



**COMMONWEALTH PORTS AUTHORITY
FIRE SERVICES CERTIFICATION PROGRAM
(CPAFSCP)**

**PACIFIC REGION ARFF TRAINING CENTER
SAIPAN INTERNATIONAL AIRPORT
SAIPAN, COMMONWEALTH OF THE NORTHERN
MARIANA ISLANDS**

SECTION 1 GENERAL**1.1 ADMINISTRATION**

The CPAFESCP will be managed by Mr. James V. Diaz, Fire Chief, Commonwealth Ports Authority, Saipan International Airport, Airport Road, P.O. Box 501055, Saipan MP 96950.

The Commonwealth Ports Authority (CPA) has a written policy that is in accordance with the Equal Employment Opportunity of 1972. The policy states the purpose, scope, definitions, policy and procedures for grievance handling. The policy pertains to race, gender, cultural diversity, religion and age groups. The Commonwealth Ports Authority Affirmation Action Plan is in place and pertains to all department employees in hiring, promotion, and schooling opportunities. No race and sex data is gathered and maintained for promotions or training opportunities, leaves, rotation, transfers, or overtime. The certification procedures are not discriminatory in any way, shape or form. The procedures are in accordance with the Equal Opportunity Act of 1972. Eligibility requirements are established through the Commonwealth Ports Authority Firefighter Certification System and state that only those candidates who have successfully passed the written and performance evaluations are eligible for certification.

The CPA Policy was adopted on February 27, 1997 by the CPA Board of Directors. Copy of the policy can be obtained upon request.

- 1.2 The policies and procedures to certify in the Commonwealth Ports Authority Fire Service Voluntary Certification System are contained in the following guidelines. Questions, clarification, or interpretation of these guidelines should be addressed in writing to:

CPA Fire Service Certification Council
P.O. Box 501055
Saipan, MP 96950

SECTION 2 MISSION AND GOALS

- 2.1 To establish and promulgate the Fire Service in the CNMI as a professional career/volunteer service.
- 2.2 To improve the performance and coordination of all certification efforts through the development of minimum performance requirements.
- 2.3 To develop competent, safe, and effective Fire Service personnel by establishing minimum certification standards.
- 2.4 To establish and maintain valid procedures that measure specific levels of skills, abilities and knowledge consistent with standards approved and adopted by the CPA Fire Service Certification Council.
- 2.5 To establish and maintain guidelines that assist in the certification of all Candidates who satisfactorily fulfill certification requirements, as adopted by the Council.
- 2.6 To establish and implement a Voluntary Certification Program that will ensure complete impartiality, confidentiality and be designed in such a manner that will safeguard against misuse and abuse.
- 2.7 To establish uniform testing procedures for a consistent means of evaluation.

SECTION 3 AUTHORITY BY NPQS

- 3.1 The PRO-BOARD Committee on Accreditation approved accreditation for the Commonwealth Ports Authority, Saipan International Airport Aircraft Rescue & Fire Fighting to certify fire and emergency personnel in accordance with the criteria established by the National Board on Fire Service Professional Qualifications (Pro Board).
- 3.3 Fire and Rescue personnel previously certified by the International Fire Service Accreditation Committee (IFSAC) will be recognized for those certifications and will be allowed to participate fully in the CPAFESCP system.

SECTION 4 CERTIFICATION COUNCIL

- 4.1 The Governing Body for firefighter certification in the CNMI shall hereafter be referred to as the "CPA Fire Service Certification Council" (CPAFSCC) or Council.

- 4.2 The Fire Chief (Director of Certification), of the CPA Pacific Region ARFF Training Center (PRATC) shall appoint an Assistant Director of Certification and other support staff from the training center to handle the day to day operations of the certification system.
- 4.3 The Fire Chief, or Director shall appoint a five-(5) member Certification Council.
- 4.3.1 The Council shall be made up of users of the system representing both paid and volunteer departments or agencies, members with special expertise areas and members from various geographical locations in the CNMI.
- 4.3.2 Members of the Council shall serve a one (1) year term.
- 4.3.3 Members of the Council may be re-appointed.
- 4.3.4 Council members may resign from the Council by delivering a letter of resignation to the Director of Certification.
- 4.3.5 The Council shall elect, from its body a Chairperson and Vice-Chairperson to conduct Certification Council meetings and to represent the Council as needed.
- 4.3.5.1 The Chairperson and Vice Chairperson of the Certification Council shall serve two (2) year terms.
- 4.3.5.2 In the event the Chairperson resigns or cannot complete their term of office; the Vice-Chairperson shall assume the duties of the Chairperson for the remainder of the original term. The new Chairperson shall appoint an interim Vice Chairperson from the remaining council members.
- 4.3.6 The CPA Fire Service Certification Council will:
- a. Establish uniform minimum standards for firefighter certification.
 - b. Ensure quality and uniformity in the certification system.
 - c. Make all testing and certifying services available to all firefighters or participants without regard to race, sex, creed or ethnic origin.
 - d. Establish written and manipulative skill examination procedures to determine whether a firefighter or participant meets the minimum standards as set forth by the Council.
 - e. Certify Firefighters or Participants.
 - f. Review appeals.
 - g. Revoke, suspend, annul or deny certification.

