



IDAHO

FIRE SERVICE TRAINING

Standard Operating Guidelines and Procedures Training & Certification

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Boise, Idaho

<https://cte.idaho.gov/programs-2/fire-service-training/>

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Chapter 1: General

A. MISSION

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

B. CERTIFICATION GOALS

Establish and maintain valid procedures for measuring specific levels of knowledge and skills consistent with standards recognized by Idaho Fire Service Training. Provide a means to allow firefighters to demonstrate their ability to meet professional qualification standards.

C. INTRODUCTION

Idaho Fire Service Training (FST) is administered by the Idaho Division of Career Technical Education (IDCTE). IDCTE is the administrative arm of the Idaho State Board of Education that provides leadership, advocacy and technical assistance for Career Technical Education in accordance with the State of Idaho and federal legislation.

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

In 1967, FST was created and placed in the Idaho Division of Vocational Education as an adult training program to offer training to fire departments in Idaho. During the first five years, FST delivered fire training courses to about 250 firefighters each year. The size, scope and complexity of emergency response training grew and for a time, also included the coordination of emergency medical training under contract with the State's Emergency Medical Services Bureau. As a result of its expanded mission, the program name was changed to Emergency Services Training (EST), and subsequently to Fire Service Training (FST). Currently, FST supports 278 fire departments by administering training and testing of approximately 7,000 Idaho firefighters annually in more than 200 supported courses. In July 2014, the FST Program moved from the Idaho Professional-Technical Education office in Boise to College of Eastern Idaho in Idaho Falls. During the State Board of Education's August 26, 2020 board meeting, IDCTE announced that they would transfer FST back to IDCTE on July 1, 2021. Today the FST program reflects the complex and technical nature of the fire service profession.

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

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

D. STANDARDS

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

- NFPA 1072, 2017 edition, Standard for Professional Competence of Responders to Hazardous Materials Incidents is used for Hazardous Materials training. Jones & Bartlett, Hazardous Materials Awareness & Operations, 3rd edition is the recommended training curriculum for FST classes up to the operations level and is used as the reference for certification testing correlation. The IFSTA Hazardous Materials Technician course is used beyond the operations level.

- NFPA 1001, 2019 edition, Standard for Fire Fighter Professional Qualifications is used for Firefighter I and II training. IFSTA Essentials of Fire Fighting 7th edition is the recommended training curriculum for FST classes and is used as the reference for certification testing correlation.
- NFPA 1002, 2017 edition, Standard for Fire Apparatus Driver/Operator Professional Qualifications is used for Driver/Operator training. IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook 3rd edition is the recommended training curriculum for FST classes and is used as the reference for certification testing correlation.
- NFPA 1041, 2019 edition, Standard for Fire Service Instructor Professional Qualifications is used for training instructors and evaluators. IFSTA Fire and Emergency Services Instructor 9th edition is the recommended training curriculum for FST classes and is used as the reference for certification testing correlation.
- NFPA 1021, 2020 edition, Standard for Fire Officer Professional Qualifications identifies the minimum job performance requirements necessary to perform the duties of a fire officer through its three levels of progression. IFSTA Fire and Emergency Services Company Officer 6th edition is the recommended training curriculum for Fire Officer I and II, and is used as the reference for certification testing correlation. IFSTA Chief Officer 4th edition is the recommended training curriculum for Fire Officer III and is used as the reference for certification testing correlation.

E. DEFINITIONS

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

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

Equivalency: FST and IFSAC policy is that, though there are other options to verify NFPA standard proficiency, none are considered equivalent to IFSAC certification. FST will not issue an IFSAC seal unless a candidate is tested by Idaho FST to the NFPA standards. FST does acknowledge two other options an AHJ to verify a candidate meets NFPA pre-requisites for IFSAC certification testing at the candidate’s current position.

Evaluator/Proctor: A testing team member assigned to observe candidates performing skills. Evaluators determine if a candidate’s performance meets the skill sheet criteria as outlined on the skill sheet. Proctors administer written tests. All evaluators may proctor any level of written testing. Evaluators may only evaluate levels for which they are qualified. **(see Evaluator and Proctors)**

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

Live Fire: An activity/skill event and evaluation that consists of tasks exposing candidates to actual fire conditions. An AHJ Live Fire Affidavit documenting education and evaluation is required to receive FFI certification. AHJ’s shall follow Firefighter I skill sheet #42 for determining competency for filling out the affidavit.

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

Reciprocity: The acceptance of accredited levels of IFSAC certification from another IFSAC certifying entity. Idaho FST accepts all IFSAC certificates as being valid in Idaho, provided the issuing state tested to the same criteria.

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

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

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

F. SAFETY

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

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

G. FACILITIES AND EQUIPMENT

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

H. NONDISCRIMINATION STATEMENT

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

I. ACADEMIC HONESTY

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

J. NOTIFICATION OF POLICY AND PROCEDURES

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

Chapter 2: Training

A. INTRODUCTION

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

B. PURPOSE

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

C. COURSE REQUESTS

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

D. INSTRUCTOR INFORMATION

Instructor Levels – Definitions and Qualifications

FST retains the right not to hire any instructor who does not meet FST standards and will not provide training materials or issue class certificates of completion for classes taught by unapproved instructors. Where there are multiple instructors, a Lead Instructor shall be appointed.

To standardize instruction on a statewide basis, FST uses the following guidelines for defining and qualifying FST instructors. In general, when certified to instruct a higher level, approval shall include applicable lower levels. (ex; Rope Rescue Tech implies also Ops and AW)

- **All instructor applicants** must submit:
 - An FST Instructor Application
 - Current resume
 - Copy of any certifications and/or Train-the-Trainer course completions not issued by FST
 - A minimum of three (3) professional and three (3) personal references

In-House Instructor

FST In-House instructors are not eligible to receive instructor compensation from FST. They are authorized to deliver FST approved training to their assigned agency only. In-House Instructor status is valid for a period of three (3) years, rounded to the nearest assigned Recertification Cycle.

