8.1: Requirements

- 9.8.1.1 Meet requirements in NFPA 1041, 2002 Edition
- 9.8.1.2 Must be Colorado certified at Fire Instructor I
- 9.8.1.3 Submit documentation of three (3) years of experience
- 9.8.1.3 Completed Skill Packet for Fire Service Instructor II (This is considered the practical exam for this level will be reviewed and approved by committee)
- 9.8.1.3 Documentation of successful completion of an approved training course within the past three (3) years
- 9.8.1.3 Pass written examination
 - 80% of 100 question examination

9.8.2 Reference

- 9.8.2.1 IFSTA Fire Service Instructor, 6th Edition
- 9.8.2.2 NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2002 Edition

9.8.3 Renewal

- 9.8.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for their level of certification.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
 - Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
 - The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

SECTION 9.9: DRIVER OPERATOR

9.9.1: Driver Operator Requirements

- 9.9.1.1 Meet requirements in NFPA 1002, 2003 Edition
- 9.9.1.2 Must be minimum Colorado certified at Fire Fighter I
- 9.9.1.3 Pass written examination
 - 80% of 50 question examination
- 9.9.1.4 Pass practical examination
 - Randomly selected JPRs; obtained from the Division

9.9.2 Driver Operator Reference

- 9.9.2.1 IFSTA Pumping Apparatus Driver/Operator Handbook, 1st Edition
- 9.9.2.2 State of Colorado: Colorado Driver Handbook (DRP 2337) [07/04]
- 9.9.2.3 NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications, 2003 Edition
- 9.9.2.4 NFPA 1500, Fire Department Occupational Safety and Health Program

9.9.3 Driver Operator Renewal

- 9.9.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for their level of certification.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
 - Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
 - The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.9.4 Driver Operator Bridge Process

- 9.9.4.1 Any individual testing for this level of certification prior to May 1, 2002 must have 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 9.10: DRIVER OPERATOR PUMPER

9.10.1: Driver Operator Pumper Requirements

- 9.10.1.1 Meet requirements in NFPA 1002, 2003 Edition
- 9.10.1.2 Must be minimum Colorado certified at Fire Fighter I
- 9.10.1.3 Must be Colorado certified at Driver Operator
- 9.10.1.4 Pass written examination
 - 80% of 100 question examination
- 9.10.1.5 Pass practical examination
 - Randomly selected JPRs; obtained from the Division

9.10.2 Driver Operator Pumper Reference

- 9.10.2.1 IFSTA Pumping Apparatus Driver/Operator Handbook, 1st Edition
- 9.10.2.2 State of Colorado: Colorado Driver Handbook (DRP 2337) [07/04]
- 9.10.2.3 NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications, 2003 Edition
- 9.10.2.4 NFPA 1500, Fire Department Occupational Safety and Health Program

9.10.3 Driver Operator Pumper Renewal

- 9.10.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for their level of certification.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
 - Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.

- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.9.4 Driver Operator Pumper Bridge Process

- 9.9.4.1 Any individual testing for this level of certification prior to May 1, 2002 must have 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 9.11: DRIVER OPERATOR AERIAL

9.11.1: Driver Operator Aerial Requirements

- 9.11.1.1 Meet requirements in NFPA 1002, 2003 Edition
 9.11.1.2 Must be minimum Colorado certified at Fire Fighter I
 9.11.1.3 Must be Colorado certified at Driver Operator Pumper
 9.11.1.4 Pass written examination
- 80% of 50 question examination
- 9.11.1.5 Pass practical examination
- Randomly selected JPRs; obtained from the Division

9.11.2 Driver Operator Aerial Reference

- 9.11.2.1 IFSTA Aerial Apparatus Driver Operator Handbook, 1st Edition
 9.11.2.2 State of Colorado: Colorado Driver Handbook (DRP 2337) [07/04]
 9.11.2.3 NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications, 2003 Edition
 9.11.2.4 NFPA 1500, Fire Department Occupational Safety and Health Program

9.11.3 Driver Operator Aerial Renewal

- 9.11.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
- The certified person successfully completed each Job Performance Requirement for their level of certification.

- The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
- Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

SECTION 9.12: HAZARDOUS MATERIALS AWARENESS

9.12.1: Hazardous Materials Awareness Requirements

- 9.12.1.1 Meet all competencies required by NFPA Standards, OSHA and EPA Regulations
- 9.12.1.2 Upon request must be able to provide documentation of training
- 9.12.1.3 Pass written examination
 - 80% of 25 question examination

9.12.2 Hazardous Materials Awareness Reference

- 9.12.1.1 IFSTA Hazardous Materials for First Responders, 3rd Edition
- 9.12.1.2 DOT Emergency Response Guidebook, 2004 Edition
- 9.12.1.3 NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2002 Edition

9.12.3 Hazardous Materials Awareness Renewal

- 9.12.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person participated in at least three (3) hours of training per year, or a total of nine (9) hours of training during the three year certification period.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.

- Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.12.4 Hazardous Materials Awareness Bridge Process

9.12.4.1 Any individual testing for this level of certification prior to January 1, 2001 must have completed the bridge process prior to July 1, 2004. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

SECTION 9.13: HAZARDOUS MATERIALS OPERATIONS

9.13.1: Requirements

- 9.13.1.1 Meet all competencies required by NFPA Standard, OSHA and EPA Regulations
- 9.13.1.2 Upon request must be able to provide documentation of training
- 9.13.1.3 Pass written examination
 - 80% of 50 question examination
- 9.13.1.4 Pass practical examination
 - Randomly selected JPRs; obtained from the Division

9.13.2 Hazardous Materials Operations Reference

- 9.13.2.1 IFSTA Hazardous Materials for First Responders, 3rd Edition
- 9.13.2.2 DOT Emergency Response Guidebook, 2004 Edition
- 9.13.2.3 NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2002 Edition

9.13.3 Hazardous Material Operations Renewal

- 9.13.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for their level of certification.

- The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
- Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.13.4 Hazardous Materials Operations Bridge Process

9.13.4.1 Any individual testing for this level of certification prior to January 1, 2001 must have completed the bridge process prior to July 1, 2004. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

SECTION 9.14: HAZARDOUS MATERIALS TECHNICIAN

9.14.1: Hazardous Materials Technician Requirements

- 9.14.1.1 Meet all competencies required by NFPA Standard, OSHA and EPA Regulations
- 9.14.1.2 Must provide copy of training certificate with Application for Examination.
- 9.14.1.3 Must be certified at Colorado Hazardous Materials Operations.
- 9.14.1.4 Pass written examination
 - 80% of 100 question examination
- 9.14.1.5 Pass practical examination
 - Randomly selected JPRs; obtained from the Division

9.14.2 Hazardous Materials Technician Reference

- 9.14.2.1 NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2002 Edition
- 9.14.2.2 Fire Protection Publications, Hazardous Materials: Managing the Incident, 2nd Edition, 5th Printing
- 9.14.2.3 DOT Emergency Response Guidebook, 2004 Edition
- 9.14.2.4 NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2002 Edition

9.14.3 Hazardous Materials Technician Renewal

9.14.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization or their designee submit an Application and Request for Examination stating:

- The certified person successfully completed each Job Performance Requirement for their level of certification.
- The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
- Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
- The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

9.9.4 Hazardous Materials Technician Bridge Process

9.9.4.1 Any individual testing for this level of certification prior to February 1, 2006 must go through the Bridge Process in order to maintain their certification. The bridge process is as follows:

- The certified person must have a valid and current State of Colorado certification at this level.
- The certified person must complete and pass a bridge practical examination prior to January 1, 2009.

SECTION 9.15: FIRE AND LIFE SAFETY EDUCATOR I

9.15.1: Fire and Life Safety Educator Requirements

9.15.1.1 Meet requirements in NFPA 1035, 2005 Edition

9.15.1.2 Attend and complete an approved Colorado Division of Fire Safety Fire and Life Safety Educator I course

9.15.1.3 Pass written examination

9.15.1.4 80% of 50 question examination

9.15.2 Fire and Life Safety Educator Reference

9.15.2.1 IFSTA Fire and Life Safety Educator, Edition

9.15.2.2 NFPA 1035, Standard for Fire Service Instructor Professional Qualifications, 2005 Edition

SECTION 9.16: AIRPORT FIRE FIGHTER

9.16.1: Airport Fire Fighter Requirements

- 9.16.1.1 Meet requirements in NFPA 1003, 2005 Edition
- 9.16.1.2 Must be minimal Colorado certified at Hazardous Materials Operations
- 9.16.1.3 Must be minimal Colorado certified at Fire Fighter II
- 9.16.1.4 Pass Written Examination
 - 80% of 100 question examination
- 9.16.1.5 Pass Practical Examination (Home Air Field)
 - Randomly selected Job Performance Requirements (JPRs); obtained from the Division
- 9.16.1.6 Pass Live Burn Evaluation for Airport Fire Fighter
 - Randomly selected; obtained from the Division

9.16.2 Airport Fire Fighter Reference

- 9.16.2.1 IFSTA Essentials for Aircraft Rescue and Fire Fighting, 4th Edition
- 9.16.2.2 NFPA 1003, Standard for Fire Fighter Professional Qualifications, 2005 Edition

9.16.3 Airport Fire Fighter Renewal

- 9.16.3.1 Each certified person reaching expiration who desires to renew their certification may do so by having their department head of the organization submit an Application and Request for Examination stating:
 - The certified person successfully completed each Job Performance Requirement for this level of certification.
 - The certified person has demonstrated proficiency in all of the skill evolutions identified for the current level of certification by having been observed, tested and evaluated by a supervisor or proctor in the accomplishment of these skills.
 - Local records are maintained which contain copies of the evaluator's checklist and evaluation for each certified person and are on file at the organization for inspection and review.
 - The certified person meets or exceeds the professional qualifications listed in the NFPA Standard appropriate for their level of certification.

SECTION 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 Service Instructor I Sample Questions](#)
- Section 10.6: [Fire 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: [Fire and Life Safety Educator I Sample Questions](#)
- Section 10.14: [Airport Fire Fighter Sample Questions](#)

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 SERVICE 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 INSTRUCTOR II SAMPLE QUESTIONS

1.
 - A.
 - B.
 - C.
 - D.

2.
 - A.
 - B.
 - C.
 - D.

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 the _____ 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.
- True**
False

SECTION 10.10: HAZARDOUS MATERIALS AWARENESS SAMPLE 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 weight 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 SAMPLE 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: FIRE AND LIFE SAFETY EDUCATOR 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 10.14: AIRPORT FIRE FIGHTER SAMPLE QUESTIONS

- 1.
- A.
 - B.**
 - C.
 - D.
- 2.
- A.
 - B.**
 - C.
 - D.