SECTION 7 **DEFINITIONS**

- 7.1 The following definitions apply only to these regulations and **DO NOT** in any way apply to the rules, regulations, practices, or procedures of a local Fire Service Unit or other Participating Agencies.
- 7.2 ADMINISTRATOR--shall mean the person authorized by the head of an organization, public or private, to administer a program.
- 7.3 ADVISORY COMMITTEE--shall mean members of the CPA Pacific Region ARFF Training Center Advisory Committee.
- 7.4 ANNULMENT--an act, approved by the Council, to annul the certification of a certified participant.
- 7.5 APPLICANT—refers to a member of a Fire Service Unit or Participating Agency who has satisfied training requirements to be examined for certification.
- 7.6 ASSISTANT DIRECTOR OF CERTIFICATON--officer of the Council, appointed by the Director of the CPA PRATC, who will handle all correspondence, records and routine duties of the Council.
- 7.7 CANDIDATE -- Individual who has made application to be certified.
- 7.8 CERTIFIED--shall mean applicants who have met or exceeded cognitive and psychomotor behavioral objectives of the Certification Program and who have applied and been granted certification by the Council.
- 7.9 CERTIFICATION TESTER-- authorized representative of the CPAFSC that administers and conducts certification testing following Policies and Procedures of the CPAFSCC.
- 7.10 CERTIFYING AGENCY--refers to the CPA Fire Service Certification Council.
- 7.11 CHAIRPERSON--is the presiding officer of the CPA Fire Service Certification Council.
- 7.12 FIRE CHIEF--shall mean the head of a Fire Service Unit.
- 7.13 COGNITIVE OBJECTIVE--pertinent questions, lists, or problems, relative to the level at which an applicant is being tested.
- 7.14 COUNCIL--shall mean the seven- (7) members of the CPA Fire Service Certification Council as appointed by the Director of PRATC.
- 7.15 COURSE--is any grouping of classes or series of lessons or lectures combined to attain a particular education or fire service training.

- 7.16 DECERTIFIED--see REVOCATION.
- 7.17 DEMONSTRATE--is to show by actual use, illustration, simulation, or explanation.
- 7.18 DENIAL--an act, approved by the Council, to deny certification to a Candidate.
- 7.19 DEPARTMENT--is a Fire Service Unit.
- 7.20 EMPLOYED--shall mean active participation, either paid or volunteer, in Fire Prevention, Fire Investigation, Fire Control, or Suppression, and on the membership roll of a public or private Fire Service Unit.
- 7.21 FIREFIGHTER--is a member of a Fire Service Unit.
- 7.22 FIRE SERVICE UNIT--is a public or private Fire Department or organization of the State, City, County, special District, or Federal government whose primary duty is Fire Prevention/Suppression or Fire Service Training and Education.
- 7.23 IDENTIFY—is to physically select, indicate, or explain verbally or in writing, using the standard terms recognized by the Fire Service.
- 7.24 IFSTA MANUAL--shall mean the appropriate International Fire Service Training Association Publication.
- 7.25 IFSAC-- the International Fire Service Accreditation Congress, is an accrediting organization that accredits certification systems.
- 7.26 NFPA--shall mean the National Fire Protection Association.
- 7.28 NPQS -- the National Board on Fire Service Professional Qualification, is an accrediting organization that accredits certification systems also known as the Pro-Board.
- 7.29 PARTICIPANT--shall mean any individual participating in the CPA Fire Service Certification System.
- 7.30 PARTICIPATING AGENCY--shall mean any agency, public or private, which has been accepted by the Council to participate in the Certification System.
- 7.31 PREREQUISITE REQUIREMENTS--necessary psychomotor (manipulative) and/or cognitive (written) skill requirements from preceding or co-certification levels.
- 7.32 MANIPULATIVE OBJECTIVE--specific and measurable statement describing the skill to be accomplished.
- 7.33 QUORUM--a minimum of four (4) members of the appointed Council, that when duly assembled may legally transact business in the name of the Council.

- 7.34 REVOCATION--an act, approved by the Council to revoke the certification of a certified participant.
- 7.35 SAFELY--shall mean to perform the objective without endangering, or injuring oneself, equipment, or others.
- 7.36 SKILL SPOT CHECK--manipulative skills examination administered by the Council or a Council approved Certification Tester.
- 7.37 SUSPENSION--an act, approved by the Council to suspend the certification of a Certified Participant.
- 7.38 SWIFTLY--shall mean the maximum allowable time, as determined by the Council, that it takes to satisfactorily perform the objective defined.
- 7.38 WITH COMPETENCE--shall mean to possess knowledge, skills, and judgment according to an approved standard(s) needed to satisfactorily and safely perform indicated objectives, as determined by the Examining Authority.
- 7.39 CPA--Commonwealth Ports Authority
- 7.40 PRATC--Pacific Region ARFF Training Center
- 7.41 NMC--Northern Marianas College
- 7.42 CPAFSC--Commonwealth Ports Authority Fire Service Certification System
- 7.42.1 Director for the Pacific Region ARFF Training Center—CPA Fire Chief, a council member.

SECTION 8

CERTIFICATION REQUIREMENTS

- 8.1 CPAFSC makes all certification services available to its constituents without regard to race, religion, sex, or ethnic origin. CPAFSC offers certification examinations for each level throughout the CNMI. Periodically, the CPAFSC offers Regional or Local open-enrollment exams.
- 8.2 Exams are also provided at the end of many regularly scheduled courses. Exam scheduling and locations are based on available resources of the CPAFSC, needs of the local constituency and local resources necessary to support the process. Exam dates/locations are available upon request.