To be eligible for application to upgrade to a Statewide Instructor, In-House Instructors must complete twenty-four (24) hours of FST approved and documented instruction in their agency within any twelve (12) month period *and* complete a mentoring program as defined later in this SOG.

Candidates for In-House Instructor must complete one (1) requirement from each of the following three (3) sections:

1. Successfully complete one of the following:
 - Completion of a twenty-four (24) hour basic instructional skills/methodology course (G265, E141, or M410) *plus* FST Fire Instructor I Bridge class or equivalent,
OR
 - Forty (40) hour IFSTA Fire and Emergency Services Instructor course
OR
 - Meet NFPA Fire Instructor I requirements
OR
 - Possess a valid IFSAC Fire Instructor I certification, or equivalent
2. Successfully complete one (1) of the following:
 - FST “Train-the-Trainer (TTT) course, or other nationally recognized TTT
OR
 - An approved FST Mentorship
OR
 - Be designated In-House Instructor by the AHJ and submit a Letter of Verification from the Chief. Where the Chief is the In-House applicant, submit a Letter of Verification from the Chair of the Governing entity.
3. Meet one (1) of the following experience and/or training categories:
 - Complete three (3) years of full-time, recent employment in the fire service, hazardous materials, or applicable subject area in which they wish to instruct
OR
 - Complete three (3) years of applicable subject area experience (any combination of career, volunteer, or other full-time employment) *plus* 120 hours of FST or Department documented training in the subject area in which they wish to instruct
OR
 - Possess a nationally recognized certification in the area of expertise, an Associate’s or higher degree in the subject area they wish to instruct

Idaho Statewide Level 1 Instructor Requirements

Candidates for Level I Instructor must complete one (1) requirement from each of the following three (3) sections:

1. Successfully complete one of the following:
 - Completion of a twenty-four (24) hour basic instructional skills/methodology course (G265, E141, or M410) *plus* FST Fire Instructor I Bridge class or equivalent
OR
 - Forty (40) hour IFSTA Fire and Emergency Services Instructor course
OR
 - Meet NFPA Fire Instructor I requirements
OR
 - Possess a valid IFSAC Fire Instructor I certification, or equivalent
2. Successfully complete one (1) of the following:
 - FST “Train-the-Trainer (TTT) course, or other nationally recognized TTT
OR
 - An approved FST Mentorship

Only when neither option above exists, FST will evaluate qualifications on a case-by-case basis.

3. Meet one (1) of the following experience and/or training categories:
 - Complete five (5) years of full-time, recent employment in the fire service, hazardous materials, or applicable subject area in which they wish to instruct
OR
 - Complete Five (5) years of applicable subject area experience (any combination of career, volunteer, or other full-time employment) *plus* 200 hours of FST or Department documented training in the subject area in which they wish to instruct
OR
 - Possess a nationally recognized certification in the area of expertise, an Associate’s or higher degree in the subject they wish to instruct, plus five (5) years of subject area experience.

Idaho Statewide Level 2 Instructor Requirements

Be a current FST Idaho Level 1 Instructor with a minimum of three (3) years instruction (successfully complete one recertification cycle) and 120 of FST documented instruction.

AND

Submit a modified curriculum for review, demonstrating proficiency of Fire Instructor II JPRs.

Specialty or Consultant Instructor

FST may approve Specialty or Consultant instructor status when expertise to deliver specific curriculum does not exist among qualified FST instructors, or the instructor is considered an “industry” or “factory” expert, or under the direction of the approved instructor as a guest speaker of a particular sub-subject of the course curriculum for which they have expertise. All curriculum taught by Specialty or Consultant instructors must be approved by FST prior to delivery. Specialty or Consultant instructors may be compensated by FST at the equivalent of FST hourly wages and travel expenses, unless a contract has been agreed upon in advance and approved by FST.

Requalification Requirements

Instructors must complete the following every three (3) years to retain their status and continue instructing:

In-House Instructor

- Submit an Instructor Recertification Application
- Have documented on their FST Instructor transcript a minimum of sixteen (16) hours of FST approved courses. FST will accept up to eight (8) hours of EMS training delivered toward the satisfaction of this requirement. Mentoring hours do not count toward the required sixteen (16) hours of FST instructional hours.

Level 1 and 2 Instructors

- Submit an Instructor Recertification Application
- Have documented on their FST Instructor transcript a minimum of thirty-six (36) hours of FST approved courses. FST will accept up to sixteen (16) hours of EMS training delivered toward the satisfaction of this requirements. Mentoring hours do not count toward the required thirty-six (36) hours of FST instructional hours.
- Complete a minimum of eight (8) hours of FST approved continuing education. FST will strive to provide instructor training that includes teacher education classes, methodology, FST instructor conferences, mentoring, applicable computer classes, and Train-the-Trainers. Instructors are responsible for submitting qualifying documentation for any continuing education training not reflected on their FST Student Transcript.

If any instructor fails to meet requalification standards, their status will be changed to “inactive” and they will not be allowed to instruct FST supported courses. In addition to the above requirements, inactive instructors seeking recertification will need to be mentored by an FST qualified instructor for a minimum of eight (8) hours, resulting in a reinstatement recommendation.

Acquiring Approval to Instruct Additional Courses

Successfully complete a mentoring program

OR

Attend an FST Train-the-Trainer class

OR

Attend a nationally recognized Train-the-Trainer class

OR

Only when none of the above options are available, submit documentation of experience and certifications for the topic desired to teach, for a case-by-case evaluation.

FST Mentoring Program

- All mentoring and/or equivalency evaluations shall be pre-approved by FST and requested in conjunction with a course request and training plan, and identify a mentoring instructor meeting FST's qualifications to mentor.
- A training plan shall include the sections to be taught by the mentoring instructor. Mentoring instructors must deliver and be evaluated on no less than 25% of the total class hours.
- Upon approval, FST will issue a Mentoring Form to be filled out and placed in the instructor's file.
- Mentoring requests received after the class has started, and/or without a training plan will not be approved.
- Mentoring candidates must have taken the class and have it reflected on their FST Student Transcript. If the class was taken in another state, a Certificate of Completions and equivalency evaluation done.
- Instructors being mentored are not eligible for compensation and do not count toward student/instructor ratios.
- A qualified mentoring instructor shall be evaluated by an FST Level 1 or Level 2 who has at least six (6) years of experience instructing for FST. (successfully completed at least two (2), three (3) year recertification periods)
- Successful completion of the mentoring program will include a unanimous recommendation by the evaluating instructor(s), and a 75% approval rating on instructor evaluations filled out by the students.

Revocation of Instructor and/or Evaluator Status

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

Conditions for Revocation may include

- Repeated unsafe training practices or failure to maintain or follow standards.
- Excessive poor evaluations and/or complaints submitted to FST.
- Failure to abide by FST's Instructor and/or Evaluator Qualifications as stated in this document.
- Failure to respond in a timely manner to requests for training and/or testing documents, evaluations, or payroll information.

Appeals Process

If an instructor and/or evaluator believes their instructor and/or evaluator status was unjustly revoked or denied as a result of instructional or evaluation performance related issues, they may initiate the following appeals process.

- All appeals must be made in writing and sent to FST for review within sixty (60) days of receiving revocation notice
- An appeal must include specific reasons/basis for appeal
- FST will decide within thirty (30) days based on a review of the written appeal and interviews with any persons germane to the investigation.
- If the instructor and/or evaluator disagrees with the decision of FST, an appeal may be made within 30 days to a review board of three (3) qualified instructors. Board members will be selected in the following manner:
 - FST will select one (1) member
 - The appellant will select one (1) member
 - Those two (2) members will select the final member
- FST will implement the final decision of the appeal review board

E. LIVE FIRE TRAINING

- FST will only recognize NFPA 1403 compliant live fire training
- All FST live fire instructors must successfully complete the following:
 - 1403 Compliant Live Fire Training course for Fixed Facilities
 - Train-the-Trainer for mobile live fire props specific to each prop used.
 - 1403 Compliant Live Fire Training course for Fixed Facilities must be completed before mentoring or attending a Train-the-Trainer for Flashover
- Complete 1403 Compliant Live Fire Training for Acquired Structures is required to conduct FST approved live fire training in acquired structures

Chapter 3: Certification Testing

A. INTRODUCTION

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

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

B. GOALS OF IDAHO'S CERTIFICATION PROCESS

- Support the Idaho Fire Chiefs' mission of promoting a professional fire service in Idaho, through verification of national professional qualification standards and fire service best practices.
- Ensure that all IFSAC accredited certifications are administered with strict adherence to the requirements and recommendations of IFSAC.
- Ensure certification test banks and skill sheets directly correlate to NFPA standard objectives, rather than to a particular text book suggested method of accomplishing tasks.
- Recognize the authority of Idaho AHJ's to choose methods and tactics by which to meet NFPA objectives as long as they conform to approved methods and best practices.
- Maintain a certification program that will ensure complete impartiality, confidentiality, and safeguard against misuse and abuse.
- Issue IFSAC Certificates to individuals who complete the verification process as tested and reviewed by FST.
- Maintain IFSAC testing records as part of the Student Transcript.

C. IFSAC / IDAHO DELEGATION OF AUTHORITY

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

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

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

D. CERTIFICATION PARTICIPATION REQUIREMENTS

The certification system is open to candidates who are Idaho Emergency Responders, members of associated Idaho support agencies and students currently enrolled in an approved Fire Service Program, as long as they are 18 years of age or older. Candidates outside the State of Idaho are also eligible for certification testing as long as an agreement between Idaho FST and their respective IFSAC entity has been documented prior to administration of the test.

Candidates must be representing their employer or academic institution while participating in the certification process and participating with the approval of their employer or academic institution. Candidates must meet the current requirements of NFPA 1582, Standard on Medical Requirements for Fire Fighters or meet their local AHJ medical requirements, be fully covered by the employer's workmen's compensation insurance or health insurance for academic institutions, and meet all pre-requisites before entrance into the certification testing event will be granted. This will be documented by the AJH's signature on the test application.

E. IDAHO IFSAC CERTIFICATION LEVELS

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

Hazardous Materials Awareness

NFPA 1072 2017ed.

AHJ Candidate Application Process

- Hazardous Materials Awareness Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1072, Chapter 4
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ

NFPA Pre-Requisite competencies to be reviewed and approved by FST prior to acceptance in the testing event

- None

IFSAC Certification Testing

- Written test – 25 questions
 - Seventy percent (70%) is required to pass
 - 60 minute time limit
 - Correlated to Jones & Bartlett, Hazardous Materials Awareness and Operations, 3rd Edition
- Manipulative Skills test – One (1) skill sheet
 - 100% competency of critical fail points identified on the skill sheet

Hazardous Materials Operations

NFPA 1072 2017ed.

AHJ Candidate Application Process

- Hazardous Materials Operations Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1072, Chapter 5, and Mission Specific Competencies 6.2, 6.3, 6.4, and 6.6.
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ

NFPA Pre-Requisite competencies to be reviewed and approved by FST prior to acceptance in the testing event

- Hazardous Materials Awareness

IFSAC Certification Testing

- Written test – 75 questions
 - Seventy percent (70%) is required to pass
 - 90 minute time limit
 - Correlated to Jones & Bartlett, Hazardous Materials Awareness and Operations, 3rd Edition
- Manipulative Skills test – Two (2) skill sheet
 - 100% competency of critical fail points identified on the skill sheet

Fire Fighter I

NFPA 1001 2019ed.