- 8.3 Exams for certifications carrying Pro-Board accreditation will be offered at a minimum 2 times per year, once during the month of January, and once during the month of June or as requested on a case by case basis.
- 8.4 All participating agencies and their participants shall follow established certification Policies and Procedures.
- 8.5 Each participating agency is responsible to ensure that applicants meet the NFPA medical and physical fitness requirements.
- 8.6 Candidates must be a minimum of eighteen years of age and employed by a Fire Department or Emergency Response Agency prior to the issuing of certification by the Council.
- 8.7 Candidates applying for certification through their department or agency must have the approval of the Chief / Administrator of that agency.
- 8.8 Experience, training and education credits and/or a combination of these areas may be used to determine eligibility for certification.
- 8.9 Members of participating agencies meeting Section 8.8 shall be tested on the written and manipulative skills performance behavior objectives as outlined for each level of certification.
- 8.10 All candidates must meet or exceed established cognitive and psychomotor performance objectives prior to certification.
- 8.11 Applicants may enter the certification process at any level, providing all prerequisite requirements for that level are met, prior to certification.
- 8.12 Participating agencies shall provide copies of applicable certification standards to their personnel for any level in which they are participating.

SECTION 9

EXAMINATIONS

- 9.1 Written examinations shall be conducted for certification levels.
- 9.2 Certification Council members, CPA PRATC members, Pro-Board members, or Certification Testers shall administer written examinations.
- 9.3 Written examination questions will be referenced from manuals for each level as approved by the Council.
- 9.4 Certification test banks shall be analyzed for validity and reliability.

- 9.5 Written test questions found to be unreliable shall be corrected or removed from the test bank.
- 9.6 Written Test Questions removed from certification test banks shall be replaced with the same number of questions, and referenced to the appropriate NFPA objective.
- 9.7 Written examinations shall be randomly generated from the CPA Certification Test Banks.
- 9.8 Written examinations shall be randomly generated by the NFPA objective reference.
- 9.9 At least two (2) versions of the written examination shall be in-service for each level of certification being offered.
- 9.10 New versions of written examinations shall be generated every 6 months, or if an examination is compromised or lost.
- 9.11 CPA Certification Test Banks and written examinations shall be maintained at all times with the highest level of security.
- 9.12 Paper copies of the test banks and written examinations shall be locked in a secure location at the certification office, unless they are in use or under review by personnel approved by the council or the certification office. All paper copies of test banks will be returned to the certification officer upon completion of reviews.
- 9.13 Electronic copies of the test banks or written examinations shall be locked with a password or other security measure, which will deny unauthorized access.
- 9.14 Written examinations shall not be reproduced outside the certification office.
- 9.15 Written examinations shall not be graded outside the certification office.
- 9.16 Minimum passing score for all written examinations shall be 70%.
- 9.17 Applicants shall be given three (3) attempts to meet minimum passing requirements.
- 9.18 Applicants who fail the written examination may re-test no sooner than 30 days from the date of the failed examination.
- 9.19 If applicants fail to pass the written examination after three (3) successive examination attempts, then they have failed the examination process and may re-enter the examination process no sooner than 6 Months from the date of the last examination date.

- 9.20 Manipulative skill examinations shall be conducted for appropriate certification levels.
- 9.21 The council, through approved Certification Tester(s), will administer manipulative skills "Spot Check" examinations.
- 9.22 Manipulative skills "Spot Check" examinations shall consist of 10% of the total skills for the level being tested or not less than three (3) skills, whichever is greater.
- 9.23 Manipulative skill examinations shall be selected randomly.
- 9.24 The Council may approve other forms of manipulative skill examinations for certification levels.
- 9.25 Safety officer(s) shall be provided by the agency being examined to provide for participant safety during manipulative skill examinations.
- 9.26 Applicants will be scored 100% "Pass" or "Fail" according to Council approved manipulative skills "Performance Competencies".
- 9.27 Applicants are given three (3) attempts to meet minimum manipulative skill requirements.
- 9.28 Applicants who fail the manipulative examination, on the first test date, (two attempts), must be re-tested on a manipulative skill from the section(s) in the standard in which they failed which consist of the failed skill, plus one additional skill from the same area of the standard, no sooner than 30 days from the date of the failed examination.
- 9.29 If applicants fail to pass the manipulative examination after three (3) successive examination attempts, then they have failed the examination process and may re-enter the examination process no sooner than 6 Months from the date of the last examination date.
- 9.30** The Certification Council may approve a 4th attempt of the written or manipulative skill examination.
- 9.31** The Council must receive the request for a 4th attempt in writing from the participant and endorsed by the participant's Chief / Administrator no later than 60 days from the date of the last failed examination.
- 9.32 A letter requesting the 4th attempt shall state why the participant is requesting a 4th attempt, including all information necessary for the Council to make a decision.
- 9.33 The written and manipulative requirements for selected certification levels may be met through post secondary education courses, as approved by the Council.