AHJ Candidate Application Process

- Fire Fighter I Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1001, Chapter 4.
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ

- Local AHJ Local Verification of NFPA 1001, Section 4.3 Emergency Medical Care performance capabilities
- Local AHJ verification of Live Fire Training and evaluation of competency by AHJ

NFPA Pre-Requisite competencies to be reviewed and approved by FST prior to acceptance in the testing event

- Hazardous Materials Awareness
- Hazardous Materials Operations

IFSAC Certification Testing

- Written test – 100 questions
 - Seventy percent (70%) is required to pass
 - 90 minute time limit
 - Correlated to IFSTA Essentials of Fire Fighting, 7th Edition
- Manipulative Skills test – Six (6) skill sheets including three (3) mandatory categories: SCBA, Hose, Ladders.
 - 100% competency of critical fail points identified on the skill sheet

AHJ Candidate Application Process

- Fire Fighter II Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1001, Chapter 5.
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ
- Local AHJ Local Verification of NFPA Objectives (AHJ Must have training record documentation)
 - Objective 5.2.1 Complete an Incident Report (FFII Skill Sheet #2)
 - Objective 5.4.1 Extricate a victim entrapped in a motor vehicle (FFII Skill Sheet #9)
 - Objective 5.5.1 Perform a fire safety survey in a private dwelling (FFII Skill Sheet #11)
 - Objective 5.5.2 Present fire safety information to station visitors (FFII Skill Sheet #12)
 - Objective 5.5.3 Prepare a pre-incident survey (FFII Skill Sheet #13)

NFPA Pre-Requisite competencies to be reviewed and approved by FST prior to acceptance in the testing event

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I

IFSAC Certification Testing

- Written test – 100 questions
 - Seventy percent (70%) is required to pass
 - 90 minute time limit
 - Correlated to IFSTA Essentials of Fire Fighting, 7th Edition
- Manipulative Skills test – Four (4) skills selected from FFII Skill Sheets 1,3, 4, 5, 6, 7, 8, 10, 14, 15
 - 100% competency of critical fail points identified on the skill sheet

Fire Apparatus Driver/Operator – General (Chapter 4)**AHJ Candidate Application Process**

- Driver/Operator – General Certification Application
 - Local AHJ Verification (RODEO) Objectives 4.3.1 – 4.3.6. The candidate must demonstrate maneuvers commonly encountered during normal driving operation. (refer to Skill Sheets #2A-D)
 - Local AHJ Verification – Objective 4.3.1. The candidate must demonstrate operating a vehicle on a public roadway. (refer to Skill Sheet #2B)
 - Local AHJ Verification – Objective 1.4.1 – Driver’s License and Objective 1.4.2 – Medical Clearance

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I

IFSAC Certification Testing

- Written test – 50 questions
 - Seventy (70%) percent is required to pass
 - 60 minute time limit
 - Correlated to IFSTA Pumping and Aerial Apparatus Driver/Operator, 3rd Edition
- Manipulative Skills test – One (1) Skill Sheet
 - Maintenance – Skill Sheet #1
 - 100% competency of critical fail points identified on the skill sheet.

Fire Apparatus Driver/Operator – Pumper (Chapter 5)**NFPA 1002 2017ed.**

AHJ Candidate Application Process

- Driver/Operator – Pumper Certification Application
 - Local AHJ Verification – Objective 1.4.1 – Driver’s License and Objective 1.4.2 – Medical Clearance

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I
- Fire Apparatus Driver/Operator - General

IFSAC Certification Testing

- Written test – 75 questions
 - Seventy (70%) percent is required to pass
 - 90 minute time limit
 - Correlated to IFSTA Pumping and Aerial Apparatus Driver/Operator, 3rd Edition
- Manipulative Skills test – Four (4) Skill Sheets
 - Maintenance – Skill Sheet #1
 - Friction Loss – solve 1 hydraulic calculation problem
 - Pumping Operations – skill sheet #2, and 1 skill sheet from 2A, 2B, 2C, or 2D
 - 100% competency of critical fail points identified on the skill sheet.

Fire Apparatus Driver/Operator – Aerial (Chapter 6)**NFPA 1002 2017ed.**

AHJ Candidate Application Process

- Driver/Operator – Pumper Certification Application
 - Local AHJ Verification – Objective 1.4.1 – Driver’s License and Objective 1.4.2 – Medical Clearance

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I
- Fire Apparatus Driver/Operator – General
- Fire Apparatus Driver/Operator - Pumper

IFSAC Certification Testing

- Written test – 50 questions
 - Seventy (70%) percent is required to pass
 - 60 minute time limit
 - Correlated to IFSTA Pumping and Aerial Apparatus Driver/Operator, 3rd Edition
- Manipulative Skills test – Four (4) Skill Sheets
 - 100% competency of critical fail points identified on the skill sheet.

Fire Apparatus Driver/Operator – Mobile Water Supply (Chapter 10)**NFPA 1002 2017ed.**

AHJ Candidate Application Process

- Driver/Operator – Pumper Certification Application
 - Local AHJ Verification – Objective 1.4.1 – Driver’s License and Objective 1.4.2 – Medical Clearance

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I
- Fire Apparatus Driver/Operator – General
- Fire Apparatus Driver/Operator - Pumper

IFSAC Certification Testing

- Written test – 50 questions
 - Seventy (70%) percent is required to pass
 - 60 minute time limit
 - Correlated to IFSTA Pumping and Aerial Apparatus Driver/Operator, 3rd Edition
- Manipulative Skills test – Two (2) Skill Sheets
 - 100% competency of critical fail points identified on the skill sheet.

Fire Instructor I

NFPA 1041 2019ed.

AHJ Candidate Application Process

- Fire Instructor I Certification Application

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I

IFSAC Certification Testing

- Written test – 100 questions
 - Seventy (70%) percent is required to pass
 - 90 minute time limit
 - Correlated to IFSTA Fire and Emergency Services Instructor, 9th Edition
- Manipulative Skills test – Three (3) Skill Sheets
 - Candidate will present a prepared lesson on a **topic of their choice** utilizing skill sheet #5
 - Two additional skill sheets
 - 100% competency of critical fail points identified on the skill sheet.

Fire Officer I

NFPA 1021 2020ed.

AHJ Candidate Application Process

- Fire Officer I Certification Application

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I
- Firefighter II
- Fire Instructor I

IFSAC Certification Testing

- Written test – 100 questions
 - Seventy (70%) percent is required to pass
 - 90 minute time limit
 - Correlated to IFSTA Fire and Emergency Services Company Officer, 6th Edition
- Manipulative Skills test – Three (3) Skill Sheets
 - Portfolio Project is found on FST's website
 - Fire Officer I portfolio project as listed below

The candidate will have one year to complete the Fire Officer I portfolio project from the date of the first written attempt. The project shall document each activity as assigned by their Fire Chief or their designee. Upon completion, the candidate will present the portfolio to their Chief for review.

The candidate's Fire Chief or their designee will review the candidate's portfolio project to ensure all activities are complete and meet the listed judging criteria in accordance with AHJ SOP's. The candidate's Fire Chief will sign the portfolio completion form and forward the portfolio project to FST. When a completed portfolio is submitted to FST, the portfolio will be reviewed by two (2) qualified FST evaluators using a scoring rubric.

Fire Officer II

NFPA 1021 2020ed.

AHJ Candidate Application Process

- Fire Officer II Certification Application

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I
- Firefighter II
- Fire Instructor I
- Fire Officer I

IFSAC Certification Testing

- Written test – 100 questions
 - Seventy (70%) percent is required to pass
 - 90 minute time limit
 - Correlated to IFSTA Fire and Emergency Services Company Officer, 6th Edition
- Manipulative Skills test – Three (3) Skill Sheets
 - Portfolio Project is found on FST’s website
 - Fire Officer II portfolio project as listed below

The candidate will have one year to complete the Fire Officer II portfolio project from the date of the first written attempt. The project shall document each activity as assigned by their Fire Chief or their designee. Upon completion, the candidate will present the portfolio to their Chief for review.

The candidate’s Fire Chief or their designee will review the candidate’s portfolio project to ensure all activities are complete and meet the listed judging criteria in accordance with AHJ SOP’s. The candidate’s Fire Chief will sign the portfolio completion form and forward the portfolio project to FST. When a completed portfolio is submitted to FST, the portfolio will be reviewed by two (2) qualified FST evaluators using a scoring rubric.

Fire Officer III

NFPA 1021 2020ed.

AHJ Candidate Application Process

- Fire Officer III Certification Application

NFPA Pre-Requisites competency documentation to be reviewed by FST

- Hazardous Materials Awareness
- Hazardous Materials Operations
- Firefighter I
- Firefighter II
- Fire Instructor I
- Fire Officer I
- Fire Officer II

IFSAC Certification Testing

- Written test – 100 questions
 - Seventy (70%) percent is required to pass
 - 90 minute time limit
 - Correlated to IFSTA Chief Officer, 4th Edition
- Manipulative Skills test – Three (3) Skill Sheets
 - Portfolio Project is found on FST’s website
 - Fire Officer III portfolio project as listed below

The candidate will have one year to complete the Fire Officer III portfolio project from the date of the first written attempt. The project shall document each activity as assigned by their Fire Chief or their designee. Upon completion, the candidate will present the portfolio to their Chief for review.

The candidate’s Fire Chief or their designee will review the candidate’s portfolio project to ensure all activities are complete and meet the listed judging criteria in accordance with AHJ SOP’s. The candidate’s Fire Chief will sign the portfolio completion form and forward the portfolio project to FST. When a completed portfolio is submitted to FST, the portfolio will be reviewed by two (2) qualified FST evaluators using a scoring rubric.

F. THE CERTIFICATION PROCESS OVERVIEW

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

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

After successful completion of the process, the candidate will be issued IFSAC Certification.

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

G. REQUESTING A TESTING EVENT

Application:

Any Idaho AHJ can start the process by requesting FST to hold a testing event at their location. There are separate applications for written and skill test events, which the AHJ must complete and indicate what level of testing is needed. Regional training associations are also encouraged to work with their FST Advisory Council representatives and regularly schedule testing events in their areas. By filling out a test event request form, the AHJ agrees to provide a suitable location, equipment used for testing (some exceptions apply with DOP skills), and if needed, staffing for skill sheets that require an assistant for the candidate being tested. FST will provide the testing materials, Proctors, or Evaluators to administer the test.

Desired dates and how many candidates the facility can handle must be filled out on the application. Candidates from the hosting jurisdiction will be given priority for admittance to the test. FST will post the testing event on their calendar and will begin the process of accepting candidate applications.

Time lines:

Certification test applications shall be received by FST **at least 45 days prior to the requested test date.**

H. CANDIDATE APPLICATION PROCESS

Application:

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

Deadlines:

Application deadline will be two (2) weeks before the testing event to allow FST enough time to complete the pre-requisite reviews, compile testing materials, coordinate proctor and evaluators and their travel needs, and ship materials. Candidates not approved by FST will not be accepted for certification exams and testing materials will not be compiled and shipped.

Attendance:

Once accepted into a testing event, a No Show will count as failing scores and counted as one (1) attempt. If a candidate is going to be unable to attend a testing event, the candidate shall, **at least twenty-four (24) hours in advance of the testing event**, submit a written request to withdraw, including an explanation for withdraw. In general, illness and/or family emergencies will be acceptable reasons for withdrawing from a testing event. No Show on the day of the event may be excused for an unforeseeable event, such as a major traffic delay or sudden onset of illness, and evaluated by FST on a case-by-case basis. The candidate shall provide FST a written summary of events that is approved by their Chief and/or Training Officer to validate the unforeseeable event.

I. NFPA PRE-REQUISITES COMPETENCY REVIEW

Certain NFPA positions require the candidate to meet pre-requisite knowledge and skills prior to qualification at that level. Pre-requisites of each certification are listed in each certification level offered. FST will conduct pre-requisite reviews of all applications. Candidates who have not met pre-requisites will not be allowed to test.

FST has three (3) options to verify pre-requisites

Option 1 – IFSAC Certification

FST's preferred method of meeting pre-requisites is Idaho IFSAC Certification to those levels. A copy of all Idaho IFSAC Certifications are kept in the candidate's individual student certification file.