- 9.34 During a written or manipulative skill examination, candidates will be held to the highest degree of conduct. Observed cheating during any examination will not be tolerated.
- 9.35 If a Certification Tester observes cheating during an examination, the lead tester will remove the candidate from the test. The candidate will be informed of the observation and requested to leave the test site.
- 9.36 The Certification Tester will document the observation of cheating and return the testing material and the documentation to the certification office for review as soon as possible.
- 9.37 The candidate may appeal the tester actions to the certification office for review by sending a letter of appeal. The Assistant Director of Certification will review the appeal.
- 9.38 If, after review of the tester documentation and the appeal by the candidate, the Assistant Director of Certification has the following options:
- 9.39 Accept the actions of the certification tester and deny further testing of the candidate based on 9.35.
- 9.40 Accept the appeal of the candidate and allow the candidate to retest using a different test.
- 9.41 Refer the situation to the Certification Council for discussion and action.
- 9.42 If further testing is denied, either by action of the Certification Council or the Assistant Director of Certification, the candidate will be ineligible for testing from the date of the test for a period of one (1) year.

SECTION 10 RELIABILITY/VALIDITY OF TEST QUESTIONS

- 10.1 All written test questions are generated from purchased test bank from Performance Testing Systems. All test are locally validated by a committee of experts (SMEs) in the appropriate field to establish face validity.
- 10.2 Four standing SME committees are established:
- 1) Firefighter,
 - 2) Hazardous Materials
 - 3) Officer/Instructor, and
 - 4) Life Safety and Prevention.
- 10.3 Committee make-up is FIVE members:

- 11.8 A certification tester(s), approved by the Council, will be assigned to the participating agency to administer examinations.
- 11.9 Certification tester(s) will follow all examination procedures defined by the Council.

SECTION 12 FACILITIES AND EQUIPMENT

- 12.1 The Pacific Region ARFF Training Center is the primary and approved testing site for certification levels.
- 12.2 Other facilities, within the Pacific Island Region, at which testing is to be conducted will be deemed adequate and safe for a specific level. The CPAFSC maintains a database of sites that have been approved for testing at specific levels.
- 12.2 Host sites are responsible to ensure that the test site, apparatus, and equipment meets or exceeds applicable NFPA standards. Due to the logistics required for certain skills, a facility may be deemed appropriate with the condition that an alternate site will have to be used if a certain skill or type of skill will be tested during specific testing period. Unless other arrangements are agreed upon in advance, a host facility will be responsible for providing all of the necessary materials required for testing any skill contained within a certification level.

SECTION 13 CANDIDATE RESPONSIBILITIES/EQUIPMENT TO BRING

- 13.1 Certification candidates need to bring a government issued I.D. and any materials required for specific certifications to the exam site (i.e. Instructor I Lesson Plans, FFI Public Education Lesson Plans). Other reference materials, such as Emergency Response Guidebooks and NFPA Standards will be provided (for testing purposes only). Building and fire codes will only be provided with prior arrangements.
- 13.2 Emergency response certification candidates are responsible to bring structural fire fighting PPE, PASS device, and SCBA that are NFPA compliant, in good working condition, and meet testing (hydrostatic) criteria.

SECTION 14 REQUIREMENTS FOR PARTICIPATION

- 14.1 The CPAFSC is open to emergency responders and members of associated support agencies, 18 years of age or older, within the CNMI and outside of the area as outlined within these policies and procedures. The CPAFSC is also open to students, regardless of age, who are currently enrolled as an emergency response field student in an academic or vocational training program within the CNMI and the Western Pacific Island Region.
- 14.2 All candidates must be representing their employer or academic institution while participating in the examination and certification process. Candidate's must participate in the program under full knowledge and approval of their employer/academic institution.
- 14.3 Candidates must meet the requirements of the current edition of NFPA 1582, *Standard on Medical Requirements for Fire Fighters*, and be fully covered by the employer's workmen's compensation insurance (health insurance for academic institutions). While it is encouraged, prerequisite certification(s) is not required prior to candidates participating in more advanced certification examinations. The exception to this guideline is when an issue of safety/knowledge would preclude a candidate from being able to safely complete the skills portion of the exam. In addition, certification candidates must hold (IFSAC/Pro-Board) accredited certification at all prerequisite levels before certification will be granted. Course completion certificates will not serve or substitute as (IFSAC/Pro-Board) accredited certification. Candidates are eligible to participate in the CPAFSC through completion of PRATC course work or by challenging certification examinations.

SECTION 15 COMPLETION OF PRATC COURSE WORK

- 15.1 PRATC certification courses are developed to meet applicable professional qualifications or competency standards. Single courses may not be totally inclusive of the knowledge and skills required within a specific standard. Two or more classes may be required to meet all the requirements of a level. Applicable PRATC course deliveries are generally concluded with the delivery of the appropriate certification examinations.
- 15.2 When a candidate completes coursework through PRATC, the course instructor will verify the candidate's training by signing and forwarding the a copy of the *Course Registration Form* to the CPAFSC staff.
- 15.3 Note: Specific PRATC courses that are not totally inclusive may, at the decision of the Certification Coordinator, require an *Certification Training Verification Letter* signed by the candidate's fire chief/employer (or designee). (Currently required for FFII, Fire Officer II, Fire Instructor I)