Option 2 – Reciprocity

If an AHJ has a member who has attained IFSAC Certification in another state, they can fill out a reciprocity application and send it with a copy of their certification with a legible seal number to FST to place into their student file. Idaho FST grants reciprocity to all verified IFSAC Certification. **Other state IFSAC Accreditations must meet or exceed Idaho's minimum standards set forth in this SOG.** In this SOG, FST adjusted passing requirements for written test scores to align with most other states, however any Hazardous Materials Operations shall also specifically indicate testing includes all Mission Specific Objectives required by Idaho: 6.2, 6.3, 6.4, 6.6. **FST will offer a modified Hazardous Materials Operations test for any Mission Specific Objectives not tested in another state.**

Option 3 – Equivalency Review

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

1. Upon request of an AHJ, FST may also accept nationally recognized certifications other than IFSAC, such as ProBoard, CAL Fire, etc...
2. Upon request an AHJ may submit an application with supplemental documentation to be reviewed by a Peer Review Committee to verify training documentation meets or exceeds the NFPA pre-requisites for IFSAC Certification testing at the candidate's current position. The Peer Review Committee shall consist of one (1) representative from FST and one (1) representative from the Advisory Council voting membership.

EQUIVALENCY REVIEW CRITERIA IS AS FOLLOWS:

Hazardous Materials Awareness and Operations

Meet the training and JPR requirements for NFPA 1072, Chapters 4, 5, and Mission Specific 6.2, 6.3, 6.4, and 6.6
Training records must be provided to document this

A signed form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications

Firefighter I

Meet the training and JPR requirements for NFPA 1001, Chapter 4

Training records must be provided to document this

A minimum of one (1) year at or above the Firefighter I level in the fire service

A signed form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications

Firefighter II

Meet the training and JPR requirements for NFPA 1001, Chapter 5

Training records must be provided to document this

A minimum of two (2) years at or above the Firefighter II level in the fire service

A signed form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications

Fire Instructor I

Meet the training and JPR requirements for NFPA 1041, Chapter 4

Training records must be provided to document this

A minimum of three (3) years as a qualified fire service instructor

A signed form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications

Fire Officer I

Meet the training and JPR requirements for NFPA 1021, Chapter 4

Training records must be provided to document this

A minimum of three (3) years as a qualified Fire Officer I in the fire service

A signed form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications

Fire Officer II

Meet the training and JPR requirements for NFPA 1021, Chapter 5

Training records must be provided to document this

A minimum of three (3) years as a qualified Fire Officer II in the fire service

A signed form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications

Fire Officer III

Meet the training and JPR requirements for NFPA 1021, Chapter 6

Training records must be provided to document this

A minimum of three (3) years as a qualified Fire Officer III in the fire service

A signed form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications

J. IFSAC CERTIFICATION TESTING INTENT

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

Each JPR consists of three components

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

Following the JPR format are two sub-sections

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

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

K. STUDENT TRANSCRIPTS AND RECORDS

Storage:

FST utilizes a secure database to store all student transcripts of courses, certifications, IFSAC seal numbers and testing. FST also maintains physical copies of testing and certification records in their secured office. Access is protected by electronic card key, date and time stamped by security.

Release of Records:

Student records are released to the student and the Chief and/or Training Officer signatory on the test application. **Testing results will not be released over the telephone.**

L. WRITTEN TESTS

Correlation to the NFPA Standard:

IFSAC provides a correlation sheet to FST for each level of qualification. It is the responsibility of FST to ensure our testing system addresses each requisite knowledge component (A) of the standard being tested. One hundred percent of the test bank used to evaluate the NFPA level of accreditation shall be correlated and identified on the correlation sheet provided. This correlation sheet shall be kept with the printed test bank for each level, and secured with the testing materials.

Test Bank Security:

FST maintains a test bank for each level of certification. Test banks are supplied by the text book vendors (IFSTA and Jones & Bartlett). FST staff and Idaho Subject Matter Experts validate for content and applicability for use in Idaho. Based on the following criteria:

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

For each test bank, FST will ensure:

- Separate test banks will be maintained for each level within the standard and correlate separately
- Each test bank shall be at least twice as large as the number of items used per test generated
- Each test bank shall identify the standard and edition as the same standard and edition as the accredited levels
- Each test bank shall include a reference to the standard and edition being measured and the referenced source
- Includes at least two questions that address each component of the NFPA standards outlined by IFSAC's correlation sheet
- Test banks are password protected and access is limited to FST staff.

Question Validity and Reliability:

FST uses IFSTA and Jones & Bartlett test banks, and ParSystem software to generate the cognitive test for our IFSAC accredited programs. Both vendors assure the test banks meet IFSAC's accreditation requirements.

FST reviews and analyzes new test banks for three types of validity, or when NFPA standards change to ensure all items in the test bank are current.

1. **Face Validity:** Test bank items are analyzed for face validity by qualified Subject Matter Experts (SME) to ensure all items reflect the concept being measured.
2. **Technical Content Validity:** Test bank items are referenced to current NFPA standards and other current training materials. (IFSTA and Jones & Bartlett texts)
3. **Job Content Validity:** Test bank items are analyzed for job content validity by qualified Subject Matter Experts. The SME committee analyzes items for their technical accuracy and job content validity of the information being measured. The date of the last review is stored with each test item in the test bank.

Tests are analyzed for reliability on a regular basis. FST reviews each test for validity before it is issued. After each test, a report is generated from the ParSystems Integrated Testing Suite each time a test is scored. When the test group is at least ten (10) candidates, FST reviews test score reports for the following:

- Reliability
- Item Discrimination
- Difficulty
- Highs/Lowest Scores
- Median Score
- Mean Score

Individual Certification Tests:

Certification tests are created using testing software (ParTest) that randomly selects questions of each component of the standard, based on a matrix determined by FST and SME. Each year FST creates multiple tests for each certification level to provide new versions should a candidate need to retest. Test booklets are secured in a locked file cabinet when not in use.

Testing Materials:

Individual testing packets are compiled at FST. Packets include the test booklet, test scantron bubble sheet for candidates to record their answers, registration form, question challenge form, blank scratch paper. FST also supplies pencils and any reference material the candidate would need to use for the test. (ERG, Safety Data Sheets, SOP's, simple calculator, etc...) The test packets are boxed and either given directly to the proctor, or sent to the proctor via courier service with a tracking number. The box will also include the proctor instructions, roster of approved candidates, script and test verification form, and a worksheet to track candidates' times to ensure each candidate completes the test within the allotted time period. The proctor will ensure the security of the materials throughout the testing process and return the materials to FST in the same manner.

The Test:

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

A Test Question Challenge:

While taking the test, if a candidate believes a question needs review for any reason, they will explain on the challenge question form provided why the question needs to be reviewed. Each challenge to a test question is reviewed by FST to ensure test quality. After review, any challenge found to be valid will be thrown out or adjusted as needed. The solution to the challenge question will be applied to all candidates taking the test. The question will also be fixed or deleted from the test bank for future tests.

Grading:

- Scantron bubble sheets are graded electronically at FST. Individual review will be done on tests with a failing grade or as circumstances demand.
- Results will be sent to the candidates AHJ within three weeks, however, the goal of FST is to have the notification process complete within seven business days.
- Attendance
 - Once registered for a test, candidates who fail to show up will receive a FAIL score
 - The test event will count as one (1) attempt
 - If a candidate will not be able to attend a testing event, the candidate shall submit written request to withdraw from the testing event at least 24 hours in advance of the test.
- Candidates who score below 70% must retest the entire qualification test. A candidate will be allowed up to three (3) attempts in a 12-month period. **(see Request for Retesting)**

M. MANIPULATIVE SKILLS TEST OR PORTFOLIO PROJECT**Correlation to the NFPA standard:**

IFSAC provides a correlation sheet to FST for each level of qualification and FST is responsible to ensure our testing system addresses each requisite skill component. Skill sheets outline the task, conditions and objectives of each requisite skill.

Skill Sheets:

FST develops skill sheets from the requisite skills section (B) of the standard being tested. All skill sheets are available on FST's website and are intended for use during training, certification preparation and the certification processes. The skill sheets themselves and the manner of their successful completion are in no way intended to be confidential. Skill sheets are randomly selected for certification for some levels, while other levels test all of the required JPRs.

Each skill sheet shall:

- Be correlated to the correlation sheet
- Provide candidates with test performance expectations, the standard and edition being tested
- A reference to the JPR(s) being measured
- Specify the evaluated items and criteria for measurement
- Shall test the same standard and edition as the accredited level(s)
- Individual grading sheets will be used for each candidate.

Testing Materials:

Prior to a testing event, FST selects which skill sheets will be used and creates individual testing booklets.

- Test booklets will include a random selection of all requirements covered in the standard
- The Pass/Fail criteria for each skill are outlined on the skill sheet
- The results of the skills examination are recorded as "pass" or "fail"
- Individual testing booklets are confidential

The test booklets along with the lead evaluator's testing event checklist, script and test verification documentation are boxed and either given directly to the Lead Evaluator, or send via courier service with a tracking number. The Lead Evaluator will ensure the security of the material throughout the testing process and return the materials to FST in the same manner.

Test Site Setup:

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

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

Official picture ID is required:

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

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

- Lead Evaluator
 - Organize the logistics, act as overall safety officer, review evaluators performance, ensure all documentation is complete.
 - When a skill sheet requires a choice of scenarios, the Lead Evaluator will either be provided a choice of pre-written scripts with the test packet, or will select one of the options available on any skill sheet so that each candidate is tested equally and fairly.
- Hosting AHJ Representative
 - Will gather equipment, monitor candidate staging areas, be available to the Lead Evaluator to provide local clarification for any potential training issues causing excessive failure of any particular skill station.
- Evaluators
 - Set up assigned stations, follow scenarios as assigned by the Lead Evaluator for your station as applicable, act as testing station safety officer.
- Assistants (supplied by hosting AHJ)
 - Act as a candidate's team member or as the patient, as directed.
 - Do not coach or lead candidate
 - Only do what the candidate directs you to do

Portfolio Project Based Testing:

Fire Officer skills testing utilizes portfolio projects. These are not proctored, but the finished product is submitted to FST for review by two (2) qualified FST Evaluators. All JPRs will be evaluated. A scoring rubric shall be used for all portfolio project-based evaluations.

Skill Sheet Based Testing:

- The candidate will be escorted from the staging area to the PPE storage area and will be directed to either collect or put on the PPE required for skill being tested.
- The candidate will be escorted to the testing station where one or more skills will be tested.
- The evaluator will then read the skill task, then allow the candidate to briefly review the skill sheet. Approximately 10 seconds. **Candidate may only review the instruction side of the skill sheet.**
- The evaluator will clarify any aspects of the task as command would communicate, staging area of the tools and equipment, and explain the role of any assistants the skill sheet requires.
- The evaluator will ask the candidate if they have any questions as to which skill they are being tested on.
- The candidate, upon notifying the evaluator they understand which skill is being tested, will begin the test in the following format:
 - Acknowledge the task as if they were confirming their task to command
 - State the required PPE and equipment needed to complete the task safely
 - Perform the task, explaining out loud to the evaluator what they are doing as they go
 - Communicate to the evaluator when the task is complete, as if they were reporting to command
- The evaluator will be consistent from candidate to candidate in judging their performance and solely on accomplishment of the task objectives and judging criteria listed on the skill sheet.
- Candidates shall not be told if they passed or failed a skill station by the evaluator. Nor will the evaluator provide any non-verbal indication or coach the candidate in any way.
- The reason for failure of a skill must be clearly documented on the candidate's skill sheet.
- The candidate will then be escorted either to the next testing station, or back to staging via the PPE staging area for doffing.