SECTION 16 CHALLENGING CERTIFICATION EXAMINATIONS

- 16.1 The CPAFSC is an open system, meaning that candidates may obtain training from sources other than PRATC. Candidates who challenge certification exams based on training and/or experience that they have received from an outside source will be required to document this training on a *Certification Training/Experience Verification Letter*.
- 16.2 This must be completed by the candidate's fire chief/employer (or designee). Submitting a *Certification Training/Experience Verification Letter*, verifies that the candidate has completed all training indicated by the applicable NFPA standard.
- 16.3 Candidates desiring to challenge a certification exam must receive prior approval from the Certification Coordinator, and must bring the *Certification Training/Experience Verification Letter* to the certification exam.
- 16.4 The Certification Coordinator may deny any challenge requests that are not requested at least 10 working days prior to the exam. Candidates may only challenge exams during scheduled certification exams. Challenge exams will not be given at the FST office, nor will special challenge exams be administered. The Certification Coordinator will consider exception to this procedure when an organization has a reasonable number of candidates needing to test, or a candidate will have to wait an inordinate amount of time before a scheduled certification exam will be offered. An inordinate travel distance for may also be cause for exception.
- 16.5 See also, Section PREQUISITE REQUIREMENTS

SECTION 17 AVAILABILITY OF CERTIFICATION

- 17.1 CPAFSC makes all certification services available to its constituents without regard to race, religion, sex, or ethnic origin. CPAFCS offers certification examinations for each level throughout the CNMI and the Western Pacific Region. Periodically, the CPAFCS offers local and regional open-enrollment exams.
- 17.2 Exams are also provided at the end of many regularly scheduled courses. Exam scheduling and locations are based on available resources of the CPAFCS, needs of the local constituency and local resources necessary to support the process.

- 17.3 Exam dates/locations are available upon request, through new paper flyers, and the CPA ARFF web site. Exams for certifications carrying Pro-Board accreditation will be offered at a minimum two (2) times per year, once during the month of January, and once during the month of June. As part of the CPAFSC mission, and as allowed by Pro-Board Guidelines, the CPAFSC may offer certification outside the geographical boundaries of the CNMI to emergency responders. PRATC will allow out-of-area emergency responders (private or public) to challenge certification exams.

SECTION 18 REQUESTING FOR CERTIFICATION EXAM

- 18.1 Local Delivery of Exams: Non PRATC sponsored classes
- 18.2 PRATC will administer local examinations for a reasonable number of candidates.
- 18.3 Requests must be made at least 30 days prior to the anticipated test date.
- 18.4 The candidates' employer (s) shall ensure that each candidate has demonstrated proficiency in all applicable JPRs or performance objectives.
- 18.5 The CPAFCS may conduct a site visit to determine if the site is suitable. Approved sites may not require subsequent review unless, in the opinion of CPAFSC, the characteristics and facilities of the site have changed substantially.
- 18.6 If, in the opinion of the CPAFSC or its designated representative, the examination site is not conducive for conducting the exam on the specified date, and modification cannot be made in a reasonable period of time, the examination will be relocated, canceled, or postponed.
- 18.7 Fire Service Training reserves the right to allow any outside candidate(s) to attend a locally delivered exam.

SECTION 19 CERTIFICATION TESTER

- 19.1 A Participating Agency may have a Council approved Certification Tester(s) to administer certification examinations.
- 19.2 Departments may have a maximum of three testers per 50 or less uniform active members on a department. If a departments active uniform members exceeds 51 then one additional tester will be allowed on that department. An additional tester will be allowed for each 50 members on a department, i.e., 51-100 one tester, 101-150 two testers, etc.

- 19.3 When a Certification Tester “retires” from active service on a department, the Participating Agency may continue to have the “retired” tester assigned to the agency. This tester would count towards the department’s total number of Certification Tester(s) allowed.
- 19.4 The “retired” Certification Tester will be responsible for maintaining currency with regards to testing methods and standards.
- 19.5 A participating agency may request that a member of their department be removed as a Certification Tester.
- 19.6 Certification Testers are authorized by the Council to administer their departments written and manipulative skill examinations.
- 19.7 Certification Testers must follow all CPA Fire Service Certification Council policies and procedures as specified in the Policy and Procedures Manual, the Certification Information Packet, the Examination Proctor Instructions and the Certification Tester Manual.
- 19.8 Participating Agency's Certification Testers may work with other Participating Agency's Certification Testers when administering manipulative skill "spot check" examinations, as needed and approved by the Council.
- 19.9 Certification Testers shall meet or exceed all qualifications set by the Council before Certification Tester status will be issued.
- 19.10 Certification Testers must be state certified as Instructor I.
- 19.11 Certification Testers must be state certified at equal the level for which Certification Tester approval is given.
- 19.12 Applicants shall make application to the Certification Council showing prerequisites have been met.
- 19.13 Applicants shall successfully complete Certification Tester training.
- 19.14 Certification Testers shall attend up-date training every two years or as determined by the Certification Council.
- 19.15 Applicants shall provide a letter of recommendation, to act as a Certification Tester, from the Chief / Administrator.
- 19.16 Approved Certification Testers must follow all steps in administering certification examinations as outlined in the certification "Proctor Instructions".
- 19.17 Approved Certification Testers must coordinate all activities through the Certification Council.

- 19.18 Approved Certification Testers must return all testing materials to the Certification Office within five (5) days of the completion of the test.
- 19.19 The CPA Fire Service Certification Council reserves the right to "walk-in" unannounced and observe certification testing, in progress, by Certification Testers.
- 19.20 Certification Testers may be subject to disciplinary action by the Certification Council for violation of Policies and Procedure (10.1.3). This action may include probation, suspension, and/or revocation of Certification Tester status. Further action may be taken as outlined in Section 15.

SECTION 20

EXAMINATIONS GRADING/SCORING/APPEALS

- 20.1 All examinations shall be graded by CPA PRATC staff or Council Members.
- 20.2 Written examinations **will not** be graded in the field.
- 20.3 Manipulative examination results may be given to each participant privately at the conclusion of the examination period depending on the type of examination.
- 20.4 The Chief / Administrator of the participating agency will be mailed a copy of examination results within 30 days after the examination.
- 20.5 Examination results will not be given over the phone or sent by FAX
- 20.6 Examination results will not be given to any individual, other than the applicant or the applicants Chief / Administrator unless a written request from the applicant is filed with and accepted by the Council.
- 20.7 An applicant that has failed a third attempt examination, written or manipulative, will be notified of the failure by mail and made aware of testing policy regarding third attempt failures.
- 20.8 Examinations may be appealed.
- 20.9 An official appeal must be in writing identifying:
- a. Name of Applicant,
 - b. Examination date,
 - c. Examination type (written or manipulative skills),
 - d. Basis for appeal,

- 20.10 Written examination questions must be appealed, in writing, by item number, on the date of the examination.
- 20.11 Appeals of manipulative examinations must be submitted to the council within 30 days from the date the examination.
- 20.12 Only the most recent examination may be appealed.
- 20.13 The Council must act on the appeal at its next scheduled meeting.
- 20.14 The Council must notify the applicant as to their decision, in writing.

SECTION 21 REQUEST FOR CERTIFICATION

- 21.1 When a candidate has successfully completed the written and manipulative skills "Spot Check" examinations the participating agency must submit a "Request For Certification/Recertification" application to the Council to be certified.
- 21.2 If a candidate has completed both the written and "Spot Check" examinations and no "Request for Certification/Recertification" has been received by the certification office, the test results will remain valid for a period of three (3) years. Time will be based on the date of the last test given and passed. At the end of this three- (3) year period test results will become void and no longer acceptable if a "Request for Certification" has not been received.
- 21.3 A fee may be charged for each candidate for testing and certification for each level of certification being requested.
- 21.4 Certified candidates shall receive a certificate and patch for the level(s) being certified as available.
- 21.5 A fee may be charged for duplicate or replacement of certificates or patches.

SECTION 22 ISSUING CERTIFICATION

- 22.1 Candidates meeting or exceeding standards of written and manipulative skills behavioral performance objectives will be issued certificates, wallet cards, and patches, as available, identifying them as certified at the level being requested.
- 22.2 All certificates and patches will be forwarded to the Chief / Administrator of the participating agency for distribution to personnel, within thirty (30) days.
- 22.3 All applicable fees for testing and certification must be received by the Certification Council prior to Certification being issued.

22.4 Certification will be valid for a three- (3) year period unless otherwise specified by a certification standard.

SECTION 23 ACOMMODATION

- 23.1 In accordance with the Americans with Disabilities Act, appropriate examination accommodations may be made on an as needed basis. Requests must be made in accordance with CPAFSC Council policy and supported by appropriate documentation of disability.
- 23.2 Candidates with reading deficiencies may be provided extended test time limits. These extended time limits must be determined according to CPAFSC Council policies.
- 23.3 However, Candidates will not be allowed a reader while participating in certification examinations. This decision has been based on the specific requirements of the standards concerning the necessity for individuals to be able to read and understand specific documents.

SECTION 24 CERTIFICATION STATUS AND EQUIVALENCY/RECIPROCITY

- 24.1 The period of time for which a certification is valid is indefinite. There are currently no continuing education requirements. Once candidates are awarded certification at a specific level, they will not lose their certification due to revisions in the professional qualifications or competency standard.
- 24.2 Upon request and documentation, any person who possesses IFSAC accredited certification from another agency, may receive reciprocity for the specific level and NFPA Standard edition of the certification. CPAFSC will not issue a new certificate(s) when granting reciprocity; however, if the candidate's employer requires proof of reciprocity, a Letter of Reciprocity will be issued.
- 24.3 The Council may elect to give credit for training or certifications received in other territories, or countries provided such training has been approved and certified by the Authority Having Jurisdiction over certification where the training was received.
- 24.4 Certifications received in other territories or countries must meet the minimum requirements for NFPA and CPAFSC certification as set forth by the Council.

26.7 Upon Revoking, Suspending, Annulling, or Denying the certification of any participant, the participant may be requested to return to the Council all Certificates, Cards, and Patches issued by the Council for said certification level(s) being Revoked, Suspended, Annulled, or Denied.

26.8 Participants who have had certification Revoked, Suspended, Annulled, or Denied may appeal the decision of the Council to the CPA Standards and Training Council.

SECTION 27 CURRENCY

27.1 These procedures will be revised and re-issued annually. If no revisions are made, they will not be reissued. Major changes that require immediate implementation will be forwarded to all staff, proctors, and evaluators in memo form, and any memos will be incorporated into the next annual revision. Current copies of these procedures are available upon request from CPAFSC.

27.2 After every re-accreditation or major change in the CPA Fire Certification Policy, the CPAFCC will notify its constituents of changes to certification procedures, levels of certification, and other important program information.