Failure of a skill:

If the candidate fails a skill, they will be provided with a second attempt administered by a different evaluator that same day. *Retesting will begin after all candidates have completed their first attempts.* Failure on the second attempt will require the candidate to retest that skill plus 1 additional skill in the same category missed at a future testing event.

Lead Evaluator / Candidate Test Review:

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

N. RETESTING

- A retest application must be submitted for each retest and indicate as such on the application.
- All components of the testing process shall be passed within 12 months of entering into the testing process.
 - A candidate will be allowed three (3) written attempts in a 1-month period
 - The 12-month time to pass all components of the level of certification starts with the first attempt.
 - If co-testing (i.e., Hazardous Materials and Firefighter I, or Driver/Operator - General and Driver/Operator – Pumper), the highest level(s) would need to be completed in the same 12-month period.
- All components of the testing process shall be to the same standard and edition.
- If a candidate fails out of the testing process, there will be a six (6) month waiting period before being eligible to reenter into the testing process, to provide ample time for remedial training.

O. IFSAC CERTIFICATES

Certificate and Seals:

Upon satisfactory completion of the certification testing process, an Idaho FST certificate is created with a numbered and registered IFSAC seal attached stating which edition of the standard the candidate was tested to. Certificates are mailed to the candidate's AHJ (school for students) so they may present the certificate to the candidate. A copy of the certificate with the seal is maintained in the candidate's FST certification file.

Certifications shall include the following:

- Idaho Division of Career Technical Education
- Fire Service Training
- Candidate's name
- Level of certification achieved
- Applicable standard and edition
- Date of certification
- IFSAC seal is affixed in lower left corner
- Signatures of the CTE State Administrator

FST updates certification requirements based on the changes contained within newly issued editions of NFPA standards. Once NFPA issues a revised edition, FST will update the corresponding certification level(s) and begin testing to the new standard edition within three (3) years. FST will open testing to the new standard edition six (6) months prior to the deadline established by IFSAC to discontinue issuing under the expiring edition of the NFPA standards.

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

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

P. PROCTORS AND EVALUATORS

Overview:

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

FST will select and assign all proctors and evaluators on a rotational basis when possible for certification examination, with first opportunity to evaluators closest to the regions of testing *who did not participate in the training process of the candidates*. In rare occasions where enough evaluators are not available, FST may approve an evaluator who participated in the training process, as long as they do not evaluate the subject(s) they taught. FST will screen, select and train proctors and

evaluators. Proctors and Evaluators must attend a refresher training every three (3) years. The Proctors/Evaluators and Instructor recertification cycles are not synced at three (3) years for easier tracking for both FST and our State Instructors and Proctor/Evaluators.

Proctors:

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

Proctors are required to comply with all rules, guidelines, policies, and procedures for proctoring written exams as provided by FST and ensure security and procedures of the written exams are maintained. Only the individuals listed on the exam roster are permitted to test. No substitutions or walk-ins are allowed. Test packets are not to be reproduced outside of FST's office. Reproduction of test packets will invalidate the exam and all individuals taking the exam will receive a Fail score, will count as an attempt, and need to retest. If FST does receive back a reproduced test, or a test packet for a No Show is not returned that test number shall be taken out of circulation and all tests shredded, and the Proctor's file will be noted. Proctors are authorized to discuss or answer test related procedural questions from candidates but are not authorized to speculate, discuss, comment, or answer any other written content questions from the candidates before, during, or after the test event.

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

Evaluators:

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

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

- Successfully complete one of the following:
 - Be IFSAC certified at the level evaluating

OR

 - Be an FST qualified instructor at the level evaluating
- Successfully complete the following:
 - Complete and IFSAC Proctor and Evaluator training course

AND

 - Be mentored at a testing event
- Attend refresher training once every three years

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

Evaluators judge candidate skills in a fair and objective manner by following Evaluator guidelines furnished by FST. FST will select a minimum of two Evaluators for each testing event and designate one as the Lead Evaluator for each manipulative skills exam. If a safety issue arises because of a candidate's actions, the Evaluator will terminate the test and the candidate will receive a failing grade for that skill station. If the safety hazard arises because of a station helper, the Evaluator may correct the safety issue and restart the testing.

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

Lead Evaluator:

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

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

The Lead Evaluator has the authority to suspend a testing event if a safety hazard exists, or to deny participation of a candidate if the candidate fails to have adequate equipment, as well as for attitude, misconduct, impairment, etc... The Lead Evaluator may choose to remove a candidate or evaluator from a testing event due to attitude, misconduct, impairment, etc... FST will review the reasons the candidate or evaluator was released and provide in writing a response to the Lead Evaluator, as well as the individual released.

Q. TESTING APPEALS PROCESS

FST will ensure all test appeals are considered in a fair and equitable manner. Appeals must be made in writing, received by FST within 30 days of failure notification, and include the following:

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

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

If the candidate disagrees with the decision of FST, an appeal may be made within 30 days to a review board of three (3) qualified instructors. Board members will be selected in the following manner:

- FST will select one (1) member
- The appellant will select one (1) member
- Those two (2) members will select the final member

FST will implement the final decision of the appeal review board

R. TEST RECORDS

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

S. NOTIFICATION OF TESTING TO IFSAC

At the request of IFSAC Administration, FST will provide a listing of scheduled testing events, that includes the dates, location, level, and contact information for both written and manipulative skills tests. This information may also be available on FST's on-line training and testing calendar at <https://cte.idaho.gov/programs-2/fire-service-training/>. With a 48 hour notice, a representative designated by the Certification Assembly Board of Governors will be allowed to observe any scheduled testing process.

T. REVOCATION OF PROCTOR/EVALUATOR STATUS

Refer to Chapter 2: Training, Section D, Revocation of Instructor Status

U. PROCTOR/EVALUATOR APPEALS PROCESS:

Refer to Chapter 2: Training, Section D, Revocation of Instructor Status

Chapter 4: Advisory Council

Purpose:

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

Structure:

See Advisory Council By-Laws for structure and additional information.

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