SECTION 28 SAFETY

28.1 The safety of all candidates, evaluators, and support staff is of primary importance. PRATC staff and representatives shall take all efforts necessary to ensure that certification examinations are conducted in a safe manner. Any PRATC representative shall halt any operation that places personnel in jeopardy.

28.2 All personnel, including test candidates, evaluators, and support staff shall wear (NFPA compliant) appropriate PPE when involved in manipulative skill evaluations. It is expected that all candidates will be fit tested with their SCBA by the organization which they are representing. The Proctor has the authority to deny testing to individual(s) not complying with these procedures.

SECTION 29 LIVE FIRE TESTING

29.1 Live fire testing will be conducted in accordance with NFPA 1403, *Standard on Live Fire Training Evolutions*. PRATC has procedures regarding live fire training/testing that include the assignment of a Live Burn Coordinator to oversee live burn activities.

SECITON 30**CPAFECSP POLICY REGARDING FACIAL HAIR**

30.1 CPAFECSP has a longstanding policy prohibiting facial hair in the area of the face piece seal. Candidates not in compliance with this policy who wish to participate in CPAFECSP activities requiring the use of SCBA in potentially hazardous atmospheres (live training, Firefighter I, Firefighter II, Airport Firefighter, Hazmat Operations, certification testing, etc.) will be given two options:

1. Shave before participating in the activity.
2. Do not participate in the activity.

SECTION 31 PREREQUISITE REQUIREMENTS**31.1 PREREQUISITE REQUIREMENTS AND CROSS REFERENCES FOR CERTIFICATION LEVELS.**

The following chart includes a Certification Overview at a glance for each level of certification. The chart contains specific information about the requirements and specifications for each level of certification.

Standard	Edition	Level	Prerequisites
1001	2008	FIRE FIGHTER	
		Fire Fighter I	NFPA 472, Awareness, Ref. NFPA 1500, Note #1
		Fire Fighter II	NFPA 472, Operational & NFPA 1001 FF I, Note #2
1002	2009	ARFF VEHICLE DRIVER/OPERATOR	
		Aircraft Rescue & Fire Fighting	NFPA 1001, FF II & NFPA 1003 Airport FF. Note: 4
1003	2005	AIRPORT FIRE FIGHTER	
		Airport Fire Fighter	NFPA 472, Operational, NFPA 1001, FF II, Ref. NFPA 1002, Chap. 7 & NFPA 1582 & NFPA 1500, Note #4
1021	2009	FIRE OFFICER	
		Fire Officer I	NFPA 1001, Fire Fighter II, Note #5
		Fire Officer II	NFPA 1021, FO I & NFPA 1041, Fire Inst. I, Note #6
1031	2009	FIRE INSPECTOR	
		Fire Inspector I	NFPA 472, Note #7
		Fire Inspector II	NFPA 1031, Fire Inspector I, Note #8
1041	2007	FIRE SERVICE INSTRUCTOR	
		Instructor I	Note #9
		Instructor II	NFPA 1041, Instructor I, Note #10
472	2008	HAZARDOUS MATERIALS	
		Awareness	Note #11
		Operational	NFPA 472, Awareness
		Technician	NFPA 472, Awareness & Operational
		Incident Commander	NFPA 472, Awareness & Operational

31.2 CPAFSC will allow personnel to advance to the next level of certification when it is deemed that the candidate(s) have met the prerequisite requirements through prior certification or experience and training. As a requirement, A ***Certification Training/Experience Verification Letter*** must be completed by the candidate's fire chief/employer verifying that the candidate has acceptable prior experience and training to include time-in-position, educational and training programs, and local certifications for the following certification levels:

Fire Fighter II (Plus a minimum of four (4) years experience within the current department.)

Fire Officer II (Plus a minimum of two (2) years experience in a supervisory position within the current department.)

Fire Instructor II (Plus a minimum of (2) years experience as an Certified Instructor i.e. HazMat, EMS, or WMD.)

31.3 A ***Certification Training/Experience Verification Letter*** shall:

Determine whether incumbent personnel have met the job performance requirements, requisite knowledge, requisite skills, and objectives for the certification level that they currently occupy and are candidates for certification to the next level.

To ensure that all candidates for certification have met all prerequisite requirements either through certification from an accredited agency, A ***Certification Training Verification Letter*** must be completed by the candidate's fire chief/employer verifying that the candidate has acceptable prior experience and training to include time-in-position, educational and training programs, and local certifications.

**Note #1:
FIREFIGHTER I****Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1001 Standard for Firefighter Professional Qualifications. Candidates are required to score a minimum of 70 percent. The exam contains 100 true-false or multiple choice questions.

Practical Examination

The Firefighter I practical certification exam is based on skills objective listed in NFPA 1001 Standard for Firefighter Professional Qualifications. Candidates will be required to pass all practical skills that will be stated on the evaluation checklist.

**Note #2
FIREFIGHTER II****Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1001 Standard for Firefighter Professional Qualifications. Candidates are required to score a minimum of 70 percent. The exam contains 100 true-false or multiple choice questions.

Practical Examination

The Firefighter II practical certification exam is based on skills objective listed in NFPA 1001 Standard for Firefighter Professional. Candidates will be required to pass practical skills that will be stated on the evaluation checklist.

**Note #3
ARFF DRIVER/OPERATOR****Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1002 Standard for Fire Apparatus Driver/Operator-ARFF Professional Qualifications Chapter 2 and 7. Candidates are required to score a minimum of 70 percent. The exam contains 100 true-false or multiple choice questions.

Practical Examination

The ARFF Driver/Operator practical certification exam is based on skills objective listed in NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, chapter 2 and 7. Candidates will be required to pass all the driver and operation portion contained in the evaluation checklist.

Note #4
AIRPORT FIREFIGHTER**Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1003 Standard for Airport Firefighter Professional Qualifications, chapter 3. Candidates are required to score a minimum of 70 percent. The exam contains 100 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Airport Firefighter practical certification exam is based on skills objective listed in NFPA 1003 Standard for Airport Firefighter Professional Qualifications, Chapter 3. Candidates will be required to pass practical skills that will be stated on the evaluation checklist.

Note #5
FIRE OFFICER I**Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1021 Standard for Fire Officer Professional Qualifications. Candidates are required to score a minimum of 70 percent. The exam contains 100 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Fire Officer I practical certification exam is based on the skills objective listed in NFPA 1021 Standard for Fire Officer Professional Qualifications. . Candidates will be required to pass all practical skills that will be stated on the evaluation checklist.

Note #6
FIRE OFFICER II**Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1021 Standard for Fire Officer Professional Qualifications. Candidates are required to score a minimum of 70 percent. The exam contains 50 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Fire Officer II practical certification exam is based on the skills objective listed in NFPA 1021 Standard for Fire Officer Professional Qualifications. . Candidates will be required to pass all practical skills that will be stated on the evaluation checklist.

Note #7
FIRE INSPECTOR I**Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1031 Standard for Fire Inspector Professional Qualifications, Chapter 3. Candidates are required to score a minimum of 70 percent. The exam contains 100 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Fire Inspector I practical certification exam is based on the skills objective listed in NFPA 1031 Standard for Fire Inspector Professional Qualifications. . Candidates will be required to pass all practical skills that will be stated on the evaluation checklist.

Note #8
FIRE INSPECTOR II**Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1031 Standard for Fire Officer Professional Qualifications, Chapter 4. Candidates are required to score a minimum of 70 percent. The exam contains 50 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Fire Inspector II practical certification exam is based on the skills objective listed in NFPA 1031 Standard for Fire Inspector Professional Qualifications. . Candidates will be required to pass all practical skills that will be stated on the evaluation checklist.

Note #9
FIRE INSTRUCTOR I**Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1041 Standard for Fire Instructor Professional Qualifications, Chapter 2. Candidates are required to score a minimum of 70 percent. The exam contains 50 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Fire Instructor I practical certification exam is based on the skills objective listed in NFPA 1041 Standard for Fire Instructor Professional Qualifications. . Candidates will be required to pass all practical skills that will be stated on the evaluation checklist.

Note #10
FIRE INSTRUCTOR II**Written Examination**

The written certification exam is base on knowledge objectives listed in NFPA 1041 Standard for Fire Instructor Professional Qualifications, Chapter 3. Candidates are required to score a minimum of 70 percent. The exam contains 50 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Fire Instructor II practical certification exam is based on the skills objective listed in NFPA 1041 Standard for Fire Instructor Professional Qualifications. . Candidates will be required to pass all practical skills that will be stated on the evaluation checklist.

Note #11
HAZARDOUS MATERIALS**Awareness Level****Written Examination**

The Hazardous Materials written certification exam is base on knowledge objectives listed in NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 2, Awareness Level. Candidates are required to score a minimum of 70 percent. The exam contains 25 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Hazardous Materials Awareness certification practical exam is based o the NFPA Standard 472 on Professional competence of Responders to Hazardous Materials Incidents Chapter 2, Awareness Level, and is included as part of the questions on the written examination. The questions must be answered by looking up given chemicals and identification numbers in the North American Emergency Response guidebook, Current Edition.

Operational Level**Written Examination**

The Hazardous Materials written certification exam is base on knowledge objectives listed in NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 3, Operational Level. Candidates are required to score a minimum of 70 percent. The exam contains 25 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Hazardous Materials Operational certification practical exam is based on the NFPA Standard 472 on Professional competence of Responders to Hazardous Materials Incidents Chapter 3, Operational Level. Candidates will be required to pass all practical skills that are clearly stated identified on the evaluation sheet.

Technician Level**Written Examination**

The Hazardous Materials written certification exam is based on knowledge objectives listed in NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 4, Technician Level. Candidates are required to score a minimum of 70 percent. The exam contains 100 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Hazardous Materials Technician certification practical exam is based on the NFPA Standard 472 on Professional competence of Responders to Hazardous Materials Incidents Chapter 4, Technician Level. Candidates will be required to pass all practical skills that are clearly stated identified on the evaluation sheet.

Incident Command Level**Written Examination**

The Hazardous Materials written certification exam is based on knowledge objectives listed in NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 5, Incident Command Level. Candidates are required to score a minimum of 70 percent. The exam contains 50 true-false or multiple-choice questions and is based on the standard.

Practical Examination

The Hazardous Materials Awareness certification practical exam is based on the NFPA Standard 472 on Professional competence of Responders to Hazardous Materials Incidents Chapter 5, Incident Command Level. Candidates will be required to pass all practical skills that are clearly stated identified on the evaluation sheet.